



Hamp Community Junior School

Health, Safety and Welfare Policy

June 2009



Hamp Community Junior School Policy on Health, Safety and Welfare

1 Introduction

1.1 Our school is committed to achieving the five required outcomes of the Children Act 2004 ('Every Child Matters'), i.e. that all children:

- be healthy;
- stay safe;
- enjoy and achieve;
- make a positive contribution;
- achieve economic well-being.

1.2 Occupational Health and safety in schools is governed by legislation and associated regulations. These are enforced by the Health and Safety Executive (HSE).

In community schools, community special schools and voluntary controlled schools statutory health and safety responsibilities fall on the LEA (as the employer) and on the Headteacher and other school staff (as employees).

The role of the governing body

As the management body, the governing body must ensure that school staff and premises comply with the LEA's health and safety policy and practices (e.g. reporting accidents, first aid provision).

to institute a health and safety policy and advise employees of it;
to have a critical incident/emergency contingency plan;
to ensure, so far as is reasonably practicable, the health, safety and welfare of teachers and other education staff; the health and safety of pupils in school and on off-site visits; and the health and safety of visitors to schools, and volunteers involved in any school activity;
to assess the risk of all activities, both in school and off-site; introduce measures to manage those risks, and tell employees about those measures;
to ensure that staff are competent and trained in their health and safety responsibilities; and are actively involved in health and safety;
to take reasonable steps to make sure that the buildings, equipment and materials are safe and do not put the health of users and visitors at risk.

In practice, the governing body may delegate specific health and safety tasks to others at the school.

The governing body, and Headteacher, must comply with any direction given to them by the LEA concerning the health and safety of persons on the school's premises or taking part in any school activities elsewhere.

The Role of Employees

Employees must take reasonable care of their own health & safety, and that of anyone else who may be affected by what they do at work. They must also cooperate with others who have duties for health & safety by carrying out instructions and reporting unsafe practices. The Headteacher's, who has delegated responsibility for the day-to-day management of the school, has a particular role in seeing that the governing body's health and safety policies and procedures are carried out.

- 1.3 The health, safety and welfare of all the people who work or learn at our school are therefore of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The governing body, along with the LA, takes responsibility for protecting the health, safety and welfare of all children and members of staff.

2 Healthy schools initiative

- 2.1 Following the publication in 1997 of the government's White Paper 'Excellence in Schools', many schools decided to participate in the healthy schools initiative. This school fully supports the aims of this initiative, and we will strive to achieve the National Healthy School Standard. We believe that a healthy school is one in which children can thrive not only physically and academically, but also spiritually and emotionally. We promote a whole-school approach to the well-being of our children, which involves:

- giving health issues high priority in our planning;
- making sure that we have effective policies on sex education and drugs education;
- planning the curriculum to ensure that the children have sufficient opportunity to learn about healthy living;
- providing opportunities for children to take responsibility for their learning and behaviour;
- making sure that the environment is stimulating and conducive to learning;
- providing opportunities for children to put forward their views and be listened to;
- supporting children who need additional care and attention;
- providing opportunities for all our staff to develop their skills;
- working closely with parents and external agencies to provide the best possible support for our children;
- making sure all children have clear and appropriate targets.

3 The school curriculum

- 3.1 We teach the children about health and safety in order to equip them with the skills, knowledge and understanding that will enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard as part of the normal school curriculum. For example, in the geography curriculum, Key Stage 1, the unit of work entitled 'People who help us' deals with the work of the police and fire services. Through this topic, we teach children about the danger of fire, and how to avoid accidents. Likewise, through the science curriculum, we teach children about hazardous materials, and how to handle equipment safely.
- 3.2 We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in PSHE lessons, and we reinforce these points in design and technology, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons.
- 3.3 Health and safety issues also arise when we teach care for the environment, and awareness of the dangers of litter. Children in Key Stage 2 receive both drugs education and sex and relationship education (see the relevant policies).
- 3.4 We believe that everybody in our school can and should promote everybody else's safety, so we teach children to spot hazards in the classroom or around the school, and inform their teacher.
- 3.5 Our school promotes the spiritual welfare and growth of the children through the RE curriculum, through special events, such as harvest festivals, and through the daily act of collective worship.
- 3.6 Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers use circle time to help children discuss and overcome any fears and worries that they may have. These concerns are handled with sensitivity.

4 School meals

- 4.1 Our school provides the opportunity for children to have a meal at lunchtimes. If parents are in receipt of Income Support, a Job Seeker's Allowance, Support under the Immigration and Asylum Act of 1999, or Child Tax Credit (with income below a certain limit), they may claim free school meals for their children. We do all we can to ensure that the meals provided have a suitable nutritional value, in line with the requirements of the School Standards and Framework Act of 1998. Children under five, and those whose parents receive the above benefits, are entitled to free milk each school day.
- 4.2 If children choose to bring their own packed lunch, we provide them with a suitable place to eat it, and we supervise them during this time.
- 4.3 Our school promotes a healthy lifestyle. As sweets can damage children's teeth, we do not allow sweets to be eaten in school.

5 School uniform

- 5.1 It is our policy that all children wear the school uniform when attending school, or when participating in a school-organised event, even if outside normal school hours. We agree the requirements for school uniform with parents, and we review these requirements regularly.
- 5.2 We always take a sensitive approach where regulations regarding uniform conflict with a child's religious or cultural beliefs. We have drawn up regulations regarding the recognition of cultural diversity in this respect, and these stipulate that we do not discriminate on grounds of race, creed or gender.
- 5.3 It is the responsibility of the Headteacher to ensure that the school uniform policy is enforced. It is, however, not our school policy to exclude children from the school if they, for whatever reason, do not have the proper school uniform.
- 5.4 We ask parents to equip their children with the necessary uniform and school equipment. If a child repeatedly attends school without the correct uniform, we will inform parents and request that they make sure their child leaves home with the proper uniform on. If a parent is in financial difficulties, and this results in a child not having the correct uniform, or not having adequate equipment, our school will do all it can to support the parent. We ask parents not to send their child to school with 'extreme' hairstyles, or the sort of appearance that is likely to draw attention. We ask parents to discuss their child's appearance with us if there are any religious issues involved that we might be unaware of.
- 5.5 On grounds of health and safety, we do not allow children to wear jewellery in our school. An exception is ear-ring studs in pierced ears. We ask children either to remove these during PE and games, or to cover them with a plaster.

6 Child protection

- 6.1 The named persons with responsibility for child protection in our school are Mr Dobson & Mrs Edwards, who liaises with a named governor. We will follow the procedures for child protection drawn up by the LA and the Governing Body. There is a separate Child Protection Policy.
- 6.2 If any teacher suspects that a child in their class may be the victim of abuse, they should not try to investigate, but should immediately inform the persons named in 6.1 about their concerns.
- 6.3 When investigating incidents or suspicions, the person responsible in the school for child protection works closely with social services, and with the Area Child Protection Committee (ACPC). We handle all such cases with sensitivity, and we attach paramount importance to the interests of the child.

- 6.4 All adults employed in school will be appointed using the safeguarding recruitment procedures and entered on the schools single central register, in order to check that there is no evidence of offences involving children or abuse.
- 6.5 All the adults in our school share responsibility for keeping our children safe. We may, on occasion, report concerns which, on investigation, prove unfounded. It is better to be safe than sorry, and we trust that parents, while they will naturally be upset, will nevertheless accept that the school acted in the child's best interests.

7 School security

- 7.1 While it is difficult to make the school site totally secure, we will do all we can to ensure that the school is a safe environment for all who work or learn here. We review security measures regularly, and draw upon the advice of experts (e.g. police officers, fire officers, architects and other consultants).
- 7.2 We require all adult visitors who arrive in normal school hours to sign the visitors' book in the reception area, and to wear an identification badge at all times whilst on the school premises.
- 7.3 Teachers will not allow any adult to enter their classroom if the school visitor's badge does not identify them.
- 7.4 If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Headteacher immediately. The Headteacher will warn any intruder that they must leave the school site straight away. If the Headteacher has any concerns that an intruder may cause harm to anyone on the school site, s/he will contact the police.

8 Safety of children

- 8.1 It is the responsibility of each teacher to ensure that all curriculum activities are safe. Similarly, curriculum coordinators will always be vigilant for hazards concerning equipment or activities related to their area of responsibility. If a teacher or curriculum coordinator has any concerns about pupil safety, s/he should bring them to the attention of the Headteacher before that particular activity next takes place.
- 8.2 We do not take any child off the school site without the prior permission of the parent.
- 8.3 If an accident does happen, and it results in an injury to a child, the LSA will do all s/he can to aid the child concerned. All Playtimes have a duty first aider on duty. We have a dedicated first aid room in the school. The following staff at the school have been trained in first aid: [Liz White, Claire Prole, Emma Kelly, Steve Manley, Alison Morgan & Jo Smallridge, Julie Morris] and Lorraine Grant. All children sustaining a head injury will be given a Head Injury Advice Sheet Appendix C.
- 8.4 Should any incident involving injury to a child take place, one of the above-mentioned members of staff will be called to assist. If necessary, the school secretary will telephone for emergency assistance.
- 8.5 We record in the school log book all incidents involving injury, with more serious injuries being reported on the IR1 form (appendix D). We inform parents by means of a leaflet of all head bumps. Should a child be quite seriously hurt, we contact the parents through the emergency telephone number that we keep on file. We update these numbers annually, but it is essential that parents inform us when contact details change.
- 8.6 There may be rare occasions on which it is necessary for staff to restrain a pupil physically, to prevent him or her from inflicting injury to others, causing self-injury, damaging property, or being disruptive. In such cases, only the minimum force necessary may be used, and any action taken must be only to restrain the pupil. If restraint has been required, a written report will be made.

9 Fire and other emergency procedures

- 9.1 Procedures for fire and other emergency evacuation are displayed prominently in all rooms. Fire drills are held twice each term. Arrangements are made to monitor the condition of all fire prevention equipment regularly. This includes the visual inspection of fire extinguishers, and the testing of the fire alarm system. Appendix A shows the site plan and designated areas for lining up along with other fire/bomb evacuation information. Appendix B Shows the position of the Fire Extinguishers.

10 Educational visits

- 10.1 The school takes very seriously its responsibilities for ensuring the safety of children whilst on school trips (see also the policy for Off-Site Visits). Risk Assessment using the EEC suite (formally Flamefast) are carried out for all off-site activities.

11 Seat belts

- 11.1 We use coaches and mini-buses only when seat belts are provided. We instruct the children to use seat belts at all times when the bus is moving.

12 Medicines

See Managing Medicines in Schools and Early Years Settings policy.

13 Internet safety

(see also the Communications policy)

- 13.1 We regularly use the Internet in school, because it has many educational benefits. In order to minimise the risk of children coming across unsuitable material, we provide constant supervision, and we use only a filtered service, selected links, and child-friendly search engines. Parents .We also seek parental permission when children arrive at the school for using photographs of children or their work on the school's website, or in newsletters and other publications.

14 Theft or other criminal acts

- 14.1 The teacher or Headteacher will investigate any incidents of theft involving children. If there are serious incidents of theft from the school site, the Headteacher will inform the police, and record the incident in the incident book.
- 14.2 Should any incident involve physical violence against a teacher, we will report this to the Health and Safety Executive, and support the teacher in question if s/he wishes the matter to be reported to the police.

15 The health and welfare of staff

- 15.1 The school takes very seriously the need to safeguard the health and welfare of all our staff. This includes their professional development, which we address in our CPD policy. We also pay particular attention to the assessment and prevention of work-related stress, thus complying with health and safety law. If a member of staff is experiencing stress at work, s/he should inform the Headteacher without delay. The school buys into the Care First package within the Blue Book for confidential staff counselling.
- 15.2 The school will not tolerate violence, threatening behaviour or abuse directed against school staff. If such incidents do occur, the school will take the matter very seriously, and take action in line with the LA's protocol on school and the police.

16 Monitoring and review

- 16.1 The governing body has a named governor with responsibility for health and safety matters. It is this governor's responsibility to keep the governing body informed of new regulations regarding health and safety, and to ensure that the school regularly reviews its procedures with regard to health and safety matters. The governor in question also

liaises with the LA and other external agencies, to ensure that the school's procedures are in line with those of the LA.

- 16.2 The governing body, in consultation with professional advisors, carries out regular risk assessments, with the object of keeping the school environment safe.
- 16.3 The Headteacher implements the school's health, safety and welfare policy on a day-to-day basis, and ensures that all staff are aware of the details of the policy as it applies to them. The Headteacher also reports to governors annually on health and safety issues.
- 16.4 This policy will be reviewed at any time on request from the governors, or at least once every two years.

17 Risk Assessment

- 17.1 The school buys into the EEC Risk Assessment Package of the Blue Book to comply with Health & Safety requirements. Mrs Hellier is responsible for the operation of this system, with all teaching staff being responsible for producing Risk Assessments for trips and educational activities. Folders of past and generic risk assessments are held in the Office and Staff Room. All risk assessments comply with the guidance provided by the LA.

18 Delegated Areas of Responsibility

- 18.1 Table A shows who the named persons of responsibility are for all areas of Health & Safety.

Signed:

Date:

Next review:

This policy must be reviewed annually

Hamp Community Junior School – Health & Safety Policy Appendix B

THE LAW

Occupational Health and safety in schools is governed by legislation and associated regulations. These are enforced by the Health and Safety Executive (HSE).

In community schools, community special schools and voluntary controlled schools statutory health and safety responsibilities fall on the LEA (as the employer) and on the Headteacher and other school staff (as employees).

The role of the governing body

As the management body, the governing body must ensure that school staff and premises comply with the LEA's health and safety policy and practices (e.g. reporting accidents, first aid provision).

- *to institute a health and safety policy and advise employees of it;*
- *to have a critical incident/emergency contingency plan;*
- *to ensure, **so far as is reasonably practicable**, the health, safety and welfare of teachers and other education staff; the health and safety of pupils in school and on off-site visits; and the health and safety of visitors to schools, and volunteers involved in any school activity;*
- *to assess the risk of all activities, both in school and off-site; introduce measures to manage those risks, and tell employees about those measures;*
- *to ensure that staff are competent and trained in their health and safety responsibilities; and are actively involved in health and safety;*
- *to take reasonable steps to make sure that the buildings, equipment and materials are safe and do not put the health of users and visitors at risk.*

In practice, the governing body may delegate specific health and safety tasks to others at the school.

The governing body, and Headteacher, must comply with any direction given to them by the LEA concerning the health and safety of persons on the school's premises or taking part in any school activities elsewhere.

THE ROLE OF EMPLOYEES

Employees must take reasonable care of their own health and safety, and that of anyone else who may be affected by what they do at work. They must also cooperate with others who have duties for health and safety by carrying out instructions and reporting unsafe practices. The Headteacher, who has delegated responsibility for the day-to-day management of the school, has a particular role in seeing that the governing body's health and safety policies and procedures are carried out.

1. AIMS/OBJECTIVES OF THE GOVERNORS OF:

Hamp Community Junior School

- 1.1 To provide as far as reasonably practicable a safe and healthy environment for all persons who work at, attend or visit the school.
- 1.2 To endorse and support the safety policy of Somerset County Council, and to assist the Council to discharge those responsibilities, which it holds as employer.
- 1.3 To ensure their roles and the duties of the Council are linked as regards work related safety issues, and that the Scheme of Delegation published by the Council establishes the basis of devolved management and accountability for these.
- 1.4 To seek improvement to working conditions according to priorities within existing resources, and sustain a role to monitor standards at the school as an essential part of good safety management.
- 1.5 To recognise their responsibilities when they make available premises or equipment for hire, and will ensure that risks to the safety or health of hirers and other persons are adequately controlled as far as possible.
- 1.6 To recognise the role of safety representatives appointed by recognised trades unions and will co-operate with them so that they may undertake their health and safety related functions, including reasonable paid time off for consultation inspection and investigations.

The following individuals are recognised as safety representatives at the school.

Name (1) **Jackie Hellier**.....

Trade Union

- 1.7 To support the Council's arrangements for effective consultation, through encouraging informal meetings and by making time available in staff meetings where health and safety issues can be raised.
- 1.8 To ensure that staff have access to training to ensure their competence for their tasks.
- 1.9 To accept the duties that they may hold as a client where they arrange for work through contractors or volunteers. Follow the Council's guidance for the selection of competent contractors and will seek assistance from the Council's Property Services when necessary. Ensure that volunteers receive adequate instruction and supervision to work safely.

- 1.10 To report all incidents/accidents by following the procedure contained within the Incident Reporting (IR1) Guide.
- 1.11 To ensure that Risk Assessments are carried out within the school using an identified method for recording (eg Flamefast) and to review as appropriate.
- 1.12 With the Headteacher, to review on an annual basis, all accidents and other incidents reported to the school to identify trends and make a summary available to parents.
- 1.13 To ensure that incident investigations are carried out in sufficient detail.
- 1.14 To consult with the school council and inform pupils of their responsibilities for Health and Safety.

The Governors and Headteacher will draw this policy to the attention of all staff, and review as necessary in the light of any changes.

Signed:..... Chair of Governors:.....

Dated:

Signed:..... Headteacher:.....

Dated:

2. ORGANISATION IN SUPPORT OF HEALTH AND SAFETY

- 2.1 Schools can be organised in a variety of ways, ie on a Headteacher/ Governing Body/Senior Management Team/Departmental basis. In consequence the key members within the framework are responsible for seeing that their Area of responsibility/Department staff follow the school's policy, and in particular in respect of
- 2.1.1 The identification and control of risks associated with any hazardous or dangerous substances.
 - 2.1.2 The selection of equipment which is suitable for its purpose, and ensuring that it is properly used.
 - 2.1.3 Identifying and securing the training needs of members of their Area/Department
 - 2.1.4 The provision of suitable personal protective equipment when its need is identified, and ensuring that it is properly used.
- 2.2 The Headteacher and Governors recognise the importance of all staff being competent and possessing the necessary current skills, knowledge and qualifications for the use of specialist equipment or facilities.
- 2.2.1 They will ensure that staff have the necessary skills and qualification on appointment, or are able to receive the necessary training and certification, after appointment or on change of responsibilities or work methods.
- 2.3 The Governors will monitor safety performance within the school against the standards of Somerset County Council and provide an annual summary of their findings. With regard to premises issues this will include a check of the school buildings, in conjunction with their property surveyor and prioritisation of needs on the schools AMP.
- 2.4 The Governors have appointed the following Governor to have a watching brief for health and safety issues, and bring to their notice such issues that require their attention **Mr Mike Price**

Assistance on health and safety issues is provided by
The County Health and Safety Unit, Somerset County Council

3. Appointment of Appropriate Persons

All schools should appoint appropriate persons for their delegated areas of responsibility within the school (see Table A for areas which need including in your policy).

4. Guidance for Schools

The following guidance, produced by the Council, is available for schools to use for their own standards:

- Guidance for Schools Volume 4
- Guidance for Schools Volume 5

4.1 The Governors adopt the standards of the following publications which are endorsed by the Lifelong Learning Directorate as standards for its schools:

- "Safe Practice in Physical Education" published by BAALPE - 2004 Edition
- "Fire Safety in Schools" published by Architects and Buildings Branch DfES
- "Health and Safety of Pupils on Educational Visits" published by DfES
- "Guidance on First Aid for Schools" published by DfES
- "Supporting Pupils with Medical Needs" published by DfES

TABLE A**DELEGATED AREAS OF RESPONSIBILITY WITHIN THE SCHOOL****Name of School: Hamp Community Junior School****Appointment of Appropriate Persons:****Delegated Senior Manager: Mrs Jackie Hellier Business Manager**

Subject Matter	Policy	Location of Policy Guidance	Name of person responsible
Asbestos	Asbestos Register	In School/Community Protection	Mrs Hellier
Bullying/Harassment	Developing an anti-bullying strategy	SiX Admin & Support Services. Social Inclusion and Access Behaviour Support Service	Mr Dobson
Computer use	Guidance for Schools	Links to DSE Assessment Form, Managers Guide, User Guide and also training course and descriptions: http://www.six.somerset.gov.uk/sixv3/default.asp?search=DSE&searchfor=4&orderby=1&ds=1	Miss Ross
Construction Work/Contractors on school sites	Corporate Property Standards and Guidance "School building projects" http://www.six.somerset.gov.uk/sixv3/content_view.asp?did=13775		Mrs Hellier
COSHH Assessments	Guidance for Schools	Volume 4 Section 8	Mr Manleyl
Electrical Safety	Guidance for Schools	Volume 4 Section 3	Mr Manley
Emergency Procedures	Guidance for Schools	Volume 2 Section 4	Mrs Hellier
Critical/Major Incidents	See attached also SiX – Admin & Support Services>SEN Group>Critical Incidents		Mrs Roxburgh
Fire Safety	Guidance for Schools	Volume 4 Section 6	Mrs Hellier
Arson Prevention	Arson Prevention Bureau Booklet	Guidance sent out 1999. Further copies available from Jill Halmkin, e-mail Jdhalmkin@somerset.gov.uk or Ext. 5854.	Mrs Hellier
First Aid	Guidance for Schools	Volume 4 Section 4	Mrs Hellier
Head Lice		http://www.wiredforhealth.gov.uk/cat.php?catid=917	Mrs Hellier
Healthcare advice		http://www.six.somerset.gov.uk/six/v.asp?ndid=2661	Mrs Edwards
Home Visits	No Lifelong Learning Guidance available at this time		Mrs Roxburgh
Hygiene Control	Guidance for Schools	Volume 4 Section 17	Mr Manley

Subject Matter	Policy	Location of Policy Guidance	Name of person responsible
Incidents/ Injuries	Incident Reporting (IR1) Guide	In School	Mrs Hellier
Infection control	http://www.wiredforhealth.gov.uk/PDF/infect_poster.pdf		Mrs Roxburgh
Infectious Diseases Hepatitis B Children with HIV	http://www.wiredforhealth.gov.uk/cat.php?catid=917 http://www.six.somerset.gov.uk/sixv3/content_view.asp?did=5673 http://www.six.somerset.gov.uk/six/v.asp?ndid=2763		Mrs Roxburgh
Lifting/Handling	Risk Assessment plus training courses	Contact County Health and Safety Unit.	Mr Manley
<i>Maintenance and where necessary tests of plant and equipment</i>			
Safety Glazing	County Glazing Policy	Contact Corporate Property Services	Mrs Hellier
Electrical Equipment (PAT)	Will in future form part of blue book service which Schools can purchase	Blue Book	Mrs Hellier/Mr Manley
Pressure systems (eg Steam ovens/stills)	School responsibility but inspected by Zurich Insurance	Contact Insurance section.	Millennium Catering
Gas Appliances – Kitchens	School responsibility but Special Schools on contract	Contact Contract Support	N/A
Gas Appliances – Boilers	Contract available for purchase but inspected by Zurich Insurance	Contact Property Services	BMIS
Lifting Equipment PE Equipment CDT Equipment LEV	} Contracts	Contact Property Services	BMIS BMIS BMIS BMIS
Medicines in school	} Guidance for Schools	Volume 4 Section 4	Mrs Hellier
Minibus Safety (where appropriate)	Guidance for Schools	Volume 4 Section 23	Miss Ross, Ms Mackay &, Mr Edwards

Subject Matter	Policy	Location of Policy Guidance	Name of person responsible
Needlestick Injuries	Risk Assessment Equipment use for disposal	Needlestick Injuries A Guide for Local Government safety representatives www.unison.org.uk	Mrs Hellier
New and Expectant Mothers	Corporate Policy	Contact County Health and Safety Unit http://www.six.somerset.gov.uk/sixv3/content_view.asp?did=5689	Mrs Roxburgh
Playground Safety	Contracts available for purchase by schools	Contact Ground Maintenance	Mrs Hellier Blue Book
Pupils with medical needs		http://www.six.somerset.gov.uk/sixv3/content_view.asp?did=2629	Mrs Honeyball
Risk Assessment	See Item 1.11	Refer to Blue Book Health & Safety	Mrs Hellier
School visits Educational Visit Co-ordinator	Guidance for Schools SV1	Volume 5 Section 16	Ms Mackay
Security	Model policy available	Contact Jill Halmkin, e-mail Jdhalmkin@somerset.gov.uk or Ext. 5854.	Mrs Hellier
Slips and Trips	Guidance for Schools	Volume 4 Section 5	Mrs Hellier
Smoking	Corporate Policy	Contact Corporate Personnel	Mrs Edwards
Swimming Safety (where appropriate)	Guidance for Schools	Volume 4 Section 28	Mrs Williams
Stress	Corporate Policy	Contact Corporate Personnel http://enterprise.somerset.gov/personnel/chsu/admin/information/19.doc	Mrs Roxburgh
Sun Safety	Guidance	SiX Admin & Support Support Services County Health and Safety Unit	Mrs Edwards
Temperatures/ Heating	Guidance for Schools	Volume 4 Section 31	Mrs Hellier
Traffic on school sites	Guidance for Schools	To be issued shortly, contact County Health and Safety Unit	Mrs Hellier
Water, eg Legionella	Guidance for Schools	Volume 4 Section 31	Mrs Hellier

TABLE B

ESTABLISHMENT Hamp Community Junior School

Documents relating to this Policy are listed below along with the locations in which they can be found:

Document	Location (eg office, web address)
Guidance for Schools	Office
School Policies	Headteacher's Office/Staff Room
Asbestos Register	Office
Fire Safety	Office
First Aid Book	First Aid Room
COSHH Assessment	Caretaker's Cupboard
IR1 Records/Forms	Office
Risk Assessments	Office/Staff Room
Leogonella	Caretaker's Cupboard

Document Prepared by

(Signature)

(Print Name) Mrs Hellier

Title: Business Manager

(eg Headteacher/Governor)

Date: 28/09/09

TABLE B

The monitoring/review arrangements in place are summarised below:

Active monitoring:

<p style="text-align: center;">External Monitoring</p> <p>Safety Audit/Inspection Report (CHSU) Annual Review Meeting Report (SIP) Periodic Risk Assessment Status Electronic Report (DSLO) Periodic Self Evaluation Status Electronic Report (Section 6) Accident/Incident Investigation Report (various) Safety Representation Reports (Recognised Trade Union/Professional Association) Property Services Report – Capital Support Special Educational Needs Report Protocol Reports (Schools causing concern) Fire Risk Assessment</p> <p style="text-align: center;">Internal Monitoring</p> <ul style="list-style-type: none">• Governors Finance & Premises Committee• Headteacher• Business Manager
--

Reactive monitoring:

<p style="text-align: center;">External Monitoring</p> <p>HMI OFSTED Report HMI Health and Safety Executive Report Community Protection Report Fire Service Report Environmental Health Report Contractors Report Occupational Health Service Report Insurer's Report Accident/Incident Investigations Escalation procedure</p> <p style="text-align: center;">Internal Monitoring</p> <ul style="list-style-type: none">• Governors Finance & Premises Committee• Headteacher• Business manager

Planned review:

Annual Safety Self Review
Audits

ARRANGEMENTS

The framework and arrangements for communicating with employees and consulting on levels of performance in health and safety (and any proposals for change which might affect the health and safety of those involved) are as follows:

Guidance for Schools – Volumes 4 and 5.

CHSU H & S Circulars and Guidance notes to schools.

Exposure

Identified person/persons responsible for Health and Safety.

Health & Safety Policy.

Staff meetings.

Appendix A

Procedure In Case of Emergency/Fire/Bomb Alert

The Assembly Point is on the Playground at the rear of the School by The Robert Blake College Fence, see map.

On hearing the fire alarm (continuous ring of bell), children stand and put chairs under tables and line up at designated fire exit door.

The staff nearest to the Girls and Boys toilets need to check that these are also vacated.

Reception/Offices – exit through the school Hall exit 7 to ramp. Turn left and walk around the school onto the playground.

Hall – exit by external doors exit 7 to ramp. Turn left walk around the school onto the playground.

Room 1 – exit by cloakroom door to steps turn left follow path right around the school onto the playground.

Room 2 – exit by front door to steps turn left and follow the path right around the school to playground.

Room 2a – exit by external door down steps turn right onto path and follow the path right around the school to playground.

Room 3 – exit by door to cloakroom down steps and follow path right around the school to playground.

Room 4 – exit by external (exit 6) door turn right follow path around the building to playground.

Room 5 – exit by internal door, turn left and follow corridor out of exit 5 onto playground.

Room 6 – exit by internal door, turn left and follow corridor out of exit 5 onto playground.

Room 7 – exit by external door (exit 4) straight onto the playground.

Room 8 – exit by external door (exit 3) straight onto the playground.

Room 9 – exit by internal door, turn right along corridor then left onto playground via exit 2.

Room 10 – exit by internal door, turn left then right out of exit 2 onto the playground.

Room 11 – exit by cloakroom door turn left through exit 1 onto the playground.

Room 12 (staffroom) – exit by internal door turn right then right again and out onto the playground by exit 1

Room 13 – exit by internal door, turn right along corridor, then left out of exit 1 onto the playground.

Room 14 (ICT Suite) – exit by internal door, turn left then right out of exit 1 onto the playground.

Room 15 (Old Nurture Hut) – exit by main door, turn right and out onto the playground.

SEN 1 & 2 - exit by internal door, turn left into corridor, turn left again and out onto the playground via exit 2.

Location of Fire Extinguishers

Reception- left of main doors facing outwards (water x 1)

Library- next to Library door (water x 1, carbon dioxide x 1)

Hall – next to double fire exit doors by stage (water x 1)

Caretakers storeroom – inside door (water x 1, Co₂ x1)

Resources storeroom – next to printer (powder x 1)

Computer suite – inside door to corridor (Co₂ x 1)

Staffroom – outside opposite room 4 in main corridor (water x1, Co₂ x 1)

Room 9 – next to corridor door (water x 1)

Boy's toilet – opposite toilet door inside entrance doors (water x 1)

Room 11 – next to corridor door (water x 1)

Room 13 (hut) - inside main entrance (water x 1)

Room 1 (hut) – next to main exit door to ramp (water x 1)

Room 2a (hut) – next to main exit door to steps (water x 1)

Room 3 (hut) – next to main exit door to ramp and steps (water x 1)

Rear Hut – next to main external door (water x 1)

Corridor (new build) – outside Senco rooms through double doors (water x 1, Co₂ x 1)

Far Entrance (new build) – inside main doors (water x 1, Co₂ x 1)

Nurture (new build) – kitchen left of sink (powder x 1)

Boiler room (under stage) – next to control panel (foam x 1)

Boiler room (new build) – inside door (powder x 1)