



## **Health and Safety Policy and Procedures**

This policy is a whole school policy including EYFS

Next review due: Summer 2025

Reviewed by: Steve Brown

<b>Contents</b>	<b>Training, Reviews and Checks Completed</b>
General Health and Safety Policy - Overview	
Building and Maintenance Policy	As necessary
Working at High Levels and Ladder Safety Policy	Autumn 2023
Heating, Temperature and Boilers including winter surfaces	Termly checks
Selecting and Managing Contractors	As necessary
Play Areas, Play and Sports Equipment	Termly checks
Crossing Road procedure	Autumn 2023
Slips and Trips Policy	Autumn 2023
Fire Safety, Dealing with Fires and the Prevention of Fire Policy	Autumn 2023
Fire Emergency Plan	Autumn 2023
Non – Fire Emergency Plan including Lockdown Procedures	Autumn 2023
Mains Systems - Water, Electricity and Gas Policy	Termly checks
VDU Equipment including Laptops and iPads Policy	Autumn 2023
Sharps, Glue and Adhesives (Including Glue Guns)	Autumn 2023
Experiments Policy	Autumn 2023
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COSHH Policy	Autumn 2023
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Supporting New and Expectant Mothers at work	As necessary
Extreme Weather Policy	As necessary
Vehicle Movement Policy	Autumn 2023
Lone Working Policy	Autumn 2023

*See separate policy documents:*

Risk Assessment Policy	Autumn 2023
First Aid and Infection Control	Autumn 2023
Pupil Supervision and Lost and Missing Children	Autumn 2023
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## General Health and Safety Policy Overview

This policy is a whole school policy including EYFS

The health and safety of all people who work, learn or visit our school are of fundamental importance. We aim to provide, as far as is reasonably practicable, a safe, secure and pleasant working environment for everyone. The persons responsible for the health and safety at the School are the Head Teacher, Deputy Head and Bursar. These persons will ensure that all on site are aware of their responsibilities for their own health and safety and that of others on whom their activities may have an effect. There is also a detailed Disaster Recovery plan held by the SMT.

To create and maintain a safe and healthy working environment the school's objectives are to:

- Raise the profile of health and safety by including the topic at induction, and then at staff meetings, at which information, instruction, training and supervision may be discussed enabling all persons to carry out their duties safely and effectively.
- Health and Safety is on each staff meeting agenda. The senior management team review practice, procedures and always consult with staff and changes or proposed changes.
- Promote best practice and managerial support.
- Set policy and procedures for managing risk in the school and beyond, see separate Risk Assessment Policy.
- Set policy and procedures for off site visits. Provide risk assessments for school trips and visits to ensure safety for all. (Please see separate Policies for Educational Visits & Activities and Risk Assessments) For specific high-risk activities such as 'hot' work involving cooking or ironing, using knives or fire building during Go Explore or Bushcraft activities specific risk assessment are completed. Risks and measures to reduce risk will be shared with children, staff and parents.
- Promote a culture of risk management and so produce appropriate and useable risk assessments.
- Regularly review procedures for dealing with Health and Safety emergencies.
- Provide equipment, safe systems of work and appropriate training in connection with the use, manual handling, storage and transport of articles and substances. A COSHH folder is kept in the management office, for all hazardous substances.
- Ensure safety Data Sheets are retained for reference. Large quantities of flammable materials are not kept on site. Small quantities are labelled as is the locked storeroom where they are kept. The store will be clearly marked 'Highly Flammable' - 'No Smoking, No Naked Lights'. Access to the highly flammable store will be strictly controlled. Acids and other hazardous chemicals will be stored appropriately in designated store rooms/cupboards.
- Appropriate fire extinguishers will be available near to all storage areas containing

significant amounts of flammable materials.

- Where possible combustible materials will not be stored near boilers or light fittings. An annual fire risk assessment is carried out by an external contractor. Additional assessments are carried out if changes to the building are made.
- Access to storage racks will be appropriate with all heavy items stored at waist level where possible, with lighter items stored at higher/lower levels.
- Board materials, chairs, tables, bookcases, display screens, and gymnastic equipment will be stored in such a way that it is impossible for a person to be trapped by falling items. Conduct safety inspections of premises, appliances, plant, and equipment and work practices to ensure safe standards are maintained. (Daily and Termly building checks are carried out)
- Be proactive in accident prevention and encourage a no blame culture.
- Be reactive in accident reporting and investigation, concentrating on the cause rather than the outcome. Ensure that accidents are reported if necessary under the RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013  
<http://www.hse.gov.uk/riddor/>
- Ensure visiting contractors' activities are controlled.
- Measure, review, and audit all the arrangements for health and safety to ensure they remain current and relevant.
- Regularly review school security.

This document will be known as the 'General Health and Safety Policy'. It is designed to be read and implemented along with other documented policies and general risk assessments.

### **Monitoring and review**

This policy is the Head Teacher's ongoing responsibility along with reviewing its effectiveness in consultation with the staff.

**Signed Head Teacher:** Sally Cox  
**Date:** 27/9/24

## Building and Maintenance Policy

This policy is a whole school policy including EYFS.

Please see additional risk assessments for more detail.

### Introduction

Most accidents within a building occur through slips, trips and falls. These accidents can happen to adults, staff or visitors, and children. The purpose of this policy is to highlight the procedures that are being undertaken to reduce the risk of such events. It is accepted that under normal circumstances several risk assessments would be carried out each noting the area concerned, the hazard, the level of risk, the risk groups and what control measures have been put in place.

For Springmead School the hazard is physical injury in all cases with the level of risk medium. Those at risk are all those who are working within the school and those visiting. Knowing that the hazards and risks are general, for simplicity, the control measures taken to reduce the risks, as far as is reasonably practicable, are recorded in this one document. It should be noted that certain measures have been implemented, as the majority of those working in the environment of the school are children.

### Responsibilities

The persons responsible for the implementation of this policy are the Bursar & Site Manager. They are responsible for carrying out appropriate inspections and for ensuring that all essential maintenance is being carried out. All the details repairs needed are recorded in a Log Book, which is kept in the Administrator's office. Any member of staff identifying an area of concern should update the log book and bring to the attention of the Bursar & Site Manager. Termly building checklists are kept in the admin office.

### Control Measures and Risk Management:

The Bursar & Site Manager, or delegated persons carry out termly inspections of all areas of the building during which any problems, for example, defective self-closures, defective stair nosings, are noted. It is their responsibility to arrange appropriate maintenance.

Any defects that are noted by staff are reported to the Head Teacher Deputy Head or Bursar and recorded in the Maintenance Book as soon as is reasonably practicable.

**If the matter is a serious risk to health and safety the area is roped off and appropriate maintenance arranged without delay.**

#### Stairs:

- All stairs will be included on the termly inspections.
- Handrails, at appropriate heights, rubber nosing and suitable coverings are provided.
- Lighting levels are appropriate.

#### Doors:

- All doors and door furniture are included on the termly inspections.
- Doors in high-risk areas, such as entrances, toilets, EYFS classrooms, circulation areas etc. will be fitted with a protection system which prevents fingers being inserted into the hinge-side of the door whilst the door is open. To reduce the risk of fingers being trapped where possible the doors are held on electromagnetic door traps. Instruct

staff and pupils of potential hazards from doors.

- Self-closing devices are set to close doors at such a rate to reduce the risk of entrapment. Self-closing mechanisms will be regularly checked and maintained to ensure their safe operation. Staff will be vigilant in high-risk areas during break times or other high-activity periods and at times when windy weather may cause doors to slam shut.
- All fire doors will be fitted with self-closing mechanisms, as will all doors considered to be at risk from uncontrolled closing, such as those near to entrance/exit doors or on through-routes in the premises which may be affected by draughts causing doors to slam shut.
- Records should be kept of any incidents involving doors and suitable arrangements put in place should a hazard be identified. (See Accident Report Book)

### **Windows:**

- Any large surface area is covered with safety film or a barrier is placed in front of the surface area (safety film will need to be replaced every six to seven years depending on the use and location of the glazing)
- No ball games are allowed where there are high concentrations of glazing.
- Any damaged or smashed windows or glazing is cordoned off immediately, repairs are carried out as soon as possible. Broken glass will be cleared up immediately it becomes apparent and will be disposed of in a safe manner which will consequently not be harmful to others.
- Where appropriate the opening of windows is restricted.
  - Windows that open into paths and walkways have restraining catches fitted to stop windows opening into the path of pedestrians.
  - Those individuals opening windows will not be put at risk of falling either through the glass or the subsequent opening. Window restrictors will be fitted where the risk of falling from a window opening is apparent (above ground level).
  - Windows will not open directly onto traffic routes in such a manner that individuals are liable to collide with them. Window restrictors should be fitted or a physical means of preventing individuals coming into contact with the frame should be used.
- Protective films should be inspected annually to assess if it needs replacing.
- Daily Health and Safety inspection recorded at 5pm and 8am each day. Any safety issues found during inspections are reported immediately to Senior Management
- Safety Officer conducts termly site inspections per year. Results are recorded and work undertaken.
- Windows and window furniture are included on the termly inspections. A systematic check of the school premises will be undertaken to ensure that all areas of glass, which may be liable to impact, are identified. Care will be taken to ensure that high-level glazing which could break and injure those below is also identified and replaced with that which breaks safely.
- Toughened safety glass is used where glazing is below 800mm and at other

appropriate places.

- Wired glass inherent in fire doors will be replaced with Georgian wired safety glass.
- Windows and doors will be adequately maintained to ensure that they open easily and without effort.
- Artwork, posters or other materials will never obscure viewing panels in doors.
- Particular care will be taken to ensure that glazed areas that face ball game pitches (Such as the playground) are of a safe material.
- Those involved with the replacement of glazed areas will be issued with eye protection, appropriate gloves and protective clothing to reduce the risk of injury.

### **Monitoring and review**

This policy is the Head Teacher's ongoing responsibility along with reviewing its effectiveness in consultation with the staff.

**Signed Head Teacher:** Sally Cox

**Date:** 27/9/24



## Slips and Trips Policy

This policy is a whole school policy including EYFS

### Introduction

Slips and trips resulting in falls are the most common cause of injuries in UK workplaces. Springmead has a responsibility to ensure that their employees and anyone else who could be affected by their work (such as pupils and visitors, etc.) are kept safe from harm and that their health and safety is not affected. This means slip and trip risks must be identified and controlled to ensure that people do not slip, trip and fall. This policy concentrates on environmental risks of slips and trips. Slip and trip incidents can be controlled and the measures needed are often simple and low - cost, but will bring significant reductions both in human suffering and costs.

### Responsibilities and Procedures to Reduce Risk

- Springmead School has suitable control measures to eliminate or minimise the risk of slips and trips including
  - checking surfaces are in good condition
  - reducing floor contamination checking that lighting is adequate.
  - housekeeping is in order
  - cable management is in place
- All relevant staff are made aware of the risk assessment and what is expected of them.
- A winter maintenance plan is implemented when severe weather warnings are forecast for ice and snow, which includes gritting of high usage areas first and in extended adverse weather conditions ensure gritting is extended to other areas of lower risk.
- Areas are inspected for slip and trip hazards at least termly (Building checks), e.g. as part of workplace inspections, and that corrective action is taken where necessary.
- Any incidents involving slips or trips or near misses are reported and investigated.
- Staff lead by example with children by following policies and good practice, challenging inappropriate behaviour and dealing with issues regarding slips and trips.
- Staff responsibility: 'See it - Sort it – Report it' - small spills on smooth floors are slip hazards don't just leave it, clean it up to leave floor dry. Staff report any premises problems straight away to the Bursar & Site Manager, e.g. potholes, uneven flooring, carpet edges, bad lighting,
- Staff attend to any slip or trip risks immediately, e.g. water spills, pupil accidents, leaks, etc.
- Wear the right shoes - you are less likely to have a slip or trip accident if you wear sensible shoes
- Use designated walkways - don't use shortcuts e.g. through the kitchen or hall.
- Carry hot drinks safely – lids must always be used – clean up any spills promptly.
- Store bags and work equipment safely - all deliveries must be attended to as soon as possible.
- Boxes that have been emptied must also be disposed of promptly - these should not be deposited outside classrooms.

- Avoid trailing cables when undertaking activities such as computing lessons.
- Encourage pupils to follow same procedures and talk to them about safe practices in relation to accidents including safe movement around the school and slips and trips
- Follow floor-cleaning and floor equipment instructions
- Clean up spills straight away - for small spills spot clean with some absorbent paper - use a cone / sign to highlight the spill until it is removed.
- Deep clean at the end of each day - use the right cleaning method for the floor and the right cleaning product in the right quantity.
- Stop people from walking on smooth wet floors - dry the floor after cleaning to reduce drying time, warn and barrier off or close off the wet area. Don't forget to remove cones as soon as the floor is dry.
- Don't create new hazards when you clean - trailing cables from vacuum cleaners and bin bags in walkways are a trip hazard.
- Report maintenance issues – floors and cleaning equipment.
- Pupils are expected to pick up coats, bags and other belongings so that they are not a trip hazard. They are to be reminded to stand back for other children in crowded areas to avoid congestion and falls. Children are told not to run in school as this can cause themselves or others to trip. They are reminded not to play near doors. Children are asked to point out any spills that may cause someone to slip.

### **Monitoring and review**

This policy is the Head Teacher's ongoing responsibility along with reviewing its effectiveness in consultation with the staff.

**Signed Head Teacher:** Sally Cox  
**Date:** 27/9/24

# Manual Handling Policy

## Introduction

Springmead School recognises that manual handling means any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force. There is a legal requirement for the school to have a Health and Safety policy that includes a manual handling statement. Manual Handling is frequently carried out by staff. Manual handling causes a known risk of musculo-skeletal injuries. The school will prevent musculo-skeletal injury to staff as a result of manual handling by reducing the risk to the lowest level possible.

The assessment and reduction of risks from manual handling aims to achieve:

- A safe working environment.
- Suitable and sufficient equipment to reduce manual handling risk.
- Well trained staff who take care of their own health and safety and that of others.

## Responsibilities

The Head Teacher will ensure manual handling risk assessments have been carried out and updated as necessary or at yearly intervals.

- Following risk assessments, a remedial action plan has been documented and acted upon in the given timescale.
- Staff are monitored to check safe systems of work are being followed.
- Staff have manual handling training and records of attendance are kept.
- Manual handling accidents or incidents are fully investigated and followed up as necessary.

## Procedures and Risk Management

Springmead School will consider the following into consideration which may affect individual capabilities of employees:

- Measurement of the health of staff.
- General Physical Capability.
- A risk of injury will be considered unacceptable if a specific manual handling technique cannot be carried out by most reasonably fit, healthy employees. An employee can decide whether or not they can manage the tasks to be performed. However, the Head Teacher has a duty to ensure the employee is physically capable of completing the task without injury. At annual appraisal staff are asked to formally self-declare any illnesses or medical conditions but are actively encouraged to at any time indeed they have a duty to do so.
- People with health problems - conditions such as recent injury, hernia, back problems, heart conditions or other risk increasing factors should be taken into consideration before an employee is asked to do manual handling work. If there is any uncertainty, medical advice should be sought. The Disability Discrimination Act may require employers to make adjustments if they would allow a person with a disability to do the work safely and satisfactorily.

- New and expectant mothers- The law requires employers to make allowances for pregnant women and those at high risk after childbirth, for about six months, to prevent injury from the physical work involved in manual handling procedures. A risk assessment must be carried out on the expectant mother and reviewed monthly as long as the expectant mother continues to work.
- Young workers - Extra care is required to ensure that young people, up to the age of 18, are not exposed to the risks from manual handling. Extra precautions or close supervision are needed. Accidents and incidents occurring at work that result in musculo-skeletal injury will be thoroughly analysed.
- Avoidance of risk- The organisation will eliminate, as far as is reasonably, practicable, the need for its employees to carry out any manual handling tasks that involve a risk of injury.

### **Assessment of Risk**

The risk to staff will be assessed where manual handling operations cannot be avoided. The risk assessment will consider:

- Task
- Load
- Individual capacity
- Environment
- Other factors

### **Reduction of Risk**

We will document any remedial action to reduce the risk to the lowest possible level and will say when this should be organised and implemented by. The risk assessment will be reviewed annually or sooner if any significant changes have occurred to ensure effective control and monitoring of the risk.

### **Risk Management Processes.**

The Head Teacher has the responsibility to ensure that there are suitable and sufficient assessments of manual handling tasks within the school which are regularly reviewed.

### **Reducing the Risk**

A safe working environment will be provided that allows manual handling procedures to be carried out with minimal risks to employees “as it is reasonably practicable”.

- Manual handling issues will be considered at the design stage of every refurbishment or new building.
- Ergonomics advice will be sought if necessary.
- Equipment will be provided to prevent manual handling wherever possible.
- Where manual handling cannot be prevented, equipment will be provided to reduce the risk.

### **Information and Training**

The school will ensure all employees receive information and training in manual handling. The purpose of this is to:

- Inform staff of legislations, policies and procedures they must follow to reduce the risk of injury.
- Inform staff of their responsibility to look after their health and safety and that of those who may be affected by their actions.
- Provide practical advice and training on best practise in manual handling.

- The Head Teacher is responsible for ensuring all employees attend training sessions.

**Monitoring and review**

This policy is the Head Teacher's ongoing responsibility along with reviewing its effectiveness in consultation with the staff.

**Signed Head Teacher:** Sally Cox  
**Date:** 27/9/24

# COSHH Policy

(Care of substances hazardous to health)

## Introduction

Springmead School understands the importance of protecting the health and safety of all its employees and pupils. The Control of Substances Hazardous to Health Regulations (COSHH) 2002 (amended 2004), require employers to prevent their employees from being exposed to substances hazardous to health. Where exposure cannot be prevented, the school must ensure that the exposure is adequately controlled, through the use of risk assessments and appropriate control measures. In accordance with the regulations, the school has agreed this policy to ensure that all members of staff are aware of their roles and responsibilities for preventing ill health as a result of hazardous substances, and that adequate control measures are implemented and monitored at the school.

This policy has due regard to the related statutory legislation, including but not limited to the following:

- The Health and Safety at Work etc. Act 1974
- The Control of Substances Hazardous to Health Regulations 2002 (amended 2004)
- HSE (2012), 'Working with substances hazardous to health'

## Definitions

For the purpose of this policy, a hazardous substance is any substance which may cause ill health if inhaled, ingested, injected or absorbed through the skin, or as a result of being released into the surrounding environment. There are many examples of hazardous substances which can cause ill health, including:

- Substances used directly in activities, e.g. cleaning agents, adhesives and paints.
- Substances generated from activities, e.g. fumes. - Naturally occurring substances, e.g. grain dust.
- Biological agents such as bacteria and other micro-organisms.

For the purpose of this policy, a Material Safety Data Sheet (MSDS) is a document which provides important health and safety information regarding a substance. This is provided by the supplier or manufacturer, and indicates whether a substance is classified as hazardous. This can be found in the management office.

## Responsibilities

The Bursar oversees the day-to-day implementation of this policy and ensures that all members of staff are fully aware of their roles and responsibilities, as well as the necessary control measures they are required to undertake. The SMT ensures that all members of staff receive effective **COSHH training**. Furthermore they:

- ensure that, where possible, the use of hazardous substances is avoided.
- ensure that risk assessments are completed, where the use of hazardous substances cannot be avoided and effective control measures are in place.
- ensure that an up-to-date record is maintained of all hazardous substances which are used, and they are clearly labelled.
- provide safe storage and disposal arrangements for hazardous substances.
- co-ordinates purchases of personal protective equipment (PPE), ensuring that this is regularly reviewed, is of an appropriate standard.

- prevents and controls the exposure of hazardous substances.
- ensure the proper use of controls, such as PPE, is adopted.
- ensure that the controls used are necessary, safe and regularly reviewed.
- provide instruction, information and training on the use of hazardous substances.

### **Responsibilities of all members of staff**

All members staff are responsible for familiarising themselves with this policy.

All members of staff use hazardous substances in accordance with the risk assessments conducted prior to use and the manufacturer's instructions, including the required control measures.

All members of staff ensure they report any health and safety concerns to the Bursar immediately.

All members of staff communicate the COSHH procedures and control measures to pupils.

### **Procedures**

In order for the school to be compliant with the COSHH regulations, it recognises the important procedures which need to be followed to ensure effective provision of COSHH.

- Prior to using hazardous substances, the COSHH coordinator conducts a risk assessment, taking into account the possible hazards that may occur as a result of using the substance. In all instances, the potential risks are considered and whether the use of the hazardous substance is important to the learning experience.
- The risk assessment describes the appropriate control measures that are taken when using the substance, such as using appropriate PPE.
- Risk assessments are produced in conjunction with the Bursar and take into account any individuals, including visitors, staff, pupils and contractors, who are likely to be affected by its use.
- The procedures and hazards identified in the risk assessment are communicated to the members of staff.
- Copies of the risk assessment are given to the relevant members of staff.
- Copies are also kept in the risk assessment folder for re-use, training and staff induction purposes.
- Risk assessments are also carried out for exposure to biological agents, e.g. vomit, blood, etc. We use a red bucket procedure.
- All risk assessments are reviewed on a termly basis and any further necessary information is added.

### **Control measures**

The school eliminates the use of any hazardous substances unless absolutely necessary.

- All pupils are fully aware of the safety procedures and extra caution is taken when using any hazardous substances involved in teaching, for instance in science lessons and in particular Science Fair, an annual event.
- Where substances must be used, the teacher aims to substitute this for a less harmful substance in order to minimise risks.
- Where the substance cannot be eliminated or substituted, the amount of time for

exposure is minimised.

- The amount of the substance used is reduced as much as possible.
- Where possible, the substance is used in isolation, away from other areas of the school, in order to prevent exposure to others.
- Appropriate ventilation is used, such as opening windows and external doors. Hoover rather than sweep.
- Appropriate PPE is worn by all those exposed to the substance, such as gloves, safety goggles, dust masks, etc. When pupils are using a hazardous substance, adults will adequately supervise pupils in the case of an emergency.
- Hazardous substances are stored safely and securely, and can be found in secure, clearly marked locations in the school .
- All substances are safely disposed of after use by staff that are trained in COSHH.
- Only staff trained in COSHH have access to hazardous substances.
- Pupils are never permitted to access hazardous substances.
- All substances are locked away, out of sight and reach of pupils, with only appropriate members of staff having approved access.
- The Bursar ensures that these control measures are adequately monitored and maintained.
- Members of staff report any defect in control measures to the Bursar immediately so that replacements can be provided.
- All concerns regarding COSHH are handled with the utmost importance and priority.

### **Aims**

- To assess the risk of hazardous substances used in the school and the impact they may have on health.
- To implement appropriate control measures in order to manage identified risks.
- To regularly monitor control measures and ensure that they are adequate, including the review of control equipment.
- To regularly monitor the extent to which staff and pupils are exposed to hazardous substances and conduct health surveillance where necessary.
- To provide training for members of staff on the hazards, risks and precautions needed for effective control.
- This policy is applicable to all full-time, part-time and supply staff, pupils, contractors, volunteers and work placement students.

### **Monitoring and review**

This policy is the Head Teacher's ongoing responsibility along with reviewing its effectiveness in consultation with the staff.

**Signed Head Teacher:** Sally Cox  
**Date:** 27/9/24



## Vehicle Movement Policy

This policy is a whole school policy including EYFS

The school has limited access to vehicles due to its situation. There is no staff car park. It is placed next to a relatively quiet A road. The school has paid for traffic calming measures to assist. The school has signage to encourage drivers to move at 20MPH.

### Scope

This guidance applies to all vehicle movements undertaken on school premises.

### Objectives

The school seeks to ensure that the site is organised so that pedestrians and vehicles can circulate in a safe manner, that vehicles and traffic routes are separated wherever possible and that traffic routes are suitably signed and controlled.

### Responsibility

The Head Teacher has responsibility for the implementation of this policy with support from the Head of Early Years and the Site Maintenance person, as appropriate. The following areas will be addressed:

- Vehicles on site
- Parking and deliveries
- Access control and security

The school ensures that signage is in place to designate speed limits parking facilities and restrictions in place for areas beyond the main driveway.

Parking arrangements are specified for staff. There is a very limited amount of parking which may be designated for use by visitors, those who are disabled and contractors within the staff car park.

### Deliveries

Wherever possible, deliveries are organised to take place at times when pupils are not on site, such as before the start of the school day. Deliveries to the Kitchen should go through the door on Frome Road where there is parking available. Deliveries to the main school should arrive at the front door. Deliveries should be arranged in advance wherever possible. Where it is essential that a delivery takes place during the normal working day, drivers will be required to seek permission to drive onto the school premises. member of administration or catering staff, as appropriate, and parking will be permitted only in designated areas.

### Vehicles and hired vehicles for trips, fixtures and other school events

There is no provision for hired buses or coaches on the school site. They must park in the designated bus stop or alongside the kerb on Frome Road. On arrival, hired vehicles will make themselves known to the school office.

The trip leader/teacher in charge will designate a member(s) of staff to supervise pupils prior to boarding and after disembarking, ensuring that they assemble and wait in a safe location on the school site prior to boarding and move away safely from vehicles and directly back onto the school site after disembarking. Staff are to wear high viz jackets when on Frome road with children.

**Parents and Visitors vehicles.**

Parents' and visitors vehicles are not allowed on site only in exceptional circumstances (e.g. collecting a sick child or the delivery or collection of heavy or bulky items). In such circumstances, permission must be obtained from the school office/site manager.

During school hours, vehicle movement must be supervised at all times, proceeding with extreme caution and with a member of staff walking alongside the vehicle to alert pedestrians, observing speed limits. Vehicle movements are not to be undertaken on the school site immediately before, after or during the start or end of the school day. Senior staff have assigned car parking spaces in specifically agreed areas.

**Staff bringing vehicles on site.**

Staff are encouraged to park on Frome Road and only in designated parking places. They must not block driveways or entrances in Castle Corner.

**Parent Parking**

Parents are not allowed to park on site or in Castle Corner. Parents are issued with a copy of a parking map in their initial registration pack and again at the beginning of each school year to remind them where to park safely. Parents are sent reminders when necessary, by Parentmail. Senior staff monitor the effectiveness of these measures.

**School Tractor Mower**

It is inevitable that the tractor mower will need to move around the school field during school hours. When moving across the field at times when pupils are present, great care and clear communication is to be taken.

**Monitoring and review**

This policy is the Head Teacher's ongoing responsibility along with reviewing its effectiveness in consultation with the staff.

**Signed Head Teacher:** Sally Cox

**Date:** 27/9/24

## Site Security Policy

This policy is a whole school policy including EYFS

### Introduction

Security on site is necessary to provide a safe working environment for children and adults. It is also of prime importance to promote an atmosphere within which children are able to learn without any inhibitions of fear. Security is often thought of as preventing undesirable persons entering the school, however it is also the management of visitors on site ensuring that they remain safe during their time with us and that whatever their undertaking is, it has little impact as possible on the learning environment. It is also important to ensure children cannot readily leave the site. **Full supervision of pupils will be maintained with morning and afternoon registers this is in line with School Attendance – October 2014. Children with unexplained absence are followed up by the administrator or class teacher. Prolonged absences causing concern are followed up by the Head Teacher with the parents. Children are supervised at all times but may be given the responsibility of working quietly for short period of time with the knowledge that an adult is nearby.**

### Responsibilities

The main responsibility for receiving visitors and ensuring they are entered in the school's visitor digital log falls to the **Administrator**. Whilst on site the responsibility of the visitor is that of the person they have come to see or in the case of a person working alone it is the responsibility of the **Head Teacher or Deputy Head Teacher**. It is these people who are responsible for providing their visitor with all the appropriate Health and Safety information and to advise them of the need for their cooperation.

### Procedures and Risk Management

- Staff will be trained in safety procedures as part of their induction in terms of uninvited persons on site or who may be displaying threatening behaviour, and in using any system adopted in the control of access to the premises.
- Pupil awareness of issues to do with site security and appropriate behaviour will be reviewed regularly.
- We ensure that a visitors signing in and identification badge system with information printed on the label is in operation for all visitors admitted to the site.
- Staff also sign in digitally – so we are aware of who is on site at any one time.
- Prospective parents viewing the school are accompanied by a senior member of staff at all times.
- External security lighting maintained in an efficient state.
- The Administrator will greet all visitors, in the circumstances where another member of staff greets the visitor they need to stay with the visitor until the administrator can deal with them. In the unlikely event that neither are available ID will need to be checked by a senior member of staff. Staff are aware and are to challenge instances of a security breach when non-identified visitors are found to be on the premises. It is the responsibility of Head Teacher and staff to question unknown visitors without delay.
- The main door to be used by visitors is the front door. This is provided with a combination lock, handle to turn. **Children are told never to open the front door.**
- All other doors to the building, except the back door through the tower can only be opened from the inside using thumb locks. Doors and entrances to be maintained in

sound physical condition.

- A visitor risk assessment is completed prior to arriving. If possible, a letter is sent out in advance reminding them where to park and to bring ID.
- All visitors and contractors ID checked.
- Ensure contractors and service providers are signed in and out and wear visible badge whilst on site and a note is to be placed on staff board so staff are aware of what the person is doing on site. **Staff to be vigilant when contractors are on site.** Contractors should be monitored at all times. A verbal code of conduct is prepared to share with contractors and visitors admitted to the site as well as an information lanyard so that all are aware of the safety procedures in operation and contractors are monitored.
- If the visitor is to be seen by someone in particular that person will be called to the Administration Office. If the person is to work on their own, i.e. a contractor, the Head Teacher or Deputy Headteacher will be called, who will advise the persons of any relevant Health and Safety procedures and ask for their full cooperation.
- After the visit is complete the visitor should be escorted back to the door and sign out.
- For the purpose of deliveries etc. the external doors can be propped open but they **must** be attended during the extent of the delivery etc.
- For outside activities it is the staff's responsibility to ensure the play areas are secure and to maintain a close eye on all the children under their supervision.
- At the end of the day it is the responsibility of the after-school club staff to ensure site security is in place.

### **Site security routines**

#### **Mornings:**

The pupils' entrance gate is opened at 8 am by staff on duty to allow older pupils access to the school grounds - the staff member monitors pupils arriving. Parents do not generally enter the school grounds at this point. This gate is locked at 8.30 am. If staff use this gate to take classes to go to the field or off school grounds, the gate is unlocked and relocked.

The front door is opened at 8am and a staff member is on duty to welcome the younger pupils into the building. Staff sign in as they arrive on the signing in board. Any visitors sign in and are asked to wait in the library. The front door is closed at 8.30am, at which time the administrator takes over responsibility of the front door.

#### **Afternoons**

The pupils' entrance and playground gate is reopened at 3.25pm by the administrator. Parents arrive onto the playground through these entrances to collect children. Parents stand behind the line so that teachers can monitor parents and children as children are dismissed.

Nursery parents walk across the playground and wait in the Nursery playground until a staff member unlocks the nursery door. Parents then walk into Nursery to collect children.

At 3.40pm after all parents have left the playground area, the playground gate is closed and padlocked by the administrator to ensure safety of pupils and securing access to the building. Sports staff, taking children to clubs must lock and unlock this gate to use it from

this point. This is unlocked at 4.30pm to allow after school club parents collection. Parents wait in the garden area and children are passed to them. At 4.45pm the gate is locked and children who have not been collected go to after school club.  
At 5pm staff complete a site security checklist and lock the pupils' entrance and close and secure all windows and doors.

**After School club door:**

The door is alarmed in the basement until after school club starts when the door alarm is deactivated, and the chain is put across to make the area secure. Children are never allowed to open the door.

Staff must be familiar with these procedures and play their part in keeping our community safe and secure.

**Site Security – Identification of the critical control points and associated control procedures:**

Step/Hazards	Control	Monitor	Immediate action	Future action
<b>1. Pupil admissions Mornings</b> Large numbers of visitors to the site	Access restricted to certain areas that are monitored and controlled. Physical barriers or doors locked that prevent open access. Fire exits must not be locked or obstructed.	Visual check	Ask persons to leave restricted areas	Review procedures  Staff training
<b>2. Other visitors and contractors</b> Uninvited visitors, aggressive behaviour threatening behaviour	Ensure that access to the site is only possible through designated and clearly marked entrances.  implement contractors visitors procedures	Visual check Barriers  Lock	Challenge non-identified persons in recognised way.  Alarm raised in recognised way	Review procedures  Staff training
<b>3. Pupil break times</b> large groups of pupils moving around the premises, supervision difficulties	Supervise play areas and premises access points.  Secure additional entrance and exits against visitors.	Periodic feedback by supervisory staff.	Challenge non-identified persons in recognised way.  Alarm raised according to procedure	Review procedures  Staff training
<b>4. Lunch times</b> Large numbers of visitors to the site	Supervise play areas and premises access points.  Secure additional	Periodic feedback by supervisory staff.	Challenge non-identified persons in recognised way.  Alarm raised	Review procedures  Staff training

	entrance and exits against visitors. Survey area, ensure procedure is known for pupils reporting if not met as arranged.	Visual check Visual check	according to procedure Contact parent/guardian	
<b>5. End of school day</b> Large numbers of visitors to the site	Access restricted to certain areas that can be monitored and controlled. Pupils filtered through recognised traffic routes that are supervised. Survey area, ensure procedure is known for pupils reporting if not met as arranged.	Physically barrier or lock off.  Supervise  Visual check	Challenge non-identified persons in recognised way.  Alarm raised according to procedure  Contact parent/guardian	Review procedures  Staff training
<b>6. Out of school hours</b> Uninvited visitors, aggressive behaviour threatening behaviour	Follow procedures for lone working - system for employees to sign in and out when entering or leaving the premises. Monitor key holders and ensure that keys are returned when staff leave. Ensure external security lighting is working effectively	Visual checks  Regular inventory of all master keys held by staff		Review procedures  Staff training

### Contractors Working on Site

(Please see choosing contractors policy)

The need will arise for essential maintenance to be carried out during normal school hours.

### Procedures and Risk Management

In general terms, all building works will be adequately fenced off to prevent unauthorised access. Personnel will be trained to work safely and with others in mind. Pupils and parents will be warned of the dangers of straying onto building sites through our weekly newsletter. **A separate Risk Assessment will be carried out for all works involving outside contractors.** Their own risk assessment and insurance policies will be viewed by a Senior Manager prior to work commencing. Scaffolding, in particular will be adequately fenced to prevent children climbing it and gaining access to the site out-of-school hours.

### In addition to the above, staff and contractors must adhere to the following:

- Pre-site safety meetings should be undertaken for large contracts to ensure the above detail has been adhered to. For smaller projects, a meeting with a Senior Manager

would suffice.

- Building/excavation sites should be fenced off when children are in the vicinity.
- All excavations, pits etc. over 2m deep or 1m deep where water is likely to accumulate (heavy clay sub-soil etc.) must be back-filled or securely covered **immediately** work ceases.
- Where excavations must be left open, a sturdy 1m barrier (of chestnut paling or similar) should be erected.
- An open edge should be provided with a guardrail and toe-boards, and the intervening space between them should be closed with a suitable barrier.
- Where edges and excavations etc. are guarded by covers, they must be properly secured.
- All vehicles and plant with moving parts (e.g. hoists etc.) should be effectively immobilised when left unattended, i.e. key removed.
- Vehicles should only move around the site at the direction of the Senior Manager and at no other time.
- Materials, which may cause injury if they fall, should be stacked to prevent such falls.
- Palletised loads should be stacked on firm level ground, nor more than 2 pallets high, The condition of straps or shrink-wrapping should be regularly checked to prevent the stack becoming unstable.
- All circular items should be stacked 'end-on'. Where this is not practicable, they should be securely checked.
- All accessible ladders should be removed and securely stored.
- Alternatively, planks can be padlocked to ladders to prevent access to the rungs.
- If working on live power/gas supplies, wherever possible, such supplies should be turned off, and be isolated. All switchgear should be locked off.
- Equipment that remains energised should prevent access to live conductors.
- Portable gas cylinders should be locked away or be otherwise secured when the site is left unattended.
- Tanks containing fuels should be locked.
- Any fires, which have been used to burn debris, should be extinguished before leaving the site.
- All hazardous materials will be locked away.
- Heaps of topsoil, sand etc. should be limited in size to prevent a collapse from trapping and suffocating/crushing a child tunnelling or digging at the base.

**When working within the building, contractors must observe the following:**

- avoid trailing cables across traffic routes within the school building
- leave the building when the fire alarm sounds
- adhere to the smoking policy within the school
- seek advice on the use of toilet/eating facilities
- ensure that no tools are left unattended

**Monitoring and review**

This policy is the Head Teacher's ongoing responsibility along with reviewing its effectiveness in consultation with the staff.

**Signed Head Teacher:** Sally Cox

**Date:** 27/9/24



## Food Safety Policy

This policy is a whole school policy including EYFS

All meals are prepared on site; therefore, all parts of the food preparation process, from delivery to cooking/plating, have been assessed in accordance with the document 'Safer Food Better Business' This document is an audit of current practice and a log of daily events to help with the better management of food production within the school. It is kept in the kitchen store and updated on a daily basis by the Cook.

### Staff Training

- All food handlers are required to hold a current 'Food hygiene principles and practice' qualification. This qualification stays current for three years and training is provided by the school to ensure this. This includes staff that serve food to children at break, lunch, after school and on school trips. The admin office keeps a record of the training undertaken by food handlers.
- All persons working in 'food areas' will be subject to relevant practices associated with personal hygiene.
- All spillages will be removed as soon as they become evident.
- Before any work with food is undertaken all surfaces on which food will be placed must be cleaned and wiped down with a suitable sanitizer (one which does not leave a contaminating residue).
- Food waste will be disposed of as soon as possible in sealed bags and placed in suitably gnaw proof bins.
- All dirty items of equipment will pass through a washing procedure whereby they are subjected to temperatures in excess of 50<sup>0</sup> C.
- Staff will also be aware of the hazards associated with using electrical equipment within a wet environment.
- Food ingredients will be stored in suitably designed, labelled and dated containers.
- Wherever possible cool storage will be used.

### Hazard Analysis and Risk Management

We prepare and cook all meals on site; therefore, all parts of the food preparation process, from delivery to cooking/plating, have been assessed in accordance with 'Assured Self Catering' and 'A Guide to Food Hazards and Your Business', however any conflicting guidance with "Safer Food Better Business", the latter will take precedence as is a more recent publication.

### Purchase and Delivery

#### **Risk: Bacterial or Physical contamination**

- Reputable suppliers are to be used for the purchase of all raw materials.
- Depending on the quantity all or a sample of food will be checked for quality, date marks, appropriate temperature (-18<sup>0</sup>C frozen; 0<sup>0</sup>C to 5<sup>0</sup>C chilled).
- Records are kept of the receipts of foods and notes are made on these receipts of any relevant temperatures etc. that were taken on delivery. The person receiving the food will initial such notes.

## Storage and Risk Management

### **Risk: Bacterial growth, further Bacterial/Physical/Chemical contamination**

- Food is placed in storage without delay.
- Whilst storing, quality, wrapping and date coding are checked. Stock rotation is priority, "First in, first out".
- Frozen and chilled food is stored first and as quickly as possible to maintain adequate temperature of the delivery and of the fridge and freezers.
- There is the provision of three fridges one for raw meats, one for dairy produce and one for cooked meats.
- Temperatures of the fridges and freezers will be recorded at the beginning and at the end of the food preparation. If they do not fall within the required temperature zones (see temperature recording charts) the matter must be brought to the attention of the School Cook or Bursar.

## Preparation and Risk Management

### **Risk: Bacterial growth, further Bacterial/Physical/Chemical contamination**

- The kitchen routine is planned to keep food handling down to a minimum.
- The policy within the kitchen area is, "Clean as You Go", so all utensils and food preparation areas are cleaned regularly, as soon as the task has been completed.
- Personal Hygiene is a priority, as wash hand basin is provided along with hot and cold water, anti-bacterial soap and paper towels. Hands must be thoroughly washed regularly and following certain tasks (refer to the training manuals).
- As well as the "Clean as You Go" policy a cleaning schedule is provided covering the kitchen and storage areas. All surfaces are treated or are of such manufacture that they are easy to clean and appropriate cleaning chemicals and utensils are provided. The work surfaces will be covered in materials that are appropriate and easily cleaned.
- Where possible work surfaces will be at an appropriate height for the user. All signs and notices will conform to the H&S (Safety Signs and Signals) Regulations 1996. Operational procedures will be displayed.

**Maintenance** - Particular attention will be given to the yearly Portable Appliance Testing.

## Cooking

### **Risk: Survival of Harmful Bacteria**

- All foods that may be a source of harmful bacteria will be cooked at an appropriate temperature for an appropriate length of time.
- Core temperatures of certain foods, e.g. meat products, are taken to ensure they are above 75°C.

## Further Storage

### **Risk: Bacterial growth, further Bacterial/Physical/Chemical contamination**

- Further storage of food should be avoided if at all possible, however, the need arises the food must be covered and labelled (including date and time of preparation) and stored at an appropriate temperature and used within 24 hours.

## Guarding, Maintenance, PPE and Risk Management

- Hot water used for washing hands will be regulated to a safe temperature (43°C).

Suitable guards will be fitted to all hobs.

- Guarding for all machines will be in accordance with Provision and Use of Work Equipment Regulations 1998 (PUWER) Machine and hand operated equipment will be regularly checked and serviced. Electrical items will be subject to Portable Appliance Testing (PAT) by a competent person.
- All staff will be provided with suitable and sufficient clean protective clothing where appropriate e.g. aprons.
- The use of sharp tools will be monitored. The storage of perishable, non-perishable, chilled and frozen food will be monitored (temperature, use by date and stock rotation)

**Teaching** – All staff involved in teaching children cookery have a responsibility to model correct working practices.

- This includes:
  - Tying long hair back
  - hand washing
  - wearing an apron
  - removing outdoor clothing.

### **Food Allergies**

At Springmead we provide well-balanced and nutritious meals, prepared on site using fresh produce, locally sourced where ever possible. In addition to lunchtime meals a healthy mid morning snack is provided with a drink of milk or water (water is available to children throughout the day).

Afternoon tea is given to those children attending after school clubs.

We act in 'loco parentis' with all food on site which is thoroughly checked, prepared, cooked and served from our own kitchens by our own staff. Strict allergy protocols are kept. Children are supervised while eating. There is no 'takeaway element' to our food. We work closely with parents and staff are given an updated list of children's dietary needs. Children are not expected to be responsible for their allergy. The kitchen staff and teaching staff have responsibility. Children with known allergies have separate labelled food. Due to continual changes in food items, due to supply issues, anything new is checked against the known [14 allergens](#) that could cause harm with our community by the kitchen staff.

### **Choking**

#### **Introduction**

Young children (and adults) can choke on food. Staff always supervise mealtimes.

#### **Procedures and Risk Management**

- Grapes and small tomatoes are to be sliced lengthways when served to nursery children
- Children must always be sat down when eating or drinking.
- Adults are vigilant when children are eating.

- All adults know how to deal with a choking incident and are trained in first aid and are always present when children are eating and drinking.
- Children encouraged to bite on fruits with skin on to encourage them to chew
- Toffee, chewing gum and hard sweets must not be given to children.
- If children arrive into school eating (such as breakfast) they must sit down to finish eating.
- All meals are planned carefully to reduce risk. (No fish bones)

### **Monitoring and review**

This policy is the Head Teacher's ongoing responsibility along with reviewing its effectiveness in consultation with the staff.

**Signed Head Teacher:** Sally Cox  
**Date:** 27/9/24

# Occupational Health and Managing Stress Policy

This policy is a whole school policy including EYFS

## Introduction

We are committed to protecting the health, safety and welfare of our employees. We recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors. This policy will apply to everyone.

## Responsibilities

The Head Teacher and senior management team are responsible for minimising stress within the workplace and giving guidance when required.

Staff and volunteers are responsible for reporting on workplace stress and workloads as well as asking for help when needed.

## Definition of stress

The Health and Safety Executive define stress as *“the adverse reaction people have to excessive pressure or other types of demand placed on them”*. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

## Responsibilities and Actions

- The school provides a supportive and appreciative environment for all our staff and take staff wellbeing and morale seriously. Springmead is a great place to work. We have an open door policy to all staff within the SMT which is used regularly. We listen to our staff.
- Supportive measures in place:
  - Teachers have half termly meetings with senior management
  - We offer free lunch and snacks
  - We hold regular staff events such as a welcome breakfast at Insets, treats are presented weekly in the staff room
  - Staff are given gifts at Christmas
  - We have a staff choir
  - We give regular classroom time on inset days
  - Support staff have their own briefing meeting
  - We offer invitations to free end of term events which have been fish and chip suppers, buffets in local restaurants, summer soirees with fire pits and an open bar and buffet at high end pubs. Staff's partners have been included in these events.
  - We offer wellbeing workshops.
  - We listen to staffs' needs, concerns and wishes to change their role if they need us too.
  - We monitor and review the effectiveness of these measures and receive positive feedback.
- The SMT will:

- Refer staff to counsellors or specialist agencies as required.
- Support individuals who have been off sick with stress and advise them on a planned return to work
- Be vigilant and offer additional support to a member of staff who is experiencing stress outside work e.g. bereavement or separation.
- Ensure that bullying and harassment is not tolerated within the workplace
- Monitor holidays to ensure that staff take their full entitlement.
- Monitor workloads to ensure that staff are not overloaded
- Monitor working hours and overtime to ensure that staff are not overworking.
- Ensure staff are fully trained to complete their duties.

### **Monitoring and review**

This policy is the Head Teacher's ongoing responsibility along with reviewing its effectiveness in consultation with the staff.

**Signed Head Teacher:** Sally Cox  
**Date:** 27/9/24

## Violence to Staff

Please read this policy alongside the Behaviour Policy

### **Introduction**

At Springmead School we take safety for all involved with our community as a priority. Staff are entitled to carry out their work without threat or verbal use or physical violence. Any displays of aggression to our staff by a parent, carer or child will be taken seriously and will be fully investigated to establish the appropriate action to take. Violence or abuse of any description will not be tolerated.

If an act of aggression or violence occurs the following steps may be taken:

### **Parents/carers to staff**

- Staff remain calm and non-confrontational.
- Staff to call on a colleague to try to help calm the situation.
- If the situation worsens staff must ask the parent/carers to leave the building to calm down.
- If they refuse to leave staff remind that it is a School and as such they cannot allow the children or other staff to witness any aggressive behaviour.
- If they do not leave, & you feel the situation warrants it, ask another member of staff who is away from the situation to call the police, 999.
- The incident will be recorded in the serious behaviour book if it was a child, as soon as possible and within 24 hours, and an investigation will follow to decide on the course of action to take.
- Verbal or non-verbal abuse could lead to termination of contract with Springmead School.

### **Staff to parents or child**

- If a parent/carers should experience a member of staff displaying any type of aggressive behaviour they should bring it to the immediate attention of the Head Teacher or Deputy Head Teacher and follow our complaints policy and procedure.

### **Monitoring and review**

This policy is the Head Teacher's ongoing responsibility along with reviewing its effectiveness in consultation with the staff.

**Signed Head Teacher:** Sally Cox

**Date:** 27/9/24

## VDU Equipment including Laptops and iPads Policy (Screen safety)

This policy is a whole school policy including EYFS

### Introduction

Information and communications technology (ICT) is at the heart of the education system. Pupils and teachers alike use such equipment regularly at school and at home. This policy gives guidance on health and safety precautions for those working with ICT equipment including computers, laptops, tablets, printers and data projectors. Please note that this guidance is concerned with computer safety and not 'online safety', The aim of this policy is to ensure compliance with the Display Screen Equipment Regulations, to enable employees to carry out their work on display screen equipment safely.

### Responsibilities

Staff's legal responsibilities mean that where they are supervising lessons using ICT equipment, they must follow safety guidelines for correct use of equipment and also take all reasonable steps to ensure that they are followed by pupils. Staff who follow this principle cannot be held responsible for injuries from misuse of ICT equipment.

Employees have a legal right to request an appropriate eye test if they are required to use display screen equipment as a significant part of their job. Eye tests are normally carried out annually.

Springmead School is responsible for the following:

- Display screen equipment and workstations are safe and fit for purpose.
- Staff have adequate training and information to operate the display screen equipment provided, including the need to take appropriate breaks from screen work and changes of activity.
- Workplace assessments are carried out and recommendations arising from these are implemented to ensure that health and safety considerations are taken into account.
- Staff are aware of their own responsibility to correct or report any problems they have with their workstations or medical problems they experience as a result of their work (e.g. shoulder pain, eyestrain, headaches, etc).
- Staff are referred for medical assessment if there is reasonable cause to believe that an employee has medical problems related to the workstation.
- On the request of staff, an appropriate eye test is authorised.
- The full cost of the NHS eye test will be reimbursed if carried out by a suitably qualified optician. A contribution will be made for any glasses / lenses prescribed by a suitably optician for the purpose of DSE (VDU) work, up to a maximum of £70, including the cost of the eye test. Receipts/proof of purchase must be submitted to claim reimbursement. Permission must be given by the Head Teacher. A receipt from the registered optician must be provided.

### What is the definition of a User?

A user is someone who habitually uses Display Screen Equipment (DSE) as a significant part of his/her normal work. For example, they would normally use DSE for continuous spells of an hour or more at a time on a daily basis.



### **Procedure and Risk Management**

- Looking away and refocusing for 1-2 minutes every 20 minutes
- Blinking regularly (this will stimulate the production of tears)
- Using artificial tears, especially if you wear contact lenses
- Having your eyes tested every 2 years (see eye tests)
- Changes of activity should be planned for in order to punctuate continuous use.

### **Footrests**

- If you find that, when sitting at your workstation, your feet do not rest flat on the floor, please be aware that this can cause pressure on the backs of your thighs or knees compressing nerves and blood vessels.
- If you are not able to adjust the height of your chair and/or desks satisfactorily, contact the Bursar who will advise you whether or not you require a footrest.
- If you can sit comfortably with your feet resting flat on the floor, you do not need a footrest. To use one can result in poor posture.

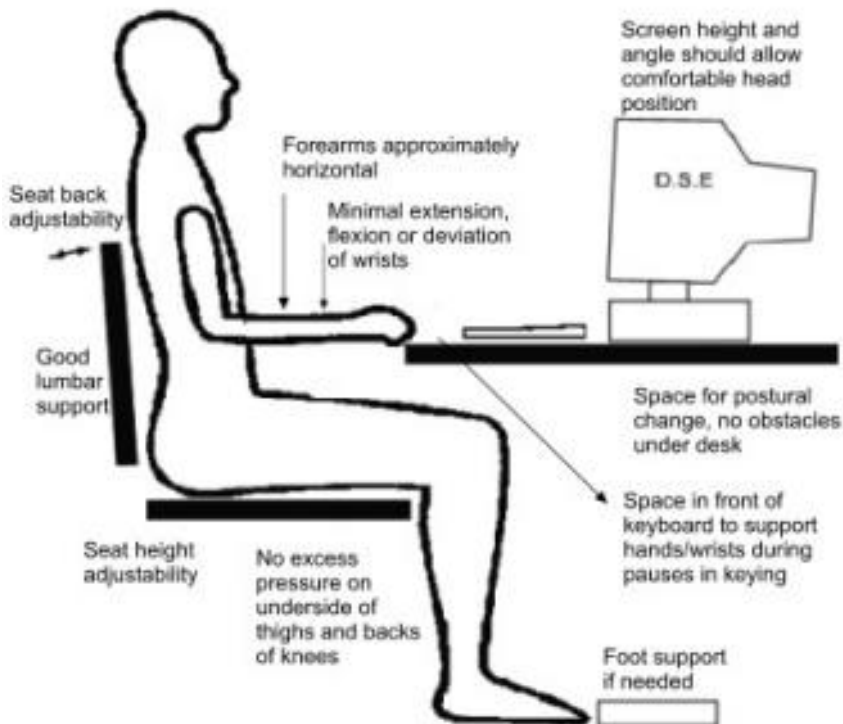
### **Chairs**

- If you feel that you would be better with a different model or require advice on how to adjust your chair, contact the Bursar.
- Remember, however, that even the best designed chair will be uncomfortable if you sit in it for too long.

### **Wrist rests**

- The ideal position for wrists when typing is floating above the keyboard loose and flexible. If however, this is not a comfortable position, contact the Bursar to discuss whether or not a wrist rest will be helpful.
- Not sitting too close to the screen, the optimum distance is 26 inches
- In the case of the school's multi-use workstations such as hot desking, it is not necessary for each individual user to complete an assessment every time they use the workstation. Users should, however, ensure that they adjust the workstation to meet their own needs prior to starting work.
- A visual, personal risk assessment should always be done when you move to a new workstation, or:
  - when new equipment is added to your workstation
  - when the workstation is relocated
  - when there is a change of furniture.

The diagram below gives some pointers to check for.



### Seating and Posture for Typical Office Tasks

- This is the ideal position to adopt when working at your workstation, but remember - regular movement is essential in order to prevent stiffness and aching, so:
- Change position frequently
- Stretch regularly
- Leave the workstation and walk about at every opportunity.

### Monitoring and review

This policy is the Head Teacher's ongoing responsibility along with reviewing its effectiveness in consultation with the staff.

**Signed Head Teacher:** Sally Cox  
**Date:** 27/9/24

## Supporting Pregnancy and New Mothers Policy

This policy is a whole school policy including EYFS

At Springmead we have regard to Management of Health and Safety at Work Regulations 1999 (MHSW), Workplace (Health, Safety and Welfare) Regulations 1992 (the Workplace Regulations) and the Equality Act 2010.

These Regulations specifically require the school to take particular account of risks to new and expectant mothers when assessing the risks in the work activities. A "new or expectant mother" is an employee who is pregnant, who has given birth within the previous six months, or who is breast-feeding. Springmead School requests that new or expectant mothers notify the Head Teacher in writing. Risks include those to the unborn child or child of a woman, who is still breast-feeding, not just risks to the mother herself.

If a significant risk to the Health and Safety of a new or expectant mother is identified, the following actions will be considered in the order given:

- Removal of the hazard
- Prevention of exposure to the risk
- Control of exposure to the risk.
- In the unlikely event within this school of a significant risk still remaining then the following steps to remove the employee from the risk will be taken:

**Step 1**- temporarily adjust her working conditions and / or hours of work; if it is not unreasonable to do so and if this would avoid the risk,

**Step 2** - offer her suitable alternative work if any is available; or, if that is not feasible,

**Step 3** - suspend her from work (with paid leave) for as long as necessary to protect her safety or health or that of her child.

These actions will only be necessary whereas the result of a risk assessment there is genuine concern. Before offering alternative employment or paid leave, or if there is doubt, professional advice will be sought on what the risks are and whether they arise from work. The risks will be kept under review as they may change, for example, as pregnancy progresses.

### Monitoring and review

This policy is the Head Teacher's ongoing responsibility along with reviewing its effectiveness in consultation with the staff.

**Signed Head Teacher:** Sally Cox

**Date:** 27/9/24

## Lone Working Policy

### Introduction

The following policy outlines procedures and guidance to be followed when any staff member is working alone. Its aim is to ensure clarity so that:

Procedures are applied consistently across the school.

All staff receive relevant information, instruction, training and supervision in respect of lone working and is a regular feature on staff meeting agenda under Health and Safety

Risks to staff are minimised/controlled where practically possible.

Appropriate resources are in place to ensure the health and safety of staff

This policy should be read in conjunction with the following documents:

- Staff Manual and Code of Conduct
- Health and Safety policy
- Safeguarding and Child Protection Policy
- Keeping Children Safe in Education
- Working Together to Safeguard Children
- Whistle Blowing Policy

For the purposes of this policy 'lone working' is defined as any working practice that involves a member of staff undertaking their duties alone or alone with direct contact with pupil or families Examples of lone working might include:

- Making home visits or out on a meeting etc
- Being the only person in the building
- Working alone with a family on or offsite (never with a lone child)

Wherever possible staff should minimize the need for working alone. If they do choose to work alone the following safety measures must be in place.

- They must have a charged mobile phone or if reception is poor then they must carry a school phone with them on site and inform a close family member that they are working alone, the address and phone number of the school and when they are returning.
- If the person lives alone they should let a colleague know when they are coming into and when they leave the building.
- When working alone make sure all doors and windows are locked while you are in the building and set alarm when leaving the building.
- Be aware of Health and Safety, do not take unnecessary risks. For example, avoid potential hazards such as working at height and the use of ladders.
- If working with a family please have due regard for the Staff Code of Conduct. Staff should never be onsite alone with one child.

## **Whereabouts of staff**

Staff must always ensure that the school diary is completed in full so that the management team is able to respond appropriately in the event of an emergency. For rare visits offsite the administrator should be informed of whereabouts you are going and when you will be back. If the member of staff does not come back when expected the senior management team will coordinate phone calls and searches and if necessary, getting in-touch with next of kin and the police.

## **Key information**

All staff must provide the school with up-to-date appropriate personal information. This information must only be used in an emergency and the school must ensure it is held securely to avoid inappropriate disclosure. Information should include:

- Home address and telephone number.
- Mobile telephone number.
- Details of next-of-kin.

## **Appendix 1**

Personal safety tips provided by the **Suzie Lamplough Trust** for staying safe when out and about:

### **Public Transport**

- View timetables and decide time of travelling in advance.
- When waiting for transport after dark, wait in well-lit areas and near any emergency alarms and CCTV cameras.
- If using public transport, sit near the driver, move to a safer seat when possible; be aware of where the emergency alarm button is situated.
- If something or someone makes you feel uncomfortable, act on your instincts & move seats be ready to raise the alarm.

### **Taxis**

- Only use marked taxis.
- Try making your bookings for outbound and return journeys before you leave.
- If you can't book in advance, keep details of several firms on you to increase chances of successful booking.
- When booking, ask for driver and/or car details so you can make sure you are getting into the right car.

### **Driving**

- Ensure your car is well maintained and that you don't run out of petrol; lock your car doors whilst travelling between visits; try to park in a well-lit area. Consider joining a national breakdown organisation.
- Keep an emergency kit in your car – extra coat, torch, water, spare change, telephone charger
- Always have the necessary maps and directions in the car reducing the need to stop and ask.
- When arriving back at your car be aware of your surroundings, have your keys ready and check inside of car before entering.

- Do not keep valuables on a seat where they could be seen and grabbed through a window.
- If you break down, be aware of your surroundings and only get out of your car when and if you feel it is safe to do so.
- Road rage incidents are rare and, by not responding to aggression from other drivers, can often be avoided.
- If the driver of another car forces you to stop, keep your engine running and if you need to, reverse to get away.
- Try not to use isolated car parks.
- When parking in a car park, consider where the entrances and exits are. Try to avoid having to walk across a lonely car park to get to your car. Park away from pillars/barriers and if possible reverse into your space so you can drive away easily.
- When you park in daylight consider what the area will be like if you are returning in the dark.
- Keep all valuables out of sight for example locked in the boot.
- 13. Lock your car even if you only go to pay for petrol on a garage forecourt.
- If you are working on paperwork in the car, keep the activity to a minimum, park in a well-lit area, keep doors locked and try to remain aware of your surroundings. Think “Is this a safe place for me to park?”
- If you are approached and feel uncomfortable, use your horn to attract attention or discourage the other person.
- If you see an incident or accident or someone tries to flag you down don’t stop to investigate without thinking – is it safe? Could you help? Would it be safer and more use if you went for help?

### **Walking/Out And About**

- Try to avoid walking alone at night.
- Keep to well-lit or busy streets and avoid isolated areas or danger spots as much as possible.
- Avoid areas where you know groups hang about.
- Walk facing oncoming traffic.
- If you have to walk in the same direction as the traffic and a driver stops simply turn and walk the other way.
- If you think you are being followed, cross the street several times. If you still think you’re being followed, get away from the situation - run if necessary to a busy area and seek assistance for example go into a shop, office building or go to a lit house etc. and ask for help.
- A confident appearance for example walking tall, normal pace, arms relaxed, will make you look less vulnerable.
- Shout for assistance, a clear instruction such as “call the Police” may work. This is worth doing even if there is no-one else nearby, as it could frighten off potential attackers.

- Reduce the amount of bags or paperwork. It could affect your ability to move quickly. Try to keep one hand free whenever possible.
- Keep your phone and keys in your pocket, not your bag
- Don't limit your awareness of your surroundings by wearing headphones.
- Consider carrying a personal safety alarm.
- Remain alert and aware of your surroundings at all times.
- Try to avoid danger rather than confront it. Walking away can be a simple but effective way to prevent an incident.
- Carry your bag securely, if possible put the strap across your body.
- You may prefer to carry laptops etc in a backpack (with some padding) rather than a laptop bag. If possible, remove any logos/stickers on the bag which may identify it as containing computer equipment.

**Further information:**

There are several laws which hold the employer responsible for protecting the safety of everyone in their employment:

- The Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Corporate Manslaughter and Corporate Homicide Act 2007

**Monitoring and review**

This policy is the Head Teacher's ongoing responsibility along with reviewing its effectiveness in consultation with the staff.

**Signed Head Teacher:** Sally Cox  
**Date:** 27/9/24

## Working at High Levels and Ladder Safety Policy

This policy is a whole school policy including EYFS

### Introduction

The normal impression when 'working at high levels' is discussed as that of a person having to climb a ladder or scaffold, however, if a person has to step off the floor surface to carry out a task, this is also 'working at high levels'. It is generally accepted that for educational purposes, as well as aesthetic qualities posters and work will be put on the walls and display boards. It is therefore paramount that to reduce the risk, as far as is reasonably practicable, of falls, appropriate measures must be taken. This guidance is in line with Work at Height Regulations 2005 (WAHR).

### Responsibilities

The Head Teacher, Deputy Head and Bursar are responsible that this policy is complied with and are for providing a suitable set of steps, which are appropriate to the task for which they are required. They are also responsible for the maintenance of all steps and ladders on site and that all persons who are expected to use steps/ladders are appropriately trained.

### Procedures and Risk Management

- Ladders for use in schools will comply with BS 1129:1990 (wooden ladders) or BS2037:1994 (metal ladders) and should be Class 1 (Industrial).
- Ladders will only be used when there is no other alternative i.e. using a scaffold. A temporary working platform or stage, where practicable, is inherently much safer than a ladder, and its use will eliminate most of the factors which cause falls from ladders.
- Ladders (except stepladders) must not be used by pupils unless under the direct supervision of a teacher or other competent person.
- Ladders will only be used for jobs of short duration. They must be fixed, tied or footed and must be used at the correct angle – 1 foot out for every 4 feet of height.
- Ladders must rest against a firm, solid surface, supported by the stiles only. If working on grass, tie the feet of the ladder to stakes in the ground to prevent it slipping, and place a large flat wooden board underneath to help prevent it sinking.
- Never put a ladder on top of boxes, bricks, barrels, or any other unstable surface just to gain extra height. Ladders must extend at least 1.05m (3' 6") above the landing place. Never stand on the top three rungs. Rest the top of the ladder against a solid surface, never against guttering, or other narrow or plastic features. Where a surface is too brittle or weak to support the top of the ladder, use a stay or a stand-off resting on a firm surface nearby. Extending ladders must overlap by at least 3 rungs.
- Falls from ladders are often a result of oil, grease, or mud on the rungs causing the user to slip. Check ladders and the soles of shoes are clean before use.
- All metal ladders should have slip-resistant rubber or plastic feet.
- Users of ladders should face the ladder at all times. Don't reach too far forwards or sideways, or stand with one foot on the ladder and the other one on something else. Try to keep both hands free to hold the ladder as much as possible while climbing or descending – if tools are required, carry them in a bag, belt holster or belt hooks.
- Don't carry heavy items or long lengths of material up a ladder.
- Adequate precautionary measures must be taken when working on electrical



equipment. Metal ladders should not be used.

- Wooden ladders must never be painted. Such ladders can be protected with clear varnish or transparent rot-proofer. Cracks, splits, warping or mechanical damage can result in ladders breaking during use.
- When using ladders, staff should ensure there is always a second person in the vicinity.
- Step ladders and trestles are not designed for any degree of side loading and this should be avoided; they should be spread to the fullest extent and properly levelled for stability and should be placed at right angles to the work whenever possible, on a level surface. Work should never be carried out from the top platform nor should overhead work entail overreaching. The top tread of a pair of steps, bucket or tool shelf should not be used for foot support unless there is an extension above the top to provide a handhold; rear parts of steps should not be used for foot support.
- Stepladders are prevented from spreading by means of stays, chains, or cords. These should be of sufficient and equal length, kept in good order, and should be renewed if found to be defective.
- Only one person should use a stepladder at any one time and if steps are used in a doorway, the door should be wedged open securely. When using stepladders, there should be an additional person in the vicinity.
- Long length ladders should not be used in a strong wind. Use barriers and signs to alert others to the use of ladders.
- Adequate arrangements will be made before using ladders or steps behind doors. Lock, block, or have someone guard a door if a ladder is to be used behind it.
- Care must be taken when using ladders where overhead power cables are in the vicinity.
- Where possible all display boards have not been fixed above hand height.
- It is accepted that material will be placed above hand height and in such cases suitable steps have been provided.
- Chairs and worktops are not designed for such use and should not be used for the purpose of putting up displays above hand height.
- Any defective steps/ladders are to be taken out of use and the matter reported to the Bursar & Site Manager or the Administrator as soon as possible.
- If any light bulbs at high levels require changing the matter must be written in the maintenance book.
- In instances where such work is being undertaken measures are taken to cone off the immediate area until all work has been completed and all materials have been removed.
- For work on ladders, they will be placed at correct angles and either 'footed' by a colleague or secured in some other accepted manner.
- All ladders and steps must be regularly inspected (at least every 6 months) by a competent person and any repairs carried out immediately or item labelled and taken out of service.
- Ladders should be stored in a covered, ventilated area, protected from the weather and away from too much dampness or heat. Ladders can fall if stored vertically, so take particular care. If possible, secure the top. Ladders will never be hung

vertically from a rung. Ladders and steps should be stored away from any place where a pupil might be tempted to climb them.

**Monitoring and review**

This policy is the Head Teacher's ongoing responsibility along with reviewing its effectiveness in consultation with the staff.

**Signed Head Teacher:** Sally Cox

**Date:** 27/9/24

## Selecting and Managing Contractors

This policy is a whole school policy including EYFS

### Introduction

Springmead School takes its responsibility to ensure the health and safety of pupils, staff and very seriously. From time-to-time, work must be carried out on the school premises by contractors not directly employed by the school. This policy has been created to ensure that contractors meet their legal duty to not cause risk to the health and safety of themselves or others when carrying out their activities. Contractors, sub-contractors and specialists working on the school premises are all required to comply with relevant health and safety legislation and HSE guidance. In addition, the school is required to ensure the safety of contractors by informing them of all risks on the premises, such as asbestos, that may affect them during their activities

### Definitions

Throughout this policy, the term ‘contractor’ refers to any party (company or individual) that the school hires to complete work but is not an employee. The term “controller of premises” refers to the person with responsibility for managing the premises. This is ultimately the Head Teacher’s responsibility, but they may at times delegate this to another member of staff such as the Deputy Head or Bursar for specific projects or works.

### Responsibilities

In addition to the legal duties placed on the client and the contractor to ensure safe systems of working, the Management of Health and Safety at Work Regulations 1999 (MHSW) require that contractors undertake an assessment of the risk that their employees or others may face and define the appropriate preventative and protective measures to be taken. They also require that where two or more employers (e.g. client/contractor, contractor/contractor) share a workplace they must co-ordinate and co-operate with each other to ensure health and safety at work. All employees of the school and the contractor have a legal duty to take reasonable care for the safety of themselves and others, and to co-operate with their employers.

It is important to assess workplace risks to health and safety. We do this by co-operating with each other and taking all reasonable steps to co-ordinate measures necessary for each to comply with the relevant statutory provisions exchanging information on risks to health and safety and providing information including common emergency procedures.

If maintenance, small scale building work or other minor works are carried out in connection to a property, the School has legal duties under the Construction (Design & Management) Regulations 2015 (CDM). Compliance with CDM will ensure that legal obligations are met and ensure construction work and repairs are undertaken safely and without risk to health.

### Roles and Responsibilities

- Ensuring the health and safety of all staff, pupils, visitors and contractors by undertaking a risk assessment of the premises.
- Ensuring that all contractors work within the school’s Health and Safety Policy.
- Ensuring all planned work is organised out of school time, wherever possible.
- Ensuring that contractors work in a responsible and professional manner.
- Making arrangements for contractors to work safely on site during the school day.

- Ensuring that the working agreement is adhered to.
- Notifying the contractor of any potential risks posed by the premises.
- Taking all reasonable measures to ensure that the premises and equipment on site are safe and do not put the health or safety of staff, pupils or visitors at risk while they are on the premises.
- Supporting and monitoring health and safety within the school.
- Communicating effectively with parents, staff, and children to ensure areas are kept clear or out of bounds.

#### **Staff responsibilities:**

- Taking reasonable care of their own health and safety, along with the health and safety of pupils, visitors and contractors.
- Making themselves aware of any upcoming work on site and associated working agreements.

#### **Contractors responsibilities:**

- Complying with all health and safety policies and procedures provided by the school.
- Acting in a responsible and professional manner.
- Actively working towards an optimal working agreement between themselves and the school.

#### **The Planning Stage**

Prior to commencing work, the school will identify all aspects of the work requiring a contractor and consider the health and safety implications of each. Before moving forwards, the school will ensure it has taken the following steps:

- It has obtained the consent of the Diocese, Local Authority or other parties involved where appropriate.
- It has all required statutory approvals and planning permission.
- It is certain that existing building utilities sustain the new work. It has ascertained whether the project falls under the Construction (Design and Management) Regulations 2015 (CDM).
- Communications with staff, parents and children.

#### **Monitoring and review**

This policy is the Head Teacher's ongoing responsibility along with reviewing its effectiveness in consultation with the staff.

**Signed Head Teacher:** Sally Cox  
**Date:** 27/9/24

## Play Areas, Play Equipment and Road Crossing Policy

This policy is a whole school policy including EYFS

### Introduction

This document fully details the actions that are undertaken to ensure that the play equipment and play areas are maintained in a safe condition so promoting an environment that is, as far as is reasonably practicable, safe, so giving children as much of an opportunity as possible to develop their interactive and social skills. It is to be read in conjunction with the 'Play Areas and Play Equipment' handout.

### Responsibilities

The people responsible for all actions concerning play areas and equipment are the Head Teacher, Deputy Head, Bursar, Site Manager and the Administrator. The Bursar & Site Manager are responsible for checking the play areas and equipment every six months. A log will be made of the inspection, which will include any faults found and what actions have been taken. The Administrator is responsible for receiving all concerns, with regard to play equipment, raised by checks made by teaching staff. These items need to be brought to the attention of the Bursar and Site Manager.

### Procedures and Risk Management:

#### ***Hall Equipment and Nursery and Reception Climbing Frames***

- The hall equipment has been purchased from a reputable supplier and fixed to the wall according to manufacturer's instructions. The equipment is stored flat against the wall and when required for use is pulled out to form a right angle to the wall. There is a bolt at the end of this section that is mated to a hole in the floor. The two side portions of the equipment can then be pulled outwards and their bolts mated with their appropriate holes. The equipment must not be used unless all three bolts are mated. Items can be attached to the frame, e.g. benches; these have been obtained from a reputable supplier and must be fixed according to manufacture's instructions. **Attention must be taken to avoid trapping/pinching fingers.** Putting the equipment away is the reverse of the above. Equipment should be stable with non-slip bases.
- Equipment that is of a frame construction should not have protruding fixings or apertures of such a size which allow parts of a pupil's body to fall through but restrict others.
- Shapes into which children may climb should be transparent or have strategically placed openings to allow good visibility for supervision and easy access and egress.
- Play surfaces are level, non-slip and in the hall should be covered with the PE mats to reduce injury. Mats will, however, only be used where it is expected that children will need to cushion deliberate landings. Staff should be wary of placing mats where it is considered there is a high probability of a child falling off the apparatus. It would be better to arrange the apparatus and the demands on the child so that there is a high expectation of safe performance rather than that the child will fall.
- Equipment should be free from splinters, free from toxic surface treatment and of smooth construction to minimise risk of collision with hard sharp corners.
- Visual inspection should take place each time the equipment is used. Worn or damaged items must be removed immediately. All indoor and outdoor climbing frames and PE equipment is subject to a detailed written inspection.

- When indoor climbing frame is being used clothing should be suitable with bare feet. (PE Kit) Loose clothing should be fastened and long hair tied back. Jewellery will be removed.
- The play equipment outside in the nursery and reception areas has been obtained from a reputable supplier and has been constructed according to manufacturer's instructions on an impact absorbent safety surface that has been laid by the suppliers. It is checked termly.

### ***Toys and Equipment including Bikes and Scooter Boards***

- Items that involve movement should be designed so that bodily parts cannot become trapped or entangled and that the range of movement and speed is contained within safe limits. ( Bikes, wagons, scooters and Scooter boards)All other items of play equipment are of the nature that would normally be expected to be provided within a home environment, for example tricycles, bouncers; again these have been obtained from reputable suppliers. These items are included on the termly inspections.
- Scooter boards are for use only by EYFS children.
- Play equipment should be briefly checked before it is handed to the child. If there is any problem, e.g. loose paint, sharp splinters, loose bolts/screws, the item must be removed and the matter reported to the Bursar & Site Manager.
- All equipment should be cleaned regularly.
- All toys and play items will be vetted for suitability and will comply with the appropriate British/European standards. All toy and play items will be regularly inspected for defects and contamination and appropriately stored. Equipment should be free from splinters, free from toxic surface treatment and of smooth construction to minimise risk of collision with hard sharp corners. Visual inspection should take place every time equipment is used and worn or damaged items removed immediately.
- The sandpit will be covered if not in use. Once the cover is removed, with assistance if needed. Sand used in the sand tray will be inspected regularly for contamination.
- Staff are trained in emergency first aid procedures. At least one trained person will be available at all times.
- All apparatus should be constructed, assembled, used and maintained in accordance with the manufacturer's instructions.

### ***Outdoor Play: The Playground, Back Lawn, Front Garden, Wildlife Area and Sports Field***

- The playground is segregated to allow for different forms of play e.g. ball games, quiet areas.
- Spaces nominated as free for running and energetic activities are free from obstructions.
- All areas are clearly visible for supervision purposes.
- Break times are staggered to break down large groups of pupils playing at the same time.
- Special consideration has been given to the design and installation of playground climbing equipment. Particular attention is given to the size of any apertures. It is

possible for all pupils to either pass through an aperture without being trapped or apertures be small enough to prevent sufficient access that could lead to injury.

- Equipment is checked to ensure that it is not possible to catch fingers, hands, or parts of clothing, e.g. jacket drawstrings. (Please see Daily and Termly Health and Safety Checks)
- Consideration is given to the height of any apparatus.
- Arrangements are in place for the supervision of play on climbing equipment. There must be an adult on duty. Children are not allowed on the play equipment after school – signs are clearly displayed.
- All supervisory staff must have a clear understanding of their duties.
- Supervisors are paid employees of Springmead School, volunteer helpers should not be placed in sole charge.
- Surfaces are even, maintained in good condition and free from grit.
- All landing areas surrounding play equipment meet current approved standards of energy absorbency.
- Where possible steep gradients or sudden changes of level are avoided or reduced.
- Specialist synthetic play surfaces are employed where possible.
- Proximity to corners of buildings and windows are minimised and physical barriers placed to prevent access or collision.
- A visual check is completed by staff when using the wildlife area and sports field prior to children's arrival for hazards and dangers, E.g., Dog faeces or broken fences.
- When using the front garden with children, the two entrances must be secured. Locks are available in the admin office and must be used.

### ***Monitoring***

- All equipment is regularly maintained and records kept.
- Both short (daily visual) and termly checks will be carried out on all toys and play equipment.

### ***Crossing Road procedure***

- During the school day the need arises to cross the Frome road and other roads around the village. All staff must follow the procedure in ensure the safety of all pupils.
- All staff wear high visibility clothing
- Cross the road by the pupil entrance and road as this has been made narrower to slow traffic and support road safety.
- Children are quiet as they leave the school grounds
- Children line up against the wall
- Adult goes to middle of the road when the road is clear.
- Children cross when told to either in pairs or single file.
- The adult is the last to leave the road.

**Monitoring and review**

This policy is the Head Teacher's ongoing responsibility along with reviewing its effectiveness in consultation with the staff.

**Signed Head Teacher:** Sally Cox

**Date:** 27/9/24



# Sharps, Glue and Adhesives (Including Glue Guns) and Experiment Policy

This policy is a whole school policy including EYFS

## Introduction

In a school environment it is accepted that there is an educational need for children to explore shapes, modelling and experimentation. Such activities will involve the use of scissors, craft knives and possible heat sources. Notwithstanding this use the teacher will also require the use of staples, drawing pins and scissors. It is nigh impossible to provide a sharp free environment. Furthermore, the national curriculum requires that the children experience certain chemical reactions, for example, ice melting or the creation of steam, both of which require the use of a heat source. As it is not possible to remove such hazards from the teaching area to reduce the risk of injury, as far as is reasonably practicable, the following procedures should be adhered to. This policy also covers pupils, staff and parents who discover hypodermic needles on site.

## Responsibility

The persons responsible for the implementation of this policy are the Head Teacher, Deputy Head and the **staff**. The Head Teacher is responsible for checking all lesson plans and for ensuring that all sharps are safely stored. They are also responsible for ensuring that all procedures for experiments are discussed with the class teacher and that they have been understood and documented by them.

## Procedures and Risk Management

- Children to be shown how to move safely and to use sharp equipment respectfully and carefully. This should be part of the introduction before the lesson begins
- All sharps will be purchased from a reputable supplier.
- All sharps must be stored safely.
- The class teacher is responsible for ensuring that the sharps (staples, staple guns, staplers, drawing pins, scissors, craft knives, Go Explore knives, etc.) are kept in a safe place and are not to be used by the children without strict supervision. No sharps are to be brought on site without permission from the Head Teacher.
- Experiments, including play with water, are part of lessons and accordingly will be planned. Consequently, they can be raised at planning sessions and discussed with the Head Teacher. At this time all hazards and concerns can be raised and an appropriate lesson plan, which includes staff/pupil ratios, can be developed and documented.
- If heat sources are to be used in any experiments the matter must be fully discussed with the Head Teacher and all details documented. These details must include how the staff and children are to be protected from the heat source and hot liquids/steam and where any hot materials, including the heat source, are to be allowed to cool. For one of lessons a risk assessment sheet should be completed. For cookery club where hot equipment will be used, there will be a termly risk assessment.
- Any electrical equipment that is used is covered under the 'Mains Systems Policy' and it should be connected so that there are no trailing wires that may cause trip hazards.
- Procedures shall be established for the distribution, use, and collection of all sharp items.

## **Risk Management and Procedures for Hypodermic Needles**

- Staff should follow a safe system of work in the likelihood of coming into contact with hypodermic needles as a result of their duties.
- Pupils should be advised to alert a member of staff as soon as possible should they discover discarded hypodermic needles or syringes.
- 
- Ensure that the following equipment is available:
  - Heavy duty gloves;
  - Bactericidal wipes;
  - “Sharps” box, hypodermic needle cylinder or similar receptacle which will not puncture; Litter picker or magnetic picker;
  - Hypochlorite-based (bleach) spray;
  - Plastic bags;
  - Clinical waste bags.
- Unless the syringe is floating in water, spray syringe, hypodermic needles, and the immediate area with hypochlorite-based liquid.
- Put on gloves, carefully pick up syringe by hand, or, if difficult to reach, use the litter picker.
- Place the syringe in the “sharps” box or other similar container. Arrange delivery of syringe to local doctor’s surgery or hospital as soon as possible. Prior warning of delivery is essential.
- Peel off the gloves and place in a plastic bag. Clean hands with wipes and place wipes in plastic bag and seal the bag. If a picker has been used, spray the contact area with hypochlorite-based product. Check the area for further needles or syringes. If a number are found, cordon off the area and contact Health and Safety Team, PTSU without delay.
- Record the incident in the incident book.
- In the event of a skin puncture, or even the suspicion of one, from a hypodermic needle, the following procedure is essential:
  - Encourage the puncture injury to bleed;
  - Wash well under warm running water with soap and cover with a dry waterproof dressing;
  - Go immediately to the local hospital for treatment taking the syringe that caused the damage with you. Record the incident in the accident report book and the action taken.
- A protective injection against Hepatitis B (but not HIV) can be given but needs to be done within 48 hours.

**Monitoring:** Records should be kept of all incidences involving the discovery of hypodermic needles and/or syringes.

### **Monitoring and review**

This policy is the Head Teacher's ongoing responsibility along with reviewing its effectiveness in consultation with the staff.

**Signed Head Teacher:** Sally Cox

**Date:** 27/9/24

## Experiments Policy

### **Introduction**

As part of our curriculum children will take part in scientific experiments to develop their understanding of the world. All pupils and staff will be trained to use equipment safely and be aware of safety measures needed when carrying out experiments.

### **Procedures and Risk Management**

- The fall, in suspended weight testing, is to be kept to a minimum with towels or waste materials placed underneath. All pupils to be kept away from the 'fall' area.
- Goggles should be worn where there is a likelihood of eye injury e.g. overstretched elastic bands.
- Make sure there is a well-defined 'no-go' area when testing involves swinging objects.
- All towers/climbing structures to be checked for suitability by the teacher before testing is carried out. No pupil to be put at risk from falling.
- Consideration will be given to any COSHH data and individual pupil reactions to environmental conditions
- During our annual Science Fair, part of the preparations and planning that children make must involve a written risk assessment of their 'stand' which is supervised by the class teacher and checked by the Head Teacher, Deputy Head or Bursar.
- Children must wear face shields, goggles, aprons and other items where appropriate. These are kept in the Art/Science cupboard in the basement.

**Monitoring** - Regular review of the teaching systems and equipment used should be carried out each term

## Batteries

### **Introduction**

- As part of our Science and ICT/ Computing curriculum all pupils will use batteries at some point. All pupils and staff will be able to use batteries safely.

- For preliminary explorations with bulbs and cells, it is recommended that disposable batteries be used.
- For motors driving models, rechargeable/LV units may be used.
- Both types of batteries should be stored in an upright position so that they are not touching and will not discharge against each other.
- Pupils should be taught the correct way to connect batteries in a circuit. They should not be allowed to short circuit any battery but in particular the rechargeable type as this can lead to overheating and risk of injury and fire.
- Batteries must never be left loose to mix with other metal items.
- Disposable or dry cell batteries should never be charged.
- Different types of battery should never be mixed.
- Batteries should never be cut open as their contents can be corrosive and poisonous. If some of the contents get into an eye the eye must be washed thoroughly with a trickle of water for at least ten minutes. Anyone who gets any in their eye should be taken to hospital after the washing and examined. If some of the contents gets onto the skin, it should be washed off thoroughly.
- Care should be taken when disposing of old batteries as they are liable to leak. They should be placed in a sealed container or plastic bag and disposed of safely preferably into an external bin.
- When rechargeable batteries are used the recharging unit should only be used by the teacher and be subject to regular checks by competent person. i.e. electrician.
- All recharging should take place in a well-ventilated room.

**Monitoring** - Regular review of the teaching systems and equipment used should be carried out each term.

## Joining Materials Using Adhesives and Glue Guns

All pupils and staff will need to be aware of how to use adhesives safely including glue guns safely and be aware of safety measures needed.

### **Procedures and Risk Management:**

- Access to adhesives will be strictly monitored and controlled. This will require certain adhesives to be kept in a locked cabinet.
- COSHH data will always be readily available whenever adhesives are being used.
- Anaerobic adhesives ('Superglues') will not be available for use by pupils.
- Those adhesives giving off a vapour (including 'Spraymount') will only be used if proper ventilation is available and no naked flames are present. Staff and pupils with respiratory conditions affected by fumes should leave the immediate area since they may be affected significantly.
- Ensure highly flammable adhesives are stored safely

### **Personal Protective Equipment:**

- Where identified within the COSHH data sheet and subsequent assessment, suitable

and sufficient personal protective equipment will be provided. Goggles to BS2092(C)

- Children should not use Glue Guns
- Springmead School only uses 'LOW MELT' glue guns (these operate at low temperatures).
- Glue emerging from the gun is at about 200°C and will cling to skin. This can give a nasty burn.
- Correct first aid procedures should be followed i.e. in the first instance, immerse the area in cold water for several minutes.
- The body of the guns will get quite hot though generally, this is not sufficient to cause burns.
- Staff should ensure that the gun body temperature is not too high.
- Position the glue gun in such a way as to minimise the possibility of the power lead causing any trip hazard.
- Ensure that there is adequate supervision whilst the glue gun is being used. Use a stand to support the glue gun when not in use. Collect drips on newspaper.
- Position the glue gun near to an open window or air extract system.
- All glue guns should be regularly checked by a competent person. The general condition and wiring should be visually checked on a regular basis and either removed or repaired as necessary.

#### **Monitoring:**

- As defined by COSHH assessment certain adhesives will require the competency of pupils to be monitored.
- Suitable and sufficient arrangements should be made for first aid.
- Wherever possible only those adhesives, which are considered safe in terms of their chemical composition and effect on the environment, will be used.

#### **Monitoring and review**

This policy is the Head Teacher's ongoing responsibility along with reviewing its effectiveness in consultation with the staff.

**Signed Head Teacher:** Sally Cox

**Date:** 27/9/24

## Heating, Temperature and Boilers (including Winter Surfaces)

Staff should be aware of how individual heating sources can be regulated. Staff should also be aware of the need to ensure that ventilation is available within the classrooms.

Individual heaters should be capable of being regulated satisfactorily to ensure that extremes of heat or cold are avoided. **Portable fan heaters are not to be used.** Heating systems should be set to levels that ensure that the rooms are at an appropriate temperature prior to anyone entering the building.

Heating systems will be capable of maintaining the temperatures given below measured at a height of 0.5m above the floor level when the external air temperature is -1°C. As a general rule, the following temperatures are considered suitable for work areas within the school building:

- Areas where there is a lower than normal level of physical activity because of sickness or physical disability including sickrooms 21°C.
- Areas where there is the normal level of physical activity associated with teaching, private study or examinations 18°C.
- Areas where there is a higher than normal level of physical activity (e.g. Physical Education) and washrooms, sleeping accommodation and circulation 15°C. Office areas 16°C.

Windows will, however, be appropriately maintained to ensure that they can be opened without risk to the individual carrying out the task. Ropes and pulleys designed to open high level windows and roof lights will be adequately maintained, and in good working order. Sealed unit windows will be fitted with trickle-vents to prevent the build-up of condensation within the room. Where mechanical ventilation systems are used e.g. expel-airs, they will be maintained and cleaned on a regular basis. Such systems normally rely on a source of fresh air coming into the room to replace that which is being expelled. It is important that appropriate vents are fitted in the room in order that the system can work effectively.

Adequate measures will be taken to prevent condensation in, and remove noxious fumes from, every kitchen and other rooms in which there may be steam or noxious fumes.

Areas prone to condensation and subsequent mould/spore growth are treated with a fungicidal chemical. Other causes such as rising damp, blocked spouts and down pipes etc. should also be investigated.

Mechanical and electrical heating and ventilation systems should be regularly maintained to a reasonable standard.

### Floors and corridors:

- Floors and floor coverings are included on the termly inspections.
- Signs are provided for use to warn when floors are wet.
- Suitable floor coverings have been provided and fitted according to manufacturers' instructions.

- Inspection of flooring. Prompt maintenance of defects
- All spillages reported to school office Safe procedures for cleaning up including body fluids for hazardous chemicals – Use Red bucket, COSHH procedures. Wear protective clothing.
- Avoid use of extension leads (when possible)
- Ensure sufficient sockets.
- Use of cable covers where cables are a trip hazard.
- Fire doors to be fitted with self closure device.
- Fire doors must not be propped open unless by magnetic holder with release linked to fire detection system unless a member of staff is present and takes responsibility for the door.
- Low surface temperature radiators.
- Class talks with children about hot radiators & dangers of burns.
- Risk assessment for glazing in doors and door panels considering location and height of glazing, traffic volumes etc.
- Safety glass in all windows.

#### **Water:**

- The water supply is included in the 'Mains Systems Policy'.
- Water temperature is controlled at source. As the pipe work is new and therefore all 'dead ends' where water could be trapped have been removed there is little risk of Legionella. (Please see separate Legionella Risk Assessment and testing log).
- Surface water is removed by appropriate drainage.

#### **Outside Surfaces including spills and ice and snow:**

- All surfaces at the time of opening are new and have been laid in an appropriate manner providing smooth surfaces.
- Such surfaces should be non-slip in most weather conditions if suitable footwear is worn.
- In the case of snow/ice an inspection of the relevant areas will take place. Gritting of paths in icy conditions takes place at 5pm or 8am when necessary.
- It is the responsibility of the morning duty staff member to check the weather and grit if the weather forecast says the temperature will drop below 0 degrees or if ice is present. A supply of grit/salt or liquid spray de icer will be made available (pump and spray bottle and yellow bin near playground entrance) in order that the process of gritting high-risk areas can be undertaken in a reasonably safe manner. **A sign will be placed warning of ice.**
- Main playground paths – Grit from yellow bin used or liquid spray de icer.
- Reception Playground – Liquid spray de-icer (stored in the yard behind management offices) is only to be used as otherwise the grit from yellow bin will damage the surface. Gloves and gritting coat can be worn when using the liquid de-icer. Stored by the bin. (COSHH data sheet available in office, although de icer is harmless)

- Appropriate receptacles will be provided by the school for the safe transfer of grit to the areas to be treated.
- Areas of school will be prioritised so that the main access routes used by staff, parents and children are cleared and gritted in the first instance. These paths, steps, and entrances will be cleared prior to staff, parents, and children entering the school in the morning.
- Other areas are gritted on a priority basis throughout the day. It may be necessary to redirect parents and children to alternative entrances when paths/walkways are particularly hazardous. Parents are advised that whenever snow and ice are evident that they should stay within the areas which have been gritted.
- Gritted areas will be checked throughout the day to ensure that they remain safe for use by staff, pupils, and visitors to the school. Further grit will be applied if necessary.
- If required, gloves will be provided to staff responsible for treating the access areas with grit/salt. The grit and saline solution may cause very mild irritation to skin.
- The salt/grit levels held on the premises should be monitored to ensure that there is always an adequate supply available.
- Building Checklist/Daily Risk Assessment of the building is completed routinely at 8am. Sheets are kept for 1 year.
- Building security and locking up procedures are completed at 5p.m.

### **Monitoring and review**

This policy is the Head Teacher's ongoing responsibility along with reviewing its effectiveness in consultation with the staff.

**Signed Head Teacher:** Sally Cox  
**Date:** 27/9/24



## Extreme Weather Policy

This policy is a whole school policy including EYFS

### **Extreme Weather**

Due to climate change, extreme weather events are becoming increasingly more frequent. With this in mind we are vigilant to minimise and mitigate the risks to our community.

Members of the school community are informed of risks at appropriate times via newsletters, emails and the school website. They are also reminded of safe practices regarding travelling to and from school by foot, bicycle, car or public transport and are asked to ensure children are supplied with sunhats and suncream as well as raincoats. In cases of extreme weather (cold, ice, rain, wind, storms, heat etc.) outdoor areas are continually monitored including break-times to assess when it is safe to use outdoor areas of the school.

The staff, for playground duties, in conjunction with SMT assess risks and if necessary, children remain in classrooms at break.

School staff assess the risks posed by extreme weather for P.E. lessons, Go Explore sessions, Sports Days and other events. Where appropriate these activities are postponed until the risks are reduced.

In the event of extreme hot weather, water breaks and periods of rest in the shade or indoors are provided, restricting outdoor activity when necessary. Children are carefully monitored for sun burn, sun stroke and dehydration. The school adapts the curriculum and timetabling accordingly.

The health and safety of our community is paramount.

### **Heatwaves**

At Springmead, in the event of high temperatures we would take advice from Public Health England as we are aware that high temperatures both outdoors and indoors may harm children's health. Local authorities will be alerted by the Met Office, and the alert will be more widely publicised. The advice given here focuses specifically on children and is provided for teachers and others looking after children. Staff will be consulted and an action plan drawn up.

Children's susceptibility to high temperatures varies; those under four years of age, who are overweight, or who are taking certain medication may be at increased risk of adverse effects. Some children with disabilities or complex health needs may be more susceptible to high temperatures. Teaching and support staff will be made aware of the risks and how to manage them. Further information about supporting children with medical condition can be found at the Department for Education website.

### **Cold Weather – please also see winter surfaces as part of the buildings policy**

It is always our intention to keep the school open; we have only closed for a handful of days since the school opened. On these occasions the roads around Beckington were dangerous, especially at the pick-up and drop-off points. Making the decision to stay open or closed during bad weather is incredibly difficult for us; what works for one family will not necessarily work for another!

**Please always make your own decisions about your individual and local circumstances, snow falls in very different patterns over short distances.**

If the school is going to close, a member of staff will endeavour to ring you between 7:00am and 7.45am. We will post the closure on our website and also post on social media. We will not Parentmail as this facility can crash during high volume use.

Please note that it may also be necessary to close the school early if there is heavy snowfall during the day. In such situations, it is imperative that our children and our staff are able to get home safely, so we would encourage you to make provision for someone to collect your child if you are working away and may get delayed.

As well as enjoying the snow, if children cannot get into school please continue with homework, mental maths activities and reading.

### **High Winds and Sudden Storms**

We endeavour to monitor local weather forecasts to ensure the safety of our community if strong winds are forecast.

### **Monitoring and review**

This policy is the Head Teacher's ongoing responsibility along with reviewing its effectiveness in consultation with the staff.

**Signed Head Teacher:** Sally Cox

**Date:** 27/9/24

# Fire Safety, Dealing with Fires and the Prevention of Fire Policy

This policy is a whole school policy including EYFS

## Introduction

The fire safety policy sets out the framework in which the fire safety at Springmead School is managed. There are various documents that ensure good fire safety management is maintained within the school: This policy:

- informs who is responsible for fire safety;
- describes the purpose of the fire safety risk assessment;
- refers to the plan of action resulting from the risk assessment;
- describes the regular checks that take place;
- outlines the procedures in place that assist fire safety;
- describes the fire alarm system;
- describes the fire safety emergency plan.

## Responsibilities

The Bursar has responsibility of the management of fire safety at Springmead School overseen by the Head Teacher. All staff, visitors and pupils have a responsibility to ensure the school is safe from fire and its effects and must not do anything that will place themselves or other people at risk. Although the fire safety risk assessment will greatly help reduce risk of fire, the understanding of fire safety and vigilance of staff on a day-to-day basis is similar to performing a risk assessment each day by many people. When a member of staff, pupils or visitor wishes to discuss a fire safety concern, the issue is discussed with the Bursar and the concern entered into the fire safety log book.

## Fire safety risk assessment

Under the Regulatory Reform (Fire Safety) Order 2005, the school has a responsibility to carry out a suitable and sufficient assessment of risks to the safety of employees and other persons on the premises, e.g. children and visitors.

The risk assessment takes place on an annual basis or if there are changes. The risk assessment can be found in the Fire Safety Binder kept in the Administrator's office.

## Regular Checks

### ***Daily Checks***

- Can fire exits be opened easily?
- Are escape routes clear?
- Are coats and bags in corridors tidy and off the floor?
- Are extinguishers in place?
- Is the fire panel showing normal?

### ***Weekly Checks (recorded in the fire log book).***

- Does testing a manual call point send a signal to the indicator panel?
- Do linked fire protection systems operate correctly? (magnetic door holder released).

***Half-termly Checks (recorded in the fire log book).***

- Alternating between announced and non-announced fire drills, do the staff, pupils and visitors operate to the Fire Safety Emergency Plan?
- Did basement emergency lights work when tested?

***Termly Checks (recorded in the fire log book).***

- As half-termly checks.

***Annual Checks (recorded in the fire log book).***

- The fire safety risk assessment is performed annually.
- Record length of time battery lasted for in the emergency lighting full discharge test

**Procedures that assist fire safety and Fire Prevention**

**We have a thorough fire safety audit which assesses risk and considers preventative measures, this is conducted on an annual basis by the Bursar. It details every area of fire risk in the building.**

An outside contractor is used to check and maintain the fire systems. This includes the fire alarm panel, call points, smoke and heat detectors, emergency lighting and firefighting equipment. There is a monitoring station that will contact the Head Teacher, Bursar or Site Manager if activated.

Regular checking of basement emergency lighting is required as this is the only part of the school that does not receive sufficient natural light during the school day to be naturally illuminated in an emergency.

**Door stops are used within the school to prop open the doors of classrooms when children or the teacher is using the room.** Keeping the classroom door open helps the staff with classroom management and safeguarding issues. The risk to the protected stairway is increased by using doorstops, however this risk is mitigated with a management plan in place that says the door may be propped open if there is someone within the room but must be closed when the last person leaves the room. Therefore, doors of unused classrooms will be closed at playtime, lunchtime and at the end of school. If a room is found unattended at the end of the day with the door propped open, the cleaner will remove the doorstop and pass it to the Administrator, who will record that a fire safety conversation with the member of staff, who was last within the room, has taken place.

A safety chain is fitted to the basement fire exit door. This area of the basement is used as a dining area and by the after-school club. The personal safety of young children being within 10 meters of a road justifies the use of the safety chain if the chain is only used during these periods. Checking that this procedure is functioning correctly is part of the daily check "Can fire exits be opened easily?"

The back door in the tower that leads out to the playground will be kept unlocked from 8am to 6pm; the key will be removed and kept in the Administration Office. The Reception final exit will be unlocked 8am to 6pm and the key will be kept in the reception kitchen.

The existence of coat hooks at the end of corridors is a potential hazard within the protected route. The risk of a combustible material and a potential hindrance within the corridor is considered an acceptable risk if the items are hanging without causing a trip hazard.

To avoid unattended electrical circuitry, unused lights are switched off by everyone. The cleaning team switches off any unused lights when cleaning in the evening. Pupil's computers should be shut down after use in classrooms. Lights are checked each evening during safety checks. Computers have an automatic shutdown facility.

Staff, visitors, contractors, parent helpers and peripatetic teachers are required to complete the digital visitors book on entry and exit so we are aware who is on site should there be a fire. Attention should be drawn to the Fire Safety Emergency Plan that is included in the visitors book and on the lanyard that visitors wear.

The school is a no smoking establishment and smoking is therefore not permitted on site. See the smoking policy for further information.

The accumulation of waste is kept to a minimum by the emptying of bins each night. The accumulation of recycling paper is kept to a minimum by emptying containers each week.

When interior furnishing are purchased, the labels indicating fire resistance should be left attached if possible.

An agenda item of Fire Safety will be regularly included in the staff meeting to discuss prevention, escape, communication, confinement and suppression. Staff will be informed of the timing of the termly announced fire drill at the staff meeting, and the areas to focus on. Teachers should discuss this with their pupils at morning registration on the day of the drill. An unannounced drill also takes place each term.

All staff are trained to Fire Marshall level within the school to assist with various aspects of fire safety.

Appointed Fire Marshalls - They are individuals who are less likely to have responsibility for a class and can therefore take first responsibility but due to the nature of a school timetable all staff deputies for each other. The Fire Marshal responsibilities are: help and assist all persons on the floor to evacuate according to the Fire Safety Emergency Plan; to assist with any persons at special risk; use firefighting equipment, if safe to do so; reporting of fire safety issues.

### **Fire Alarm System**

The system includes the control panel, call points, smoke detectors, heat detectors, electromagnet door holders, plans of the zoned areas, plans/instructions of evacuation routes and assembly points and all fire fighting equipment.

The main control panel for the system is positioned within the entrance alcove of the tower. Beneath this panel is the plan of the zoned areas. Other features of note are:

- There is an external monitoring station, which, if the alarm is activated, will contact the Head Teacher, Deputy Head or Bursar.
- Call points are positioned on all stairs and at all exits and are suitably signed.

- Smoke detectors are positioned in all rooms, large storerooms and corridors.
- There are alert lights on smoke detectors which will light to confirm if the smoke alarm in that room has been activated. These will need to be recorded before the alarm is reset to enable the engineer to establish which smoke detector was activated in the fire zone.
- Heat detectors are fitted within the kitchen area.
- A gas supply cut-off switch is provided at the exit from the kitchen. No electrical cut-off is required, as there is no major electrical cooking equipment.
- Electromagnetic door holders are provided to certain doors.

### **Monitoring and review**

This policy is the Head Teacher's ongoing responsibility along with reviewing its effectiveness in consultation with the staff.

**Signed Head Teacher:** Sally Cox

**Date:** 27/9/24

# Fire Safety Emergency Plan

The purpose of this plan is to ensure that the people in Springmead School know what to do when there is a fire and that the premises can be safely evacuated. **The assembly point is on the back lawn.**

## **On discovering a fire:**

Sound the alarm by breaking the glass on one of the call points and shouting 'FIRE!'

## **On hearing the fire alarm:**

1. Teachers in charge of a group of pupils should calmly gather the children together; Pupils should quietly listen for instruction by your teacher.
  - a. If you are alone when the bell sounds, i.e. in a cloakroom or corridor listen to the instructions of the nearest adult;
2. The Administrator should collect class registers, visitors book, emergency contact lists (kept in emergency folder by registers) pupil's entrance gate key, a telephone and a first aid kit, call the emergency services and arrange for the pupil's entrance to be unlocked and go to the meeting point.
3. Adults should, if possible, close any windows before exiting the room,
4. Fire Wardens should check each floor they are allotted, collect the 'Floor Clear' cards and hand to the Senior Manager present on arrival at the assembly point.
  - a. Four 'Floor clear cards' should be handed in so it is known that the building has been checked.
5. The Cook or Catering Assistant should ensure the 'gas emergency cut-off' valve is closed before leaving the Kitchen.
6. All staff should follow the information on the fire action notice and evacuate the building immediately by the safest route.
7. **Do not collect any personal belongings**
8. Move calmly and quietly towards the designated assembly point on the back lawn where the Administrator will hand the register to the teacher.
  - a. Visitors and Contractors should make themselves known to the Administrator.
9. If the alarm sounds between 3.30pm and 6pm the registers will be held by the extra-mural club teacher and/or the after-school club teacher. A pupils entrance gate key is attached to the after-school club register and the teacher will unlock the gate to gain access to the designated assembly point on the back lawn.
10. **Any missing persons must be reported immediately to the responsible person Head Teacher, Deputy Head or Bursar.**
11. **Do not re-enter the building until told safe to do so.**

## **Routes for evacuation**

The safest route for evacuation unless blocked by fire is always the nearest exit out of the building:

- **Basement level** - is the Frome Road exit.
- **Ground level** - is one of five exits, two at the front and three at the back of the building.

- **First floor** - all evacuate via the stairway and out the door (G1) at the bottom of the stairway.
- **Second floor** - all exit via the protected stairway in the centre of the building and out the front door. For those who evacuate to the front of the building, walk quietly and quickly along the path on the Frome Road and meet at the designated assembly point on the grassed area via the pupil's entrance.

## Non-Fire Emergency Plan

The purpose of this plan is to ensure that the people in Springmead School know what to do when there is a non-fire emergency. This could include a building collapse, threatening phone call, bomb scare, intruder scare, poison chemical, electrical, gas or another serious incident.

**Senior Management Team to meet in management offices as soon as possible.**

In such circumstances the senior management team would quickly need to make a decision as to whether to evacuate (in most instances) or protect children and staff by staying in the building but moving away from windows if necessary.

### Non-Fire Evacuation Procedure

1. **Alarm sounded (if appropriate) or verbal warning to each class**
2. **Evacuate the building as per Fire Plan if appropriate.**
3. **When all congregated and accounted for, if appropriate, move children and staff down to Village School. (A reciprocal arrangement is in place.)**
4. **The administrator will take Registers, emergency folder (kept in office near registers) with contact details, first aid kit and emergency medication with staff and children.**

### Emergency Lock Down

**In the event of there being a dangerous person in the vicinity of the school the senior manager/management team will contact 999 and seek advice. Whilst advice is being sought children will be kept in the building in as safe a place as possible.**

**We will pulsate the fire alarm or sound air horns around the building to alert staff to round up children and keep them away from windows and barricade into the most appropriate spaces.**



## Mains Systems - Electricity, Water and Gas

This policy is a whole school policy including EYFS

### Introduction

This document fully details the precautions to be taken concerning the mains supply systems of water, electricity and gas. The Head Teacher has taken, as far as is reasonably practicable, steps to ensure that the mains systems are being supplied by reputable companies who maintain an excellent standard of supply and quality of product. On site they will, as far as is reasonably practicable, ensure that all appropriate maintenance is being carried out to provide a safe working and learning environment.

### Responsibilities

The person with overall responsibility for the maintenance of the Mains Systems is the Bursar. They are responsible for dealing with all defects that are reported concerning the water, electricity or gas, and for arranging all necessary maintenance and keeping of all documented records of faults and maintenance.

### Procedures and Risk Management

#### Water:

- The water supply on site has been renewed and at the time of commissioning all pipework complied with all necessary standards.
- Any defects noted will be either directed to the supplier (concerning matters on supply, for example discoloured water) or to a plumbing contractor.
- The school has a **Legionella Risk assessment** and tests the water supply regularly.

#### Electricity:

- The mains supply was commissioned at the date of opening. Further to the commissioning and in accordance with the law it will then be checked at 5 yearly intervals by an electrical contractor. (Hard Wire check)
- The mains supply within the premises is zoned and each fuse box and fuses are of a trip nature.
- All portable appliances will be labeled and a log kept of their purchase date. Appliances checks are carried out in accordance with the Mains Systems document.
- A log book will be kept of all defects that are reported and the actions that have been taken. A procedure for visual recognition and identification of faults and defects in equipment e.g. burns and cuts on electrical leads, guards damaged or removed will be established.
- No portable electrical items should be brought on site without the knowledge of the Head Teacher and Bursar.
- Before any items of portable electrical equipment are used a simple check of their condition must be carried out by a competent person. This must include the body of the item, the connections of the flex, the flex and the plug. If there are any concerns, the item must be withdrawn from use, taken to the Bursar and that particular item should not be operated again and the matter reported. If on using any socket or switch there is a concern, the item is hot or there are sparks the Bursar must be informed immediately.

- In line with recent guidance the school has taken the decision to remove safety socket covers.
- No multi-adapters must be used on site. Multi gang sockets and extension leads are only to be used with the permission of the Head Teacher.
- Staff and pupils to be instructed and trained in the use of, and possible dangers associated with, specific equipment as well as precautions that must be observed.
- Portable electrical equipment will be subject to Portable Appliance Testing (PAT) by a qualified electrician will be completed annually.
- Electrical safety trip devices will be used in situations where the integrity of the mains supply cannot be guaranteed. All mains electricity plugs on portable equipment will be to BS 1363. (Sheathed).
- Guarding: Guarding for machines will be in accordance with 1998 Work Equipment Regulations. All guards, as supplied by the manufacturer, will be used at all times.
- Environment: Equipment shall not be sited/used in such a way that it affects access or egress. Care will be taken to ensure that trailing leads do not pose a trip hazard.
- Signs will be posted to inform people in the immediate vicinity that equipment, which could pose a hazard, is being used e.g. wet floor notice.
- Work areas will be kept clear and tidy so as to avoid power cables being hidden and damaged.
- Maintenance - All equipment will be regularly maintained in line with the manufacturer's recommendations.
- Instruct staff and pupils of potential hazards from trailing leads. Sufficient socket outlets, suitably placed, will minimise the need for trailing cables.
- The use of extension leads, however, may be unavoidable. Long extension leads, trailed over the floor, are particularly vulnerable to damage. Wherever possible, the cable route should be chosen to avoid exposing the cable to such damage. Where passageways have to be crossed, it may be possible to run the cable at high level, otherwise the cable should be protected by buried ducting or surface ramps.
- The use of cable drums will reduce hazards due to tripping and mechanical damage however unless the drum manufacturer has indicated safe current/time limits, the cable must be completely unwound from the drum when in use.
- Other sources of failure on cable drums are slip rings, and internal cable terminations and these should be regularly checked for abnormal wear and tear.
- When using extension cables for short periods of time, it will be sufficient to tape them to the floor. In any case, temporary extension cables and cables from equipment which trail over traffic routes within rooms, should not be connected until everyone is in the room.
- A good level of safety can be achieved by care in selection and use, however, this will have little result unless the subsequent maintenance is of a high standard. Apparatus needs to be treated reasonably by the user and should never be used if defective. In many cases, the safety of apparatus depends on the fixed installation (e.g. earthing, polarity, etc.) Care in selection, use, and maintenance must, therefore, extend to the fixed electrical installation.
- Extension cables should never be used in humid atmospheres unless they are properly

insulated against water ingress.

- Extension cables must never be overloaded and must not connect to another extension cable. Similarly, banks of sockets must not be connected to other banks.
- The use of multi-socket adapters is not recommended
- Damaged cables should be replaced by new ones whenever possible; if a repair is essential, it should be to the highest standards and undertaken by a competent person.
- Insulating tape should never be used to repair damaged cables.

**Gas:**

- The gas supply was commissioned at the date of opening.
- An annual service of all gas appliances will take place by a Gas Safe registered contractor.
- All concerns, for example any smell of gas will be reported to the Bursar immediately and an engineer brought in.

**Asbestos:**

The building has been checked for asbestos. Please see the certificate available in the admin office. The small, outdoor amount of asbestos in the building are checked within the termly checks for any changes.

**Monitoring and review**

This policy is the Head Teacher's ongoing responsibility along with reviewing its effectiveness in consultation with the staff.

**Signed Head Teacher:** Sally Cox

**Date:** 27/9/24