

HEALTH AND SAFETY POLICY 2018



HEALTH & SAFETY POLICY

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GENERAL STATEMENT OF INTENT

The Chief Executive Officer and Executive Headteacher believe that ensuring the health, safety & welfare of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- a) Providing a safe and healthy working and learning environment
- b) Preventing accidents and work related ill health
- c) Assessing and controlling risks from curriculum and non-curriculum work activities
- d) Complying with statutory requirements as a minimum
- e) Ensuring safe working methods and providing safe equipment
- f) Providing effective information, instruction and training
- g) Monitoring and reviewing systems to make sure they are effective
- h) Developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters
- i) Setting targets and objectives to develop a culture of continuous improvement
- j) Ensuring adequate welfare facilities exist at the school
- k) Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable

A Health and Safety Management System has been created to ensure the above commitments can be met. All Trustees, Governors, staff and pupils will play their part in its implementation.

Name Kate Carter

Signature



Date: 17.10.18

(Chief Executive Officer)

Name Chris McCall

Signature



Date: 17.10.18

(Chair of Trust Board)

ORGANISATION

INTRODUCTION

To comply with the Chief Executive Officer and Executive Headteachers Statement of Intent, the school's normal management structure has had additional responsibilities assigned, as detailed below.

An organisational chart showing the school's health and safety management structure is attached at Appendix 1.

THE TRUST BOARD

The Trust Board has the following responsibilities to ensure:

- a) A clear written policy statement is created which promotes the correct attitude towards safety in staff and pupils.
- b) Responsibilities for health, safety and welfare are allocated to specific people and those persons are informed of these responsibilities.
- c) Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- d) Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- e) Sufficient funds are set aside with which to operate safe systems of work.
- f) Health and safety performance is measured both actively and reactively.
- g) Each school's health and safety policy and performance is reviewed annually.

CHIEF EXECUTIVE OFFICER/EXECUTIVE HEADTEACHER

The Chief Executive Officer/Executive Headteacher have the following responsibilities:

- a) To be fully committed to the Trust Board's Statement of Intent for Health and Safety.
- b) Ensure that a clear written local Policy for Health and Safety is created.
- c) Ensure that the Policy is communicated adequately to all relevant persons.
- d) Ensure appropriate information on significant risk activities is given to visitors and contractors.
- e) Ensure appropriate consultation arrangements are in place for staff and their Trades Union representatives.
- f) Ensure that all staff are provided with adequate information, instruction and training on health

and safety issues. All such training must be appropriately recorded and signed by all parties.

- g) Make or arrange for risk assessments of the premises and working practices to be undertaken.
- h) Ensure safe systems of work are in place as identified from risk assessments.
- i) Ensure that emergency procedures are in place.
- j) Ensure that equipment is inspected and tested to ensure it remains in a safe condition at all times.
- k) Ensure records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- l) Ensure arrangements are in place to monitor premises and performance.
- m) Ensure that all accidents are investigated and any remedial actions required are taken or requested.
- n) Report to the Trust Board on the health and safety performance of each school.

TRUST ESTATES MANAGER

The Estates Manager has the following responsibilities:

- a) To co-ordinate and manage the annual risk assessment review process for the school.
- b) To co-ordinate the annual general workplace monitoring inspections and performance monitoring process.
- c) To make provision for the inspection and maintenance of work equipment throughout each school.
- d) To manage the keeping of records of all health and safety activities including management of building fabric and building services in liaison with any contractors used.
- e) To advise the Executive Headteacher, Head of School and Chief Finance Officer of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- f) To ensure that staff are adequately instructed in safety and welfare matters about their specific work place and each school generally.
- g) Carrying out any other functions devolved to them by the Executive Headteacher or Trust Board.
- h) To investigate and report on any incidents and or accidents that are reported.

TEACHING/NON-TEACHING STAFF HOLDING POSITIONS OF SPECIAL RESPONSIBILITY

This includes Senior Leadership Team, Curriculum Co-ordinators, Year Group Leaders, Clerical Managers/Supervisors, Technicians, Caretakers, Cleaners and Midday Supervisory Assistants have the following responsibilities:

- a) Apply each school's Health and Safety Policy to their own department or area of work and be directly responsible to the Head of School for the application of the health and safety procedures and arrangements.
- b) Carry out regular health and safety risk assessments of the activities for which they are responsible. Such risk assessments must be reviewed at least annually basis.

- c) Ensure that all staff under their control are familiar with the health and safety Code of Practice, if issued, for their area of work.
- d) Resolve health, safety and welfare problems members of staff might refer to them, or refer to the Head of School any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- e) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- f) Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- g) Ensure that any accidents occurring within their area of responsibility are reported and investigated by the Executive Headteacher/Estates Manager.
- h) Prepare an annual report for the Executive Headteacher on the health and safety performance of his/her department or area of responsibility.

CLASS TEACHERS

Class teachers are expected to:

- a) Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out.
- b) Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Code of Practice, if issued, and to ensure that they are applied.
- c) Give clear oral and written instructions and warnings to pupils when necessary.
- d) Follow safe working procedures.
- e) Use of protective clothing and guards where necessary.
- f) Make recommendations to their Head of School, Senior Leadership Team or Year Group Leader on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- g) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- h) Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation.
- i) Report all accidents, defects and dangerous occurrences to the Head of School, Estates Manager, Year Group Leader.

SCHOOL HEALTH AND SAFETY REPRESENTATIVES

The Trust Board recognises the role of Health and Safety Representatives appointed by the Executive Headteacher and a recognised trade union.

Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time.

They will also be consulted on health and safety matters affecting all staff.

Trade union Safety Representatives are also entitled to certain information, e.g. about accidents and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and do not carry out duties on behalf of the Executive Headteacher or Trust Board.

ALL EMPLOYEES

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, employees must:

- a) Comply with the school's health and safety policy and procedures at all times - in particular procedures for fire, first aid and other emergencies.
- b) Co-operate with school management in complying with relevant health and safety law.
- c) Use all work equipment and substances in accordance with instruction, training and information received.
- d) Report to their immediate Supervisor or Year Group Leader any hazardous situations and defects in equipment found in their work places.
- e) Report all incidents in line with current incident reporting procedure.
- f) Act in accordance with any specific health and safety training received.
- g) Inform their Supervisor or Year Group Leader of what they consider to be shortcomings in the school's health and safety arrangements.
- h) Exercise good standards of housekeeping and cleanliness.
- i) Co-operate with appointed Trade Union Health and Safety Representative(s).

ALL PUPILS

Pupils, allowing for their age and aptitude, are expected to:

- a) Exercise personal responsibility for the health and safety of themselves and others.
- b) Observe standards of dress consistent with safety and/or hygiene.
- c) Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.

- d) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

PROCEDURES AND ARRANGEMENTS

INTRODUCTION

The following procedures and arrangements have been adopted to ensure compliance with the Trust Board's Statement of Intent.

Lone Working

The Governing Body and Trust are committed to ensuring staff, volunteers and contractors enjoy a safe working environment. It is recognised that there are occasions when teaching, support, administrative, estates team, cleaning staff and contractors may be required, or choose, to work alone or in isolated situations. This however may introduce risks for a normally non-hazardous work activity.

Lone working arrangements shall be adopted by all staff and are detailed within the separate Lone Working policy.

RISK ASSESSMENT

General Risk Assessment

General Risk Assessment will be co-ordinated by the Executive Headteacher and/or the Estates Manager.

Maternity Risk Assessment

Maternity Risk Assessments will be carried out by the Executive Headteacher and/or the Estates Manager.

Curriculum Activities

Risk Assessments for Curriculum activities will be carried out by relevant Year Group Leaders, Subject teachers and/or the Trust Health & Safety Officer using Health and Safety Codes of Practice for Design & Technology, Science, PE, Art, Swimming and Drama.

Fire

A fire risk assessment has been undertaken and is audited annually.

Manual Handling

A generic manual handling risk assessment has been undertaken and is reviewed annually. Further, job specific, manual handling risk assessments must be undertaken for tasks falling outside of this.

Computers and Workstations

DSE risk assessments will be carried out by the Trusts Estate Manager.

Hazardous Substances

Hazardous substances, materials, chemicals and cleaning liquids are not permitted to be used or brought into use on site unless express permission has first been obtained from the Trusts Health & Safety Officer. A documented (Control of Substances Hazardous to Health (COSHH) risk assessment must also be undertaken, and the product approved for safe use on site by Estates Manager/Site Team.

When using a harmful substance, whether it is a material, cleaning fluid or chemical substance, staff must ensure that adequate precautions are taken to prevent ill-health in accordance with the COSHH assessment completed for that hazardous substance. Staff must never attempt to use a harmful substance unless adequately trained to do so, and then only when using the safe working practices and protective equipment identified in the COSHH assessment.

All hazardous substances are to be stored in secure and signed storage cupboards when not in use.

The schools COSHH folder is held by the Estates Manager/Caretaker and is available for inspection in the main office.

Violence

A risk assessment of the risks of violence to staff will be carried out by the Estates Manager. A separate security policy and procedure document exists and deals with intruders, abusive parents and violence.

EMERGENCY PROCEDURES

Fire and Evacuation

Fire and evacuation procedures are detailed in Appendix 2.

First Aid

First aid boxes are provided and will be located in the first aid room and in specific classrooms/locations around the school.

In event of needing first aid assistance, either: -

- Go to the First Aid room.
- Locate the nearest first aider or phone the main office for on call person who will locate the nearest first aider and cover their class if required.

All first aiders are to assume responsibility for ensuring that the relevant first aid boxes are appropriately stocked after use.

The Schools Medical Assistant is to undertake regular inspections and stock ordering of all first aid boxes/bags and record as appropriate.

Transport to hospital:

If an ambulance is required, call "999". It may be appropriate in less severe cases to transport a pupil to a casualty department without using an ambulance, but this should always be on a voluntary basis.

If a member of staff uses their own car for these purposes, they must ensure that they have obtained specific cover from their insurance company. The school will reimburse additional insurance premiums where necessary.

No casualty should be allowed to travel to hospital unaccompanied, the Head of School or a member of the Senior Leadership Team will designate an accompanying adult in emergencies where parents cannot be contacted.

Staff Accident/Incident Reporting

See Appendix 3.

Bomb Hoaxes and Bomb Alerts

Responses to bomb threats will follow guidance contained in the Management Information obtained from the Borough of Poole.

The Headteacher, or in their absence, a member of the Senior Leadership Team, will decide on action to be taken in the event of an incident.

The control point from where such an incident will be handled will be a safe location outside the school building (with the aid of mobile phones & two-way radios).

The signal for evacuation of the building, should this be necessary, will be the normal evacuation procedure being followed on the alarm system being activated.

Gas Leaks

Any member of staff discovering a suspected gas leak should make an informed judgement based on how strong the smell is as to whether they immediately evacuate the school building/s and telephone National Grid immediately.

If there is a slight smell of gas, the first action should be to check that all gas appliances are switched off and open windows. This may clear the smell of gas.

Chemical Spills

All Science teachers and technicians should follow guidance contained in the CLEAPSS Health and Safety Code of Practice for Science.

HEALTH AND SAFETY TRAINING

Health and safety training **must** be provided for all new employees by Head of School, Senior Leadership Team and/or the Estates Manager following TEACH Trusts induction checklist and guidance contained in the management information. All such training must then be signed for by both the trainer and trainee to confirm both deliver and understanding.

The following staff have received or will receive health and safety training in the following areas:

Strategic Health and Safety Management and Premises Management Training

- Health and Safety Awareness (Head of School & Estates Team)
- Premises Management, Health, Safety and Risk Management (Estates Manager)
- Premises Management, Health, Safety and Risk Management, Fire Risk Assessment (Estates Manager)
- Control of Substances Hazardous to Health (COSHH) - (Estates Team. Cleaners)
- Manual Handling and Lifting (all staff)

Curriculum/Subject Specific Health and Safety Training

Food Technology:

- CIEH Level 2 Award in Food Safety (formerly Foundation Certificate in Food Hygiene) (Lunchtime Assistants, Breakfast Club Staff, Teaching Staff teaching Food Technology lessons)

PE:

- Risk Management in PE and School Sport (Head of PE)
- Safe Supervision of Swimming for Teaching Assistants (Specific Teaching Assistants) Note: Supervision will also be covered by the local county council swimming pool staff (lifeguard/s & swimming instructors)

Outdoor Education:

- Educational Visits Co-ordinator/s and or Year group Leaders

Occupational Risks:

- General Risk Assessment (Head of School, School Health & Safety Officer)
- How to Physically Assist and Support Pupils with Physical Disabilities (Year Group Leaders, HLTA's and/or SEN Support staff)
- Kinetic Handling (Manual Handling) and Manual Handling Risk Assessment (Estates Team)
- First Aid at Work and Appointed Persons
- Handling difficult Situations Assertively (Pastoral support staff)
- Food handling (Lunchtime supervisors and Breakfast club staff)

Estates Team:

- Health and Safety Awareness
- Working at Height
- Safe Use and Inspection of Portable Tower Scaffolding (PASMA)
- Portable Appliance Testing
- Manual Handling and Lifting

- Control of Substances Hazardous to Health

Training records are placed in the employees HR file.

The Executive Headteacher and/or the Estates Manager will be responsible for identify training needs.

INSPECTION AND TESTING OF PLANT AND EQUIPMENT

Statutory Inspections

All plant and equipment requiring statutory inspection and testing (i.e. gas boilers, electrical installation, compressors, lifting equipment, local exhaust ventilation, pressure cookers etc.) will be inspected by appropriate contractors at regular intervals as laid out in the school building maintenance management programme.

Portable Electrical Appliances

Inspection and testing of portable electrical appliances will be carried out at regular intervals as instructed in Electrical Regulation guidance documents.

The Estates team and/or electrical contractor will carry out annual portable appliance testing.

Equipment Maintenance - Curriculum

Subject Leaders and Co-ordinators will be responsible for ensuring that maintenance of equipment for their areas of the curriculum is identified and implemented following guidance contained in health and safety Codes of Practice for Design & Technology, Science, Art, PE and Drama.

Ladders and Access Equipment

The Estates Team will be responsible for the inspection and maintenance of all ladders, steps and other access equipment following HSE guidance. All inspections are to be recorded and held with the ladder log.

HEALTH AND SAFETY MONITORING

Inspection of Premises

General Workplace Inspections will be co-ordinated by the Trusts Estates Manager.

Monitoring inspections of individual classrooms, departments will be carried out by the Trusts Estates Manager and/or Estates Team.

Performance Monitoring

Performance monitoring will be co-ordinated by the Executive Headteacher and/or the Trusts Estates Manager.

CONSULTATION AND COMMUNICATION OF INFORMATION

Consultation

The Trusts Premises Committee will meet half termly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by the and Trusts Board of Governors.

Communication of Information

The Executive Headteacher and/or Estates Manager will ensure that systems are established so that staff and pupils are familiar with the arrangements set out in this document.

The Health and Safety Law poster is displayed in the main office & staff room. Further posters might be displayed in certain designated areas of the Trusts estate.

Health and safety advice is available from the Trusts Estate Manager.

PREMISES MANAGEMENT

Security and Visitors

All visitors must report to the school's main reception area where they will be asked to sign the visitor's book and wear an identification badge. Further guidance is contained within the schools' security policy.

Vehicles on Site/Parking

Users of the Trusts car parks do so at their own risk. The Trust will not accept responsibility for damage, accident or loss to vehicles or contents.

The risks of persons and vehicles coming into contact will be controlled by the Executive Headteacher and/or Estates Manager.

A separate policy and procedure document has been produced and sets out the Trusts requirements with regards to the car parks use.

Arrangements for Disabled Persons

Designated displayed parking spaces have been marked out.

Building Maintenance

Minor building maintenance is carried out by the estates team and/or approved contractors. Note: Simple maintenance tasks will wherever possible be undertaken by the school's estates team.

The Estates Manager will be responsible for ensuring that all identified general building maintenance is carried out by approved contractors.

Cold Weather

Cold Weather procedures are detailed in Appendix 4.

Asbestos

The Asbestos register and Trusts Asbestos Management Policy is held by the Estates Manager. Further copies along with the individual site Asbestos survey are available via the Caretaker. in the main office along with the most recent.

The Estates Manager is responsible for ensuring that contractors who may be working in areas of the premises where asbestos materials have been identified sign the register and that any changes to the register are notified to the relevant maintenance contractor/s.

Legionella

The Legionella risk assessment and Trusts Legionellosis policy/management record is held by the Estates Manager/Estates Team and is available for inspection in each of the Trusts premises.

The Estates Manager is responsible for ensuring that appropriate checks and measures to prevent an out break of Legionella are maintained.

Control of Contractors

All contractors must report to the Site Team where they will be asked to sign the visitor's book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

The Estates Manager/Caretakers are responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work.

Lettings

Lettings will be managed by the Finance Team and Estates Manager following the Trusts guidance documents.

OTHER PROCEDURES

Critical Incident Management

The Trusts Disaster Management, Recovery and Contingency Plan is followed and staff are made aware of the advice given.

Working at Height

Work at height is always to be undertaken in accordance with the on-site generic Risk Assessment and Working at Height Policy both of which identify general requirements and safe working practices. Specific or higher risk tasks will be carried out in accordance with a specific risk assessment for that task.

The appropriate access equipment, i.e. mobile steps and/or foot stool, must be used in all instances when working at height.

Working at a height of in excess of 2 meters is not permitted unless the member of staff required to do so has had the appropriate ladder and/or portable tower training and a suitable risk assessment of the task has been undertaken.

Managing Medicines

Prescribed medication will be administered to pupils by following the school's guidance documentation.

Staff trained first aid have been nominated as responsible persons for control of administration of medicines to pupils.

Educational Visits

Educational visits will be organised following guidance contained in Poole Borough Council education documentation and the Children's Services guidance document.

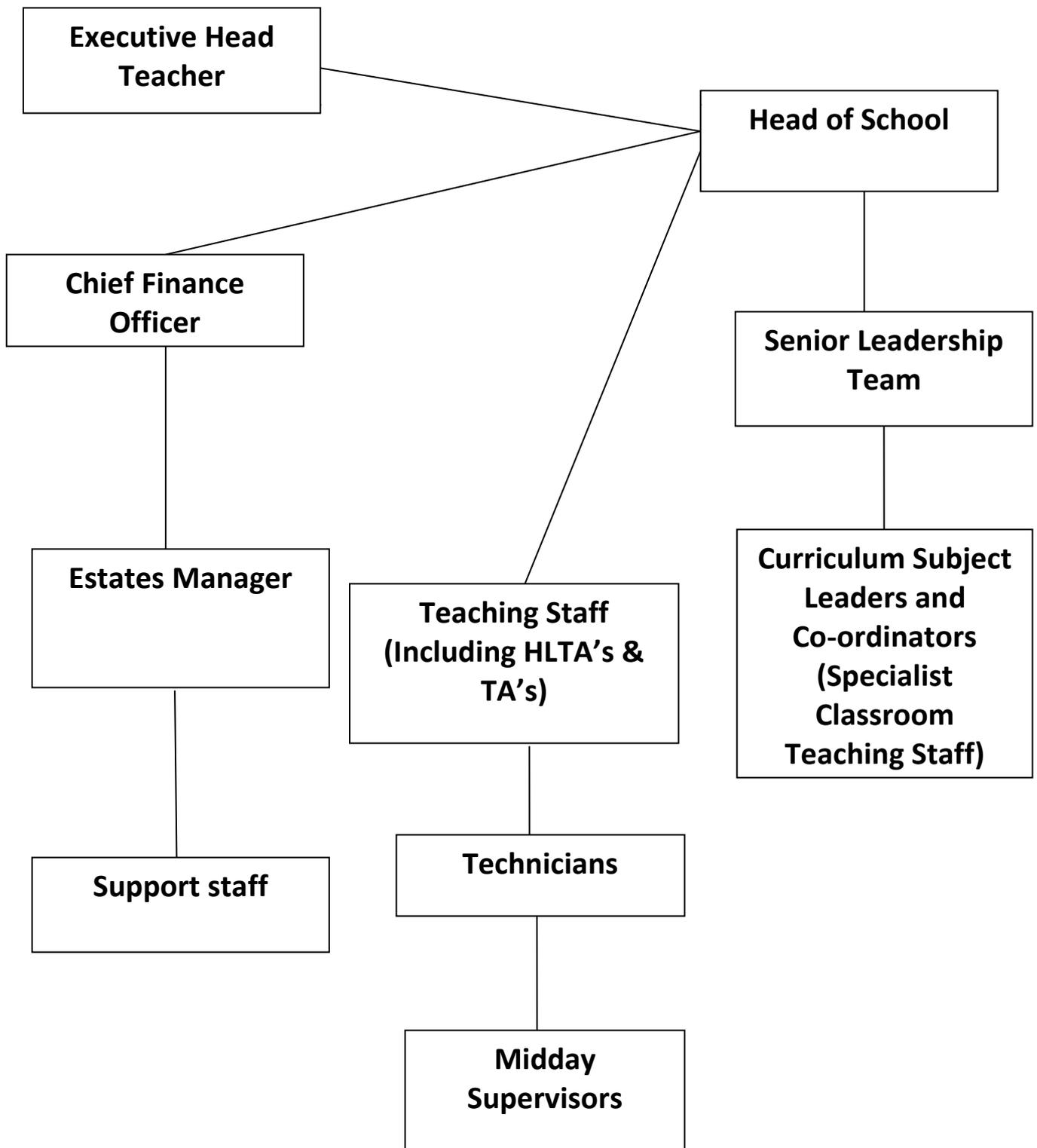
The Educational Visits Co-ordinator will be a member of the Year Group Leaders Team and or a designated member of staff as nominated by the Head of School.

REVIEW

Arrangements within this policy document will be reviewed annually and revised as new topics, process changes and/or changes in staffing arise which may affect the process of managing health and safety for staff, pupils, contractors and other visitors.

TEACH TRUST

HEALTH AND SAFETY ORGANISATIONAL CHART



FIRE AND EVACUATION PROCEDURES

- Fire safety action notices are displayed at various locations around the school (adjacent to emergency call points).
- Escape routes and exits are checked by the Caretaker and/or Estates Manager daily.
- Fire Extinguishers are maintained on annually basis by an outside fire prevention contractor and are also subject to regular weekly/monthly inspections by the Caretaker and/or Estates Manager.
- The fire alarm system is tested by a member of the estates each weekly with a different call point is tested on each occasion.

Emergency evacuation procedure will be tested not less than once a term.

PREMISES EVACUATION ARRANGEMENTS in case of an alarm being activated are as follows: -

- Staff discovering a fire or other emergency for which the buildings should be evacuated should activate the alarm by using the nearest emergency call point button and then they will notify the main office of the exact location.
- The emergency warning is the alarm signal ringing continuously (the same bell that denotes the start/end of the day).
- Office staff will radio the Caretaker or their deputy who will check the main alarm panel. If safe to do so they will then go to the zone where the alarm has been set off to investigate if there is a fire or false alarm (this investigation should, where possible, be undertaken externally). The Caretaker or their deputy will then radio the office and confirm whether there is a genuine fire or false alarm. If it is confirmed to be the former the Office will dial 999.
- On hearing the alarm, pupils should leave in single file when instructed by the teacher in charge of the class. Pupils should then leave by the nearest available marked escape route. The last person to leave the classroom must close the door. Pupils should walk in their subject groups and remain with their teacher at the assembly point.

If a pupil is not in a classroom when the alarm sounds a member of staff will go to the toilet block etc and escort the pupil/s to the assembly point leaving the building by the nearest marked escape route.

In the event of an emergency during form time, break or the lunch hour, pupils must leave the building by the nearest marked escape route and go to the assembly point. Pupils should assemble in Year Groups.

Staff not with pupils, visitors and contractors must leave the building by the nearest exit and report directly to the Year Group Leader and or the senior office staff at the assembly point.

The schools first aider will collect a first aid box and proceed to the assembly point.

Disabled pupils' timetables will be held in the main offices for access in an emergency. The Head of School, Senior Leadership Team and/or the Trusts Health and Safety Officer will discuss with any disabled (whether this be a permanent or temporary incapacitation) pupils and their parents the evacuation procedure in case of an emergency and draw up a Personal Emergency Evacuation Plan (PEEP) **must** be prepared for each individual disabled pupil.

The Fire assembly points will be identified with appropriate British Standard Sign/s

A senior member of staff as designated on the fire rota will undertake supervision of the assembly areas.

Immediately pupils arrive at the assembly area, they must stand in their subject/year groups in silence while staff check their registers. Registers, class lists, first aid boxes and visitor/contractors' book etc. will be taken out to the assembly point/s by Classroom teacher and/or the administration staff team. The result of this check must be reported to the person in charge (Head of School and/or the site team) as soon as it is completed.

The designated fire duty staff will collect a two-way radio from the office and sweep the school building/s. A second sweep of the school building/s will be conducted once the fire brigade has been informed.

The designated fire duty staff will liaise with one another to check that any named disabled pupils and helper or disabled visitors have been evacuated.

Routes for school building/s sweep/s are as indicated in the Fire safety floor plan and school site maps.

When the school sweep has been completed all designated fire duty staff should report to the nominated senior member of staff at the assembly area.

A member of senior management will take charge at the fire assembly point/s.

The Caretaker or their deputy will liaise with the Fire and Rescue Service upon their arrival.

When the Head of School or their deputy is satisfied that it is a false alarm (by being given the all clear by a member of Fire and Rescue Service, he/she will then direct staff, pupils and visitors to return to the school building/s.

If the building cannot be reoccupied following an evacuation, pupils will be evacuated to the nearest place of safety, which is under cover ~~~~~~ (insert location i.e. Ad Astra) and arrangements made to contact all parents.

ACCIDENT, INCIDENT REPORTING AND INVESTIGATION

We comply with all regulations connected to RIDDOR.

The Health and Safety Executive (HSE) must be informed by the Executive Headteacher or the Trusts Estates Manager of dangerous occurrences, fatal and major accidents, or injuries resulting in hospital admission or absence from School (pupils, staff and/or visitors) for seven days as a result of injury or work related illness.

All incidents **must** be reported in accordance with guidance contained in documentation issued by the Borough of Poole Health and Safety team and the HSE's Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

The nearest HSE local office is at 14 New Fields, Stinsford Road, Nuffield Industrial Estate, Poole, Dorset BH17 0NF. Tel: 01342 334200.

The accident book for each school shall be kept in the main office. For accidents involving pupils a first aid book is located in the first aid room. This is to be used to record all pupil accidents/incidents. In the event of a pupil receiving additional medical advice/treatment (i.e. via a GP or Accident and Emergency) the matter **MUST** also be reported to the Schools Health and Safety Officer and recorded in the main accident book.

A copy of the accident form shall be passed to both the Trust Estates Manager and HR Manager.

To comply with the Data Protection requirements, individual incident reports will be removed from the Accident & Incident Book, passed to the administration team and/or Caretaker who will pass it on the Estates Manager and stored securely to ensure that personal details remain confidential.

All accidents and injuries to staff, visitors and/or contractors **must** be recorded as soon as is possible in the accident book that is located within the main administration office.

Minor accidents & injuries to pupils and visitors will be recorded in the accident/first aid book.

Bump Head stickers will be issued when deemed necessary and the parents of the pupil/s will be notified.

Investigation of Incidents and Remedial Action

The Executive Headteacher and/or Estates Manager will investigate all incidents and make appropriate recommendations to the Trusts Board of Governors and Senior Management Team to prevent a recurrence.

Reporting:

The person/s responsible for recording, investigating and reporting of incidents is the Executive Headteacher and/Estates Manager.

Procedure for Adverse Weather Conditions

INTRODUCTION

It is the policy of TEACH Trust to make every effort to remain open whenever possible. The decision to close the school either before or during the school day will be made by the Executive Head Teacher and/or Head of School.

The school will only be closed if one or more of the following conditions apply:

- Insufficient staff are able to come in to keep the school running safely.
- Conditions on site are dangerous.
- Conditions are considered to be or are anticipated to later become too hazardous for travel.

Details of the procedure for invoking a school closure are provided in appendix 5. However, it will include the following:

- The closure will be recorded on the both schools and Borough of Poole websites
- The media (Heart FM) will then broadcast details.
- Parents who have opted into the scheme will be alerted to the closure using the text service activated by the Headteacher.

The school will make all practicable efforts to keep parents informed as to the situation with the school during adverse weather conditions, as we appreciate that such conditions and the uncertainty places very considerable difficulties upon parents. However, parents are expected to check the website and/or make themselves aware of the radio broadcasts when it is clear that a closure is a possibility.

The school appreciates that during bad weather children may arrive later than normal; parents should endeavour to contact the school to let them know they are on their way if likely to be delayed. The school recognises there will be isolated instances where families are cut off, even where the clear majority of children can get into school. In such instances parents should inform the school of the circumstances of this exceptional situation, as the school has a duty to clarify the circumstances of each case so as to be able to formally authorise the absence to the Local Authority. Parents acting on the assumption that the school would be closed without gaining confirmation, or failing to inform the school of the circumstances that prevents the child coming into school risks their child being registered as an un-authorised absence. Where the school is officially closed, all absence is counted as authorised absence. In the event of the school having to close during the day due to unforeseen worsening weather or similar unforeseen circumstances, parents will be contacted by phone either at home or work and asked to collect their child/children. Such an early release will only be contemplated in very extreme circumstances.

Where the Executive Headteacher/Head of School and Estates Team have concerns over the safety of certain external pathways, circulation routes, playgrounds etc. it may be appropriate for the affected areas to be taken out of use. If this is the case these areas will be cleared marked using signs, tape and cones to ensure everyone is aware.

In the event of snow some pathways will be cleared and salted. Parents, children and visitors will be made aware that pathways, even where cleared, do remain dangerous. Children will also be reminded of this in assembly.

Before and after school opening hours parents are responsible for ensuring their children do not slide on the school playground.

In icy and snowy conditions the estates team will clear and grit/salt wide essential pathways in the following order:

- From the main entrance gate (adjacent to the entrance drive) to reception and the playground.

- From the main car park to reception.
- From the rear gate to reception and round to the playground.
- From the main exit gates (adjacent to the exit road) to reception and the main playground.
- The entrance and exit drive ways
- Main car park

As conditions and time permit the remaining pathways will be cleared and maintained as clear as possible throughout the day. On school days where the premises is closed to pupils, the pathway will still be maintained during snow and ice weather on a daily basis by the estates team, so as to keep the pathways clear and prevent build up of ice and snow.

During significant adverse weather conditions, the School Hall will be open from 8.20am for parents to bring their children inside. All parents should enter the school with their child directly by the front entrance, and report to the office before taking themselves and their child into the hall. Parents may be required to supervise their children in the hall until staff are ready to formally take supervision of the children. Parents are asked to leave the school immediately as soon as the staff have taken over.

During adverse weather conditions, the playground and other areas of the school that are deemed to be dangerous may be out of bounds to parents and children at the beginning and end of school, and if the Headteacher decides it necessary, at break times as well.

Procedure for closing the school

Taking the Decision to Close the School

The Executive Headteacher and/or Head of School in consultation with the Senior Leadership Team of staff will take the decision to make an emergency closure when the state of the weather or any other exceptional circumstance make it absolutely necessary in the best interests of the pupils and staff.

However, this decision will be supported by the latest and most accurate information available. The presumption should be in favour of keeping the school open unless, in the Executive Headteacher and/or Head of Schools view, to do so would put the health, safety or welfare of pupils and/or staff at risk. In reaching this decision, the Executive Headteacher and/or Head of School will take full account of local circumstances and, in particular, the following considerations:

- Both short and longer term weather information: Further information on this will be sought from the Met Office and/or local BBC weather updates. Attention should be paid to ascertaining what would be a safe and appropriate time to send pupils and staff home.
- Advice regarding local transport and the safety of local roads: Whether buses and trains are running, and whether it is safe to drive on local roads (
- Arrangements for pupil safety: The absolute priority is to ensure that provision is made for each and every child. Where children cannot be collected immediately, they will be kept at school and supervised until collection can take place.
- Whether the school is accessible, and has working heating/electrics/water. The closure or opening of other schools in the proximity will not be the key factor in such taking decisions, although this may be taken into account. It is the responsibility of all teachers to make every effort to attend for duty.

Advice to parents

It is recognised that parents have a key role to play in the event of severe weather. If they have concerns about bringing their children to and from the school, they should “play safe” and keep them at home, informing the school that they are doing so. The fact that several parents take this view does not, however, mean that the school will be closed, unless the considerations listed above indicate that this is the only sensible decision.

Communication Arrangements

It is essential that, when there is potential for school closures due to severe weather conditions, we are in a position to communicate quickly and clearly with parents.

The Schools website is an important information channel in these situations. Any decision to close should be taken as early in the day as possible, or if feasible notification should be provided the evening before. The Emergency School Closure procedure should be used to communicate the decision. This will involve putting an announcement on the website, leaving an appropriate message on the school answerphone, and texting parents/staff via Groupcall.

Closure during the school day

Emergency Contacts

Safe and speedy dismissal of pupils in the event of an emergency closure depends on the school and parents working in partnership.

Parents should provide the school with any specific instructions in respect of their child should the school require to close during the day. Parents are required to give the school an emergency contact.

Precautions

It may be that a parent who collects his/her children offers to give shelter to other children. The agreement of the parents of these children should be sought before releasing pupils in this way.

The provision of adequate supervision by members of teaching staff should be made for those pupils who cannot go home immediately and have therefore to remain at school.

GENERAL GUIDANCE DOCUMENTS TO BE USED BY THE SCHOOL

The Governors have adopted the standards of the following publications which are endorsed by the Children and Young People's Services as standards for its schools:

- Fire Safety Order Guide "Educational Premises"
- Managing School Facilities Guide 6
- "Safe Practice in Physical Education" published by Association for Physical Education (afPE) 2012
- "Health & Safety of Pupils on Educational Visits" published by DfES and Educational Visits Guidelines jointly by Poole and Bournemouth Borough Councils.
- "Guidance on First Aid for Schools" published by DfES
- "Supporting Pupils with Medical Needs" published by DfES

The school has established its own policies on certain topics, activities and procedures; these can be found within the school's Health & Safety Management System documentation.