

# GRANBY PRIMARY SCHOOL HEALTH AND SAFETY POLICY

## 1. Health and Safety Policy Statement

- 1.1 The aim of the Governing Body is to provide a safe and healthy working and learning environment for staff, pupils and visitors. The Governing Body believes that the prevention of accidents, injury or loss is essential to the effective operation of the school and is part of the education of its pupils.
- 1.2 The Governing Body acknowledges the provisions of the Health and Safety at Work etc. Act 1974 and in particular the duty of every 'employer' (see 2) to conduct their business in such a way as to ensure, so far as is reasonably practicable, that persons who are in their employment, and also persons who are not but who may be affected by it, are not exposed to unacceptable risks to their health and/or safety. The Governing Body accepts that it has a responsibility to take all reasonably practicable steps to ensure the health, safety and welfare of staff and others.
- 1.3 The safety of the children in our care is of paramount importance. At the same time, children learn by taking risks - about their capabilities, about overcoming obstacles, about testing their boundaries and exploring their emotions. We aim to create an environment therefore which allows children to take appropriate risks and to develop a sense of responsibility for their own safety.
- 1.3 The arrangements outlined in this policy statement, and the various other safety provisions made by the Governing Body, cannot in themselves prevent accidents or ensure safe and healthy working conditions. This can only be achieved through the adoption of safe methods of work and good practice by every individual. The Governing Body will take all reasonable steps to identify and reduce hazards to a minimum but all staff and pupils must appreciate that their own safety and that of others also depends upon their individual conduct and vigilance while on the school premises, or whilst taking part in school sponsored activities.
- 1.4 The Governing Body will review this policy statement every year. Updates, modifications or amendments to this document will be made as necessary to ensure the health, safety and welfare of staff and pupils.

<b>Signed</b> <b>Chair of Finance, Premises, Health and Safety</b>			
<b>Signed</b> <b>Head Teacher</b>			
<b>Date</b>		<b>Date for review</b>	

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## 2. The Employer and the Governing Body

- 2.1 The ‘Employer’: In Granby Primary School, the employer is the Local Authority, Leicester City Council
- 2.2 The Health & Safety at Work etc. Act 1974 places duties on employers to safeguard, as far as is reasonably practicable, the health, safety and welfare of their employees and the health and safety of other persons who may be affected by their work activities, such as pupils and visitors. Employers also have additional duties under other legislation such as, for example, The Control of Substances Hazardous to Health Regulations and School Teachers Pay and Conditions (work life balance).
- 2.3 Governing Bodies of maintained schools, although not the employer, are required to base their health and safety policies on those of the Local Authority.
- 2.4 The Local Authority **requires** that all Governing Bodies implement relevant health & safety enactments, policies, codes of practice/guidelines and operate effective safety management systems for all activities on all sites that they manage. (See 9 re: Hirers, Contractors and Others.)
- 2.5 For the purposes of health & safety management, the Head Teacher is deemed to be the Key Manager.
- 2.6 This policy, like all policies of Granby Primary School, applies to the before and after school club.

## 3. Responsibilities and duties of the Governing Body

- 3.1 Governors are responsible for monitoring compliance with statutory requirements and with Local Authority guidance. As such governors are required to ensure that the management structure detailed in the diagram (see 7) is documented, implemented and effective.

Health and safety will feature as a regular agenda item at Finance, Premises, Health & Safety Committee. This body will periodically monitor and review the

effectiveness of the school health and safety policy and ensure that any necessary changes are made. (Terms of reference for the committee are on the website).

Reports on health and safety will be received from the Head Teacher and any of the following as appropriate:

- The Local Authority's Health and Safety Adviser (new initiatives/local advice)
- The school's health and safety committee
- Union safety representatives
- The Site Manager
- The Office Manager
- The school nurse

3.2 The Governing Body will, so far as is reasonably practicable, ensure:

- Adequate allocation of resources, including time, for work and activities with implications for health and safety to take place
- A safe environment for staff, pupils, contractors, hirers and others to go about their various activities
- Adequate and appropriate welfare facilities
- Necessary safety and protective equipment and clothing
- Safe plant, equipment and systems of work
- Safe arrangements for the handling, storage and transport of articles and hazardous substances
- Adequate information, training, instruction and supervision so that all staff, pupils, contractors, hirers and others, can perform their activities in a safe and healthy manner
- The opportunity for all staff to receive health and safety training appropriate to their duties and responsibilities. This should be given before an employee commences any relevant work. Wherever training is required by statute, or considered necessary for the safety of staff, pupils and others, the Governing Body will ensure that such training is provided. Records will be kept of all training. Training will be regularly updated
- The following health and safety reports:
  - o Information to parents via the minutes of normal meetings
  - o On other occasions, as appropriate, and in response to specific concerns

3.3 The Governing Body, so far as is reasonably practicable and in consultation with the Head Teacher will:

- Make itself familiar with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice that are relevant to the work of the school, in particular the Management of Health and Safety at Work Regulations 1999
- Adopt and maintain an effective policy, organisation and arrangements for the provision of health and safety throughout the school
- Identify and evaluate risk control measures in order to select the most appropriate means of minimising risks to staff, pupils and others
- Set standards and ensure responsibility is assigned for:
  - o Reporting accidents
  - o Recording and investigating accidents
  - o Establishing and participating in the school health and safety committee (including Governing Body representation)
  - o Undertaking, recording and reviewing risk assessments, especially with regard to:
    - Potential accidents
    - Health hazards
    - School sponsored on and off site activities
    - Pupils and their behaviour
  - o Monitoring adherence to health and safety standards
  - o Reviewing documentation and distributing information from the Local Authority etc
  - o Carrying out inspections
  - o Providing health and safety training
  - o Providing first aid
  - o Dealing with emergencies
  - o Supervising storage facilities
  - o Dealing with waste disposal
  - o Monitoring housekeeping standards
  - o Dealing with complaints on health and safety
  - o Purchasing and maintaining equipment
  - o Testing of plant and equipment to ensure it is safe
  - o Carrying out minor repairs to doors, fences, windows etc
  - o Organising security and fire protection arrangements
  - o Implementing risk control measures

3.4 So far as is reasonably practicable, the Governing Body, through the Head Teacher, will make arrangements for all staff, including temporary and voluntary staff and helpers, to access a copy of this policy and comprehensive information on:

- All other relevant health and safety matters
- The instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk

- 3.5 Where the Local Authority or the governors delegate responsibility for carrying out a particular health and safety function to an employee, they will ensure that the person is aware of the duty, knows how he/she is expected to perform it, and is provided with any necessary information, instruction, training and supervision and resources (including time). In addition, suitable measures for monitoring performance standards will be put in place.
- 3.6 Governors are directly responsible for safety management/compliance during lettings and ensuring that premises, equipment and substances are safe and without risk to health.
- 3.7 Where Governing Bodies award contracts independent of the Local Authority - such as cleaning, catering services and building works, etc. - they will give proper consideration to the health and safety aspects before the tendering of any such contract takes place and they will satisfy themselves that successful contractors comply with all relevant safety legislation. Governors, who act responsibly, taking note of relevant guidance and seeking advice when in doubt, should have no difficulty in meeting these obligations.

## **4. Responsibilities and duties of the Head Teacher**

- 4.1 As well as having the general responsibilities/duties of all members of staff (see 5 and 6), the Head Teacher also has responsibility for ensuring that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.
- 4.2 The Head Teacher will be responsible for the day to day maintenance and development of safe working practices and conditions for teaching staff, support staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by, or on behalf of the school. He/she will take reasonable, practicable steps to achieve this and will assign clear safety functions to other members of staff as appropriate.
- 4.3 In particular, the Head Teacher will, so far as is reasonably practicable:
- Be aware of and ensure compliance with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the school
  - Ensure that statutory health and safety notices are displayed in appropriate locations within the establishment
  - Implement this policy with regard to themselves and others, including the carrying out and documentation of hazard identification, risk assessments and suitable and sufficient control measures – identified in an appropriate health and safety action plan

- Ensure that all staff, including those with delegated health and safety responsibilities, understand and fulfil their obligations for the day-to-day implementation of the safety policy, including the carrying out and documentation of hazard identification, risk assessments and suitable control measures
- Ensure that adequate provision is made for employee consultation on matters regarding health, safety and welfare
- Discuss health and safety matters with the Local Authority, the Governing Body, the school health and safety committee and with other staff as appropriate, and seek advice on such matters as necessary from the most appropriate source
- Ensure that their decisions reflect the health and safety intentions articulated in the health and safety policy
- Ensure, at all times, the health, safety and welfare of staff, pupils and others via the provision of safe working conditions, systems of work, practices and procedures
- Ensure that all tools, machinery, plant and equipment are fit for purpose, adequately installed, guarded and appropriately used
- Ensure that all tools, machinery, plant and equipment receive planned maintenance when required and that maintenance records are kept in accordance with statutory legislation
- Ensure that defective equipment which constitutes a safety hazard is removed from service immediately and clearly labelled as defective
- Ensure that all substances provided within the school are handled, stored and used in the manner prescribed by the supplier and in accordance with their own or an appropriate hazard identification and risk assessment
- Ensure that appropriate protective clothing and equipment is provided and used whenever necessary
- Identify the training needs of staff and pupils and make recommendations to the Governing Body on resource implications of meeting such needs
- Ensure that all employees are trained and competent to undertake their work safely, are aware of their own limitations and know they must not undertake any task unless they have been trained, are competent and are confident they can carry out the task safely in the conditions that prevail
- Ensure that adequate instruction and supervision are provided for pupils as required
- Ensure that sufficient first aid cover and facilities are provided
- Collate accident information and, when necessary, carry out accident and incident investigations
- Ensure that emergency procedures including those for fire are in place, known, tested regularly and that any necessary revisions are made and disseminated

- Encourage staff, pupils and others to promote and achieve high standards of health and safety and suggest improvements and ways and means of reducing risks
- Monitor the standard of health and safety throughout the school, including all school based activities by:
  - o Ensuring that frequent inspections of the premises are carried out and any deficiencies identified are rectified promptly
  - o Carrying out periodic audit and review of the safety management systems that are in place
- Monitor the effectiveness of the implementation of this policy and submit a termly report to the Governing Body on health and safety matters.

## **5. Responsibilities and duties of other managers**

**(e.g. middle managers, phase leaders, site manager, etc.)**

- 5.1 As well as having the general responsibilities/duties of all members of staff (see 6), managers will be directly accountable to the Head Teacher for the implementation and operation of the health and safety policy in their relevant departments and areas of responsibility.
- 5.2 All managers of staff will, so far as is reasonably practicable:
- Make themselves familiar and ensure compliance with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the School in general and also that specific to their area(s) of responsibility
  - In particular be familiar with and take a direct interest in this health and safety policy and in helping other members of staff, pupils and others to comply with its requirements.
- 5.3 As part of their day to day work all managers will ensure that:
- Safe methods of work exist and are implemented throughout their area of responsibility
  - Health and safety regulations, rules, procedures and codes of practice are being applied effectively
  - All health and safety information is communicated to the relevant persons
  - They themselves and others for whom they have direct responsibility take part in health and safety training as appropriate, (including ensuring that new employees receive health and safety induction training)
  - Staff, pupils and others under their management are instructed in safe working practices and adequate supervision is provided at all times



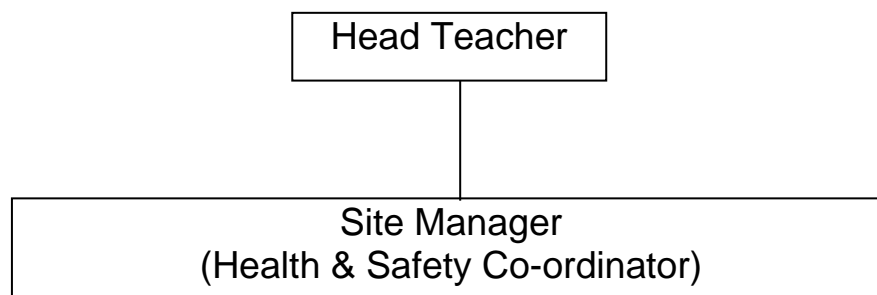
- Regular safety inspections are made of their area of responsibility and recorded and corrective action is taken where necessary to ensure the health and safety of staff, pupils and others
- They carry out/are aware of hazard identification and risk assessments as appropriate for their area of work
- All tools, machinery, plant and equipment in the area in which they work are adequately guarded and are in good and safe working order
- All reasonably practicable steps are taken to prevent the unauthorised and improper use of all tools, machinery, plant and equipment in the area in which they work
- Appropriate protective clothing and equipment, first-aid and fire appliances are provided and are readily available
- Toxic, hazardous and highly flammable substances in the area in which they work are the subject of a written risk assessment, and are correctly used, stored and labelled
- All health and safety signs meet the statutory requirements (e.g. safety signs and signal regulations) and are clearly displayed in appropriate locations.
- They monitor the standard of health and safety throughout the area in which they work, encourage staff, pupils and others to promote and achieve high standards of health and safety and suggest improvements and ways and means of reducing risks.
- They report, as appropriate, any health and safety concerns to their Head Teacher, manager and safety representative.

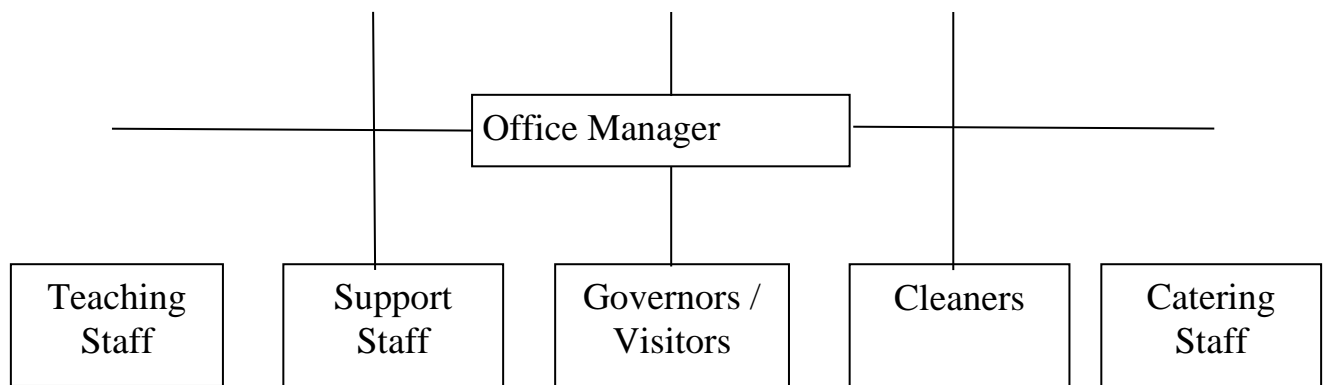
## **6. Responsibilities and duties of all staff**

- 6.1 All staff will make themselves familiar and ensure compliance with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the School and also the particular area in which they work. They will, so far as is reasonably practicable:
- Be familiar with this health and safety policy and all safety arrangements including those for fire, first aid and other emergencies as laid down by the Governing Body
  - Ensure that health and safety regulations, rules, routines and procedures are being applied effectively.
  - Carry out/be aware of hazard identification and risk assessments as appropriate for their area of work
  - Take part in health and safety training as required
  - Inform their manager if there is any reason they are unable to perform any task without undue risk (e.g. illness, incapacity, etc.).

- Only undertake any task for which they have been trained and are competent or confident of undertaking safely. **If they are in any doubt they must seek further advice**
- Take reasonable care of their own health and safety and that of any other persons (staff, pupils, visitors, etc.) who may be affected by their acts or omissions at work
- Co-operate fully, as a legal duty, with their employer on health and safety matters, including following safe systems of work and not interfering with or misusing anything provided for their health, safety or welfare. This includes being prepared to 'whistle blow'
- Ensure that all tools, plant, machinery and equipment are adequately guarded, are in good and safe working order and are not used by unauthorised persons or in an improper manner
- Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled in accordance with their written risk assessment
- Use the correct equipment and tools for the job and any protective equipment, protective clothing or safety devices that may be supplied.
- Report any defects that they observe in the premises, plant, equipment and facilities and take action to ensure no one is put at risk
- Report all accidents and near misses immediately, whether injury is sustained or not, using the appropriate procedure, and recording these events on the appropriate online or hard copy form
- Report any medical or physical condition which adversely affects their ability to conduct their work in a safe and healthy manner to their line manager
- Where an imminent and significant risk to a person's health or safety exists, the activity being undertaken should be stopped and the line manager must be contacted immediately (as soon as safe to do so)
- Promote and achieve high standards of health and safety and suggest improvements and ways and means of reducing risks.

## 7. Health and safety reporting & communication arrangements





Note: The arrangements detailed in the diagram above are based on a representative institution. Schools however, vary in organisation, size, layout, etc. and this must be recognised in locally adopted policies and arrangements. While local terminology may vary, schools must establish and maintain consistent and effective, command, control, co-ordination and communication systems to manage health and safety issues.

School systems must be clearly documented and understood. Therefore establishments are required to adopt consistent terminology in all their safety documentation.

## 8. Staff consultative arrangements

- 8.1 Employers must consult employees on matters that may affect their health and safety. This can be achieved by establishing a school health and safety committee.
- 8.2 The main function of a Safety Committee is to consult with employees on health and safety matters that may affect them, formulate and encourage implementation of health and safety arrangements; bring to light deficiencies in health and safety which arise, with a view to resolving them; and to review measures taken to ensure the health & safety of employees. This is often done by analysing accident figures, monitoring safety arrangements and making appropriate safety recommendations to the employer.
- 8.3 Employees have a statutory right to be consulted about health & safety matters and can make significant contributions towards achieving safe conditions at work. The Safety Representatives and Safety Committee Regulations, 1977 state that a recognised trade union may appoint safety representatives at a workplace where it has one or more members. Under the Health and Safety at Work etc. Act, an employer has a legal obligation to set up a safety committee if requested to do so by two or more safety representatives.
- 8.4 Representation on this committee will cover all appropriate areas of work or special hazards. As a group, the nominated safety representatives of each accredited trade

union or staff association will be entitled to a place on the committee and shall decide amongst themselves which individuals should sit on the committee.

8.5 The Safety Committee will report to the Head Teacher, the Governing Body and/or the Local Authority as appropriate.

8.6 The functions of the Safety Committee are:

- To assist in the development of safety rules and safe systems of work
- To assist in the identification of hazards
- To receive, monitor and analyse accident statistics and trends and make recommendations for corrective action as appropriate
- To receive and examine safety audit reports
- To consider the introduction of new or revised safe systems of work
- To consider the implications with regard to health and safety of the introduction of new technologies into the workplace
- To instigate and promote health and safety awareness campaigns
- To assist in checking that the declared health and safety policy is fulfilled
- To receive and act upon reports from the Health & Safety Executive
- To consider reports from safety representatives
- To assist in the identification of safety training requirements
- To monitor the effectiveness of safety training

8.7 The functions of the safety representative are

- To attend safety committee meetings
- To investigate health and safety complaints by employees
- To investigate accidents, potential hazards and dangerous occurrences at the workplace
- To make representatives to the employer on matters arising from the above
- To carry out regular formal inspections of the workplace and inspections following accidents
- To represent employees
- To receive health & safety information from the Head Teacher/employer/ Governing Body or Local Authority

8.8 Safety representatives are entitled to the following safety information:

- Records of accidents, notifiable diseases and dangerous occurrences
- Results of any health & safety tests or measurements in the workplace
- Information on articles/ substances used at work
- Technical information about health & safety hazards
- Information about proposed changes which may affect health & safety of employees/ pupils/visitors

Except where:

- The information is specific to an individual and without their consent

- Any disclosure which would, for reasons other than its effect on health, safety or welfare at work, cause substantial injury to the employers undertaking
- The information is obtained by the employer for the purpose of bringing, prosecuting or defending any legal proceedings

8.9 Safety representatives are entitled to reasonable time off work with pay to carry out their duties and for training. Training is not, however the responsibility of the employer but of relevant Unions or Professional Associations. They are also entitled to reasonable facilities to allow them to carry out their function, including facilities to meet and discuss issues.

Safety representatives are allowed to carry out an inspection of the workplace(s) that they represent subject to giving the employer reasonable notice, and providing the last inspection (of that part of the workplace) was not carried out in the previous three months; and may carry out more frequent inspections by agreement with the employer.

## **9. Hirers, contractors and others**

9.1 When the premises are used for purposes not under the direction of the Head Teacher then, subject to the explicit agreement of the Governing Body, the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices as indicated in the 'responsibilities and duties of the Head Teacher' (See 4).

The Governing Body notes its residual responsibility for the control of premises and will take all reasonable steps to ensure that such persons detailed above comply with the terms of this Policy.

9.2 The Head Teacher/Governing Body or their designated representative will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operation in such a manner that all statutory and advisory safety requirements are met at all times.

9.3 Where Governing Bodies award contracts independent of the Local Authority - such as cleaning, catering services and building works etc. - they must give proper consideration to the health and safety aspects before the tendering of any such contract takes place and they must satisfy themselves that successful contractors comply with all relevant safety legislation. Governors, who act responsibly, taking note of relevant guidance and seeking advice when in doubt, should have no difficulty in meeting these obligations.

9.4 When the premises or facilities are being used out of normal school/college hours for an activity then, for the purposes of this policy, the organiser of that activity, even

if an employee, will be treated as a hirer and comply with the requirements of this section.

9.5 When the premises are hired to persons outside the 'employ' of the Governing Body, it will be a condition for all hirers and others using the premises or facilities, that they are familiar with this policy, that they comply with all safety directives of the Governing Body and that they **do not**, without the prior consent of the Governing Body:

- Introduce equipment for use on the school premises
- Alter fixed installations
- Remove fire and safety notices or equipment
- Take any action that may create hazards for any persons using the premises

**Hirers must:**

- Comply with all school policies as described in the letting agreement (e.g. in relation to smoking, substance abuse, alcohol, etc.)
- **Not exceed** the capacity figures detailed on any lettings documentation.

9.6 All contractors who work on the premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work etc. Act 1974 and must pay due regard to the safety of all persons using the premises in the accordance with this Act.

9.7 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Head Teacher or their representative will take such actions as are necessary to prevent persons in his or her care from a risk or injury.

9.8 The Governing Body will draw the attention of all users of the premises (including hirers and contractors) to Section 8 of the Health and Safety at Work etc. Act 1974, which states that no person shall intentionally or recklessly interfere with, or misuse, anything which is provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions.

## **10. Risk Assessment**

10.1 The Head Teacher will ensure that regular written risk assessments are undertaken of premises, methods of work and all school sponsored activities. These must be reviewed following changes in circumstances or personnel or in accordance with agreed timetables. The Local Authority requires a regular programme of planned assessments to be completed. In high-risk areas such as laboratories, workshops, gymnasiums, etc., risk assessments should be reviewed termly. In other activity areas, establishments should review risk assessments on an annual basis.

Written risk assessments will identify all defects and deficiencies together with the necessary remedial action or risk control measures.

10.2 The results of all risk assessments will be reported to the Governing Body who will prioritise issues and assign resources to undertake remedial/control measures where required.

## 11. Emergency Plans

11.1 The Head Teacher will ensure that emergency plans are prepared to cover all foreseeable major incidents that could put the occupants or users of a school at risk. In undertaking this work Head Teacher will have regard to the **Crisis Line** and **Snow Line** procedures published by the Local Authority.

11.2 The school plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to save lives, prevent injury and minimise loss.

11.3 The school emergency plan will include arrangements for:

- Contacting emergency services
- Informing parents/guardians and the Local Authority
- Dealing with the media
- Business Continuity

11.4 The plans will be agreed by the Governing Body and any necessary actions will be rehearsed regularly by staff and pupils. The result of all such rehearsals will form part of the regular risk assessment review and the outcome will be reported to the Governing Body.

## 12. Emergency procedures

12.1 Granby Primary School has set out emergency procedures to be followed when necessary. These are detailed below.

12.2 Each class will have two red cards labelled with the classrooms number. In cases where the class teacher is unable to leave the room to summon help, a child takes one of the cards to the neighbouring classroom and the second card is sent directly to the school office. The arrival of a red card should initiate an immediate response to that classroom. Planned occasional testing of this system is undertaken. The cards should be suspended from a hook by each white board or blackboard in the classroom.

12.3 In case of fire or any other emergencies, an electrical bell will be sounded. When this is heard the school must be cleared. All children and personnel should exit on to the playground via the accepted routes for their class. Any child not in their classroom at the time of the bell will leave the building by the shortest route. All classes line up in register order on the playground, on the appropriate playground symbol. Everyone should remain on the playground until registers are taken and the all clear is given by the Head Teacher.

12.4 Where there is no electrical power or there is a fire alarm malfunction, handbells are to be found, one in the school office and one in the Key Stage 2 Hall. The children evacuate the building in exactly the same way as for the normal fire drill procedure.

12.5 Regular fire drills will take place in which the following points should be emphasised:

- Children and all adults will make their way to the nearest exit, closing any doors behind them
- Where staircases are blocked, the fire escapes should be used
- Children walk quickly and quietly to their assembly point on the playground
- If children are somewhere other than their classroom, they should go directly to the assembly point and NOT return to their classroom
- Children working with another adult will be escorted to the playground
- Children must not take their personal belongings with them or return to classrooms to collect personal items
- Children barefoot in PE should not stop to put on shoes and socks
- Class teachers will take a head count and a roll call using the registers which will be brought from the office
- Missing children, visitors or staff must be reported immediately
- Appointed staff will check the cloakrooms and toilets on their way to the playground
- Nobody is to return to the building until the all-clear is given
- If the entire site needs to be evacuated, children will then proceed, with their teachers, to Aylestone Hall Gardens

## **13. Fire safety**

13.1 Granby Primary School adopts the Leicester City Council's Fire Safety in LCC Workplaces Safety Management Standard and the setting's evacuation procedure which is below:

13.2 If an adult discovers a fire they should:

- Sound the fire alarm by breaking the glass of the nearest fire alarm call point. There is one positioned in each stairwell and one positioned in each of the halls.



Adults and children should ensure that they know the position of these buttons.

- Call the Fire Brigade.
- Evacuate the building according to plan evacuation procedure
- Attack fire (only if safe to do so without endangering anybody).

13.3 Fire emergency procedures are posted on each classroom wall. The same procedure would be used for a gas leak or other evacuation. Staff should familiarise themselves with evacuation procedures; fire drills are undertaken at least once a term. Fire drills are undertaken out of school hours at least annually. In the event of a fire, an electrical bell will be sounded. If the electrics are down, a hand bell and/or megaphone will be used. The procedure for evacuation of the building is given in Section 12.

13.4 The Fire Officers are:

- Peter Fowler - Head Teacher
- Geraldine Murphy - Deputy Head Teacher
- Rob Penny - Site Manager
- Linda Broadhead - KS2 & playground stairwell
- Lisa Jarvis - KS2 & car park stairwell
- Tim Allured - KS1
- Carole Ross - Office

13.5 In the event of an “Invacuation”, the megaphone horn will be sounded and all FS & KS1 children must go to the KS1 Hall and KS2 children must go to the KS2 Hall. The megaphones are located in the office. Invacuation drills take place regularly. The teachers’ first priority is the safety of the children.

13.6 In the event of a fire alarm the following office responsibilities should be completed:

- Take grab bag
- Lock Camelot entrance
- SIMs – copies of today’s registers should be handed to class teachers
- InVentry – copies of Evac lists should be handed to class teachers
- Medical records taken out of office
- Notice placed on front door – Drill in progress

13.7 In the event of a real fire it might be necessary, because of smoke etc, for children to be taken out of the school to Aylestone Hall Gardens. This possibility may be discussed with the children, the important thing being that they must do precisely what their teacher tells them to do in a calm and sensible way. Teachers must see for themselves what route and position is best for their class, depending on the

location of the fire and smoke.

Children's safety must be our first priority. Class teachers must remain with them, rather than attempt to operate fire appliances. These may be operated by other staff. The person discovering the fire or the office staff will call the emergency services.

## **14. Personal Emergency Evacuation Plans (PEEPs)**

- 14.1 Granby Primary School adopts the Leicester City Council's Evacuation arrangements for People with Disabilities – Personal Emergency Evacuation Plan Safety Management Standard
- 14.2 It is our responsibility to regularly review emergency provision for any pupils or staff with disabilities who require Personal Emergency Evacuation Plans
- 14.3 There are currently no pupils or staff requiring PEEPs but any new pupils or staff who need PEEPs will have one drawn up immediately.
- 14.4 Visitors' needs and temporary needs of any pupils or staff will also be considered to ensure that prompt and safe evacuation can take place in an emergency.

## **15. First aid**

- 15.1 Granby Primary School adopts the Leicester City Council's First Aid at Work Management Standard.
  - 15.2 The arrangements for first-aid provision will be adequate to cope with all foreseeable incidents. First aid risk assessments will be carried out annually (and whenever significant changes occur) and appropriate actions will be taken to resolve any issues identified.
- 15.3 Pupils, parents, volunteers and visitors, as well as our employees, have been considered when assessing first aid provision.
- 15.4 The number of designated first-aiders will not, at any time, be less than the number required by law. This is determined by risk assessment. There are enough first aiders to cover for leave and other absences. This will include paediatric first aiders. Designated staff will be given such training in first-aid techniques as is required to give them an appropriate level of competence.
- 15.5 Each first-aider will have 'their own' first aid kit and be responsible for ensuring this is fully stocked and up to date. They must take care to ensure that when items are discarded, they are discarded safely. Other first aid kits are checked monthly to

ensure that stock is adequate and in date. This function is undertaken by office staff. A first aid room is not required.

15.6 The Office Manager is responsible for ensuring that a sufficient back-up stock is held on site. Back-up stock is used to replenish first aid kits on an 'as-used' basis, and as part of the monthly check. Back-up stock levels are monitored by office staff and replenished monthly as required.

15.7 Notices will be displayed in prominent locations throughout the establishment identifying how to summon first aid in an emergency, who the first aiders are and their contact and location details. All first-aid signs and containers must be identified by a white cross on a green background.

15.8 First-aid kits must also be held at various locations throughout the school as determined by risk assessment (e.g. laboratories, gymnasiums, workshops, playgrounds, sports fields, etc.). A first-aider should be located within the immediate vicinity of one of these 'first aid points'. These locations will be prominently marked. Notices will also be displayed prominently in these areas See12.7).

<b>Reception (Outside in foyer)</b>	<b>KS1 Hall</b>	<b>Nursery</b>	<b>Infant Cloakroom (outside HJ classroom)</b>
<b>Junior Cloakroom (Playground side)</b>	<b>Kitchen</b>	<b>KS2 Hall</b>	<b>Camelot Room</b>
<b>Staff Room</b>	<b>Nursery</b>		

15.9 A written record will be kept of all first aid administered either on the school premises or as part of a school related activity. Accident and incident forms (online and/or hard copy) will be completed as appropriate. Any accident requiring medical attention by anyone other than an in-house first aider, should be reported to the Local Authority using this link: <https://lcc.info-exchange.com/schoolincidents>

15.10 Adequate and appropriate first-aid provision will form part of the arrangements for out of hours activities at the school for which it is responsible, and also all out of school activities.

15.11 Off-site first aid kits are provided when groups are working off site; and a first aid kit is kept in the school minibus. First aid provision is co-ordinated by the Office Manager.

15.12 Any accident which is caused by unsafe situations, suspect equipment or other cause for concern will lead to an in-depth investigation and will be reported to Leicester City Council.

### 15.13 First Aid Box contents:

There is no mandatory list of items that should be included in a first aid container. The Office Manager should decide what to include in the first-aid containers from information gathered during their assessment of first-aid needs. As a guide, where no special risk arises in the workplace, the HSE recommend a **minimum** stock of first-aid items would normally be:

- A leaflet giving general guidance on first aid (for example HSE leaflet 'Basic Advice on First Aid at Work')
- 20 individually wrapped sterile adhesive dressings (assorted sizes) appropriate to the type of work (dressings may need to be of a detectable type for food handlers)
- Two sterile eye pads
- Four individually wrapped triangular bandages (preferably sterile)
- Six safety pins
- Six medium sized individually wrapped sterile unmedicated wound dressings - approximately 12 cm x 12 cm
- Two large sterile individually wrapped unmedicated wound dressings - approximately 18 cm x 18 cm
- At least 3 pairs of disposable gloves
- One pair blunt ended scissors
- Where mains tap water is not readily available for eye irrigation, at least a litre of sterile water or sterile normal saline (0.9%) in sealed, disposable containers should be provided. Once the seal has been broken, the containers should not be kept for reuse.

This is only a suggested contents list. It is likely that greater quantities of the above will be required in a school environment to reduce the risk of not re-stocking quickly enough. The assessment may conclude that there is a need for additional materials and equipment, for example a blanket, adhesive tape, disposable aprons, individually wrapped moist wipes. These should be kept in the first aid container if there is room, but may be stored separately (in the first aid room?) as long as they are available for use if required.

### 15.14 First aid guidelines are as follows:

- Staff and midday supervisors are encouraged to be aware of the current advice about treatment of simple wounds and grazes, including the use of gloves
- Always use gloves when treating children where the skin has been broken
- Do not use cotton wool to clean wounds, use the sterile gauze which is provided
- Do not apply any creams, only water to the wound

- Where there is damage to the eye, only sterile eye washing solution should be used and after use the remaining fluid should be disposed of
- Record the injury using the online/hard copy accident and incident report form
- In the case of a more serious injury, please leave the children and seek the advice of a trained First Aider.

15.15 Our qualified First Aiders include Peter Fowler, Sue Koovits, Arlene Robinson, Jordan Bingham (3/4 day course). Other staff have completed Emergency First Aid at Work (1/2 day course), including all teaching assistants. Additional information regarding staff who have attended epi-pen training and who are trained to support children with diabetes is located in the main office on the noticeboard and on the inside of the first aid cupboard.

When an accident occurs, the child is reassured, treated and then, if considered fit, returned to class. Teachers are told what has happened and the accident/incident is recorded.

15.16 In the event of a more severe injury, the child should remain where they fell. They are kept warm while an ambulance is called. No attempt should be made to move them until instructed to by a qualified First Aider. There should be only two adults with the child; the other adults in the area should be used to keep children away. Parents or relatives are then informed of the incident. In an urgent emergency the school will contact the Ambulance and then call parents to advise them about the incident and about which hospital their child is being transferred to. A member of staff would always accompany a child to hospital and remain with them until a relative arrives.

In some cases of serious injury it is necessary to complete forms and make appropriate phone calls. Members of staff should check with the Office Manager or Head Teacher to see if this applies.

15.17 If a child is unwell or if he/she is observed for a short period and it is felt appropriate, parents are invited to take him/her home. We do not have a medical room nor do we have the staff to cope with sick children at school. Before any contact is made please check with the Office Manager. Parents will never be sent a text to say that their child is ill or injured, although text might be used to ask parents to contact school.

Every effort will be made to contact the parents, although our main concerns are with the health and safety of the child. It is the responsibility of the parent to keep school informed of any changes to contact details.

## **16. Administration of Medicine**

16.1 Granby Primary School adopts the Leicester City Council's Guidance No. 36A, Administration of Medicines which is shown at Appendix A

16.2 The appropriate form must be completed before any medications can be administered. This is available on our website.

## 17. Asthma

17.1 Asthma is sometimes described as wheezy bronchitis. It causes the airways in the lung to narrow, making breathing difficult. Children with asthma have inflamed airways which react to certain triggers (irritants) e.g. viral infections, allergies, exercise, cold weather, temperature changes, excitement, laughter, glue, paint and tobacco smoke.

17.2 Chemicals, cleaning materials and paint sprays are not to be used whilst pupils are present. Pets should be housed away from the classroom. Avoiding these in the school environment can lessen the incidence of asthma attacks.

17.3 It is essential that staff understand how to deal with medication and inhalers effectively. There are two types of treatment, both of which come in an inhaler. **RELIEVERS** – which help the child's breathing difficulties, these are generally in blue containers. **PREVENTERS** – which make airways less sensitive, these generally come in brown/white containers.

17.4 Children with asthma should have easy access to their inhalers in case they need them for any reason and be responsible for their use. Do not cause delay by locking up inhalers. Make sure all inhalers are always taken on school trips. Liaise with health professionals if a child needs the use of a nebuliser at school.

17.5 Children with asthma should have the opportunity participate fully in all areas of the school curriculum, including physical education. Children with exercise-induced asthma may be advised to take a puff of their inhaler before they start exercise. They should bring inhalers to the hall, swimming pool and sports fields. Children who say they are too wheezy to continue, should take their reliever inhaler and rest until they feel better.

17.6 An asthma attack can cause severe distress to the child and be a frightening experience when first observed. Action needed to deal with an asthma attack does not require specific medical training, and the following guidelines may be helpful:

- ensure that the reliever medicine is taken
- stay calm and reassure the child
- encourage the child to breathe slowly and deeply
- send for assistance if necessary
- contact the parents immediately

- call an ambulance urgently if the reliever has no effect after 5-10 minutes, the child is either distressed or unable to talk, the child becomes exhausted, there are any doubts about the child's condition

## **18. Sun safety**

- 18.1 Granby Primary School will take action to protect and educate children about staying safe in the sun. Education will take place through the curriculum including PSHE and through our pastoral care.
- 18.2 Children are encouraged to bring a bottle of water to school every day. This is kept with the child in their classroom and they are encouraged to help themselves to a drink at appropriate times during the day. In hot weather, children are particularly encouraged to drink plenty - bottles can be re-filled at school. There are also drinking fountains available for the children to use.
- 18.3 In hot, sunny weather children are encouraged to cover up, wear a hat and use the shade that is in plentiful supply on the playground. If necessary, children will be brought in earlier than usual to have some indoor play, out of the heat of the midday sun.
- 18.4 Parents are encouraged to send sun cream in for their children. These must be clearly named. We will support children with the application of sun cream, aiming for them to be independent in its application.
- 18.5 In accordance with our uniform policy, we do not allow children to wear flip flops or sandals without a heel strap. This is to protect their feet from scrapes, cuts and bruises; and to help children to stay safe on our stairs.

## **19. Control of Substances Hazardous to Health (COSHH)**

- 19.1 Granby Primary School adopts the Leicester City Council's COSHH – Hazardous Substances Safety Management Standard which is shown at Appendix B
- 19.2 There are times in school when people need to work with potentially hazardous substances. Before these substances are used, a responsible person for that area must have carried out a risk assessment to ensure that the substances are appropriate for the job in hand, and that they are used according to the instructions given by the manufacturer.
- 19.3 All persons who use the substances must strictly follow instructions, understanding the Health and Safety data given by manufacturers, taking care in the use of the substance, wearing appropriate personal protective equipment, and being aware of other people who may come into contact with what they are doing.

## **20. Child protection policy**

20.1 Granby Primary School has a robust Child Protection Policy which can be found on the school website

## **21. Contenance**

21.1 Granby Primary School accepts that some children in our care may accidentally wet or soil themselves; or be wearing nappies. It is our policy to ensure that any child will be promptly cleaned and dried. The following precautions are to be followed:

- staff to wear disposable gloves and aprons while dealing with the incident
- soiled nappies to be double wrapped or placed in hygienic disposal facilities if available
- changing area to be cleaned after use
- hot water and liquid soap is available for immediate hand washing
- a hot air dryer or paper towels are available for drying hands

21.2 There are facilities for showering children and for laundry if required.

## **22. Lone Working**

22.1 Granby Primary School adopts the Leicester City Council's Lone Working Safety Management Standard

22.2 All lone working activities have been identified and risk assessed. Lone workers must not engage in manual handling or work at height. There is no permitted activity which is not safe. There are control measures which have been identified and implemented.

22.3 Employees who may be lone workers are offered strategies for preventing and managing violence and keeping safe. There are procedures in place for dealing with incidents, accidents and emergencies.

22.4 Lone working procedures have been developed and communicated. These are regularly reviewed, along with the control measures identified.

22.5 At Granby Primary School lone working is an occasional activity rather than a routine activity and occurs when people work outside of normal working hours. Only 6 people are currently authorised to be lone workers. Any future authorisations will consider any unstable health conditions that may make lone working inadvisable, such as epilepsy or diabetes. Currently authorised lone workers are:

- The site manager
- The IT technician



- The Head Teacher
- The deputy Head Teacher
- The Office Manager
- A relief key holder

22.6 Lone working tasks include, but are not limited to:

- Locking or unlocking the site
- Desk based work outside of normal hours
- IT technician's work outside of normal hours
- Site management work outside of normal hours

22.7 The place of work may represent an increased risk because of:

- Long stone stairways
- Working in more remote parts of the building

Lone workers should always secure themselves in the building, in the knowledge that the fire doors provide quick and easy means of escape if needed.

22.8 Women who are lone working may be more vulnerable than others.

22.9 Lone workers are instructed to have a mobile phone with them at all times whilst in the building. This includes taking the phone with them from one part of the building to another. If their phone is not available, or the battery is dead, lone working is not permitted.

22.10 Authorised lone workers will have one another's mobile phone numbers and a list of emergency family contacts for all authorised lone workers for use in extreme circumstances.

22.10 Lone workers are instructed to arrange in advance to send a text message to another authorised lone worker immediately prior to entering the building. This message should explain that they are about to enter the building and the estimated time at which they expect to leave the building. The recipient should acknowledge receipt. If receipt is not acknowledged, the lone worker should try another authorised lone worker.

22.11 Lone workers are instructed to send a text message to the same authorised lone worker immediately on leaving the site. The message should explain that they have left the building and the site is secure. The recipient should acknowledge receipt.

22.12 If a lone worker does not make contact on leaving the building, the other authorised user should leave no more than 20 minutes after the estimated time given before making contact with the lone worker. If contact cannot be established, the lone worker's emergency family member should be contacted.

22.13 If there is still a question mark over the lone worker's well-being, two others should arrange to attend the premises and if a visual check suggests violence, the police should be called before entering the building.

22.14 These arrangements will be regularly monitored and reviewed to ensure that they remain effective.

## **23. Mobile Phones**

23.1 Granby Primary School sets out its policy in relation to mobile phones in the school's Communication Policy, which can be found on the website.

## **24. Manual Handling**

24.1 Granby Primary School adopts the Leicester City Council's Manual Handling Safety Management Standard

24.2 All manual handling operations have been identified, risk assessed and control measures put in place as appropriate. Only people who have been identified and trained in manual handling are permitted to engage in manual handling operations.

24.3 The risk assessments, and control measures, are regularly monitored and reviewed. These set out risks and control measures and provide the basis for our actions in this respect.

## **25. Display Screen Equipment**

25.1 Granby Primary School is guided by Leicester City Council's Display Screen Equipment (DSE) guidance and information for employees on display screen equipment.

25.2 DSE users are defined according to the DSE regulations; teachers are not considered DSE users. All users are risk assessed on an annual basis and appropriate control measures are put into place. Staff are actively encouraged to rotate tasks to spend a few minutes in every hour away from the DSE.

25.3 Employees are expected to complete their DSE risk assessment in a timely manner; to set up and operate their workstation correctly and to abide by the procedures laid down.

25.4 Any employee who is designated as a DSE user has the right to request an eye test. The employer reserves the right to designate an optician for this purpose. The frequency of follow up eye tests will be determined by the optician.

25.5 Where the optician confirms in writing that glasses are needed exclusively for DSE use, the school will contribute £70 towards the cost. This figure is reviewed periodically and is set to reflect the cost of a basic pair of glasses. If employees wish to purchase a more expensive pair, this amount will be made available towards the cost. The balance will be funded by the employee.

## 26. Work at height

26.1 Granby Primary School adopts Leicester City Council’s Work at Height Management Standard Issue 3 (April 2011) Appendix C

26.2 All work at height activities have been identified, risk assessed and control measures put in place as appropriate. Appropriate equipment has been selected and provided to minimise the risk to our employees. The equipment is periodically tested and repaired as required. Inspection and maintenance records are kept.

26.3 Work at height may include, but is not limited to:

- Working on a flat roof
- Working from a ladder or stepladder

Room 001 Wall around fire door	Room 001 Left hand side board to fire door	Room 004 Wall around fire door	Hall Room 001 Walls around door
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- Work on stairwells

## 27. Smoking

27.1 Granby Primary School is a no smoking site. This applies to inside the building, playground, Camelot Room and elsewhere. It also applies on all trips and visits. Any persons wishing to smoke should sign out and leave the vicinity of the building.

## 28. Asbestos Awareness

28.1 In order to avoid being exposed to asbestos, staff must be aware of the locations of asbestos within the school.

Room 035 Wall around fire door	Room 034 Boarding behind 44/5	Room 02 Boards around door	Room 023 Boarding
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28.2 If staff are unsure about any material, and it fits the suspect material category (see site manager for advice), assume that it is until it is, verified otherwise.

28.3 Asbestos in ceiling tiles, floor tiles, undamaged laboratory cabinet tops, fire doors etc will not release asbestos fibres unless they are disturbed/damaged in some way.

## 29. Trips and Visits

29.1 Granby Primary School adopts the Leicester City Council's procedures under EVOLVE software for planning, processing, monitoring and reporting on educational visits. All visits must be approved by the Head Teacher via Evolve before occurring.

29.2 Booking a visit is the responsibility of the member of staff concerned, in liaison with the Head Teacher. This includes the completion of risk assessments, calculation of costs and an outline of staffing arrangements. Letters requesting parental permission will be produced by the office team and arrangements must be in hand at least a month before the anticipated travel date.

29.3 There is an expectation that trips will represent good value for money and enhance the classroom experience, with clear learning objectives identified.

29.4 Staff must cater for the inclusion of children with special needs and medical conditions. A mobile phone, first aid kit and a first aider must be taken on the trip. Information about the trip, and the names of children and adults on the trip, must be recorded at school on departure.

## 30. Staff well being

30.1 Granby Primary School adopts Leicester City Council's Stress at Work H&S Employee Information Sheet Issue 2 (June 2009); and the Stress Management Health and Safety Management Standard, parts A, B, C and D. All of these can be found at Appendix D

30.2 The Health and Safety Executive defines 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 and stress. Pressure can be motivating and improve performance. Stress is a negative reaction that people have to excessive pressures which may make them feel unable to cope.

Stress is not an illness, but, if experienced for a prolonged period, can result in psychological illness such as anxiety, depression or physical symptoms such as headaches. If particularly severe, it is thought to be able to contribute to physical illnesses such as high blood pressure or heart disease and susceptibility to frequent minor illness. Developing coping strategies such as taking exercise and finding ways of relaxing can help combat the effects of stress.

At an organisational level, stress can result in deterioration of morale, performance and staff turnover. Sickness absence due to stress can cause a domino effect where increased workload due to sickness absence of a colleague can in turn lead to increased workload pressures and stress in other members of the team.

30.3 Granby Primary School is committed to promoting a healthy and supportive working environment and we aim to preserve the physical and psychological health and well-being of all staff. We recognise that our staff are our most important asset and that their well-being is essential to effective work performance. We recognise that we have a responsibility to support staff experiencing workplace induced stress, and also that sources outside of work can be a significant factor in causing stress. Although we have no control over external and personal factors, we are committed, where possible, to manage the risks which are within our control.

Furthermore we aim to:

- minimise the harmful effects of stress
- provide effective support for all staff
- help each individual to achieve an appropriate work-life balance
- take a positive and understanding approach to the management of stress in line with current good practice
- respect confidentiality.

30.4 We understand that the following actions undertaken by Granby Primary School can help to avoid and/or manage stress:

- Ensure good communication between management and staff, particularly where there are organisational or procedural changes
- Ensure staff are fully trained to discharge their duties
- Ensure staff are provided with meaningful opportunities to develop
- Monitor workloads to ensure that people are not overloaded
- Attend training as required in good management practice and health and safety
- Be vigilant and offer additional support to a member of staff who is experiencing stress outside work e.g. bereavement or separation.

30.5 Whilst Granby Primary School will make every effort to help employees, often the first step must come from the individual. It is the responsibility of each employee to seek assistance as early as possible if he or she is manifesting symptoms of stress.

If any individual believes that they are suffering from stress or are struggling with their work-based duties then the issues should be discussed with the line manager. Where this is not appropriate, concerns should be raised with the Head Teacher, Deputy Head Teacher or the Office Manager.

If any individual believes that a fellow work colleague is showing signs of stress then this should be reported to a member of the school's Senior Management Team in order that the appropriate action can be taken.

30.6 As a school, we promote work life balance. We seek advice from outside support agencies such as occupational health. We have policies and procedures to deal with bullying, harassment and issues of personal safety. We seek opportunities to care for the staff through initiatives and through discussions within performance and development reviews.

30.7 We undertake an annual staff wellbeing survey which informs an action plan within the school development plan. Any issues are incorporated and addressed over the coming year.

30.8 Staff can benefit from a counselling service provided by Amica, part of the University Hospitals of Leicester NHS Trust. It is open from 8.30am to 8.30pm, 365 days a year. The number is 0116 254 4388

30.9 Bullying of any kind is unacceptable at our school. If bullying does occur, staff should be able to tell and know that incidents will be dealt with promptly and effectively. We are a TELLING school. This means that anyone who knows that bullying is happening, is expected to tell.

30.10 If someone feels that they are being bullied at work, they should:

- Tell the bully and ask them to STOP!
- Report bullying to their line manager or any member of the Senior Management Team
- Report the matter using the anti-bullying email address:
  - [bullying@granby.leicester.sch.uk](mailto:bullying@granby.leicester.sch.uk)
- Be a survivor – not a victim. The difference between a child being bullied and an adult being bullied is that adults can take personal responsibility for how they deal with the situation. Address it; resolve it. Staff will be supported through the process.
- Take advice from the confidential staff counselling service, Amica

- If the bullying doesn't stop, the grievance procedure is to be used as a last resort
- In addition, trade union representatives are available to provide support
- Speaking with a close colleague could provide a starting point if nothing else seems possible

30.11 If someone hears any member of staff being bullied, it should be challenged. If staff know that a colleague is suffering as a result of bullying at work, that person should be encouraged to take action.

30.12 Staff may be concerned about what would happen if they told a manager. This process would be followed:

- First, the bullied member of staff would be listened to. It is important that someone being bullied feels that they are believed, supported and empathised with
- When the member of staff is ready, over a period of time if need be, they would be asked to write down all the examples they can think of when the bullying has happened. Dates, times and names of any witnesses would help with this but if staff can't remember, that's okay. Moving forwards, staff would be asked to record this information routinely
- We would work with the bullied member of staff to reach a stage where they felt that they could tell the bully about the impact of their behaviour. This wouldn't be rushed and the bullied member of staff would completely set the pace. There would be discussion about how this might be - whether its done face to face or via an intermediary or using the written statements or in a completely different way. This can feel very uncomfortable so we will work with staff to find the most acceptable way forward and someone of their choosing can be with them, if they wish.
- The possible outcomes are that the situation could be resolved informally; the person doing the bullying may be subject to disciplinary action under the terms of our policy; and if members of staff feel that their situation is not being addressed adequately by management, they may decide to use the grievance procedure to formalise their complaint.

30.13 Staff who think they need help to address their own bullying behaviour and want support to stop bullying or change their behaviour, should speak to a member of SMT.

## **31. Abuse against staff**

31.1 Granby Primary School adopts the Leicester City Council's Violence and Aggression Management Standard

31.2 All work activities which could give rise to violence and aggression have been

identified and risk assessed. No unsafe activities have been identified; some control measures are in place, reviewed regularly.

31.3 Where appropriate, staff receive training in strategies for preventing and managing violence and keeping safe. A violence and aggression procedure has been developed and communicated to all employees.

31.4 Procedures are in place for dealing with incidents, accidents and emergencies; these are monitored and reviewed regularly.

31.5 Violence and aggression is defined as “Any incident in which a person is abused, threatened or assaulted in circumstances relating to their work”.

31.6 The principles on which this policy is based are:

- All violence is unacceptable, whatever form it takes and whatever reasons are cited for it
- We recognise the risks to staff from violence at work and the obligations of the organisation to minimise the risks
- Dealing with, or being subject to, violent behaviour is not considered to be a failure on the part of the employee
- Violence is not considered to be an acceptable part of any job, nor is it part of the duties of an employee to accept violent behaviour
- We recognise the potentially damaging effects of violence on individuals, work performance and the organisation as a whole, and are committed to combating it
- Staff who have been assaulted or suffered verbal abuse are fully supported by the managers and Governing Body
- All reported incidents of violence will be appropriately investigated and reported to the police, subject to the agreement of the employee
- The Governing Body will send formal letters to any people making threats against, or verbally abusing staff

31.7 The working environment can play an important part in the prevention of violence or aggression. Examples of factors that can increase violence or aggression at Granby Primary School include:

- Poor staffing arrangements
- Excessive waiting times
- Lack of, or poor seating
- Poor quality of services
- Mistakes, especially in cash payments
- Time of day
- Security work
- Reception work



- Poor quality environment
- Delivering challenge to parents
- Feelings running high about the children's experience

31.8 It is recognised that hazards presented by a particular task may vary. The following list gives examples of activities which may present a risk of violence or aggression:

- Working alone
- Contact with members of the public who have a known history of violence
- Collecting cash
- Building management - locking up and call outs
- Transporting people who have challenging behaviour
- Physical intervention strategies
- Visiting families in their own home

31.9 Practical measures which help us to prevent these risks include (but are not limited to):

- Using two people to carry out the work
- Providing means of communication -mobile phones, radios, etc
- Having a cash collection service or a cashless office
- Having a home visits and/or lone working procedure
- Having shared calendars and leaving an itinerary at the Office if need be
- Periodic reporting to a colleague or buddy

31.10 Preventative measures include but are not limited to:

- Security doors; reinforced barrier at reception
- Reception layout prevents a person from easily climbing over the desk
- CCTV cameras in use
- Emergency red card system in operation in all classrooms
- Clear information, instructions and training provided to staff
- Personal Safety Awareness training is accessible through e-learning via Leicester Learning Pool
- Suitable supervision
- Training and advice on de-escalation techniques
- Summoning assistance, including the police, where necessary

31.11 Safe working arrangements will be monitored and reviewed regularly to ensure that they remain effective.

31.12 The Education Act 1996, Section 547 allows the Head Teacher to remove certain people from the school premises. Police assistance should be requested in any case of trespass and nuisance which involves violence or threats of violence. Physical force should not be used other than in extreme circumstances.

31.13 In the case of persistent trespass, the school or LA can consider the possibility of seeking an injunction.

31.14 Weapons are not to be brought onto school premises.

## **32 Nut Free School**

32.1 Some children and adults in our school have severe nut allergies which can be life-threatening. We expect parents to let us know if their children have nut or other food allergies so that we can provide appropriate care as and when needed. We have taken advice from health authorities, education authorities and the parents of some of our nut allergy sufferers in drawing up these instructions.

32.2 Nut allergies can differ for different people. The allergy could be activated by eating nuts, or just by touching nuts. For some nut allergy sufferers, the allergy is airborne which means that the sufferer doesn't have to touch or eat the nuts for a lethal reaction to occur.

32.3 **GRANBY IS A NUT FREE SCHOOL.** This means that we do not have any nuts, or food containing nuts, on school premises. The only snack brought into school should be fruit. Lunch boxes should not contain chocolate, sweets, peanut butter or chocolate spread because these items tend to contain high concentrations of nuts and nut oils. Lunch boxes should not contain chocolate or sweets as these are treats that should be saved for when children are at home. If biscuits, cakes, cereal bars and such like are included in lunch boxes please check the ingredients to make sure that these items do not contain nuts. **DO NOT SEND ANY FOOD INTO SCHOOL WHICH CONTAINS NUTS.**

32.4 Our children are naturally generous and want to share. However, we hope you will join us in discussing the importance of **NOT** sharing the food they bring into school. Our message is, "Your food is for you; it has been especially chosen, bought and packed, just for you. Food that is safe for you, might not be safe for someone else."  
**WE DO NOT SHARE FOOD AT GRANBY.**

32.5 In addition to asking parents for their support in this way, we will be working with all children to raise awareness of the dangers, educate them about food allergies, and support them to monitor and manage risky situations. We know that Granby parents will want to take this issue very seriously and help us to make sure that all children

are kept safe whilst at school.

### **33 Outdoor Play Equipment**

33.1 Granby primary school playground, provides opportunities for young people to engage in active play in addition to experiencing quiet and environmental areas.

Opportunities for balancing, climbing, hanging and swinging are planned both within the physical education curriculum and during play breaks outside.

33.2 Children are supervised at all times whilst using outdoor play equipment. Risk assessments are conducted to determine the appropriate number of people required to supervise play areas. (This should take into account observation points, line of sight etc.)

Supervising staff must be familiar with the equipment, the rules for use and of the ability of the children.

33.3 The pupils are educated about the use of climbing equipment.

- Staff/supervisors on duty ensure that outdoor play equipment is visible and can be appropriately supervised when in use.
- Staff/supervisors on duty have a responsibility to make regular checks for defects and report them as appropriate.
- A rota for use, taking into consideration the age and number of children using it at any one time, ensures that there are not too many children competing for the equipment at any one time.
- Staff/supervisors have a responsibility to ensure appropriate behaviour
- Consideration is given to weather conditions. Outdoor play equipment should not be used during wet or icy conditions. The blue floor area is coned off in icy conditions when it can become very slippery.
- Apparatus must only be used at appropriate times when supervised. Parents are informed and frequently reminded that the apparatus is for school aged children only and not to be used before and after school.

33.4 Suitable clothing should be worn. Hazards can arise from unfastened coats, woollen gloves, scarves, ties, etc.

Appropriate footwear must be worn. Hazards arise from slippery soles, open toed

and sling back sandals, heels and untied laces, etc.

33.5 All **new** outdoor play equipment must be designed, constructed, installed and maintained in accordance with European standards BS EN 1176 and BS EN 1177.

These European standards are not retrospective or a legal requirement, but represent good practice in the event of an accident claim. Play equipment which was considered safe under BS 5696 will still be safe under the new standards.

The independent competent person carrying out annual inspection and maintenance will advise whether any alterations need to be made.

Only manufacturers/contractors with appropriate play industries registration or ROSPA membership are used in the planning or installation of new outdoor play equipment. Companies must have API (Association of Play Industries) or BSI registration for equipment manufacture and installation.

Scrambling and climbing elements must not exceed 3 Metres, for children below 5, height should be a maximum of 1.6M.

Height should not be the dominant feature on any item of equipment. Interest, challenge and enjoyment should be achieved without the need for height itself.

Structures must be spaced clear of each other to prevent one activity interfering with another, they must also be clear of walls, fences etc.

Suppliers of new equipment must supply information relating to surfacing requirements, intended age range, risk assessment, installation instructions, servicing and maintenance instructions

33.6 **All** products must meet the appropriate BS EN Standards. Both **portable** and **fixed** climbing equipment that has a fall height of 600mm **must** be on an impact-absorbing surface if **used outside**. (Fall height is the distance from the clearly intended body support to the impact area)

Although impact absorbing surfaces cannot prevent accidents they may reduce the level of injury. There are a range of surfaces available which provide impact attenuation including rubber mats and tiles, bark etc.

The extent of surfacing around static equipment is dependent on the fall height, this should extend at least 1.75M beyond the outermost points of the base of the frame.

When considering so called safety surfaces their likely effectiveness, durability, practicality and management should be taken into account. The type of surface under play equipment is just one of the design elements in a successful play area.

Materials such as top soil and turf do have limited impact absorbing properties.

Where bark is used this area should be a minimum of 300mm deep with a recommended particle size of 38mm max and 12mm min. Loose materials will spread if not suitably contained and will need to be topped up from time to time, thus it is important to have additional bark available to top up to the original level.

33.7 For new equipment a post installation inspection must be arranged.

BS EN 1176 recommends that all outdoor play equipment be inspected and maintained on a regular basis. Such inspection and maintenance is at 3 levels.

**Level 1 checks** – Daily / pre use checks by staff (these do not require formal recording)

Concentrating on the following points:

- No evidence of obvious wear / damage
- Area safe from health hazards e.g. needles, glass, faeces etc.
- Impact absorbing surfaces no cuts, tears, wear or unstuck areas
- All fastening tightly secured
- No broken chains, stretched links or loose or twisted shackles
- Uprights unbroken and firm in the ground

Where any defects / hazards are identified appropriate steps must be taken to prevent use until problems have been satisfactorily resolved.

**Level 2 checks – termly inspection in house**

A more thorough check of the equipment to be conducted termly and these records kept on site.

**Level 3 checks – annual inspection**

A detailed certified inspection by an independent competent person capable of inspecting to BS EN 1176 and 1177 these checks must be formally recorded and records kept on site. ROSPA can be used for this.

Such checks ensure safety and identifies any improvements required in terms of the European standards

The competent person conducting the annual inspection will advise on the extent of surfacing required for both static and moving equipment

## **34 Portable Electrical Equipment**

34.1 It is the responsibility of managers to ensure that portable electrical equipment is tested and inspected in line with this document in any area under their management.

34.2 A suitable and sufficient risk assessment must be undertaken for any portable electrical appliance. Permission must be sought from the Site Manager, Office Manager or Head Teacher before any portable electrical appliance is brought into school.

34.3 Portable electrical equipment used in school will be subject to maintenance, including visual inspection, combined inspection and PAT testing. Our site manager and ICT Technician are qualified PAT testers. Their instructions must be followed. PAT testing will be conducted irrespective of the age of the appliance.

34.4 Portable electrical equipment includes:

- Power tools, e.g. drills, grinders, saws;
- Domestic appliances, e.g. irons, hair dryers;
- Catering appliances, e.g. kettles, mixers, blenders, toasters;
- Ventilation and heating equipment, e.g. fans, heaters and dehumidifiers;
- Office equipment, e.g. photocopiers, personal computers, desk lamps and shredders;
- Extension cables and leads, transformers and battery chargers.

It can also mean an appliance, such as a hair dryer or iron where the flex is hard wired into a fused spur outlet. The reason these appliances are classed as portable electrical equipment is that they are meant to be moved when in use. The idea that a hard wired appliance is classed as a portable appliance is often missed. These appliances are not PAT tested but they should be subject to visual inspections.

34.5 Extension cables and multi-gang sockets must not be used without the express permission of the Site Manager, ICT Technician, Head teacher or Office Manager.

## **35 Body Fluid Spillages**

35.1 Body fluid spillages must be cleared up immediately and this can be done by the staff in situ. Body Fluid Spillage Cleaning Kits can be found in the Penny Suite and in the cleaners' cupboard by the main entrance. Red mops are used for toilets; blue mops are used for classrooms. Blue mops should be disposed of in the wash bin in the Site Manager's yard after use. Gloves should always be worn. Aprons and other personal protective equipment (PPE) are available if required.

35.2 Urine should be mopped up, disinfected and dried. If on a carpet, it should be carpet

shampooed and disinfected.

35.3 Faeces, where solid, should be picked up and flushed away. Any soft or liquid faeces should be wiped up with paper towel. If on a carpet, it should be washed with soapy water, carpet shampooed and disinfected. On a hard floor, it needs to be mopped.

35.4 Vomit should be covered with specialist vomit absorbent, and then cleaned in the same way as faeces.

35.5 Blood should be disinfected and mopped if on a hard floor. The mop head should be permanently disposed of if there is a lot of blood. Blood on a carpet should be dealt with as faeces.

## **36 Visitors**

36.1 All visitors and contractors coming in to the school must report to Reception. A folder of information contains everything that visitors and contractors need to know and a leaflet provides a useful summary of this information.

36.2 Visitors will be asked to sign in and will be issued with a photo ID badge that must be worn prominently so that staff and pupils can see it. Visitors will also be asked to produce their DBS certificate and/or other forms of photographic identification.

36.3 Regular visitors to school will need to sign in on each occasion. If their organisation provides them with a clearly definable badge we may decide that this is adequate and a visitors pass will not be issued. Visitors must make sure that they wear this badge and that it is clearly visible to staff and pupils.

36.4 The emergency procedure for visitors is as follows:

- Your host will explain what to do in the case of emergencies and fire alarms.
- The alarm is a continuous bell. You must leave the building by the nearest exit.
- Stay with your host as they will escort you to the assembly point and ensure that you are recorded present by the administration staff.
- The assembly point is the playground.
- Do not take any personal risks.
- You must not re-enter the building until told it is safe to do so.

36.5 If visitors need first aid or feel unwell they should go to the office for help and attention

36.6 Contractors must ensure that they are fully conversant with the safety rules and regulations to be observed by contractors working on site. As a visitor to our school it is essential that contractors follow any health and safety guidelines that may apply. This will assist us in meeting the requirements of the Health & Safety at Work Act 1974.

36.7 Visitors and contractors must sign out when they leave the premises.

36.8 Adults visiting or working on the school site play an important part in the life of the school. They can play a part in keeping pupils safe whilst working at, or visiting, the school by observing the following guidelines:

- Visitors must not initiate verbal or physical contact with pupils unless it is appropriate and a part of the agreed reason for the visit.
- Visitors must not give any personal information to pupils, such as their mobile number or address. Visitors must not provide pupils with their personal email address, and only provide professional work email if it is necessary as part of the reason for their visit.
- Visitors must not give pupils details of their personal social network accounts or engage in any communication with pupils using social networking sites.
- If visitors have any concerns that a pupil may be at risk of harm, report it immediately to the senior designated person for child protection (Peter Fowler, Geraldine Murphy or Sue Foreman) who can be contacted via the main school office. Do not discuss your concerns with the pupil, and do not carry out an investigation.
- If a pupil makes a disclosure to you, do not promise confidentiality. Explain that you will need to talk to someone else. Inform the designated senior person for child protection (Peter Fowler, Geraldine Murphy or Sue Foreman) of your concerns immediately.

## **37 Water hygiene**

37.1 A water hygiene risk assessment should be carried out by an appropriate body at least every two years, including a Legionella risk assessment. All deficiencies and hazards identified by this risk assessment should be addressed through a planned programme of remedial works.

37.2 Maintenance checks are carried out routinely, results are logs and returns submitted in line with statutory requirements. This includes water outlets (hot, cold and blended); temperatures from the calorifier and return pipes; hot water tap temperatures; descaling and disinfecting of tap outlets and shower heads;

37.3 Hot water tap outlet temperatures accessible to children should be below 43 degrees C; and for children under 6 years old, below 39 degrees C.

37.4 All tap outlets and shower heads must be descaled and disinfected every 3 months. Showers must be run for at least 2 minutes every week.

37.5 Little or unused outlets must be regularly flushed; and always after a long period when the water system has not been in use, such as after school holidays.



37.6 Appropriate training will be provided for personnel responsible for water hygiene monitoring and testing.

## **38. E Safety**

38.1 We recognise that learning is a life long process and that e-learning is an integral part of it. Ensuring that we provide pupils with the skills to make the most of information and communication technologies is an essential part of our curriculum. The school is committed to the continuing development of our ICT infrastructure and embracing new technologies so as to maximise the opportunities for all pupils, staff, parents and the wider community to engage in productive, cooperative and efficient communication and information sharing.

38.2 However, as in any other area of life, children are vulnerable and may expose themselves to danger, whether knowingly or unknowingly, when using the internet and other technologies. Additionally, some young people may find themselves involved in activities which are inappropriate, or possibly illegal. E-safety seeks to address the issues around using these technologies safely and promote an awareness of the benefits and the risks.

This statement sets out clearly our expectations on pupils, staff, parents and members of the wider community to ensure best practice.

### **38.3 Physical Safety:**

All electrical equipment in the school is tested annually to ensure that it is safe to use. Pupils are taught about the dangers of electricity as part of the science and PSHE curriculum. We expect pupils to behave appropriately near electrical sockets and appliances.

All the projectors in our school have the recommended light levels, which are adjusted depending upon the light levels in the room and according to the Government's health and safety guidance. Pupils are taught that they should not look directly at strong light sources such as the sun, lasers or data projectors. We expect all users to not look directly into the light beam when working on the interactive whiteboards. Workstations are cleaned and sanitised regularly and a record is maintained by the Premises Manager. We expect all users to refrain from eating and drinking when working at a computer. Health and safety guidance states that it is not healthy to sit at a computer for too long without breaks. Pupils are taught correct posture for sitting at a computer and that sitting for too long at a computer can be unhealthy. We expect all users to take responsibility for their own physical well-being by adopting good practices.

Computers and other ICT equipment can be easily damaged. Pupils are taught the correct way to use ICT equipment. We expect pupils to respect ICT equipment and take care when handling and using.

### **38.4 Network Safety:**

All users need to log on using a username and password. We expect all users to only logon using their own log-on details.

Each user is given an allocation of disk space for the storage of their work. Pupils are taught how to save their work into their "My documents" area. We expect pupils to save and keep their work to build up a portfolio of evidence.

Access to other users' "My documents" areas are restricted by the network. Pupils are taught not to

access another user's work without permission. We expect pupils to respect the privacy of all other users and to make no attempt to access or interfere with another user's work.

On the network there are "Public Drive" areas where many different groups of users can save work so that it is available to others. Pupils are taught how to access and save to these shared resource areas. We expect pupils to respect the contributions of others, not to delete or alter others' work and to ensure that they only save work to shared areas with permission.

Each staff user is given an allocation of printer credits. The default print setting is for black and white. Pupils are taught to only print when necessary to save resources for financial and environmental reasons. We expect pupils to only print out work when directed by staff to do so.

The network software prevents changes being made to computer settings. Pupils are taught that making changes may prevent the computer from working properly. We expect all users to make no attempt to alter the way the computer is set up.

Only the network administrators are permitted to install software on to computers. Pupils are taught that the network or an application may not function properly if other programmes are installed. We expect all users to make no attempt to load or download any programme onto the network. Our ICT technician keeps a record of all software updates.

All users of the network can be monitored remotely by the network administrators. Pupils are taught that their use of the network can be monitored. We expect all users to understand that their use is subject to monitoring.

### **38.5 Internet Safety:**

When using a network workstation all access to the Internet is protected by a number of different filters. These filters are designed to prevent accidental or deliberate access to unsuitable materials. In addition, the network administrators can manually add site addresses which are considered to be unacceptable. However, no system is 100% safe and we expect users to behave responsibly.

Pupils are taught that the Internet contains many websites that are useful but that there are also websites that are unpleasant, offensive, not child-friendly or can damage your computer. School invests in software to capture screen shots where inappropriate material is accessed or where inappropriate searches are sought. We expect pupils to make no attempt to access a website that they know to be unsuitable for children and/or containing offensive language, images, games or other media.

Pupils accessing the Internet at home are subject to the controls placed upon them by their parents. However, any home use of the Internet made in connection with the school or school activities, any of its staff, pupils and governors or any partnership organisation will be subject to this policy and any breach dealt with as if the event took place at school. We expect all members of our school community to behave as positive ambassadors of the school in all school related activities made through the Internet.

The school website contains school policies, newsletters and other information. We expect all persons accessing the school web site to treat the content with respect and make no attempt to reproduce, use or alter any part in any way with malicious intent. No part can be reproduced for commercial reasons without written permission from the school.

### **38.6 Email Safety:**

Some classes have a class email address which pupils can use for sending messages to other classes, schools and other appropriate recipients. The class teacher monitors the pupils' use of this email

address and receives a copy of all incoming email. Pupils are taught that emails sent from their class should have a clear learning purpose and be written in a polite style which is appropriate to the person that will receive it. We expect all users to communicate appropriately through email.

Some pupils will have their own webmail accounts at home. As these are independent of the school they do not necessarily come with the safeguards that we set for email usage. Therefore we do not permit the use of personalised email accounts by pupils at school or at home for school purposes. Pupils are taught that using a personalised webmail account in school or for school use is not permitted. We expect pupils to use school issued email accounts only.

### **38.7 E-Bullying:**

The school takes bullying very seriously and has robust procedures for identifying and dealing with it. E-bullying is the use of any communication medium to offend, threaten, exclude or deride another person or their friends, or any protected characteristics. Pupils are taught about bullying as part of the PSHE curriculum. We expect all members of our community to communicate with each other with respect and courtesy. Bullying of any type will not be tolerated by the school and will be dealt with under the procedures within the relevant policies.

### **38.8 Digital Images:**

Digital still and video cameras are used for recording special events as well as being essential tools for everyday learning experiences across the curriculum. Parents are asked to sign a consent form for images of their children to be used for school purposes. Some images celebrating the work of pupils involved in everyday and special event activities may be selected to be shown on the school website, or the school's social media sites. On the website we never associate names with images.

Digital images are only shared with partner schools and organisations as part of collaborative learning projects. This can include live video conferencing. All such use is monitored and supervised by staff. Pupils are taught to seek permission before copying, moving, deleting or sending any images taken within school. We expect all pupils to seek permission from staff before sharing images outside of the school environment.

Children taking photographs or video footage will always be supervised. Any images taken and used by school will be kept in accordance with the Data Protection Act 1998.

## **39. Absconding children**

We have a procedure for the management of absconding children who leave the premises without permission, based on our responsibility to keep children safe whilst at school. If a child leaves the premises in such circumstances, it is likely that they will be distressed, angry, aggressive and unwilling to return to the building when asked. With this in mind, it is important not to add to the child's distress as this could result in further risk, injury or death (for example, if a child were to run out into the road).

In this event, the procedure is as follows:

- DSP is informed as soon as possible
- If seen by a lunchtime supervisor, the red card will be used to summon help
- In the event of a teacher following a child, provision will be made to cover their class
- The DSP will make contact with parents/carers as appropriate
- DO NOT CHASE THE CHILD - follow calmly from a distance, at walking pace

- If verbal contact can be made, reassure the child and ask them to return to school where problems can be sorted out in a safe environment