



Health and Safety Policy and Procedures

'From tiny acorns, mighty oak trees grow, watered and nurtured by God.'

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Introduction

This policy is in addition to the RBWM Health and Safety Guidance and our Safety in School Guidance document, copies of which can be located in the Health and Safety File in the Headteacher's office and in the Office area. Health and Safety measure should be aimed at all members of the school community, including visitors to the school and in particular, children. Such measures should enable children to experience a wide range of activities safely. Children need to understand and manage risks that are part of their everyday life.

Health and safety procedures should be put in place with a common sense approach to the assessment and management of the risks of any activity and staff should be given appropriate training to enable to keep themselves and the children safe.

Our policy deals with those aspects over which the Headteacher has control and covers the area of safety associated with the buildings, organisation and procedures for staff. It describes how the Headteacher discharges her responsibilities in respect of the staff, pupils and visitors and how this process is monitored by the Governing Body.

This policy has been written with reference to the following local and statutory guidance:

- Health and Safety at Work Act (1974)
- Health and Safety Executive Guidelines – Control of Substances Hazardous to Health Reg (HSE 2004)
- Health and Safety at Work Regulations 1999
- Health and Safety in School (DFE)
- Education Act 2002
- Supporting pupils with Medical conditions and Managing Medicines in Schools in Schools and Early Years (2014) DFE

Guidance from <http://www.hse.gov.uk>

Aims

The aim of the policy is to:

1. ensure that all reasonable practical steps are taken to ensure the health, safety and welfare of all persons on the premises including off site visits;
2. establish and maintain safe working procedures amongst staff and pupils;
3. make arrangement for ensuring safety and absence of risks to health in connection with the use, handling, storage and transportation of materials;
4. develop safety awareness amongst staff, pupils and supervising adults through training and support;
5. and formulate and implement effective procedures for the for use in the event of emergencies.

Key Contacts

Position	Name	Contact Details (email/phone)
Designated Health and Safety Lead	Susan Calvert	Susan.calvert@rbwm.org.uk
Deputy Designated H & S Lead	Sam Moore	Fin.Braywood@rbwm.org.uk
Designated Governor for Child Protection	Julie Barber	Braywood@rbwm.org.uk
Local Authority Designated Officer	H&S	https://www.wamiscb.org 01628 683202 Leaflet is in office, HT office and each staff member has a copy

Roles and Responsibilities

The RBWM guidelines form the basis for all of our policies and procedures. We adhere to the risk assessment outlined on first class and all OA forms are completed to the full.

The maintenance of a healthy and safe school is the shared responsibility of the whole community. Health and safety is constantly reviewed by any member of the school community who would report any incident of concern directly to the Headteacher.

The Governing Body...

- Decide policy.
- Give strategic guidance,
- Monitor and review health and safety issues through the premises.
- Ensure adequate resources of health and safety is available.
- Recognise their responsibility under the Health and Safety at Work Act.
- To ensure that recruitment of new staff adheres to our Safer Recruitment Policy.
- Assess our risk assessment procedures for on and off site activities.

The Headteacher will...

- Be responsible for the day-to-day implementation of school safety organisation,
- Develop a culture of safety through the school.
- Report to Governors on pertinent issues.
- Report accidents and incidents of violence to the RBWM.
- Liaise with outside agencies able to offer expert advice,
- Ensure that all staff fulfills their duties and co-operates fully with the policy and take consideration of the views of the children.
- Formulate and co-ordinate safety procedures.
- Review first aid, fire / evacuation and risk assessment procedures with relevant staff, on a regular basis.
- Ensure relevant staff have access to appropriate training in health and safety through the induction process.
- Be aware of the issues of equal opportunities and adhere to the policy in issues of health and safety.

The RBWM and Safety representatives ensure that the school will...

- Conduct an annual health and safety survey with the Headteacher and Healthy Schools coordinator and to report back to the school with recommendations.

All Staff will....

- Ensure that they have read the Health and Safety Policy.
- Fully support all health and safety arrangements.
- Take reasonable care of their own health and safety and that of others who may be affected by their actions.
- Ensure, as far as is reasonable practicably, that their classroom or office is safe.
- Use equipment safely and ensure that the children follow similar safety guidelines when they are using the same equipment.
- Report situations that may present a serious or imminent danger directly to the Headteacher.
- Report any concerns of abuse to pupils to the Headteacher, who is responsible for Child Protection in school.
- Complete an Accident / Incident / Violence form (available from the school office) in the event of a significant accident or incident of violence.
- Regularly check the notice board for information on children with medical needs or who may need

specific handling, to ensure the health and safety of pupils or staff.

The Office Staff will....

- Test and record the fire bells and fire doors weekly.
- Inform the Headteacher whenever contractors are due to enter the school to undertake maintenance, service or works contracts.
- Maintain a record of hazardous substances used for cleaning and similar purposes.
- Report to the Headteacher on any financial implications for health and safety issues.
- Send out medical alert forms to parents in September and compile a school list to be used by the school.

The Lunchtime Supervisors / Teaching assistants will.....

- Regularly check the notice board for information on children with medical needs or who may need specific handling, to ensure the health and safety of pupils or staff.
- Report any health and safety concerns at lunchtimes to the Headteacher.
- Organise first aid cover at lunchtimes and break times and ensure that the accident book is regularly completed.

The Cleaner/caretaker will....

- Ensure that he is aware of the implications of the Health and Safety Policy as it affects their work activities e.g. storage arrangements of materials, equipment, substances etc.
- Report to the Headteacher or the Administrative Staff of any defects and hazards that are brought to his notice.
- Ensure that everything received from suppliers for direct school use such as machinery; substances etc are accompanied by adequate information and instructions prior to use.
- Adhere to the RBWM contract of their responsibilities towards safety and security.

Pupils will.....

- Exercise personal responsibility for the safety of themselves and their classmates.
- Observe standards of dress consistent with safety and / or hygiene.
- Follow the safety rules of the school and in particular the instructions of teaching staff given in an emergency.
- Use and not misuse, neglect or interfere with things provided for their safety.

Parents are expected to....

- Support the school in any health and safety matters reported to them in the newsletter.
- Ensure that their child comes to school in a good state of physical health and adhere to the medical guidelines if their child is unwell.
- Observe health and safety regulations at the beginning and end of the school day when they are responsible for the care of their child.

Pupils and staff are engaged in writing their own risk assessments in order to reflect upon the safety procedures we have in school. This procedure has far more impact on the whole community.

The statements in this policy are a matter of law and employees, school staff and others have a duty under common law to take care of children. If a school does not adhere to health and safety guidelines then they can be liable to prosecution. Claims of negligence are mostly brought against employees who have public liability insurance and not against individual member of staff. It is rare (but not impossible) for a prosecution to be brought against school staff with regards to accidents involving children. Any civil proceeding in negligence taken against schools are likely to be successful if the school has not taken care of a child in the way a parent would have done, if as a result the child was injured and the injury was foreseeable.

Arrangements for site safety

At Braywood the whole school community is involved in the safety of our learning environment. Children are engaged in writing their own risk assessments and parents and staff all feel able to instruct the Headteacher or office staff if they are concerned about a specific arrangement or situation. The Headteacher is daily monitoring the arrangements for keeping all stakeholders safe and secure on the school's site.

Site Security

We have strict guidelines for access to the building. The internal gates are closed from the beginning to the end of the school day and the external gates closed during the day and locked at nighttime. Guests are expected to gain access the school through the main door, which is protected through a security password, and wherever possible this is achieved.

Keys are located in the classroom and teachers/caretaker lock their classrooms at the end of the day for security reasons. A procedure for lone workers are in place and on an evening access can only be achieved through the security doors to the office. Braywood Extra and our 'Church House' have security pads for additional safety. The main set of keys is located in the head teacher's office and in the office key box.

Cash, personal details and records are kept securely in the office and details are shredded when they are no longer required. Communication is maximised through various telephone points ensure staff safety and panic alarms in key locations are available in emergencies i.e. intruders. Staff understand the emergency procedures for unwanted persons on site and the need to alert the office of any stranger on our premises. The building is protected by an alarm, which is connected to an outside security team/police to prevent adults being on the premises alone.

All staff including parents, work experience students and volunteers are CRB checked for the children's safety. Visitors enter through the front door and carry a form of identification if they are walking around the school. No smoking is allowed on the premises. No dogs are allowed in school.

There are finger entrapment devises on the doors at high risk to prevent injury.

The toilet area has rules regarding its usage and care is taken to ensure that they are used correctly and cleaned and maintained daily. Appropriate facilities are available and additional supervision is provided for children who need support with toileting.

Accessibility

We comply with the Accessibility Policy and have made careful recommendations to ensure that we provide all the necessary access for all. There is a plan to constantly increase accessibility. (*See SEN & Equality Policy, SDP & Accessibility plan*)

On site Vehicle Movements

Contractors come onto the premises when loading / unloading large pieces of equipment. They can only gain access by contacting a member of staff to open the main door for them. For smaller items deliveries are brought in through the service entrance.

Wherever possible car parking is separate from that part of the school used by the children and the Church House car park is often used. If a car or lorry has to use the playground there is a member of staff supervising the procedure.

Work Equipment

Any equipment in school should be used safely and for its intended purpose only. Equipment identified as defective should be taken out of use immediately and labelled accordingly. Admin staff should be informed immediately in order that arrangements for repairs or replacement can be made swiftly. No second hand equipment is used within school. Defective equipment is disposed of responsibly.

All electrical equipment is PAT tested.

PE equipment is maintained via an annual contract. External Play equipment is only used when supervised and the Headteacher, Bursar and Y4 safety offices inspect the entire equipment weekly.

Inspection of Safety Equipment

The fire alarms and emergency lighting are tested on a regular rotational basis and a record is kept in the Fire Log Book. We have a fire drill every term. Any defects are reported to the Bursar. A fire alarm maintenance contract is in place with Chubb and the system is annually tested.

Chubb undertakes an annual maintenance service of all fire fighting equipment. This equipment is available for use and there is no evidence that it is not always available if required. The escape exits are always clear and unobstructed.

The Resource Manager ensures that the first aid equipment is fully equipped with the resources needed.

Snow and Ice

Wherever possible the office staff will clear and lay paths of salt to help parents, staff and children from slipping during really cold weather. We are mindful of the large site will only be able to pay pathways for safety. All possible slip surfaces have been covered with abrasive tape.

COSH - Control of Substances Hazardous to Health

Every attempt will be made to avoid, or choose the least harmful of, substances, which fall under the "Control of Substances Hazardous to Health Regulations 2004," (the "COSHH" Regulations). The building is cleaned regularly and care is taken that no harmful substances are used for cleaning or stored in the school. The cleaner has guidance on this area from our Cleaning Services.

We will ensure:

- A register of all hazardous substances used on site is compiled and regularly reviewed;
- All such items must be securely stored;
- Material safety data sheets are obtained from the relevant supplier for all such materials;
- Risk assessments are conducted for the use of hazardous substances;
- All chemicals are appropriately and securely stored out of the reach of children;
- Staff should ensure that they do not transport hot drinks around school when the children are around i.e. early morning, break times or lunch times

Glazing, Asbestos, Legionella

The RBWM Asbestos Policy, available in the Health and Safety Manual is adhered to at all times. The asbestos register is held in the School office and will be made available to all staff and visiting contractors prior to any work commencing on the fabric of the building or fixed equipment.

According to our Asbestos survey we are an asbestos free school. If we thought that we had any asbestos then under no circumstances must staff drill or affix anything to walls without first obtaining approval from the Headteacher. Any damage to materials known or suspected to contain asbestos should be reported to the Headteacher who will contact the Councils Asbestos Manager.

The school will be responsible for identifying and flushing rarely used outlets on a weekly basis and after school holiday periods. Where necessary, water temperature checks will be undertaken on a monthly basis by a contractor. A contract is held to monitor water hygiene and complete legionella risk assessments and records are held in the Health and Safety files.

The RBWM regularly produce a report on the condition of our buildings. We have a glazing survey and have replaced most of our glass for safety glass and covered the rest with protective film.

The glazing, asbestos, legionella etc. in our school is regulated for safety and there is an associated risk assessment survey which is integrated into our building's plan for refurbishment.

Construction Design Management

Contractors are selected according to bids submitted, previous work history and / or quality of product. The Headteacher and Bursar monitor this process. The school adheres to the Construction Design Management regulations from the RBWM and uses building services for large building projects. Workers at Braywood sign a permit to work to ensure their safety.

All contractors must report to the school office where they will be asked to sign the Visitors' Book and wear an identification badge. Contractors will be issued with a Contractors Code of Conduct. This sets out important health and safety information necessary for contractors working on site.

The Headteacher is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work.

Working at Height

Work at height activities from where a person could fall a distance liable to cause personal injury present a significant risk, all such activities should be avoided where it is reasonably practicable to do so. Where this is not possible a risk assessment must be conducted and the risk reduced as far as is reasonably practicable.

A copy of this assessment will be provided to employees authorised to work at height through our 'A' ticket system. The Headteacher shall ensure:

- All work at height is properly planned and organised;
- The use of access equipment is restricted to authorised users;
- All those involved in work at height are trained and competent to do so;
- The risks from working at height are assessed and appropriate equipment selected;
- A register of access equipment is maintained and that ladders are checked termly;
- All access equipment is inspected and maintained;

General School Safety Procedures

Staff Training

The headteacher is responsible for ensuring that all staff have adequate training to fulfil their needs at school. To comply with a wide range of RBWM guidelines the school:

- annually has many site assessments to ensure that we comply with the RBWM guidelines through off-site risk assessments, food preparation, school management etc.
- Members of staff go on regular training sessions to ensure that Braywood is up to date with RBWM policies on the safety of our premises e.g. Asbestos, Glazing, Legionella, and CDM.
- Induction training in the requirements of this policy and any updates where necessary.

Curriculum

Care is taken at all times to ensure that the classroom environment is safe for the children. They have conducted their own risk assessments and the teachers are constantly vigilant for hazards.

In PE clothing should be suitable for indoor or outdoor games. This sets a good example to children and allows a greater degree of manoeuvrability for demonstrating skills, or accessibility to a child should an accident occur. The wearing of jewellery and nail varnish is not permitted. If ears are pierced, studs only may be worn but must be removed or taped over. In PE each child should be taught how to lift and move equipment.

First Aid is taught as a curriculum subject.

There are clear procedures for the taking of photographs and videos. Parent's permission is sought at the beginning of each year.

The school premises are regularly checked for the suitability of the activities and that the environment is clean, safe and healthy. We take a pride in our premises and look to keeping the litter at a minimum, that the premises are attractive and well cared for by both the staff and the children.

Care is taken on very hot days. Time spent out in the sun at lunchtimes is reduced and children are encouraged to drink plenty of liquids. Children wear hats and are told to sit in the shade if they look too hot.

Off-site Activities

- Each member of staff has the responsibility for ensuring that the accompanying adults adhere to the school's "educational visits' procedures" when organising a visit. The welfare of all members of the trip is of the utmost importance. The visit always has a clear purpose, is well planned and all adults have clearly defined roles.
- A qualified first aider will go on any educational visit and all accompanying adults will be CRB checked. We have a list of suitable parents who are CRB checked. The medical details of all the children are taken on the trip in case of an emergency but not the OA4 forms.
- Children are assigned to specific adults for close supervision with a ratio of adult-child as 1-6 for KS2 and 1:4 for KS1 and 1:3 for Reception.
- Parents are informed about the visit and children are not allowed to attend unless parental permission is given.
- Children do not travel in another adult's car unless there is an appropriate car seat, insurance and parental permission. Parents and staff are asked to fill in with their insurance and car details.

Pupil Safety

The beginning and end of the school day can be a time when children can be at risk. *See Appendix 9 Lost Child Policy in case of emergency*

Staff

- The school is open to parents arriving in the morning from 7.45am for Breakfast Club, and the school is open at 8.45am. There is a staggered system of coming into school to minimise accidents.
- Children are registered at the beginning of the morning and afternoon sessions and the registers are then sent to the office to check absenteeism. Children who are late are brought into the office by their parents to sign their child into school and the school is usually notified of any appointments etc. which will take them out of school. Office staff collect the child from their classroom to further ensure safety on these occasions. .
- At the end of the school day each teacher takes his or her class outside to line up. Children look for their parents, and then put their hand up to signal to their teacher that they have seen their parent. Year 1/R children do not leave the classroom until the teacher can locate their parents.
- Children whose parents are late are asked to wait in the office where enquiries are made. Specific procedures are occasionally necessary for children with special needs and these are organised on an individual basis.
- Extended school “Braywood Extra” collects their children from the classroom and at the end of their day the parents sign the child out.
- In the event of a cancellation of a club, the school will take responsibility for the child until their parents arrive. We will provide a quick electronic message to parents in the case of an emergency.

Parents, carers and children

- It is the responsibility of the parent to ensure that their child arrives safely at school and that they are left in the care of a designated adult. Breakfast Club is available for parents who wish to drop their child off at school at an earlier time than 8.45am.
- We have a 'kiss and drop' facility from 8.30am. This facility takes the children from their parent's car and supervises the children in the Church House until 8.45am. Three or four members of staff are on duty and these adults escort all the children into the main school.
- It is the responsibility of the parent to drop their child off and collect their child on time. The children should not leave the school premises until an adult accompanies them and it is their responsibility to tell their teacher if an adult has not come to collect them.
- It is the responsibility of the parent to let the school know if they are going to be late, if their child is to be collected by another authorised person or if the child is going to an after school club.

Supervision

- There are always two members of staff in most lessons and children are not allowed to be in any classroom without an adult.
- One member of staff or TA supervises the uses of the trim trail at playtimes, lunchtimes or in lesson times. Pupils should not use the trim trail unless a member of staff is in attendance.
- Pupils must follow the rules for using the trim trail; there is no running, climbing over the posts and somersaulting over the bars.
- The facilities are checked annually and a risk assessment is available.
- Children are supervised at all times in the playground to ensure that they are safe. There are 3/2 members of staff on duty at break time and 4/6 at lunchtime. All members of staff is responsible for first aid.

Staff Wellbeing - Occupational Health

The Governing Body are committed to promoting high levels of health and well-being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and the Council's management standards.

There are systems in place within the school for responding to individual concerns e.g. Performance Management, mentoring. All staff are encouraged to share concerns with their line manager, a member of the Senior Leadership Team or the Headteacher. The school has agreed a Whistleblowing Policy and this is made available to staff.

To ensure that the day is balanced staff have a drink and regular breaks including PPA. It is always a consideration that staff feel happy, relaxed and well supported at Braywood. Stress is a factor of this profession but through our staff network there are many support mechanisms to ensure that individuals feel that there are people to help.

Slips, Trips and Manual Handling

Adults are not expected to move heavy equipment around the school and ladders are not used unless there is an emergency where 2 members of staff will supervise the activity. All manual handling activities which present a significant risk to the health and safety of staff - whether they involve the manual handling of people or objects - will be reported to / identified by the Headteacher .

Where it is not reasonably practicable to eliminate these activities, a risk assessment should be made and the risk reduced as far as is reasonably practicable.

Display Screen

All staff who habitually use computers as a significant part of their normal work (significant is taken to be continuous / near continuous spells of an hour at a time e.g. admin staff, bursars) shall have a DSE assessment carried out.

Those staff identified as DSE users shall be entitled to an eyesight test for DSE use, every 2 years by a qualified optician (and corrective glasses provided if required specifically for DSE use).

Lone Worker

The safety of our staff is paramount and our school can be a very dark and remote spot if you are on site alone. All staff should avoid lone working wherever possible by arranging for a colleague to also be on site. There are two after school staff together at the end of the day and two breakfast club staff who open up the school. We have a phone system in all the outside buildings to contact the office and outside help.

- Where lone working is unavoidable staff should ensure that all outside doors are locked and curtains/blinds are closed when it is dark.
- Fire doors must be unlocked when staff are working on the premises, e.g. out of school hours.
- Any one lone working on a regular basis should be equipped with a personal mobile phone and to be aware of where the panic alarms are located. These are directly linked to the police and once they have been pressed this cannot be altered.
- Our alarm system is directly linked to the police and the fire alarm is linked to the fire brigade.
- Security lights are present in the visitors' car park and the school building has emergency and night lights to keep the building well lit up in the night.
- When two or more people work late they should try to leave the building together.
- Cars should be parked as close to the access doors as possible.
- Where possible staff should let someone know if they will not be home at their usual time and what time they can be expected.

General School Procedure in case of an Accident

First Aid

Even in the safest school accidents happen. At Braywood we have clear procedures for accidents, administering first aid and medicines and how to react in an emergency. The same guidelines apply whether the children/staff are inside school or on a trip.

- All members of staff (including support staff) are trained in first aid procedures every 3 years. We have strict guidelines for administering first aid and all bumps to the head are reported to parents as a matter of caution.
- The appointed First Aiders take charge when someone is injured or ill and gives help to casualties with common injuries. In the case of more serious injuries they summon emergency help. There is a list of First Aiders on the First Aid board.
- First Aiders must complete a training course approved by the RBWM and are required to take refresher courses every three years to maintain their certificate. The staff have regular First Aid training and receive information where specific equipment or information is stored. Aspects relating to a child in their class i.e. asthma, epilepsy or use of epi-pen are fully explained to the class teacher and we have a First Aid induction programme.

Provisions

- We have three fully stocked First Aid boxes in the Oakley building, Church House and the main school. Additional First Aid boxes are available for trips. These boxes are located in a safe place out of children's reach. A small fridge is located in the First Aid area for cold compresses and medicines.
- Sick buckets are kept in the toilet area with bin liners inside. Other First Aid provisions are kept in the drawer underneath the main First Aid box.
- First Aiders always wear gloves especially if blood or bodily fluids are present for the adult and the child's protection. The gloves are disposed of carefully. To prevent cross contamination hands are always washed before treating another patient.
- The policy for children who have infectious illnesses such as diarrhea and vomiting or conjunctivitis is to send the child home and ask that they stay at home for 24 hours or until it is cleared up. Head lice is treated sensitively and the whole school is informed. Parents are told if live lice have been spotted in a particular child's hair.

It is very important that before a child starts our school we have a clear understanding of their needs in order to be able to provide the correct educational and pastoral environment. Conversations are had with all new parents to determine these facts. Our provisional mapping identifies children and provides a holistic approach towards keeping them safe.

- Children with medical needs (whether that is dietary, physically or medically are identified and placed on a register with their photograph) and circulated to all staff as well as placed in prominent areas in the school.
- Staff ensure that all medical needs i.e. inhalers are available at all time and in easy locations for specific children.
- There are procedures in place for personal plans for emergencies (PEEP)
- Medical needs such as nut allergies are highlighted to all. Photographs of the children concerned are in the office and the kitchen (i.e. gluten free). Prevention is key so we are a NUT free school and all staff are well trained even if they are not school employees such as the school cook. Often parents come into school to train the school staff.

Our aim is to provide comprehensive first aid equipment and expertise for pupils and adults. It is essential to provide the best care possible as effective first aid can save lives and prevent minor injuries from becoming major ones.

Medicines

- There are clear guidelines for administering medicines in school. Parents are discouraged from bringing their child into school if they need to take any medicine, but in the few cases where that Headteacher allows a child to be given medicine in school the parents is asked to fill in the medical form fully.
- Children who have severe medical needs such as allergies and they need to use an inhaler the same procedure applies. Information concerning children with medical conditions are kept on the wall in the staff room/kitchen and circulated to all staff immediately.
- All staff are trained in using a specific tool e.g. an epi-pen if we have a child who has a nut allergy and these are kept in accessible places around the school. The school takes this very seriously.

There are times when pupils need to finish a course of medication and care needs to be taken to ensure that the process of administering medicine is as safe as possible. Members of staff are not under any obligation to give medicine and the nominated person to administer medicine is the Headteacher. The Headteacher with the agreement of the parent only administers medicines for illness in school.

Our procedures are as follows:

- Our trained First Aiders administer medicines for long/short term or emergency conditions.
- Medicines are stored either in the locked first aid box or in the fridge adjacent to the first aid box. The time medication is given is recorded. Parents are asked to bring the medicine into school in a named container.
- Medicines are stored in an easily located box, which can be removed for the school if necessary.
- Parents give written consent to authorise the Headteacher or a first aider to administer medication together with the timing of the medicine. Calpol or vitamins are not given at school.
- If a child is able to administer his or her own medicine an adult is always present.
- If a child refuses to take their medicine the parents are contacted immediately.
- Parents are encouraged to give their child their medication outside school hours or come into school at lunchtimes.
- In the case of long-term medication the pupil needs are well documented with any side effects; who to contact; who is responsible and any precautions required to make the procedure safe.

For general health and to prevent dehydration on warm days children are actively encouraged to bring a sun hat to wear and to wear a coat in the winter. Care is taken to ensure that they rest or play in the shade on hot days. Sun block is applied in school if provided by the parent.

Contagious Diseases

Outbreaks of contagious diseases or pandemics will be published to parents and staff immediately to ensure that people are well informed. We follow county guidance on advice/reporting of diseases as outlined in Health Matters. If in doubt we contact the school doctor.

The recording and reporting of accidents to staff, pupils and visitors to include incidents reportable under the RIDDOR [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013];

Children with Serious Medical Conditions

All the above points apply to children with more serious medical conditions.

- Each child will have a personal medical plan, which outlines its needs. There is a documented outline and record of how and when the medicine is to be administered, by whom and at what time it was given to the child. This is always counter signed.
- These procedures are very stringent and all children are able to experience the full range of curricular activities including trips etc. Occasionally parents are asked to attend events to help with the logistics.

Procedures in case of an accident

There is a clear procedure of recording accidents that occur during school and these are kept in the Health and safety folder for 10 years. This includes injuries sustained from the children.

- All staff understand the procedures in the case of an accident and how to react depending upon the severity of the accident. All incidents of a certain severity (RBWM guidelines) are reported in the Health and Safety Folder for both children and adults.
- All accidents are recorded including the nature and time of the incident, together with the first aid rendered and by whom.

First Aider Officer - **Mrs Longman**

Minor Incidents

- If staff are concerned about the welfare of a pupil or they have been injured or ill, the child should be sent to the office **immediately** for a qualified first aider to treat appropriately.
- All incidents are recorded in the Accident Book outlining where and how the accident occurred and what treatment was received.
- Minor injuries will be treated with cold water (or a cold compress) and the child will receive a sticker and message to say they have "received first aid at school today".
- All head injuries, however minor, are reported in the Accident Book and the child's parents are informed by telephone.
- Taking advice from the staff the Headteacher will make decisions on the care necessary i.e. whether the child should go home or stay at school or if any emergency treatment is required.
- It is the role of the office staff to contact parents on all emergency numbers until the child's parents have been contacted.
- Parents should always be contacted if there is any doubt over the health or welfare of the child. If the choice of treatment is unsure the parents should be informed so that they are responsible for making the decision.

Major Incidents

- More serious incidents violence / accidents / incident are reported to the RBWM.
- In the case of a serious incident an ambulance is called and a member of staff accompanies the pupil to hospital. If this is not possible the child goes to hospital unattended. The parents are asked to go immediately to the hospital. It may be appropriate to transport the child to hospital without using an ambulance. This should be on a voluntary basis. In such cases the staff should ensure that they have specific cover from their insurance company and a list is available in the office.
- If a very serious injury has been sustained the child should not be move, emergency treatment i.e. putting the child in the recovery position will be administered. There is a list of qualified first aiders who will be called to the scene and a joint decision will be made as to how to provide the most effective care.

Injuries to Staff

- Staff should complete the appropriate accident form for employees if they sustain an injury at work. The RBWM form can be obtained from the school office. The injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed. The member of staff or other supervising adult concerned should seek medical advice without delay.

Emergencies

Risk Assessments

Schools are required by law to assess the risks to the health and safety of staff and others affected by their activities. Risk assessment and risk management describe the process of considering the risks of any activity and measures to counter them

In schools, risk assessment and risk management are tools to enable children to participate safely in activities and not to prevent activities from taking place. Risk management cannot remove risk altogether but should avoid excessive or unnecessary paperwork.

Some activities, such as those away from school, may involve higher levels of risk. If the activity is an annual or infrequent event, a review of an existing risk assessment may be appropriate. A new activity requires a specific assessment of risks to be carried out. The head teacher should make sure the person performing the assessment task has an understanding of the risks involved and is familiar with the planned activity. If a risk assessment is carried out, the employer must record any significant findings of the assessment.

Schools do not need to carry out risk assessments each time an activity that is a part of the normal school day is undertaken, any risks of routine activities should be considered as part of the general health and safety policies and procedures of the school. All that is needed are regular checks to ensure that the precautions are still suitable

- Any activity which is to be carried out in the school day has a clear risk assessment which is kept in the school office to show that the adult in charge has considered all the risks associated with the activity.
- There is a detailed risk assessment carried out for each educational visit and a copy of this is sent to a governor to monitor. Teachers usually visit the site before the actual trip to foresee any potential dangers and to plan more effectively. A copy of the risk assessment and the plan of the day are given to all the attending adults on the morning of the visit.
- Children are involved in writing our risk assessments and care is given to pupils with special needs; this often involves inviting their parents i.e. PEEP

Missing Child

Every effort is made to ensure the safety of your child whilst they are in our care at school. This policy sets out our procedures for maintaining safety and dealing with the unlikely event of a child going missing.

Responsibilities

It is the Head teacher's responsibility to ensure that all relevant staff are aware of the safely procedure to ensure the safely of the children in our care and to act according to our Health and Safety Policy.

It is for staff to ensure that they follow safety guidelines, to ensure that they complete attendance registers and liaise with office staff with change to day-to-day arrangements.

It is the responsibility of parents to ensure they provide correct and updated contact information on a timely basis and know the procedures for hand over of the child at the beginning and end of sessions. If a parent takes a pupil out of school during the day, they must sign them out at the office. The school office completes the "Off Site Register".

It is the responsibility of Governors to ensure they are aware of the school's procedures and to challenge/support the school in its review of this policy.

Procedures aimed at reducing the risk of a missing pupil

Start of the Day

- Ensure parents are fully aware of the points at which responsibility for the care of their child passes from staff to them and vice versa.
- Clear procedures for welcoming pupils into school. Staff meeting and greeting on the door.
- Doors into classes and gates closed at 9.00am.
- Pupils use playground entrances and Foundation/KS1 pupils are escorted to their classrooms.
- Main entrance used between the hours of 9.00am and 2.45pm once gates are padlocked.
- Staff mark registers promptly and accurately – mornings and afternoons.
- There are clear signing in procedures for the children in Breakfast Club and they are taken to the classrooms at the start of the school day.
- The 'kiss and drop' children wait in the Church House under the supervision of a member of staff and are escorted to school by 3 or 4 members of staff.

Outside Time/Lunch/Playtime

- When children are outside they are protected by fencing and padlocked gates and are supervised by an adult at all times.
- If pupils leave the classroom security to work in other parts of the school ensure that adequate supervision is maintained at all times and all pupils are accounted for on return to the classroom. Children ask a teacher to go to the toilet.
- Pupils move round the school in pairs and never in isolation.
- External class doors leading onto the field are locked before and after playtime and dinner time

End of the Day

- Staff take pupils to the playground and ensure that all pupils are collected by the appropriate adult. After 5-10 minutes pupils who are still left go to the office to wait for their parent.
- Pupils have sight of parent before they leave their teacher and let the teacher know they are leaving because they have seen their parent.
- Up to date list in every classroom detailing how the pupils are to go home and with who will be going to after school club. Parents ring the office if there is a change to this arrangement and the teacher is informed.
- Foundation and Year 1 children remain seated in the classroom and the teacher calls out their name as she sees their parent ensuring additional protection for our younger children.
- The children attending the after school clubs are escorted to the club by a member of the after school staff. A register is taken at 3.15pm and the parents have to sign their child out. The after school Club has parental consent form emergency contact.
- After School Clubs that run on our site have a list of all the children attending and a staff member escorts the children to the club and waits to hand over responsibility to the club member. There is always a member of the SMT in school when a club is taking place in school so that we can adopt school procedures in an emergency.

Procedures in the event of a child going missing

In the event of a member of staff fearing that a child has gone missing while at school:

- Member of staff who has noticed the missing child will calmly inform the nearest member of the SLT.
- Staff will promptly but calmly round up all pupils in the classroom and a designated member of staff will read the group a story.
- Staff will count and name check all the pupils present against the register while the group are assembled in one place.
- AT THE SAME TIME all other available staff will conduct a thorough search of the premises and notify the SLT member if the child is found immediately.
- A thorough check of all exits to be made to make sure all gates/doors were locked. If something is discovered this needs to be drawn to the attention of the staff immediately. Office staff will search the road outside the school.
- If the child has not been found by the time the register check is completed the SLT member will notify the Head teacher. Staff will begin a search of the area immediately.
- If the child has not been found after 10 minutes from the initial report of them as missing then parents should be notified. The Head teacher or next most senior member of staff on site will decide at which point the police need to be contacted. When contacting parents or carers please ask them to bring with them a recent photograph of their child.
- Staff must try to remember and write down a description of what the child was wearing and any distinguishing features.
- If the missing child has any special medical or learning needs then these need to be noted, to be disclosed to police or other agencies. If the event of a member of staff fearing that a child has gone missing while off school premises:

Visits

Thorough risk assessments and adequate staff/pupil ratios (no less than one staff member to 8 pupils) are provided when pupils leave the school premises. Prior to the trip adults will discuss forms of communication contact and a list of pupils/groups to be taken on visits out of school. Mobile phones taken on every visit and mobile contact numbers left at school.

(See off-site policy)

Procedures in the event of a child going missing

Visit leader must ensure safety of remaining pupils. All adults must follow the procedures that the lead member of staff has outlined just before the visit. Adults must continue to do a rolling count of the children in their care and all adults should be in pairs when walking around with the children. There are procedures in place to ensure that children are supervised at all times including going to a public toilet.

If a child goes missing:

- One or more adults should immediately start searching for the child. The facilities being visited may well have their own procedures for a missing child and they should also be notified.
- Visit leader should contact school to alert them.
- If the child is not found within 5 minutes Visit Leader must contact police by phoning 999.
- Visit leader should alert school that the police have been contacted and school will make arrangements to notify parents, after which procedures above to be followed

Fire Procedures

We adhere to the RBWM regulations for fire hazards and we have a current action plan, which is a result of regular surveys of our school. Plans showing exit routes are displayed in each classroom. The office staff tests the fire bells and fire doors weekly. Fire exits are clearly labeled. Fire appliances are to be checked annually.

Fire drills are carried out at least once a term and recorded in the Fire Certificate Log Book, which is kept in the school office. These practice sessions provide valuable information as to the timing, organisation and issues, which may need to improve.

The school will be responsible for:

- Checking all fire doors are free from obstructions and slip/trip hazards and all escape routes are clear.
- Ensure all medications are taken out alongside the children.
- Checking all fire doors can be opened quickly and easily, and all fire resisting doors close properly.
- Checking no fire resisting doors are wedged or propped open.
- General housekeeping standards are adequate and the building is generally tidy. Rubbish and waste materials are not being allowed to accumulate.
- There is no storage, especially combustible materials, in unsuitable locations (corridors or electric intake rooms).
- Waste containers stored externally in a secure compound.
- Cooking facilities have the essential fire precautions immediately available e.g. fire blanket, fire extinguisher. Our kitchen and staff facilities are of a high standard and are annually maintained / cleaned according to RBWM guidelines.

Evacuation Procedures

The overall aim is to save life; therefore evacuation is of paramount importance. Staff are not expected to fight fire nor should they go back into the building.

- Anyone discovering fire or smoke should raise the alarm by breaking the glass at the nearest alarm point.
- Direct children to walk quietly to the nearest exit and then walk quietly in single file to the assembly points on the playground. Children will line up in register order. Ensure that the classroom is empty before leaving.
- Everyone on site, children and adults, must leave by the nearest exit.
- School Bursar or Secretary will call the fire brigade.
- Two designated members of staff will check the children's toilets are empty.
- The admin staff will issue registers and check signing in book for roll call by class teachers at the assembly points.
- The Headteacher or designated member of staff will check that all adults and children are accounted for. Classes should stand still and quiet until asked to re-enter the building.

NB: As the attendance register reflects the true number of children in school at the start of the morning or afternoon, it is important that it is completed quickly and accurately and then returned to the school office. Teachers should be mindful of any child that is later taken off site for illness or an appointment.

If any visitors are present the adult they are working with should ensure that they know what to do.

See Emergency Evacuation Plan in Appendix A

Closure of the school

We have a duty of care to protect our students and staff and it is fundamental that we use this statement when making decisions about an emergency closure of school.

The Headteacher (or designated person) in conjunction with the Chair of Governors and the RBWM has the authority to close our school on a temporary basis when the safety of staff, students or third persons is at risk. The RBWM issue all schools with an emergency plan for critical incidents, which we adhere to at all times.

Temporary closure of a maintained school may occur where there is an immediate threat to student and staff physical health or safety and/or the existence of distressing environmental factors, which results in an inability to continue supervision or a viable program of education. This is in line with Government legislation.

A temporary school closure may be considered under the following circumstances:

- emergency or critical incident
- risks to health or safety
- instruction from the Medical Officer of Health
- epidemic
- industrial action
- days of extreme weather conditions (thermal comfort).

At Braywood we have strict guidelines to follow in the case of an emergency and all staff are aware of this policy.

Communication (SIMS/Website)

We hold the contact details of all our families and we regularly update this information. We subscribe to a communication system through text/email messages in order to immediately contact parents in the case of an emergency. All this data is kept in accordance to the data protection regulations.

Closure before school starts:

- When a decision is made for closure before school starts we will contact parents individually through our 'website' system or through a system of phone calls from designated members of staff.
- A message will be left with the local radio (Radio Berkshire)
- An emergency message will be posted on our website.

Closure during at the beginning of the day

- Parents of children who are delivered to school will be informed as they arrive at the school.
- A member of staff will look after those children who do arrive at school until they can be collected either by the parent or by the contact person as supplied by the parents.
- If neither of these persons can be contacted and it is an emergency where the child needs to be taken from the school a responsible member of staff will take responsibility for looking after the child and contacting the parents as soon as is practicable.

Closure during school hours:

- If the school is to be closed during normal hours, the school will contact parents or emergency contacts. Children would be supervised until collected.
- If clubs are cancelled without parents being aware, those children who have siblings at school will be sent home with them; single children will be kept at school until parents or emergency contact numbers have been informed, and the children have been collected.
- If it proves impossible to contact personal numbers for a particular child it may be necessary to send that child home with a reliable, willing adult. This would normally be one of the emergency contacts held on file for every child. That person would then be responsible for the child and for contacting the parents.

There will be unforeseen incidents as no policy can cover every situation. Our main concern would obviously be for the safety of the children in our care we would ensure that a responsible adult was looking them all after, in a safe environment.

It is recognised that in the case where we open our school in conditions of uncertainty as we feel that conditions on site are as safe as possible i.e. snow; the school will afford the parents the choice to return back to school. There will be no pressure from the school to encourage parents who do not feel that they wish to bring their child back to school and equally the school takes no responsibility for any problems which may arise through the journey to school or actions from the parents outside the school.

Emergency Evacuation Plan

In the case of an emergency the school has a comprehensive emergency plan, which is kept in an emergency rucksack next to our first aid area. This resources has everything that we are likely to require if we have to vacate the building quickly.

We have allocated **Braywood Cricket Ground** as our point of safety and we have keys to get into the cricket pavilion.

Our emergency plan has more details such as contact numbers etc.

Monitor and review

The agreed procedures in this policy are vitally important for everyone to know and regular training is provided to ensure that all staff understand the contents of this document. The Headteacher reviews the policy annually,

Training to whole staff is provided in an inset every two years and through our induction process .The Governors are kept abreast of information through our termly meetings and the RBWM are there for advice and support.

Our 'Safety at School' policy is a working document always been monitored and reviewed accordingly. The safety of all staff, parents and children is of paramount importance and therefore procedures need to be revisited to ensure the best possible care. Good practice to maintain the safety of a school requires constant vigilance for anything untoward, it requires members of the school community to act responsibly and promptly and for there to be good communication at all times.

This will be achieved by:

- A yearly check will be carried out by Head teacher and the Health and Safety Representative to monitor the upkeep of buildings and grounds.
- The governors agree to appropriate training for staff in relation to health and safety.
- All new staff and visiting staff, as part of their induction programme, will be advised on safety procedures and associated contingency plans.
- The yearly check will be used to prioritise need and to inform planning.
- The Site Maintenance Record Book will be used to ensure immediate action is carried out when necessary.
- All staff will carry out monitoring on a day-to-day basis.
- The Premises Officer will monitor school grounds and premises daily.
- Monitoring by governors will be via the Resources Committee and the Head teacher's Report.
- The policy will be reviewed annually.

Appendix A – Emergency Evacuation Plan

The main fire panel is located just outside the office and the secondary device is at the back of the Church House.

IN THE CASE OF A FIRE ACTIVATE THE ALARM BY SMASHING THE GLASS. These are located at the exit of every building.

Anyone discovering a fire must sound the alarm by activating the nearest break glass call point.

IN THE EVENT OF FIRE THE FOLLOWING PROCEDURE MUST BE IMPLEMENTED:

- 1) The fire alarm will sound.
- 2) The Headteacher or designate will telephone the fire brigade.
- 3) Class teachers will immediately evacuate their classes to the assembly point, i.e. the playground. (We will move if necessary to other assembly points) The building will be exited by following the fire evacuation sign age which is as follows:

Year 4 exit through the main school door and down the ramp

Year 3 exit through the cloakroom door

Year 1 and Foundation children will exit through their classroom door

Year 2 exit through the fire door adjacent to their classroom

- 4) Children should be told to move quietly and in order. The teacher must be the last to leave after ensuring that all children are out of the building. The teaching assistant to lead. The class register will be taken out by the office staff to enable immediate roll call to be made. Pupils with mobility problems will leave through the office door. **Do not stop for personal belongings.**
- 5) This plan is in place for all members of the school community and there are personal evacuation plans for children who will have problems in the event of a fire.
- 6) Designated fire staff will check the toilets/other buildings and close doors whilst the registers are taken by the class teacher.
- 7) The Headteacher will meet the Fire Brigade when they arrive to advice on the possible location of the fire and any issues with the evacuation. In the event of a real fire the children will be escorted to a safe location on the field or in the graveyard depending upon the location of the fire. The playground is not deemed to be safe.

Advice will be given to the Fire Brigade on any high-risk areas such as the kitchen, oil tank and gas shut off valves. The locations of these are kept in the office and will be retrieved if possible. Do not cancel the fire alarm until the Fire Brigade advises you to do so.

Do not enter the building unless advised to do so.

- 8) Fire extinguishers are located at strategic places in the building and should only be operated by staff where necessary to leave the building. They are located at:
 - Entrance Hall - by the front door
 - Exit from the main classroom to playground
 - By Mortuary Chapel door
 - Annexe - by rear door - by side door

- Clock house by door
 - Headteacher's office and staff room
- 9) The arrangements for evacuating people / children especially at risk are located in our PEEP documentation. This usually involves the child's personal TA targeting the child and ensuring that they vacate their classroom at the same speed as the other children, whether that is by lifting them up or supporting their movements.
 - 10) The Headteacher is responsible for calling the Fire Brigade. The office staff are responsible for the registers and the plan of the school. The teachers are responsible for closing the doors and the deputy fire delegate times the evacuation and checks the toilets.
 - 11) The following arrangements have been made for high risk areas.
 - The oil tank has a second skin
 - Parking is not permitted on the access point for the fire brigade
 - Fire doors are never blocked.
 - The kitchen is deep cleaned (including valves) to prevent build up of grease and procedure for safety are well maintained.
 - This procedure is reviewed every 18 months.
 - 12) The following arrangements are in place once the people have left the building.
 - Arrangements are in place to let our residents know that there is a fire and where to go to be safe.
 - If the fire is in the main school we will assemble in the graveyard or the Church House where there is a telephone or if the fire is in the Children will be accompanied by adults at all time and sat in their year groups to enable to monitor the children.
 - If we are outside in inclement weather or for long periods we have many out buildings if the fire has been put out. If not there is a hall within walking distance that we could occupy if necessary.
 - 13) If the hall is being hired out at the time of a fire the persons hiring the hall will adhere to our fire procedures. Notices are displayed next to every fire bell and extinguisher. These are checked annually together with emergency lighting.
 - 14) New staff are trained on induction regarding fire procedures and equipment in place (including the information and training within the RBWM Fire Safety Guide). All stakeholders on site will receive regular training every 2 years alongside practising evacuating the building every term.
 - 15) Our fire alarm is more than adequate for purpose and installation is checked annually. Fire alarms are checked weekly on a rotational basis. Where a fire has occurred a Fire Report Form will be completed and Building Services advised.

Appendix B - Critical Incidents

Critical Incident 1

The school has in place contingency measures for critical incidents.

Critical Incident Planned Response Road Traffic Accident involving Pupils/Accident during School Trips

Immediate action:

- Remove children from danger if possible/appropriate Contact emergency services and obtain accurate information and inform school (uncertainty breeds rumor which adds to distress).
- The school (most likely the administrative office) will contact families of those involved. Contact lists are found in the school office. If you cannot get through just ask them to ring the school, do not leave a message.
- If there is death or serious injury the police will inform parents (possibly with a member of staff). A staff member will go with the child to hospital.
- Communications to and from school (e.g. use mobile/fax line as an outgoing line to leave main line free if it is expected that many parents will be trying to contact the school).
- Give the same level of information to everyone, provision of a script is sensible. The Head teacher and Deputy Head will be responsible for drafting of a script.
- The Head teacher will inform staff and pupils. (If sending a letter home give details of the facts, do not apportion blame). Pupils will probably best be told in classes. Only facts should be given, do not speculate on the causes and consequences.
- School will contact the Chair of Governors and the representative at the RBWM will be immediately informed. Press or media will not be allowed onto school premises.
- If there is need for an assembly point the school hall or classroom should be used. Refreshments would be made in the staff room by members of staff and brought to the hall. Staff toilets would be available for adults to use.
- Support with counseling etc. will be sought from the RBWM.

Critical Incident 2

Critical Incident Planned Response Aggressive or Violent Incident in School (attack by aggressive parent or pupil)

- All external doors can only be opened from the inside. The front entrance door lock can be controlled in the office. If it is anticipated that an aggressive parent or intruder are on their way to school the office door will be kept locked. If appropriate the police will be called.
- If parents have entered the building and proceeded to demonstrate aggressive behaviour to teachers, often in front of pupils. If this is the case the following should be observed.
- Remove children if possible.
- Seek immediate help (ask a child to go to the teacher next door).
- Try to remain calm and ask aggressor if they would like to sit down to discuss the problem.
- Staff going to aid the teacher should be accompanied by another adult.
- The head teacher should be informed.
- If the situation is out of control the police should be called. In extreme cases it may be necessary to use restraint procedures but this must not be done alone.
- If the situation can be calmed and the aggressor leaves the premises, all doors must be locked.
- The head teacher will inform the aggressor in writing of the expected code of behaviour in school and in extreme cases may forbid the parent from further contact with the teacher.
- No comments will be given to the media and the press officer will be informed if necessary.
- In the extreme case of a teacher or child being held hostage, all other children and staff must evacuate. The police must be immediately informed and will provide guidance.
- Panic alarms will be used in this case where the police will be directly informed electronically.

Critical Incident 3

Critical Incident Planned Response - Disaster in the Community (e.g. fire, explosion, major road accident, civil disturbance, terrorism)

Immediate action

- If this happens within the close proximity of the school it will be necessary to remove children from any danger (use evacuation procedures).
- The planned evacuation point is the hall in Fifield.
- Contact emergency services.
- If the incident happens outside of the immediate vicinity of the school accurate information should be obtained.
- If the incident occurred outside of school hours accurate information should still be sought so that discussions in school can be based on fact.
- Action as soon as possible
- Inform children of the incident. This should be told simply and without fabrication.
- Keep incoming phone line clear so that emergency services are able to provide updates.
- If it is necessary to keep children behind after school, children will stay with their class teacher and parents informed accordingly. Emergency services will advise.
- Attempt to stick to normal school routines as soon as possible.

Later action:

- Give staff "Permission" to talk. Head teacher / admin. Officer to contact outside agencies where appropriate (e.g. EP's) Encourage children to talk (may be necessary to hold a debriefing meeting led by an experienced outside professional).
- Express sympathy (visit those who may be in hospital or bereaved).
- Identify high risk pupils/staff
- Monitor effects of all involved.
- Organise treatment if necessary.