Eastcroft Park Primary School
Health and Safety Policy

Review frequency: Governing Body or local authority free to determine

Approval: Governing body free to determine how to implement.

DfE
Statutory polices for schools
Advice on the policies and documents that governing bodies and proprietors of schools are required to have by law September 2014
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Part One – Statement of Intent Policy

This is a statement of policy for Eastcroft Park Community School. This does not replace Knowsley Borough Council’s statement of Health and Safety policy. Copies of the Borough Health and Safety documents are available in the School Office.

1.1 It is the intention of the Governors that for health and safety purposes the school will operate within the structure and framework of KBC and will apply all health and safety instructions and advice issued by the Education Department.

1.2 The aim of the statement is to ensure that all reasonably practical steps are taken to secure the health, safety and welfare of all persons using the premises:

   a. To establish and maintain a safe and healthy environment.
   
   b. To establish and maintain safe working procedures amongst staff and pupils.
   
   c. To ensure the provision of sufficient information, instruction and supervision to include all people working on site and pupils to avoid hazards and contribute positively to their own safety and health at work. To allow access to health and safety training as and when provided.
   
   d. To formulate effective procedures for use in case of fire and other emergencies and for evacuating the school premises.
   
   e. To provide and maintain adequate welfare facilities.

Signed Headteacher

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Signed Chair of Governors

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Date

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Part Two – Responsibilities and Duties

2.1 The Headteacher

The overall responsibilities for all school health and safety organisation rests with the Headteacher who shall:

a. Set up arrangements in the school to cover all Health and Safety legal requirements.

b. Produce a written statement of those arrangements and to bring it, and the Council’s statement to the attention of all staff.

c. Be available to any member of staff to discuss Health and Safety problems not solved at a lower level or through the established arrangements.

d. To report to the Education Department those instances where the Head’s executive authority does not allow the elimination or reduction to the satisfactory level of a hazard, but to take all necessary short term measures to avoid danger pending rectification.

e. To be available to appointed safety representatives and to co-operate with them as far as is reasonable in their efforts to carry out their functions. To receive written reports from safety representatives and respond in writing within a reasonable time.

f. To ensure that a system is established for the reporting, recording and investigating of accidents and that all reasonable steps are taken to prevent re-occurrences.

g. To review from time to time:

i. The provision of first aid in school

ii. The emergency regulations.

h. To review regularly the dissemination of safety information concerning school.

i. Recommend necessary changes and improvements in welfare facilities.

j. Inform the Governors from time to time of the safety procedures of the school.

2.2 All Employees
The Health and Safety at Work Act 1974 states:

“It shall be the duty of every employee while at work to take reasonable care for the Health and Safety of himself/herself and of any other persons who may be affected by his/her acts of omissions at work”.

All staff are to pursue the objectives of the Council in respect of Health and Safety.

All employees are expected:

a. To know the special safety measures and arrangements to be adopted in their own working areas and ensure they are supplied.

b. To observe standards of dress consistent with safety and/or hygiene.

c. To exercise good standards of house keeping and cleanliness.

d. To know and apply emergency procedures in respect of fire and first aid.

e. To use and not wilfully misuse, neglect or interfere with things provided for his/her own safety and/or the safety of others.

f. To co-operate with other employees in promoting improved safety measures in their school.

g. To co-operate with the appointed safety representative and the enforcement officer of the Health and Safety Executive or Public Health Authority.

2.3 Health and Safety

a. Co-ordinate the whole school programme of Health and Safety by ensuring full consultation and participation of all staff, through appropriate meetings and consultation.

b. Carry out regular inspections of the school and inform the appropriate authorities of any problems/deficiencies and ensure that the appropriate officer is advised of any necessary action.

c. Set up and administer the system for reporting, recording and investigating accidents and take all reasonable steps to prevent re-occurrences. Report as necessary to LEA/appropriate office.

d. Disseminate safety information within the school.

e. Ensure that new employees are briefed about safety arrangements and are given a copy of the school’s statement and the opportunity to read it.

f. Ensure that effective arrangements are in force to facilitate ready evacuation of the buildings in case of fire or other emergency and that fire lighting equipment is available and maintained.

g. Ensure that all visitors are informed of any hazards on site of which they may be unaware. To ensure that consideration is given to the possibilities of maintenance work affecting staff and pupils.
h. To organise and record evacuation drills and have special regard for the evacuation of physically handicapped pupils.

i. Liaise, when appropriate, with the caretaker and senior staff.

j. Liaise with the Staff Development Officer to provide appropriate training for staff in health and safety areas.

k. The Headteacher is the ‘appointed person’ to take charge of a situation involving injury or illness. In his/her absence the senior member of staff on call assumes the responsibility.

2.4 Teaching and Non-Teaching Staff Posts of Responsibility

These staff:

a. Have a general responsibility for the application of the LEA’s and school’s safety policy to their own departments or area of work and are directly responsible to the Head for application of safety measures and procedures within the department/area of work.

b. Shall, where necessary, establish and maintain safe working procedures including arrangements for ensuring as far as reasonably practical, safety and absence of risk to health in connection with the use, handling, storage and transport of articles and substances (e.g. chemicals, boiling water, guillotines).

c. Shall deal with any Health and Safety problems referred to them by a Member and refer to the Head or Safety Representative of any of these problems they cannot resolve.

d. Shall carry out a regular safety inspection of the activities for which they are responsible and where necessary submit a report to the Head (copy for Safety Representative).

e. Shall ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own safety and health at work.

f. Shall, where appropriate, seek advice and guidance of the relevant Adviser of Officer of the LEA.

gh. Shall propose the Head requirements for safety equipment.

2.5 Class Teachers

Teachers have the responsibility for the safety of pupils when they are in their charge. This responsibility cannot be delegated to a student teacher.
If, for any reason, a teacher considers he/she cannot accept this responsibility he/she should discuss the matter with the Head.

Class teachers are expected:

a. To exercise effective supervision of the pupils and to know the emergency procedures in respect of bomb scare and first aid.

b. To know the special safety measures to be adopted in their own teaching areas and to ensure that they are applied.

c. To give clear instructions and warnings as often as necessary.

d. To follow safe working procedures personally.

e. To call for protective clothing, goods, special safe working procedures etc, where necessary.

f. To regularly check all equipment, furniture and their environment (heating, lighting etc) and to report any defects to the Health and Safety Representative/Site Manager.

2.6 Supervision of Pupils

a. The Headteacher has responsibility for the internal organisation, management and control of the school and for the deployment and management of teaching and non-teaching staff.

b. Lunchtime arrangements shall be co-ordinated by the Headteacher.

c. Teachers are required to maintain good order and discipline of pupils, at all times, and to safeguard their health and safety wherever they are authorised to be on school premises or engaged in authorised activities elsewhere. When a teacher voluntarily undertakes an activity involving pupils, the teacher’s duty of care continues to apply. Separate guidelines apply to visits and Educational Activities, which take place of the school premises.

2.7 Teaching and Non-Teaching Staff with a Post of Responsibility

These staff:

a. Have a general responsibility for the application of the LEA’s and the school’s safety policies to their own departments and are directly responsible to the Head for the application of all safety measures and procedures within their department/area of work.
b. Necessary establish and maintain safe working procedures including arrangements for ensuring, as far as reasonably practical, safety and an absence of risk to health in connection with the use, handling, storage, and transport of articles and substances; (e.g. chemicals, boiling water, guillotines, etc).

c. Shall deal with any Health and Safety problems referred to them by a Department member and refer to the Headteacher, or the Safety Representative, any of these problems which they cannot resolve.

d. Shall carry out a regular safety inspection of the activities for which they are responsible and where it is felt to be necessary submit a report to the Headteacher, with a copy for the Health and Safety Representative.

e. Shall ensure as far as is reasonably practicable the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own safety and health at work.

f. Shall, where appropriate, seek the advice and guidance of the relevant Adviser or Officer of the LEA.

g. Shall propose, to the Head, requirements for safety equipment.

h. Have responsibility for their own department/area of work and should carry out regular safety inspections.

2.8 The Site Manager

In addition to the responsibilities outlined in the main job brief the Site Manager shall:

a. Carry out regular inspections of the school and grounds and inform the Headteacher of any problems/deficiencies. He/she must carry out the appropriate action to rectify the deficiency or contact the appropriate officer and ensure the work is carried out.

b. Keep a record of all such remedial work and requests for maintenance, giving a copy to the Administration Officer.

c. Fulfil all the necessary precautions regarding maintenance and cleaning duties including COSSH Regulations and Electricity at Work Regulations.

d. Work with the Headteacher to ensure safe, secure environment.

e. Maintain and inspect all fire equipment, alarms and precautions as laid down in ‘Fire’ Book.
f. Have responsibility for hygiene of toilet facilities throughout school.

g. Ensure all outside contractors have reported to Site Manager and liaise with Headteacher if necessary. Discuss the nature of work and any risks to pupils/staff. Appraise outside contractor of any hazards in the area of work.

h. Ensure that all outside contractors receive the schools Health and Safety guidelines applying to contactors and confirm that they will comply to these regulations by signing the sheet available in the main office.
2.9 The Pupils

The pupils are expected:

a. To exercise personal responsibility for the safety of self and other pupils.

b. To observe standards of dress consistent with safety and/or hygiene (this includes the ‘jewellery’ school rules).

c. To observe all safety rules of the school and in particular the instructions of teaching staff given in an emergency.

d. To use and not wilfully misuse, neglect or interfere with things provided for his/her safety.

2.10 Visitors

Regular visitors and other users of the premises should observe the safety rules of the school. In particular parents helping out in school should be made aware of health and safety arrangements applicable to them by the teacher whom they are assigned.

2.11 Inspections/Premises/Housekeeping

a. All employees are expected to exercise good standards of housekeeping and cleanliness.

b. The Site Manager will carry out regular inspections of the school and inform the Headteacher if appropriate, of any problems/deficiencies and ensure that the appropriate officer is notified.

c. Staff in posts are responsibilities and have responsibility for their own department/areas of work and should carry out regular safety inspections.

d. Class teachers should regularly inspect their working areas and any equipment/furniture in use.

e. The Site Manager is responsible for weekly inspections of buildings and grounds and should report to the Headteacher if it is not possible to use the LEA procedure or if the situation is serious/an emergency.
Part Three – The School Premises

3.1 Car Parks

Eastcroft Park has just one car park area.

3.2 Fences

a. The building is protected by an 8 foot high, perimeter, security fence. Great care has been taken to ensure that trees and plants are not placed in such positions so that they could provide a “stepping stone” for persons attempting to enter the premises by climbing the fence.

b. The fence is checked on a daily basis, by the Site Manager, to ensure it remains in good repair.

3.3 Grassed Areas

a. The grass is regularly cut and maintained under the Grounds’ Maintenance contract.

3.4 Pedestrian Pathways

a. These are checked on a daily basis by the Site Manager, during his morning patrol of the premises, to ensure that they are safe and free from objects which may be injurious to health. This includes patches of ice, when applicable. The Headteacher is informed of any hazards found which cannot be removed or dealt with.

b. Vehicular traffic is not allowed on any pathway.

c. The children are actively encouraged to use only the pathways, and not the driveways, when arriving at and leaving school.

3.5 Playgrounds

a. Both playgrounds (Infant and Junior) are checked on a daily basis by the Site Manager, during the morning patrol of the premises to ensure that they are safe and free from objects which may be injurious to health. This includes patches of ice, where applicable. The Headteacher is informed of any hazards found which cannot be removed.

c. They are also checked, by the teacher or supervisor, for hazardous objects, each playtime and lunchtime prior to the children using them for breaks and before any lesson is conducted by the teacher on the yard.
3.6 The School Building – Classrooms

a. For the sake of Health and Safety, each classroom will be maintained in a tidy and safe condition for the children, by the class teacher.

b. Class teachers will report to the Headteacher any aspect of the classrooms which they feel may be a hazard to the children’s health and safety. This includes the lighting level and the temperature control.

c. All classroom equipment and furniture is checked daily by the class teacher, to ensure it is safe for the children to use. Items found to be unsafe are reported to the Site Manager, who will consult the Headteacher and arrange for their repair.

d. Class teachers shall instruct the children in the use of any equipment which is a potential hazard to their health and safety. This includes electrical equipment.

e. No substances of a toxic nature, or those which may be hazardous to the health and safety of the children, will be introduced into the classroom without the prior, expressed permission of the Headteacher.

3.7 Internal Doors

a. Access to each fire door will be kept clear of any obstacles, at all times.

b. All fire doors will be checked by the Site Manager, on a weekly basis to ensure their efficient operation.

c. Fire doors fitted with automatic closing devices will be maintained so that they are kept closed at all times.

d. All doors, which can be reasonably expected to be used by the children, are fitted with “Fingersafe” devices – a device which prevents fingers being trapped at the hinge side of the door. These will be inspected on a weekly basis to ensure that they are in good working order.

e. Any glass in internal doors will meet all statutory requirements.

3.7 External Doors

a. All parents and visitors to the school are instructed to use the Main Entrance door only, when visiting the school
b. All external doors shall be kept closed and locked at times other than breaks and lunchtimes. It is the responsibility of the last class teacher in, to ensure this is carried out efficiently.

c. Any glass in external doors will meet all statutory requirements.

3.8 Fire Fighting Apparatus

a. A plan of the building, indicating the location of all fire fighting equipment, is maintained by the Site Manager in his office.

b. All fire fighting equipment and alarms are checked on a regular basis by the Site Manager to ensure they are maintained in good working order. Such checks are recorded in the Fire Book maintained in the site manager’s office.

c. Each item of fire fighting equipment is checked annually, or more often if required, by a qualified expert. A dated label is attached to each appliance when this check has been performed.

3.9 First Aid Equipment

a. A plan of the building indicating the location of all First Aid boxes is included in this policy.

b. Each First Aid box contains a check list which identifies the items it contains.

c. The boxes are checked on a weekly basis by the named First Aid Supervisor, and any deficiencies in the stock are replaced by them.

See the section on “Training” in this policy for more information.

3.10 Glass

a. Glass in the fire doors is of the wired kind.

b. Any glass below 1.5m. meets current legislation standards.

3.10 Gymnasiums/Halls

a. The hall floor is checked by the Site Manager each day as the floor is cleaned.
b. The class teacher checks the floor for any objects which may prove hazardous, prior to each lesson’s start.

c. The P.E. apparatus is checked annually by qualified experts to ensure it is fully operational and is safe for the children to use.

d. Class teachers will check each item of P.E. apparatus prior to the children being allowed to use it. Any defects noticed will be brought to the attention of all staff and a notice banning its use will be attached to the defective equipment.

3.11 Storage of Stock and Equipment

a. All substances kept in school are subjected to COSHH regulations. The Site Manager is responsible for seeing that such regulations are applied. Class teachers will inform the Site Manager of all new substances introduced into the school.

b. No hazardous substances will be stored within the classrooms or their stockrooms, under any circumstances.

3.12 Access and Traffic – Pupil’s Access

a. Each morning all Infant pupils assemble in the Infant Hall and enter through one of the Infant doors identified on the plan. Each evening their parents wait for them by the designated classroom door and the children and parents leave the school by the appropriate school gate.

b. Each morning Junior pupils assemble in the Infant Hall. They enter school by the Junior entrance. At the end of the school day, parents will wait for their children by the designated classroom door and the children and parents leave the school by the appropriate school gate.

c. Each morning children who arrive by the School Mini Bus will enter school by the main entrance. At the end of school, these children will wait for the bus by the front office and will then be escorted (by a parent) to their bus to return home.

d. For safety reasons, parents arriving to collect their child, (e.g. for medical appointments) must first report to the secretary in the Main Office in the Main Entrance.

e. All children who arrive late should use the Main Entrance, reporting to the school secretary on arrival. A record is kept of children arriving late or leaving early.

f. Children who have to leave school for any reason (e.g. medical appointments) will always leave by the main entrance.
3.12 Adult/Visitor Access

a. All adults visiting the school wear identity badges which are collected from the school secretary.

b. All visitors will enter by the Main Entrance and report to the school secretary in the Main Office on arrival.

c. All official visitors to the school are issued with an identity badge on their arrival, once they have signed into the Visitors’ Book.

d. Any adults, without an identity badge, will be challenged by staff at all times and escorted to the office where they will be checked by the office staff. The incident will be reported to the Headteacher.

3.13 Vehicular Access

a. Parents will not be allowed to enter the school premises, by car, when picking up their child unless they are registered disabled.

b. No vehicles (e.g. contractors’) will be allowed onto the school yards when they are in use by the children. Such vehicles must be parked until the break period is over.

c. Special care will be exercised with grass cutters, that no person can be injured by flying stones etc. thrown up by the machine.

3.14 Contractors – Arrival

a. All contractors will report to the Main Office on arrival.

b. They will enter their details, and the reason for their visit, in the Visitors’ Book.

c. All contractors must then meet with the Site Manager, before commencing work.

3.15 Working Practices

a. All contractors’ staff must be conversant with the Health and Safety Regulations of the school and of Knowsley Metropolitan Borough.

b. All contractors have a duty to work safely.

c. The contractors must ensure that:-

i) The work is carried out in such a manner that they create no unreasonable hazard to themselves, the pupils or the staff of the school.

ii) The Site Manager is aware of their presence and the nature and place of their work.
iii) Where particularly hazardous work is to be undertaken, the contractor must ensure that the Headteacher is aware of such work and that any necessary precautions to protect the persons in the vicinity of the work, have been carried out (e.g. work on a roof – danger of falling debris, molten bitumen, boilers etc).

iv) Their staff are familiar with the KMBC Circular No 131/82 Directives (a) to (f) as recommended by the Borough Safety Officer.

v) All work must be carried out using the Supervisor’s Guide to Construction Regulations, which is available from the ROSPA.

vi) All equipment has been checked by a competent person to ensure that it is safe and suitable for the task. A log must be kept with the equipment itemised and the date of inspection recorded.

vii) Safe systems of work have been drawn up, and explained fully to the Headteacher and Site Manager. Action must be taken to ensure that such systems are implemented in a safe manner.

viii) Close supervision will be provided at all times.

ix) Adequate First Aid facilities are provided at all times, especially during school holiday periods.

x) Adequate insurance is provided, as laid down by the Borough Insurance Section.

xi) Work is carried out to a standard acceptable by the Borough Architects Department.

c. The contractor’s Supervising Officer must ensure that Headteacher and Site Manager are fully consulted on, and agree on the:-

i) Nature and parameters of the work to be done.

ii) Time scale for completion.

iii) Detailed information relevant to the safety of the contractor’s employees.

iv) Contractors’ requirements for access/exits to the site.

v) Positioning of skips, storage areas and fences to be erected.
vi) Details of any noxious or offensive substances or process to be used on site.

vii) Erection of toilet facilities, servicing and parking facilities for the contractor’s employees.

viii) Supervising Officer’s methods of briefing sub-contractors.

d. The contractor must keep the Headteacher and the Site Manager appraised of all progress of, and changes to, the agreed procedures, including the time scale for completion.

3.16 Completion

a. On completion of the contractor’s work, the school site must be left in a safe, clean and tidy state as it was before the work began.

b. All contractors should inform the Headteacher and Site Manager before vacating the site.

3.17 Contract Services (S.L.A.s)

All employees of contracted services are expected to comply with all Eastcroft Park’s Health and Safety Guidance and Regulations.

The Cleaning Contract

a. All conditions in this policy apply, where appropriate, to staff employed by Contract Services working as cleaners within the school.

b. Responsibility for ensuring that such conditions are applied by the staff rests with the managers of the Cleaning Contract.

c. Managers of the Cleaning Contract are expected to notify the Headteacher of any hazard which occurs and is not covered by this Health and Safety Policy.

The Grounds’ Maintenance Contract

a. All conditions in this policy apply, where appropriate, to all staff employed Contract Services working within the schools grounds.

b. Responsibility for ensuring that such conditions are applied by the staff, rests with the managers of the Grounds’ Maintenance Contract.

c. Managers of the Grounds’ Maintenance Contract are expected to notify the Headteacher of any hazard which occurs and is not covered by this Health and Safety Policy.
The School Meals Contract

a. All conditions in this policy apply, where appropriate, to staff employed by Contract Services working within the school’s kitchen.

b. Responsibility for ensuring that such conditions are applied by the staff, rests with the managers of the School Meals Contract.

c. Managers of the School Meals Contract are expected to notify the Headteacher of hazard which occurs and is not covered by this Health and Safety Policy.

3.18 Electrical Equipment

Electrical Safety

a. The Electricity at Work Regulations came into effect on 1.4.90. Electrical Safety in Schools Guidance GS 23 relates to precautions which will be taken to guard against shock or burn to children.

b. Fixed electrical installations will be properly inspected and tested by a component person every five years (More frequently if subject to damage or abuse).

c. Changes to fixed installations will be made by a competent person and inspected and tested.

d. Temporary installations e.g. stage lighting, display lights etc will be tested and inspected initially (but if left in situ – every three months).

e. All apparatus should be examined to see if it is obsolete/defective and necessary action taken.

f. All electrical equipment will be visually checked each term.

f. The visual inspection takes into account the actual condition of the equipment, associated cables and plug.

h. All equipment will also be visually checked, by the user, prior to use.

i. Equipment thought to be dangerous will be reported, taken out of use, clearly labelled “FAULTY – NOT TO BE USED” – until it can be checked by a competent person.
3.19 The Competent Person

It will be noted that certain inspections, operations and supervisory duties, under these regulations, will be carried out by a **competent person**. This term has no legally defined meaning and it is for the Governors to decide for themselves whether a particular person is competent to carry out the duty in question. In the event of legal proceedings the Governors may be called upon to satisfy the Court as to the competency of the person chosen.

So far as inspection and examinations are concerned, the following **unofficial** definition of a component person is found to be helpful.

> “The person chosen should have such practical and theoretical knowledge and actual experience of the type of machinery or plant which he has to examine as will enable his to detect defects or weaknesses”.

The component person must not only be able to discover defects but must be able to tell what effect they are likely to have. It must be emphasised that the above definition is an unofficial one and has no legal validity. It does, however, provide a good working rule.

3.20 Portable Electrical Equipment

a. An item is deemed to be portable if the equipment has a plug.

b. An up to date inventory (The Portable Register) of equipment, which indicates where the equipment is used/located/stored, will be maintained.

c. All Portable Appliances will be tested, by a competent person, at regular intervals. Usually this will be annually, but greater usage of equipment will require more frequent testing.

d. All staff will be encouraged to use the equipment safely and to report any faults found.

e. Staff will carry out a visual check each time, before they use a portable appliance. This test is identified below.

f. Instruction/operating manuals where they exist will be ready accessible.

g. The correct procedure for connection and disconnection of equipment will be established, namely:-
Connection
i) Plug in.           i) Turn off power.
ii) Switch on at main. ii) Remove plug from the supply.
iii) Switch on equipment. (even for short periods).

Disconnection
h. Care will be taken to ensure that no electrical equipment will be used near water, used whilst standing on a wet surface or touched with wet hands.

3.21 Portable Appliance Testing

a. The following Visual Inspection will be carried out, on all Portable Appliances, each time it is used.

i) The supply lead is in good condition.
ii) The appliance casing appears satisfactory.
iii) The fuse rating is corrects.
iv) Connections in the plug seem good.

b. When Portable appliances undergo their annual Electrical Test, the following items will be thoroughly checked, by a competent person:-

i) Earth Bond Test. Required by law
ii) Insulation Test. Required by law
iii) Flash Test. Optional
iv) Load Test. Optional
v) Earth Leakage. Optional

c. Testing will be carried out not only on appliances, but also on extension leads, computer trolleys with built in electrical sockets and R.C.D.s (circuit breakers) if used.

d. The use of personal equipment by staff and pupils is prohibited, unless there is evidence of recent testing.

e. All plugs will meet the following criteria:-

i) New 13 amp plugs will have an insulation sheathing on the two lower pins on all new appliances.
ii) Plugs should not show any signs of heat/burn damage nor should their cover be loose or cracked.
iii) The flex (or cable) should enter the plug and be held securely by the cable grip. It should also enter the plug cleanly, without signs of fraying or splits.
iv) The school will have a programme for replacing older plugs.
f. If faults are found on equipment in use (e.g. overheating/sparking etc.), the following procedure will be followed:
   i) The equipment will not be touched and will be isolated from the mains supply.
   ii) A note will be attached to the equipment stating clearly “FAULTY – DO NOT USE”.
   iii) The Headteacher/Site Manager will be informed immediately.

g. Multi-point square adaptors that plug directly into a socket are not considered suitable. Only adaptors of the type with a 13 amp plug and a flexible lead connected to a flat oblong fused unit will be used. Adaptors are only to be regarded as temporary measures and care will be exercised that they are not overloaded.

h. Coiled extension leads will always be unwound when in use, and care will be taken to ensure that the trailing leads do not present any hazard.

i. Contractors working on the premises must comply with the *Electricity at Work Regulations*.

j. Rooms containing banks of fuses/switchgear will all have restricted access. The immediate area will be kept accessible and free of obstacles, combustibles and flammable liquids.

k. Each item whether new, second-hand or on loan will be labelled in a unique identifiable fashion. The ability to identify an item regardless of its location is important as the school has several items of the same model and type.

l. Details of all new equipment must be recorded in the register as soon as the equipment arrives.

m. Any items which are acquired by means other than purchase (e.g. equipment which is donated or loaned), should be tested fully before use.

n. Items which have been lost, stolen, replaced or taken out of use and disposed of should be noted in the Equipment Register.

3.22 Electrical Safety Policy

a. The Governing Body, in conjunction with the L.E.A., will honour their duty to ensure, as far as is reasonably practical, that all electrical installations and all electrical equipment is constructed, maintained and used in a safe manner.
b. The practical steps which are to be taken by the management of this schools are:-

   i) To ensure that existing electrical wiring and equipment is sound and that it has been properly installed.
   ii) To ensure that any electricians who carry out the work in the school are competent and suitably qualified.
   iii) To set up a maintenance programme to be carried out and also a system to monitor how maintenance is carried out by competent staff.
   iv) To ensure that no electrical maintenance work in the school is carried out “live” or with the possibility of contact with a potentially live conductor.
   v) To ensure that electrical safety is covered in risk assessment and other safety checks.
   vi) To encourage each member of staff to honour their responsibility to use electrical equipment in such a way that, as far as is reasonably practicable, it does not give rise to any danger.

c. All fixed installations (hard wired or that which can be classified as “any machine or system that cannot be disconnected from the mains without the use of tools,” e.g. the building’s wiring systems including fixed sockets and switches, electric cookers, extractor fans, electric heating systems, kilns, etc) will be inspected and tested by a qualified person at least every five years.

d. Changes to fixed installations will be made only with the consent and approval of a qualified electrical engineer.

e. All work people, who carry out repairs and works to fixed installations, should report to the office and make themselves known to the Site Manager/ Headteacher, to confirm their arrival and that their proposed working arrangements are safe. (see contractors).

f. When such work is being carried out the Headteacher will decide whether:-

   i) To take on an area, temporarily, out of bounds to pupils and staff.
   ii) To provide an alternative escape route in an emergency.
   iii) To restricting time when the work may be carried out.

   Such arrangements will, when required, be organised by the Site Manager.
g. In order to monitor the maintenance of fixed equipment, a plan of the school buildings (included in this policy) will be made and kept up to date showing the positions of plugs and switches, fuse boxes and rooms with switchgear. Also on the plan the positions of hard wired items will be indicated (e.g. oven, extractor fans, etc).

h. The lighting in all rooms will be regularly checked by staff and any failures will be reported to the Site Manager for remedial attention.

i. On discovering sockets and switches which do not work (or if there is any suspicion of a fault or danger) the area will be isolated and the Site Manager/Headteacher/Safety Officer informed.

3.23 The Portable Appliance Register

a. The school will keep a register or record keeping system based on the school’s inventory of electrical equipment. All appliances will be labelled clearly with the date on which the Portable Appliance test was passed.

b. Each appliance will be numbered and will note the following details:-

i) The item’s description.
ii) The item’s serial number.
iii) The item’s normal location.
iv) The item’s Test Identification number.
v) The date when last tested.
vi) The frequency with which the item will be tested.

Part Four – Accident Reporting Procedures

It is the responsibility of any employee who sustains an injury (regardless of whether or not you take time off work), or contacts any disease associated with work activity, or is involved in any way with a dangerous occurrence or incident, to inform their Supervisor or other responsible person immediately.

4.1 Incidents Involving an Injury

a. In the case of any injury requiring **IMMEDIATE HOSPITAL TREATMENT**, another employee working with the injured person should report the incident immediately. If the injured person was working alone and is taken directly to hospital via an ambulance etc, they should, if able, ask someone to inform the headteacher.

b. In **ALL other cases circumstances** the injured person **MUST** report for “First Aid” treatment to the nominated first aider who, in turn, must
inform the supervisor. If no first aider is available in your place of work you **MUST** report to the headteacher.

If you are involved in an accident **REGARDLESS OF WHETHER YOU ARE ON OR OFF DUTY** and you intend to claim for action from someone other than Knowsley Council you **MUST** complete a special form which can be obtained from the Finance Department (Payroll Section), this will enable any claims to take account of your earnings.

### 4.2 Important Notes

a. All injuries occurring during working hours **MUST** be properly reported even if you do not intend to work.

b. The routine “sickness/absence procedure” **MUST** be adopted if you cease to work.

c. Failure to comply with any part of the above procedures may result in a loss of pay and may also lead to disciplinary action.

d. Making a false declaration will result in disciplinary action being implemented, which could include dismissal.

### 4.3 Emergency Procedures – Illness or Accident Guidance for Schools

If anyone should become ill or suffer injury as a result of an accident the following procedures should be followed:-

a. First Aid should be rendered only as far as knowledge and skill permit. The patient should be given all possible re-assurances and if absolutely necessary, removed from danger.

b. The senior member of staff on call must be sent for immediately (usually via school office). He/She is the appointed person to take charge of the situation. Out of school hours, the Site Manager become the appointed person.

c. The Headteacher should also be informed as soon as possible in the event of a serious illness or injury.

d. If an ambulance is required the **999** service should be used (via the school office if possible). Pupils should be directed away from the area. Parents or emergency contacts must be notified immediately. If this is not possible, then any such pupil should be accompanied to the hospital, in the ambulance, by a member of staff. On no account should provision of urgently needed medical treatment be delayed pending the arrival at school of parents.
e. Parents must be notified as soon as possible.

f. As soon as possible after the accident, every case of injury or accident must be fully and accurately reported on the appropriate form and when necessary, detailed statements obtained from witnesses. Completed forms (available from the Education Office) should be passed immediately to the Headteacher who will investigate the accident. An accident form should be completed for all accidents to employees, pupils or members of the public. For employees, an entry must be made in the accident register. Accidents to children should be entered in the accident book kept in the office.

g. Minor illnesses of pupils should be reported to the Administration Office and then to the Headteacher, if appropriate. The member of staff on call will contact the parents/relatives or the emergency contact if the situation seems to warrant the pupil being sent home.

4.4 Accidents will happen

a. Staff will make every effort to prevent accidents happening.

b. Accidents and injuries do, from time to time, occur in school. In all cases where there is any doubt regarding the seriousness of an injury, the school will always assume the worst!

c. Staff will NEVER hesitate in sending for an ambulance – BETTER SAFE THAN SORRY!

d. There should always be qualified first aiders working within our school. Current Certificate holders include Mrs Barry, Mrs Fulton, Miss Bowers, Mrs Lyons and Mrs Paula Murphy Yen. All welfare staff have received a one day basic first aid training course and are updated when necessary of any child’s specific medical needs.

Accident Books

a. There are 3 accident books/records at Eastcroft park.

   i) Book 1 is the Infant book and is kept by the front office

   ii) Book 2 is the Nursery book and is kept in the nursery on a hook in the kitchen in the nursery

   iii) Book 3 is the Junior Book and is kept in the porch by the junior entrance.

   In addition to the above, copies of completed accident report forms are kept in the in the accident file by our Health & Safety officer Mrs Sue Hughes.
b. The teacher on duty is responsible for ensuring that the appropriate book is accurately completed.

c. At lunchtimes, the Welfare Assistant on indoor duty is responsible for completing the accident book and should inform the class teacher if a child is either treated, sent home or has a serious injury.

4.5 Minor and Major Injuries

a. A minor injury is one which consists of something which can be put right by the person on duty washing the wound or applying a plaster.

b. Children who are involved in minor accidents on the yard should be taken to the person on “Indoor Duty” for attention.

c. All injuries requiring any treatment should be recorded in the appropriate accident book. What appears to be a minor injury has, in the past, sometimes proved to be more serious. In particular, broken bones are often difficult to detect. Staff are not qualified doctors and can only be expected to behave as a reasonable parent would.

d. For major injuries the accident procedure must always be followed religiously, as if the entry were to be cited in court as evidence. Copies of this are displayed besides each First Aid box. Major injuries include swelling, eye injuries, bone breakages and all head injuries.

e. Children who sustain major injuries should, where possible, be escorted by an adult to the Main Entrance Area and handed over to the school secretary or Headteacher. (This applies only to cases where the patient may be moved).

f. If the patient may not be moved, then another person (e.g. another child or adult) should be sent to inform the person on Indoor Duty or the headteacher or First Aider. (at lunchtimes).

g. The member of staff who first notices the accident is responsible for, at the earliest opportunity, submitting a written report to the Headteacher. In addition, he/she should complete the appropriate Accident Book.

ALL HEAD INJURIES WILL ALWAYS BE TREATED AS A MAJOR INJURY AS A MATTER OF COURSE.

4.6 Action to take in the event of an accident

a. Call a First Aider but do not leave the child alone.

a. Inform the Headteacher.
c. If an ambulance is required, **PHONE IMMEDIATELY**. Do not wait for parents to arrive.
d. Inform the parent, guardian or the Emergency Contact, as soon as possible.
e. If no contact is available, a member of staff must accompany the child to hospital.
f. As soon as possible:-
   i) Complete an ACCIDENT FORM (from the office) and the ACCIDENT BOOK.
   ii) Inform the Health & Safety Officer.
g. Follow up **ALL** Accidents with a call to Hospital/Home and visit the child if possible.
h. Staff will always behave like a caring parent would.

4.7 Don’t Forget

a. Often other classteachers are unaware that one of their children has been involved in an accident on the yard. The teacher/person on duty should take reasonable steps to let the classteacher know.
b. Parents of injured children will be asked to collect their children at the Main Reception Area. Mrs Hooley or Mrs Barry will ensure that the classteacher is aware that the child has been taken home. The book to record this information should be completed.
c. Children who have received an injury to the head will always receive a “Head Injury” letter to take home to their parents. See Accident Letter in the Appendix of this policy.
d. All staff have a duty to act in “loco parentis”.
e. Staff with First Aid certificates/qualifications should inform the Headteacher.
f. In the absence of the nominated First Aider being available, the appointed person will be the Headteacher. During holidays and weekends and out of school hours, this role is carried out by the Site Manager.
g. School Nurse has been instructed, by the Health Authority, **not** to treat any accidents or illnesses of pupils and is **not** necessarily a qualified First Aider. However, in an emergency she will act as any other responsible adult.
h. A first-aid kit should accompany out-of-school visits/activities.

4.8 Medicines in School

The use of the word “medicines” below refers only to those officially prescribed by a doctor.

a. If a child is unwell the best place for them is at home. A sick child will not be able to cope with school activities and the illness may be infectious.
b. The Headteacher and the administrators have documented sheets of contagious diseases and staff are advised to view these, if they are in doubt.
c. On occasions, children are fit to attend to school but require medication. To administer medicines is a straight forward discharge of “loco parentis” care.

d. Before medicines are administered details of the medicine, frequency of taking and the dosage must be obtained from the parent, along with a written disclaimer which is available from the office.

e. The parents must provide the medicine in a suitable container, clearly labelled.

f. The medicine should always be kept in the main office. The responsibility for administering the medicine remains with the parent.

4.9 Fire Procedures

a. All staff should be aware of, and familiar with, the Fire Precautions Register which is available from the Headteacher/Mrs S Hughes/Site Manager. This book details all available Fire Fighting Equipment, the dates of servicing, tests, Fire Drills, and Fire Department Inspections.

b. All staff will sign the Fire Book, as proof that they have carried out (a) above.

c. Fire Drills will be carried out regularly for the following reasons:-
   i) To prevent loss of life or injury to personnel.
   ii) To ensure all personnel are familiar with the Fire Evacuation Procedure, and thus make evacuations quicker and more efficient.
   iii) To ensure that the alarm can be raised quickly and efficiently.
   iv) To ensure that outside assistance is called with the least possible delay and to a pre-determined plan.

d. In order to effectively prevent Fire it is necessary to appreciate the general circumstances in which a fire could arise. Having an intelligent understanding of the cause of fire is the first step towards taking the necessary precautions. If it is not possible to remove the risk altogether it is often possible to reduce the hazards. The following are some examples of common causes of fire.
   i) Careless use of naked lights.
   ii) Careless use of heating appliances, such as portable stoves or radiators.
   iii) Electric Kettles left switched on long enough to boil dry.
   iv) Inexperienced personnel making additions to, or otherwise interfering with, electrical installations.
   v) Accumulation of combustible materials in inappropriate storerooms or cupboards.
   vi) Gas leaks, or blown out/defective pilot lights on cookers and boilers etc.
   vii) Faulty electrical fittings, badly maintained.

e. Fire equipment and Fire Assembly points are located as on the Fire Plan.

f. All staff should be familiar with, the Fire Drill Procedure as set out later in this policy.
4.10 Action to be Taken in the Event of a Fire

a. Any responsible person on discovering a fire on the premises, or being suspicious of some such emergency should immediately raise the school fire alarm, and should then inform someone in the school office (head, deputy head or secretary). The alarm is raised by breaking the glass at the points situated at:

SEE PLAN ATTACHED

b. Either the person informed in the office or the person discovering the fire (make sure it is agreed) must alert the Fire Brigade with a 999 call.

d. The alarm is a continuous sounding of the two-tone siren alarm.

4.12 ACTION

a. Work must stop immediately and all pupils assembled quietly in the area in which they are working.

b. Pupils should be led to their assembly points:-
   i) Home 1, and 6 on Infant Playground/grass adjacent to staff car park.
   ii) Home 2,3,4,and 5 on KS2 Yard
   iii) Foundation on nursery playground
   iv) Star Programme/Breakfast and after school club on own playground
   v) At the assembly points the roll should be called and any absentees reported to the Headteacher or Deputy Headteacher.

c. When two classes are in close proximity to each other it is helpful if one teacher leads the children and the other brings up the rear. IF POSSIBLE the latter teacher should close windows and doors and check toilets.

d. If a child is known to be in the toilet area or in any other area unsupervised, they must be collected in the most practical way at the time according to the discretion of the class teacher.

e. At all times the pupils must be restrained from running or pushing.

4.13 Registers

a. If the register is still in the classroom it should be taken out by the teacher. Otherwise they will be collected from the office by:-
   i) The secretary or non-teaching assistant.
   ii) The Headteacher or Deputy Headteacher.
   iii) Anyone available near to the office at the time.
b. Registers will be distributed to classes at the assembly points as soon as possible.

4.13 Windows and Doors

a. Where possible these should be closed.

4.14 Fire Marshalls

a. The Headteacher (or in his/her absence the Deputy Headteacher) will assume this role. The marshall will be responsible, subject to the particular circumstances pertaining at the time of the emergency, for ensuring that the school is evacuated of all personnel.

4.15 Blocked Entrances

a. In the event of one or more entrances being blocked the nearest clear entrance to the class should be used
4.16 General Points
a. Any faults, noticed during a FIRE DRILL should be reported to the Safety Officer at the earliest opportunity.

b. **Calmness and silence** should ALWAYS be our aim, in the event of an evacuation of the school building.

c. Lunchtime is perhaps the **WORST TIME** for a fire to break out, and it is certainly the most difficult to formulate a procedure for checking which children should be, and actually are, on the school premises. Common sense will be the key factor in such an eventuality.

d. Should a fire occur during lunchtime, one of the Senior Supervisors, together with the Welfare Assistants, will remove all the children from the Dining Hall, to the Assembly Point.

e. All staff on the premises will make their way to the Assembly Point, checking the building as they go.

4.17 Assembly Points
a. There are 4 Assembly Points.
   i) The **Junior Yard**
   ii) The **Infant Playground**
   iii) The **Nursery Playground**
   iv) The **Star Turnaround Playground**

4.18 The Fire Department
a. The Department arrives unannounced to carryout its impromptu Inspections. They submit a report to the L.E.A., and the Headteacher receives a copy some weeks later.

BOMB PROCEDURES

4.19 On Receiving The Call
a. Listen to the caller without interrupting and make a note of the time of the call and precisely what is said.

b. Before the person rings off, try to ascertain:
   i) precisely where the bomb is.
   ii) What time it is due to explode.
   iii) The type of package or container it is contained in.
   iv) Who is calling (i.e. name of terrorist group etc..)

**DO NOT** ask for a codeword (however if one is given confirm the name).
c. Listen for clues to the callers age, sex, nationality, foreign accent, speech, drunkenness, laughter, anger, background noises (e.g. music, talking etc).
c. If possible, indicate to a colleague “Bomb Threat”, so that they can contact BT with a view to tracing the call.
d. A Bomb Threat Telephone Assessment Report should be available, by each phone so that it can be filled in at the time of, or immediately following, the call.

4.20 Notify A Senior Person

a. Indicate you have received a Bomb Threat and give:-
   i) Your name
   ii) Your telephone extension number
   iii) Your department
   iv) Outline the details of what has been said, indicating any observations you have made.

b. Keep your telephone line clear and await further instruction. You may be telephoned for further clarification.

4.21 The Search Procedure

a. The Senior Person must:-
   i) take all the details and implement search procedures.
   ii) Ensure that someone telephones the Police. **999** only !!
   iii) Sound the Fire Alarm intermittently. (10 then pause).

4.21 On Hearing The Bomb Alarm

a. Evacuate the building as in a Fire Drill.

b. Senior staff should search the building under threat.

c. Suspicious or unknown items should not be disturbed.

d. Await instruction from a senior person.

4.22 Checking Packages and Parcels

a. Check all packages adopting the standard checks as a matter of routine. The following areas should be examined carefully:-
   i) Postmark - Especially if foreign. Is there any name/address of sender?
   ii) The Wiring - Is it a foreign style?
iii) The Weight - Is it excessive or unbalanced for the type of package?
### Checking Packages and Parcels

<table>
<thead>
<tr>
<th>iv)</th>
<th>Any holes</th>
<th>-</th>
<th>Are there any pinpoints which may have been made by wires etc?</th>
</tr>
</thead>
<tbody>
<tr>
<td>v)</td>
<td>Any Stains</td>
<td>-</td>
<td>Made by explosives sweating.</td>
</tr>
<tr>
<td>vi)</td>
<td>Any Smells</td>
<td>-</td>
<td>Some explosives, not all, smell of marzipan.</td>
</tr>
<tr>
<td>vii)</td>
<td>The Feel</td>
<td>-</td>
<td>Do the contents feel strange?</td>
</tr>
<tr>
<td>viii)The Address</td>
<td>-</td>
<td>Is the package expected by the person named?</td>
<td></td>
</tr>
<tr>
<td>viii)The Sender</td>
<td>-</td>
<td>Can the name on the package be authenticated?</td>
<td></td>
</tr>
</tbody>
</table>
BOMB PROCEDURES

4.23 The Bomb Assessment Form

Telephone Threat Assessment Report
Keep the caller talking. Do not interrupt

Date ______________ Day ________________ Time ________

Origin of call ____________________________________________

Caller’s Message
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Time of explosion ________________ mins ________________ a.m./p.m. (if given)

Who do they represent ____________________ Codeword ______________
(Organisation) (if given)

Callers details

Male/Female Approximate Age ____________
Sober/Drunk Accent _________________
Nationality (British/French/Irish etc) __________
Command of Language Good/Fair/Poor/Other ____________
Manner Calm/Angry/Coherent/Incoherent/ Obscene/Courteous/ Emotional/ Irrational/Other
Voice Loud/Soft/High pitched/ Deep/Other ____________
Speech Fast/Slow/Slurred/Stutter/ Nasal/Other ____________
Background Noises Voices/Machinery/Trains/Radio/ T.V./Music/Other ____________

Informed Police __________________________ Date/Time

Informed Security __________________________ Date/Time
4.24 Visitors to the School - Security

a. Staff will be informed of all expected visitors during the Morning briefing meeting in the staffroom. It is very important that all staff attend this meeting.

b. All visitors to the school must enter via the Main Entrance where they will sign the visitors book and be issued with their Identity Badge.

c. Visitors wandering around without a badge, should be challenged by staff, and escorted to the Main Entrance.

d. Children should be instructed not to open external doors when visitors knock on them. Neither should staff open such doors.

Part Five – Educational Visits

5.1 Educational Visits

The purpose of this section of the manual is to identify procedures for the three types of Educational Visits:

i) Short Educational Visits (Day)
ii) Residential Visits
iii) Swimming Lessons

The school holds full insurance policy with regard to Educational Visits with the Endsleigh Insurance Company, a copy of which is available from the Headteacher. This covers personal accident, personal effects, medical expenses and legal liability. Hazardous activities (such as rock climbing) must be notified to the company in advance.

5.2 Short Educational Visits

Philosophy

a. It is important that these visits are regarded by everyone as an extension to the work carried out in school, not as a recreation diversion

b. It is vital that children know why they are visiting a place and what they can expect to see when they arrive at the destination
c. Equally important is that the children appreciate that they are representatives of the town in general and the school in particular. An awareness of appropriate behaviour and attitudes need to be an integral part of the preparation process for an educational visit. Children must be aware that other members of the public may also be enjoying the facilities.

5.3 Aim of Short Educational Visits

School Trips will:-

i) Assist children in the development of lively enquiring minds and a healthy awareness.

ii) Enrich the children’s experience of their own and others cultures and environments.

iii) Complement the curriculum in its widest sense.

5.4 Procedures

i) The class teacher will confirm the proposed date of each trip with the Headteacher.

ii) The class teacher will then confirm all the arrangements, and notify the cook-in-charge 10 days in advance of school dinner children on the day trip.

iii) At all times the teachers will retain overall responsibility for the health and safety of the children on a trip.

iv) First Aid kits will be taken on each visit.

v) The visit should be carefully costed taking into account ever-increasing transport costs, entrance fees, etc, with the help of the Deputy Head.

vi) The letter should be sent home at least 2 weeks in advance of the visit and reply slips should be carefully filed for future reference. All monies collected should be recorded within the class mark-book and should be handed to the secretary for banking at regular intervals. Under no circumstances should monies be left in school overnight.

vii) Trips should begin in school and end in school. Parents will receive their children at the usual exit door, not on the road at the front of the school.

5.5 The Day of the Short Visit

a. Children should be registered as normal and before departure should be made aware of the following points:-

i) The reason for visits and the responsibility of representing Kirkby and the school.
ii) The appropriate behaviour on the coach ......
   - Bags to be placed on luggage racks and only opened at lunchtime.
   - No sweets, drinks or food must be consumed whilst travelling.
   - Quiet, sensible behaviour should be evident at all times on the coach (e.g. no singing etc).
   - Make sure things are left as tidy as they were before the class arrived,

b. The visit begins in school and ends in school, not at the school gate.

c. Adults should not smoke anywhere where the children can see them. There should therefore be no smoking on the coach.

5.6 Essential Points to Remember

a. Class teachers will be able to answer the following questions:-
   i) Have you informed the cook about dinner numbers?
   ii) Have you got the First Aid kit from the secretary?
   iii) Have you got the bucket/sawdust and paper towels from the caretaker?
   iv) Have you reminded the children that full school uniform is essential?
   v) Have you collected the signed cheque book if needed?

5.7 Other General Points

a. Children and parents must understand that insufficient funds will result in the visit being cancelled for all.

b. Accompanying parents, who have been selected to act as official helpers will not be expected to pay. These costs will be built into the price per child.

c. Children who have paid and are subsequently absent will receive a full refund, less any irretrievable deposits paid.

d. Groups of accompanying staff should be carefully arranged and confirmed well in advance.

e. Close supervision and regular head-counts should be an understood procedure for all staff on visits. This will involve good deployment of staff. (e.g. Staff should be positioned so that all children are within sight and normal hearing range throughout).
5.8 Residential Educational Visits

These are visits which involve the children’s absence from school for one night or more. They may also involve the children travelling by air or sea and in undertaking hazardous activities. All such trips must receive the approval of the Governing Body before the visit can take place.

Preparation

a. It must always be remembered that teachers are always in loco-parentis, even if other non-teaching staff are leading activities.

b. Activities will be properly planned, taking account of foreseeable hazards and identifying risks that may be encountered. These risks will be minimised by ensuring that suitable safeguards are incorporated and implemented.

c. At the planning stage, all qualifications must be verified by the party leader.

Prior to the Activity

a. Parents will be fully informed, at a meeting, of the nature of the trip with regard to:-
   i) The dates and times of departure and return.
   ii) The full address and telephone numbers of the destination.
   iii) The name of the travel company and the methods of travel.
   iv) The cost of the trip and what it covers.
   v) The date after which deposits cannot be refunded.
   vi) The amount of pocket money children may take.
   vii) The names of the staff who are responsible for the money.
   viii) All insurance details.
   ix) The names of all staff accompanying the trip.
   x) The school contact name, in the event of an emergency.

b. Parents will be encouraged to ask questions and express any misgivings with regard to health and safety or finance.

c. Parents will be asked to complete a form giving the details of emergency contact and any medication or health issues. Copies of these forms will be left with the Party Leader and also a copy will be left with the Headteacher.

d. The Headteacher (or Deputy in the event of absence) will be the school’s contact point for parents and Party Leaders during the trip.
e. The Party Leader will adhere to Eastcroft Park’s First Aid Guide, as identified in this policy.

f. The levels of supervision will be determined by the age of the children and the nature of the activities.

g. At all times there will be a minimum of 1 teacher per 20 children.

h. Party Leaders will be familiar with the Knowsley’s Guide to Outdoor Education, and will implement its recommendations during the trip.

The Activities

All trips at Eastcroft Park will take note of the Knowsley Circular of July 1994 entitled “Safety in Outdoor Education”. (See the School Management Manual). Contained in this guidance are sections on:-

a. Canoeing and Kayaking

b. Windsurfing

c. Raft building.

d. Hill, Fell Walking and Rambling.

e. Rock Climbing.

f. Abseiling.

g. Caving, Pot-holing and Mine Exploration.

h. Ski-ing.

i. Camping.

j. Orienteering.

k. Cycling.

l. Field Studies.

m. Coastal Studies.

There is also a form for completion, which should be sent to any Field Centre the school is considering using. This can be obtained from the Education Office.
Transport

Trips organised at Eastcroft Park will, at all times, follow the LEA Guidelines regarding the transportation of pupils, any review will be adopted when made available (e.g. Introduction of seatbelts and the number of children to a seat etc).

5.9 Swimming Tuition

a. All Eastcroft Park children from Year 1 will receive Swimming tuition at some time during the year.

b. Eastcroft Park will adhere to the guidance on Health and Safety at swimming pools produced by Knowsley Local Education Authority and Knowsley Leisure Services. Copies of this guidance are obtainable from the Headteacher.

c. The guidance contains advice on:-
   ii) Hygiene.
   iii) Lighting, Heating, Ventilation, Glazing and Electrical Equipment.
   iv) Plant Operations.
   v) Chemicals.
   vi) Pool Hire.

d. Details are also maintained on Chlorine Algorithm, P.H. Algorithm, Alkalinity Algorithm, Log Sheets, Life Saving Awards, Fire Drills and Extinguisher use.

e. Pools will only be used if they meet the following criteria:-
   i) Suitable arrangements must be available to isolate the pool and associated plant rooms to prevent unauthorised access. These arrangements must be implemented at all times that there is no direct supervision of the area.
   ii) A suitable means of escape must be available at all times the pool is in use.
   iii) Suitable arrangements for the disabled or special needs must be available and applicable.
   iv) Suitable means of raising an alarm must be evident.
   v) Rescue equipment must be evident at the poolside, at the start of each lesson.
   vi) A First Aid box with standard contents, but including a resuscitation aide and blankets must be available.
   vii) A respirator (i.e. mask and cartridges) must be available
   viii) Emergency lighting must be fitted and operational.
   ix) Safety signs must be erected indicating – Emergency Procedures – First Aid Procedures – Depth of Water – Safety
Rules (e.g. no diving under 1.5m, remove sharp items
rings/watches etc, dangers of hyperventilation, use of goggles
and earplugs, no running etc) – Water Standard.

f. Eastcroft Park will ensure appropriate life guard/instructor in order to
meet the required supervision levels.

g. Eastcroft Park will endeavour, as far as is reasonably practicable, to
ensure that there are a male and female adult accompanying each
group. On the occasions when this is not possible, responsible
parents will ask to supervise the changing room, under the direction
of a qualified teacher. This will on each occasion be authorised by the
Headteacher.

h. Children attending a Knowsley Pool will be taught by an instructor.
The teacher will however remain in loco perentis and as a result will
retain overall control and responsibility.

Part Six – Working Practices

6.1 Good Practice for Staff

a. Employees are encouraged to refer to the section in the school’s
Health and Safety Policy titled “All Employees” for general guidance.

b. Areas or “types of work” activity which require particular procedures
will be sent to the appropriate employees having been summarised
and entered into this section of the school Health and Safety file.

c. This section will deal with Safety aspects of Working Practices and
should be read in conjunction with the section on Health and Hygiene.

d. Accident statistics show that approximately a third of all staff injuries
in schools result from slips, trips and falls. More significant is the fact
that 80% of serious injuries are caused in this way, therefore care
and/or remedial action should be taken with particular reference to:-

i) Floors which are wet from cleaning.

ii) Absorbent mats at the entrance to buildings.

iii) Floors which are wet due to spillages.

iv) Loose or torn carpets.

v) Loose or missing tiles or paving slabs.

vi) Oil or grease spills.

vii) Use of inappropriate floor materials.

viii) Inadequate lighting.

ix) Makeshift methods of reaching heights and inexpert use of
steps or ladders.

x) Unsuitable footwear.

xi) Telephone and electrical cables lying across walkways.

xii) Objects left in walkways.

xiii) Hurrying and inattention.
xiv) Obscured vision when carrying (or pushing) bulky items.

 xv) Ice and snow.
e. All plant and equipment should be subject to periodic inspection and formal records kept of such inspections. This equipment will include:
   i) Fixed P.E. Apparatus.
   ii) Ropes etc, provided in halls.
   iii) Boilers, optimisers.
   iv) Furniture.

f. Separate procedures are outlined in the manual for procedures dealing with electrical equipment and hazardous substances.

g. Eye protection must be worn by all employees and pupils whenever there is a foreseeable risk.

h. Specific care needs to be taken when working at height. Whereas standing on a chair to put up a display may be judged to be safe, chairs placed on top of tables and then used are considered a hazard. Step ladders are always available from the caretaker, but should only be used when the environment allows. (i.e. not when children are likely to be at risk or cause a hazard).

i. When using a step ladder a person’s waist should never be higher than the top of the steps.

j. The steps on a step ladder should always be at right angles to the work and the stays fully extended.

k. Step ladders should only be used on a firm, solid surface.

6.2 Good Practice for Children

a. The following guidance complements and clarifies the School Health and Safety Policy.
   i) Children should not use gun tackers/guillotines.
   ii) Children should never be allowed to use step ladders.
   iii) As a general rule children should only use round headed scissors.
   iv) If children are using technology equipment such as woodworking knives or hacksaws they should be shown the correct methods of use and should be immediately supervised.
   v) Such equipment must not be left in places which are easily accessible to children.
Part Seven – Control of Substances Hazardous to Health

7.1 Introduction

a. Employees can encounter at work a wide range of substances capable of damaging their health. Many substances are used directly in industrial processes, others arise naturally (e.g. fungal spores in agriculture). Some are used in service functions (e.g. cleaning and decorating) and some are given off as by-products of processes. In all businesses from factories to farms, from quarries to leisure and even in offices and shops workers health can be at risk from the hazardous substances they encounter if the right precautions are not taken.

b. The COSHH Regulations lay down the essential requirements and a sensible step-by-step approach for the control of hazardous substances and for protecting people exposed to them.

c. The Regulations cover virtually all substances hazardous to health. Only asbestos, lead, materials producing ionising radiations and substances below ground in mines, which all have their own legislation, are excluded.

7.2 What is a Substance Hazardous to Health?

a. Substances that are ‘hazardous to health’ include substances labelled as dangerous (i.e. very toxic, harmful, irritant or corrosive) under other statutory requirements, agricultural pesticides and other chemicals used on farms and substances with occupational exposure limits. They also include harmful micro-organisms and substantial quantities of dust and indeed any material mixture or compound used at work, or arising from work activities, which can harm peoples health.

7.3 Action Under COSHH - Employees

a. Firstly we had to determine the hazard of a substance. Then we had to assess the risk to people’s health from the way that substance is used in your workplace. We need to see if we can prevent anyone being exposed to the substance, if not we must see if we can:-
   i) Decide how we are going to control exposure to reduce that risk.
   ii) Establish effective controls.
   iii) Train and inform ourselves.
   iv) To monitor our exposure and provide health surveillance.

b. We need to know more than just the hazard presented by a substance before you use it. We need to know:-
   i) What the risks are from using it at our workplace.
   ii) How those risks are controlled.
iii) The precautions you have to take.
iv) The first aid procedures needed.
v) Storage and disposal of substances.

c. Only after establishing the above, can we safely use most chemicals with little risk of harm.

7.4 Precautions to take Before Introduction of a Substance

a. Before a new substance is introduced into the workplace, ensure that there is a COSHH Assessment Sheet for it.

b. If there is no sheet, contact your Supervisor or the Personnel Section at Stretton Way, Huyton. Tel: 0151 443 2427.

DO NOT USE ANY SUBSTANCE UNLESS THERE IS AN ASSESSMENT SHEET FOR IT.

7.5 Hazards

a. Personnel should note:-
   i) All members of staff are responsible for the identification of hazards, defects and they should be reported to the Health and Safety Representative/Headteacher with a copy to the caretaker if appropriate.
   ii) The Head will initiate remedial action, if this is impossible or outside the school’s responsibility then the appropriate LEA Officer should be contacted. The caretaker should inform the appropriate Officer/Department/Headteacher of any defective equipment, faulty wiring, environmental/health hazard immediately and follow it up in writing with a copy to the administrative officer. Any serious situation should be brought to the attention of the Head (or in Head’s absence the Deputy Head) immediately.
   iii) Control of Substances Hazardous to Health (COSHH) Regulations now apply to schools.
   iv) COSHH Regulations advice for school cleaning materials etc. is kept by the caretaker, supplied by Contract Services.
   v) The LEA is responsible for the assessment and identification of hazardous substances.

b. Any member of staff who wishes to use any substance which could be hazardous to health (e.g. in science experiments, or art experiments) should notify the Headteacher who will ask the LEA to advise on the substance’s COSHH regulations.
7.6 C.O.S.H.H. Regulations (1988 – Health & Safety)

a. Why have it?
   i) To guide/control the use of substances.
   ii) To protect people.
   iii) To place responsibility to both parties – Employers & Employees.
   iv) To train staff.
   v) To create an awareness and understanding.
   vi) To implement preventive actions.
   vii) To minimise risk and damage.

b. How is the COSHH applied.
   i) Each product is given a specification and a written assessment of it’s risk.

c. Where is that information obtained?
   i) There is a booklet containing known substances.

d. What happens if COSHH regulations are ignored?
   i) The school becomes liable to Health and Safety Executive prosecution.

e. Who can be prosecuted?
   i) Personnel (You) and the Organisation (Governors & LEA) are liable.

f. What is the penalty?
   i) Fines up to £20,000!

g. PRODUCTS WHICH ARE NOT ASSESSED MUST NOT BE USED!!!

7.7 Necessary Actions

a. New products must be assessed before use. The assessment sheet maintained must show:-
   i) The conditions of use.
   ii) The safe storage of the substance.
   iii) Actions necessary for personal protection.
   iv) First Aid procedure which must be established.

b. Train staff, especially new starters – Don’t just give them the book to read!

c. Advise personnel of all new products introduced into the school.

d. If in doubt ring the Helpline – 0151 443 3611 or contact your supervisor.
Section Eight – Hygiene and Health

8.1 General Medical Provision

a. The school will provide a room for medical/dental examinations and treatment of pupils by doctors, dentists or nurses.

b. Pupils suffering from epilepsy/asthma or any other long term disease/illness will be listed on the S.E.N. register available to all staff. These will also be summarised on a separate sheet maintained in the class register for the information of supply teachers.

c. The cleanliness of all toilet areas are the responsibility of the Site Manager.

d. All staff will maintain a high standard of personal hygiene and will encourage the same in pupils.

e. Particular care will be taken during all cookery activities.

f. In accordance with the Council’s No Smoking Policy on all Council property, smoking is not allowed in school. Please refer to the school’s own Smoking Policy.

g. Children will be encouraged to wash their hands regularly, but especially after visiting the toilet and before they eat their school dinner.

8.2 Contagious and Infectious Diseases

a. The Headteacher has information relating to communicability of diseases, which details the incubation periods and the normal exclusion period from school for these diseases.

b. Staff concerned about a child having such a disease (e.g. Impetigo, Mumps, Measles, German Measles etc) should inform the Headteacher immediately.

c. Staff who may be pregnant should inform the Headteacher if they wish the earliest warning of any possible German Measles outbreak.

d. In the event of an outbreak of a school-based infectious disease (e.g. scabies, hepatitis, etc) the school will adopt the proven procedures of the LEA.

e. Parents of children with head-lice will be sent a note advising them that their child will be excluded from school pending a visit to the doctors (or chemist) to get some lotion which they must apply to their
children’s head. Children will only be allowed back in school after the lice have disappeared.

f. Staff with contagious diseases should inform the Headteacher immediately.

Section Nine – Training

9.1 Staff In-Service

a. The school course co-ordinator will, as appropriate, refer courses to teachers on Health and Safety matters as they become available. These may include:-
   i) First Aid.  
   ii) Fire Prevention.  
   iii) The use of Fire Fighting equipment.

b. The school will ensure that the Site Manager is made aware of courses which keep him up-to-date on Health and Safety issues. These courses may include:-
   i) COSHH developments.  
   ii) The maintenance of Fire Fighting equipment.  
   iii) Building related maintenance courses (e.g. electrical, etc)  
   iv) Hygiene and Cleaning courses.

c. Every member of the Teaching and Non-teaching staff will have a personal copy of Eastcroft Park’s Health and Safety Policy. A single copy of this policy will be provided for:-
   i) The kitchen staff and  
   ii) The cleaning staff.  
   iii) The Secretary’s office.

d. Copies of the following documents will be kept in the headteacher’s office:-
   i) All Borough and Council circulars.  
   ii) All Education Department circulars.  
   iii) All correspondence from the Health and Safety Executive.  
   v) The Fire Book.

e. The Site Manager will ensure that all Cleaning Staff, currently employed by Contract Services, will receive instructions in all matters connected with COSHH Regulations.

f. New staff will be given a copy of this policy and will have the opportunity to discuss it with the Headteacher.
g. The school will ensure that the Health and Safety Representative and the First Aid Supervisor are given every opportunity to keep abreast of current good practice.
10.1 Introduction

a. Risk Assessment is nothing more than a careful examination of what, in school, could cause harm to people. The results of this examination enable the Governors and the Managers to weigh up what precautions must be taken and whether the current provision is adequate. The aim is to ensure, as far as is reasonably practicable, that no one is caused to become harmed or ill in school.

b. A HAZARD is identified as anything which can cause harm and a RISK is the chance, great or small, that someone will be harmed by that hazard.

c. The intention of a risk assessment is to decide whether a hazard is significant and whether it is covered by satisfactory precautions so that the risk is small.

d. Risks assessed should always be recorded, so that they may, at some future time, provide evidence of why certain decisions were made.

e. The Headteacher, Site Manager and the Health and Safety Representative will carry out a risk assessment as near to the start of each year as possible.

f. Such Risk Assessments will be carried out in 2 parts namely:—
   i) An Internal Assessment (i.e. within the school buildings).
   ii) An External Assessment (i.e. within the school grounds).

g. The view of employees, parents and Governors will be taken into account. To this end, all parties are encouraged to report any potential hazards to the Headteacher, Site Manager or the Health and Safety Representative, as soon as they are observed.

h. The school will maintain a log of all reports made in (g) above.

i. The results of each risk assessment will be documented and brought to the attention of the Buildings Sub-Committee of the Governors.