Torridon
Primary School

Health and Safety Policy

Adopted and signed on behalf of the school by the Governing Body Representative at the meeting on:	6th September 2025
Name of the Governing Body Representative:	Levin Wheller
Signature of the Governing Body Representative:	
Date signed:	6th September 2025
Last reviewed:	Full Governing Body Meeting – Autumn Term 2024
Next review due by:	September 2026

This is a working document. There are some sections upon which we are still working and/or taking advice.
If any member of staff or adult in school needs advice or direction which is not yet in this policy, they should consult the Headteacher who will contact the Council's Health & Safety Team if required.

The HSE (Health and Safety Executive website www.hse.gov.uk) is a very useful and comprehensive source of information and guidance.
Adults should be very clear about the importance, at all times, of their role and responsibility in keeping themselves safe and in looking after the health and safety of children and all other school users.

TORRIDON PRIMARY SCHOOL

Health and Safety Policy

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Section 1: General Statement of Intent

'Children should be able to experience a wide range of activities. Health and safety measures should help them to do this safely, not stop them.

It is important that children learn to understand and manage the risks that are a normal part of life.

Common sense should be used in assessing and managing the risks of any activity. Health and safety procedures should always be proportionate to the risks of an activity.

Staff should be given the training they need so they can keep themselves and children safe and manage risks effectively.'

Health and Safety: advice on legal duties and power. (DFE Feb 2014)

This is a statement of the code and practice for Torridon Primary School. It does not replace Lewisham Council's safety policy or the Department for Education's policy but is in addition to them for the benefit of staff and pupils.

The aim is to ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all individuals using the premises.

To achieve a safe working environment all employees, pupils and visitors must appreciate that their safety and the safety of others depends on their individual conduct and vigilance while on the school premises or while taking part in school sponsored activities.

The Headteacher will communicate any changes in relevant guidance and practice to all staff through the briefing sessions. This will be followed up by email, memo and a paper copy, which will be left in staff pigeonholes. All changes will be recorded in the Health and Safety Policy, which is stored in the "Policies" folder on the staff shared.

Section 2: Organisational Arrangements

The Governing Body

The Governing Body and the Headteacher have overall responsibility for Health and Safety within Torridon Primary School. In practice on a day- to-day basis, this responsibility is delegated to the Deputy Head Teacher and the Facilities Manager to ensure that all requirements are met.

The Governing Body will:

- Ensure that there are effective and enforceable arrangements and adequate resources for the provision of health and safety throughout the school by requiring the Headteacher to put in place a suitable H&S management system.
- Ensure that school management has identified and evaluated all relevant risks and that they have put in place appropriate control measures as a means of minimising risk to staff, pupils and others.
- Periodically assess the effectiveness of the system and ensure that any necessary changes are made. In order to facilitate this, 'health and safety' appears as a standard agenda item for every full Governing Body meeting.
- Ensure that the whole Governing Body has sufficient awareness of the management of health and safety in order to be able to carry out their role adequately. This is done by ensuring all governors attend a safety awareness briefing and that at least one governor takes responsibility for liaising with the Headteacher on safety management issues.
- Ensure that all staff have current checks – Disclosure and Barring Service (DBS)
- Ensure that there are arrangements for all staff (including temporary and volunteer staff) and helpers have access to the H & S policy and training and instructions in order that they may carry out their duties in a safe manner.
- Be committed to eliminating hazards and reducing risks.
- Be committed to the continual improvement of the health and safety management system.

The Duties of the Headteacher

The ultimate responsibility for all school safety organisation and activity rests with the Headteacher, who has responsibility for putting in place and continually developing a system for management of health and safety of all employees, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school.

The H&S management system will:

- Be aware of the Health and Safety at Work Legislation (1974)-Advice on Legal Duties and Powers –DFE (Feb2014)
- Set out the objectives of the school for managing safety (section 1)
- Set out the organisational detail of how safety will be managed and who will be responsible for what (section 2 of which this is a part)
- Set out a procedure whereby health and safety hazards are identified and assessed – a system for risk assessment – who, when and how (section 3)
- Set out how and by whom procedures for managing all hazards identified by the risk assessment process will be written, where they will be published and how they will be generated (section 3)
- Set out how all employees will be given information on safety and how they will be consulted on changes (section 3)
- Set out any competencies required by people identified in the arrangements (section 3)
- Set out how all employees who have been given identified duties in the arrangements are given relevant information, supervision, instruction and/or training in order to perform their duties and reach the competencies identified (section 3)
- Set out and review regularly how information on safety will be given to pupils, visitors and contractors (section 3)
- Set out how the system will be monitored and reviewed including methods for proactive monitoring (section 3) –carrying out periodic reviews and safety audits
- Set out how advice will be sought on compliance with legal requirements (section 3)

Duties of employees with management and supervisory responsibilities

Curriculum Leaders

Curriculum leaders will carry out risk assessments as required to cover teaching activities, work equipment, work places and substances.

Curriculum leaders will turn the risk assessment into a written procedure, which will be included in the policy or guidance for the relevant subject area. Where there are new procedures identified, these must be talked through with all affected staff.

Curriculum leaders will put the procedure into operation. If necessary the team leaders will give the relevant employees further information or training including training and information for new staff.

Where the safety procedures affect pupils, they must be informed and their behaviour supervised and monitored.

Curriculum leaders will carry out monitoring of the safety practices. Assessments and thus procedures will be reviewed on an annual basis or more often if an incident or accident occurs or if circumstances change to affect the procedure.

Duties of the Facilities Manager

The Facilities Manager will walk the whole building and grounds as part of the daily works routine. This will include all toilets, cleaners' store areas, school offices, all internal areas, all external areas and all stores.

The Facilities Manager on receiving notice of a hazard should:

- Isolate the hazard (debarring access to staff and children)
- Repair or contact an emergency repair service
- Check the hazard has been made safe
- Sign the notification and file for future reference.

The Facilities Manager will carry out periodic reviews and safety audits with the Governor with responsibility for Health and Safety and the Headteacher.

The Deputy Headteacher will collate accident and incident information and when necessary carry out accident and incident investigations.

The Facilities Manager will support staff, pupils and others to promote health and safety.

The Facilities Manager will check all aspects of the building fabric both internal and external and report to the Headteacher, where necessary, any defects that he is not able to act upon directly.

The Facilities Manager carries out assessments of the whole school daily and takes action where appropriate. Ensure that newly appointed staff are instructed and informed of safe working practices. (Refer to Section 3)

Duties of the Administration and School Office staff

Carry out daily assessment of the work place

Ensure that newly appointed staff are instructed and informed of safe working practices.

Inform visitors about fire safety, security, safeguarding and general housekeeping information.

The Duties of 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 and of any other persons who may be affected by his acts or omissions at work, and
> As regards any duty of requirement imposed on his employer or any other persons by or under any of the relevant statutory provisions, to co-operate with him/her so far as it is necessary to enable that duty or requirement to be performed or complied with."

The Act also states:

"No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions."

In order that the laws be observed and responsibilities to pupils and other visitors to the school are carried out all employees are expected to:

(a) know the special safety measures and arrangements to be adopted in their own working areas and to ensure they are applied

(b) observe standards of dress consistent with safety and/or hygiene especially during games/P.E. sessions and in food technologies/cooking

(c) encourage good standards of cleanliness

(d) know and apply the emergency procedures in respect of fire and first aid, invocation (mustering inside the building) and evacuation

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

(f) co-operate with any appointed safety representative and the enforcement officer of the Health and Safety Executive or the Public Health Authority

(g) take part in any emergency drills held in the school

(h) report hazards in the ways identified in this policy

(i) report to the Headteacher any person, including pupils, not carrying out the safety procedures as stated in this policy

(j) shall carry out a regular safety inspection of the activities for which they are responsible and, where necessary, submit a report to the Headteacher on any of these problems for which they cannot achieve a satisfactory solution within the resources available to them

All employees should carry out regular checks within their own working area and additionally be vigilant in all shared areas of the school. This should include checking:

1. The general fabric of the area sockets, cupboard door hinges, shelves, broken furniture and other obvious hazards.
2. that potentially dangerous or hazardous matters have been reported – and items or areas not used until the problem is rectified
3. that flammable materials (art sprays/paper) are stored in correct place
4. that wiring, sockets, switches, electrical components and goods are being used safely and appropriately
5. that walkways are not blocked
6. that doors/exits are clear and functioning
7. that pieces of equipment in need of repair/servicing have been removed from use
8. that only approved school equipment, resources and materials are in use

(Staff bringing in items from home must obtain permission from the Headteacher before using it as part of school equipment- e.g.: bread maker, hairdryer)

Any potential hazards should be reported to the Premises Team or Headteacher via email or the Premises Log.

Example of hazards might be:

1. loose electrical sockets
2. unsecured floor surfacing
3. broken glass, loose timbers, prominent nails
4. trip hazards e.g. large bags of equipment lying in the hall
5. items for use stored on shelves that are out of easy reach
6. heavy boxes or items stored above head height

All staff should take an active interest in promoting health and safety and suggest ways of reducing risks.

Hazardous Substances/COSHH

Staff must not use any hazardous when children are present during learning time. Hazardous substances, including correcting fluid (e.g. Tippex), paint thinners, hair sprays, fixatives, deodorant aerosols, should not be stored in the classroom.

If you are using fixatives for chalk drawings etc, pictures must be sprayed outside away from children outside of the learning time. **Staff should not be using any products (i.e. cleaning products) that the Facilities Manager has not checked and agreed.**

All hazardous products must be kept out of the classroom.

The Premises Team will store these products in a secure COSHH cupboard – please ask for them when required and then return them.

Notice of Health & Safety Hazard in Torridon Primary School

All information regarding health and safety is communicated through email to the Facilities Manager or entered on the Premises Log which is accessed through Microsoft Teams.

When the concern has been addressed it will be dated and signed off by a member of the Premises Team.

Special Obligations of Class Teachers and or Teaching Assistants/Learning Support Assistants / Teaching and Learning Support Assistants / Tutors / Coaches

(Where a class teacher has delegated responsibility for a class or a group to another responsible adult, the special obligations apply to the employee who is responsible for the class or group in the absence of the class teacher.)

The safety of pupils in classrooms and shared areas is the responsibility of class teachers; teachers have responsibility for the safety of pupils when they are in their charge.

All responsible adults have a duty of care to prevent the occurrence of any activity in which they think their own safety or the safety of those in their care will be put at risk.

If for any reason, e.g. staffing ratios or competence, the conditions or location of equipment, the physical state of the room or the splitting of a class for practical work, the adult considers they cannot accept this responsibility; they should discuss the matter with the Head Teacher before allowing the situation or activity to take place.

All responsible adults are expected:

a) to exercise effective supervision of the pupils and to know the emergency procedures in respect of fire, bomb scare and first aid, and to carry them out
b) to know the special safety measures to be adopted in their own areas and to ensure that they are applied
(c) to give clear instructions and warnings to children as often as necessary
(d) to follow safe working procedures personally and set good examples to children. In particular all staff taking PE, games and dance lesson should wear appropriate clothing, should remove jewellery, and tie back hair and model safe participation
(e) to use or put in place protective clothing, guards, special safe working procedures, etc where necessary
(f) to make recommendations to the Head, e.g. on safety equipment and on additions or improvements to plant tools, equipment or machinery which are dangerous or potentially so

Special obligations of Coaches / Tutors and after school club leaders

Coaches, tutors and club leaders act in loco parentis for children in their care during the time they are working with them. They are responsible for personally handing each child on to the next responsible adult. This will be the child's parent, carer, teacher, or member of staff at the school.

Children must never be left unsupervised or sent home unaccompanied without their parent / carer's written permission.

The school office will set up a register for each club. This will be stored in the general office behind the reception desk. The register will contain relevant information including medical information.

Special obligations of Children

The children are expected

(a) to exercise personal responsibility for the safety of themselves and other school users

(b) to observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, studded belts and other items considered dangerous)

(c) to observe all the safety rules of the school and in particular the instructions of a responsible adult given in an emergency or potentially hazardous activity e.g. using electrical equipment

(d) to use and not wilfully misuse, neglect or interfere with things provided for his/her safety

(e) to take an active interest in promoting health and safety and be aware of assessing their own risks

Duties of Visitors

All visitors including volunteers are required to sign themselves in and out of the building using the InVentry System in the school office.

All visitors should be made aware of evacuation procedures on their initial visit to the school.

Regular visitors and other users of the premises (e.g. delivery people from specific companies) should be required to observe the safety rules of the school.

Volunteers helping in school should be made aware of the health and safety arrangements applicable to them through the teacher to whom they are assigned.

Section 3: Arrangements and Procedures

This section contains routines and procedures and codes of practice covering all activities and work areas as identified in the risk assessment process.

Risk Assessments

All staff, without exception, before engaging in any activity in school or on behalf of the school, must assess the risks. **Sometimes a safety check will be sufficient, at other times it will be necessary to carry out a more formal procedure with a senior member of staff.** Risk assessments will be recorded using the following proforma.

Risk assessments will be reviewed annually, unless there is occasion to review earlier. Risk assessments (and thus the procedure) will always be reviewed following an accident, change of personnel, building works or other incidents that could point out that the procedures are not working.

A copy of all risk assessments will be maintained on a shared drive accessible by all staff..

Risk assessments are used to inform procedures and practices for managing activities. Risk assessments must be used to clarify controls (preventative measures), which must be in place to minimise accidents or injury. If the hazard cannot be eliminated, control the risks using the following hierarchy: Substitution, engineering controls, administrative controls,with Personal Protective Equipment as the last resort. Team leaders and persons with management responsibility will write protocols / guidance based on the outcomes of the risk assessments they have undertaken.

Other groups using the premises outside of the school day, i.e. for social functions by the PTA, must complete risk assessments. This risk assessment will be completed in conjunction with the Facilities Manager.

Torridon Primary School Risk Assessment

Date risk assessment completed: _____ Date of visit: _____ Lead Name: _____

Number of pupils	***Number of school staff***	***Number of volunteers***	***Visit name and location***	***Method of transport***

Hazards Identified *List significant hazards which may result in serious harm or affect several people*	***Who may be affected***	***Control Measures*** *List existing controls or note where the information may be found (e.g .information, instruction, training, systems or procedures)*	***Any Further Action*** *List the risks which are not adequately controlled and proposed action where it is reasonably practicable to do more.*

Children at Increased Risk	***List of names, class and medical information / SEND need***	***Additional adult requirements*** *List equipment needed to take e.g. epi-pen, asthma pump, record of medical administration, individual timetable, now and next board, visuals, increased adult support*
Children with medical needs		
Children with special needs		

VALIDATION:

The controls identified in this assessment comply with applicable statutory requirements and reduce the risk to an acceptable level:

	Educational Visits Officer: Claire Eastwood	Headteacher: Manda George
Signed:		
Date:		

Accidents, illness, first aid

If anyone should become ill or suffer injury as a result of an accident the procedures below should be followed. The First aid provision will be assessed in compliance with the Local Authority /HSE guidance.

The following persons have been designated key managers of investigating and reporting incidents:

Headteacher, Assistant Head Teacher, School Business Manager, Premises Officer, Assistant Premises Officer and a First Aider.

All accidents whether or not damage or injury occurs should be reported to the first aider on duty. There are first aid stores within the main office and additional first aid equipment is kept in a cupboard in the Resources room.

If the injuries are to the head or are significant injuries the parents will be contacted and recorded in a duplicate book for our records. All head injuries must be seen by the designated first aiders.

First Aid Guidelines

Coordinator

(Organise training and review policy)

Office based Designated First Aider

(In conjunction with Headteacher make final decisions on all medical incidents—head bumps, injured limbs, breathing difficulties)

- *Manages medicines, reviews care plans with nurse, informs staff about pupils medical needs and updates the medical board in the staffroom and lunch hall.*

Class based Designated First Aider
Year 6 Building

If a D.F.A is required send a pupil to get them and bring them to the person seeking medical attention
DO NOT SEND THE PERSON SEEKING MEDICAL ATTENTION WALKING AROUND THE SCHOOL

Class based
Designated First Aider
Year 3 and 5 Building

If a D.F.A is required send a pupil to get them and bring them to the person seeking medical attention
DO NOT SEND THE PERSON SEEKING MEDICAL ATTENTION WALKING AROUND THE SCHOOL

Class based
Designated First Aider
Year 4 Building and Headteacher Office

If a D.F.A is required send a pupil to get them and bring them to the person seeking medical attention
DO NOT SEND THE PERSON SEEKING MEDICAL ATTENTION WALKING AROUND THE SCHOOL

Lunchtime—Designated First Aider
Member is based in Y6 building

If a D.F.A is required send a pupil to get them and bring them to the person seeking medical attention
DO NOT SEND THE PERSON SEEKING MEDICAL ATTENTION WALKING AROUND THE SCHOOL

Pupils needing medicines can be sent to the office wearing a band.

Transport to hospital. If an ambulance is required the emergency "999" service will be used. If the parents are unable to reach the school before the emergency services need to transport the injured child to hospital a member of staff will accompany the child. It may be appropriate to transport a child or adult to a casualty department without using the ambulance service but it should be noted that this will always be on a voluntary basis. These will be cases of a less severe nature than those requiring transport by ambulance. All medical details will be sent with child (supplied by Admin team).

Every case of injury or accident must be fully and accurately reported locally in the Staff Accident Book and if appropriate, statements should be obtained from the witnesses. More serious accidents will be reported online through Lewisham's incident reporting system.

Some incidents may need to be reported to the HSE in accordance with their guidelines. The Head Teacher will be notified immediately. Copies of all accident reporting forms are held in the office and logged with the local authority. If a member of staff is injured and first aid is administered the accident is recorded in the normal manner and signed and entered on the Council's electronic reporting system.

Adrenaline Auto-Injectors (AAI's, sometimes known as EpiPens)

- It is the parents/carers responsibility to inform the school if their child is prescribed an EpiPen
- All EpiPen users will have individual care plans to support and outline their treatment. The attendance and welfare officer will coordinate the care plans.
- All staff who might come into contact with this child will be encourage to undergo training in the use of the pen (classroom, playground and dining hall)
- The school will notify parents of other families in the class/year group or key stage about the nut allergy if necessary
- It is the parent's responsibility to supply the school with EpiPen's –one for the classroom and one for lunchtime use
- It is the parent's responsibility to ensure that the EpiPen's are fully operative (once a month)
- EpiPen's should be kept in the classroom in a cabinet which is out of reach of the children but easily accessible
- Staff will take the **two** EpiPen's on school trips
- All children with severe allergies will have their photo displayed in the halls by the kitchen servers for identification.
- All teachers will be made aware of these children and will keep information in their profile folders.

All classrooms will have a medical safe for storage of medicine and a list of children with medical needs and care plans.

Additional toileting needs guidance (intimate or personal care)

- Children with additional toileting needs will be treated with respect in a sensitive and professional manner to maintain their welfare and dignity.
- Children will be supported and encouraged to be as independent and autonomous as possible.
- School will work in partnership with parents or carers and any other professionals involved to develop an individual plan and maintain a consistent approach at home and at school.

Precautions to be taken while changing a child include:

- staff to wear fresh aprons and disposable gloves while changing a child
- soiled nappies securely wrapped and disposed of appropriately*
- changing area/toilet to be left clean for other users (Premises Team to assist)
- hot water and soap available to wash hands as soon as changing is done
- paper towels to be available to dry hands.

It is recommended that mobile children should be changed standing up.

*Current guidance from Health and Safety is that for one child disposal can be in the usual bins.

The following resources should be available

- hot running water and soap
- paper towels
- aprons and gloves
- nappy bags
- cleaning equipment
- bin
- a supply of spare nappies and wipes (provided by the child's parent/carer)
- spare clothes

Staff changing children need to feel confident in carrying out this task in line with school policy and best practice and guidance will be arranged as necessary within school.

DBS checks are rigorous and are carried out to ensure the safety of children with all staff employed at Torridon Primary School.
To allay staff concerns regarding false allegations of abuse school guidelines will be discussed with the parents/carers of children with regular toileting needs. Information given to parents and carers will include:

- who will change their child (Only permanent members of staff, known to their child-all of whom will have DBS checks)
- where changing will take place
- that another appropriate adult is nearby and is aware of the task being undertaken
- that other staff including management will remain highly vigilant for any signs or symptoms of improper practice.

While there are no regulations that state that a second member of staff must be available to supervise the changing process, we will make our own judgement based on their knowledge of the child/family.
Section 18 in the Government guidance 'Safe Practice in Education' states that:
'staff should ensure that another appropriate adult is in the vicinity and is aware of the task to be undertaken.' Therefore, it is good practice that the member of staff changing a child should inform another member of staff.

Refs: Promoting personal development in foundation and key stage 1 –continence. Guidance published by Sure Start Unit from guidance developed by the Council for Disabled Children in conjunction with Leicester City Council (2010)

Asbestos

A full survey of asbestos risk within the school building will be completed annually. A copy is available from the Facilities Manager. It is forbidden to drill into, dismantle or open up any of the fabric, structure or fixtures of the building without referring first to this survey.
Persons carrying out maintenance or building work, including the Premises Team and contractors working on site, should not expose themselves or others to risk from asbestos. The survey gives clear information about how to find, investigate, respond to and safely remove from site materials containing asbestos. Further information and guidance must be sought from the Health and safety section of Lewisham Children and Young People Directorate. There is a "Management of Asbestos' section in the Lewisham C&YPS Health and Safety Manual.

No member of staff or other adult should attempt to put nails or screws in walls. If a fixing is required please consult the Premises Team.

The Premises Team have pictures and diagrams of the location of any asbestos on the school site. Any works taking place on site will be overseen by the Premises Team who will identify the sites containing asbestos before the works commence.

Bodily fluids

Bodily fluids include blood, mucous, vomit and urine. Staff and children must not put themselves at risk of infection (such as HIV, hepatitis and gastro enteritis) from exposure to bodily fluids. When clearing away bodily fluids protective gloves should be worn at all times. These are provided in the resources room. Dressings and materials which contain bodily fluids must be thrown away using a labelled, yellow, plastic, bin bag; which is then sealed and clearly labelled – they should not be put into an ordinary waste bin. The Premises Officers have access to appropriate materials for cleaning up spills of bodily fluids and these should always be used according to manufacturer's instructions.

Catering

The contractors Chartwells currently provide our school meal service and catering staff receive procedures and guidance from Chartwells. The service and contract is monitored on behalf of schools by Lewisham's Estates Management Catering. This monitoring includes food sampling, hygiene, storage, preparation, use of equipment, sanitation, pest control and cleaning. A report following the monitoring is received by the Headteacher and circulated to appropriate staff (e.g.: Facilities Manager, Midday Meal Supervisors) for action.

Cleaning

Our school cleaning service is currently provided by Crystal Facilities Management. The cleaning is monitored by the Premises Team. Monitoring includes a recorded weekly check by the Premises Team and monthly audits with the Crystal Area Manager. When issues arise they are taken up directly with the cleaning Supervisor.

Where staff or children in school undertake cleaning on a voluntary basis (e.g. clearing up after an art activity or a messy lesson) they will only use substances which are non-toxic. (Further guidance is available in the COSHH manual stored by the Premises Team.) Surfaces, especially the floor, will not be left wet or slippery and appropriate signage must be used to indicate a potential hazard.

Clothing

Clothing for adults

Staff are advised to wear suitable clothing and footwear for all activities including safe attire for PE lessons.

Clothing for children

Children are advised to wear suitable clothing and footwear according to the weather.

- no flip flops and unsuitable sandals /no high heels
- no bare midriffs or off the shoulder tops
- no earrings except for small studs

Children will be advised to wear a sun hat in extreme sun and they will be advised to apply sun lotion before they come to school.

Children should change for PE lessons (refer to PE section).

Contractors

For contractors on site we have a code of practice. It is a condition of the contract that this code of practice is observed. The building is a school and not a building site. It is used by members of the public throughout the year. As such special codes of practice apply.

Smoking is not allowed within the perimeter (external boundary walls or fencing) of the school.

Contractors must not fraternise with staff or pupils. They should not engage children in conversation but should keep their distance - at all times. If communication with a child is necessary during school hours this should be done through or with a member of staff.

Staff working on a school site are vetted for their suitability to work in such an environment. On a school site an appropriate type of behaviour is required (Behaviour is defined as the things a person does and the things a person says). If an adult's behaviour is deemed, by the Headteacher or Premises Team, to be inappropriate they will be instructed to leave the site.

This would include swearing, making racist, sexist or homophobic comments or comments about a person's abilities or appearance, wearing offensive clothing or insignia. Irrespective of weather or the work in hand contractors must be appropriately dressed. If in doubt about dress code or standards refer to the Premises Team.

To support safe working practices no alcohol is to be consumed on site, nor should any contractor be under the influence of alcohol be at work on site.

Children are naturally inquisitive. No tools, materials or substances are to be left lying around unsupervised for any reason or any period of time.

On arrival each day each and every contractor must sign in to the Inventry system in the main school office. There are no exceptions to this rule.

All work areas must be barricaded to avoid school users, including children accessing the work area. This is the responsibility of the contractor.

Only glues, solvents, chemicals covered by COSHH regulations may be used. No contractor should enter any of the children's toilets without being accompanied by a member of school staff.

Works will not take place in a teaching area whilst teaching is in progress unless the Headteacher or Premises Team have given their permission.

Contractors will follow the Health and Safety at Work act including keeping appropriate records and ensuring that safe practices are observed.

Prior to any works taking place on the school site the contractor will liaise with the Premises Team to gain access to the asbestos register (regarding locations of asbestos on site) and will sign the Asbestos Confirmation form to evidence this.

Computer use

The school will ensure that:

- electrical equipment, including whiteboards, is checked yearly for safe use by a registered company
- staff working with computers for lengthy periods undertake safe working practices such as having a ten minute break from the screen for every hour of use and ensuring correct posture and positioning of arms/hands to avoid RSI (Repetitive strain injury).
- appropriate adjustable seating is available to avoid back strain and RSI
- staff who use Display screen equipment as a significant part of their normal working practice will need to complete a workstation RA this will need to be reviewed if their job or environment changes.

The ICT lead and Premises Team will ensure that:

- seating bought specifically for computer use is British standard and adjustable for different size children, having backs for comfort and support
- where possible computers are sited to avoid glare
- Where possible semi –translucent blinds are in place to stop glare
- ergonomic factors are considered when purchasing computers / laptops such as having: a large, clear screen, longest possible battery life, a touch –pad, roller ball or external mouse to suit the user, a lightweight carry case with handle and shoulder straps, sufficient memory and speed for the applications that are used.

Teachers and support staff will ensure that:

- computer use is supervised
- computers leads are safely stored and connections are regularly checked
- children / adults should use seating at a correct height with their eye level at the top of the screen
- children/ adults with physical disabilities or other special educational needs are catered for e.g. large keys on a key pad
- seating should be adjustable when being used by different age children
- levels of lighting in ICT areas should be slightly lower than lighting recommendations for standard classrooms, so that there is an appropriate contrast between screen and background environment. It may be appropriate to turn off lighting in computer bay areas where possible.
- If possible semi-translucent blinds should be pulled down to stop glare but let in enough light to work

Use of the Interactive Whiteboard

The ICT team leader will ensure that:

- whiteboards are installed by specialists according to industry standards
- whiteboards are positioned at a comfortable height for use by teacher and pupils
- a notice detailing safety procedures is situated next to the whiteboards to remind staff of safe use

Teachers and support staff will ensure:

- children / adults should never stare directly into the beam of the projector, and if presenting to the rest of the class, should not look towards the audience for more than a few seconds
- children / adults should minimise facing the beam and should keep their backs to the beam as much as possible
- pupils are adequately supervised when they are asked to interact with the screen

- blinds should be used to reduce ambient light levels

Diabetes

Diabetes is a condition where the level of glucose in the blood rises. This is either due to a lack of insulin (Type 1 diabetes) or because there is insufficient insulin for the child's needs or the insulin is not working properly (Type 2 diabetes).

Children diagnosed with diabetes will have greater than usual need to go to the toilet or to drink water. They may experience weight loss or tiredness.

All children with diabetes will have a risk assessment, a Health Care Plan and this will guide the support the child receives. The risk assessment for the individual (drawn up by the school staff) will accompany the Health Care Plan. This will outline the detail of training and daily provision for the diabetic. A risk assessment will also be produced for any diabetic members of staff.

Drugs and Alcohol

Drugs and other substance misuse is everyone's responsibility. Possession or misuse of drugs and alcohol in the school is not permitted. Anyone in possession or misusing substances will be reported to the police immediately. If there are any staff who misuse the above substances and require help and support, the school will help to identify suitable support.

Electricity/Gas

Only approved electrical appliances will be used in school. These are appliances purchased by or on behalf of the school and are deemed by the Headteacher and/or Facilities Manager to be fit for the purpose. Adults and children will not bring into school any electrical appliance for use in school without permission from the Headteacher (following a risk assessment) and Facilities Manager, who will check the plug and wiring.

All electrical appliances used in school will be checked annually by a registered portable electrical appliance maintenance contractor. The mains electricity will be checked every 5 years by an approved contract inspection company. The Facilities Manager is responsible for organising and overseeing these inspections and for maintaining a log of inspection dates. He will also put into action, with the Headteacher, recommendations arising from the inspection. In between inspections all staff are responsible for in-house visual inspections (e.g. signs of damage to an appliance, lead or plug or malfunctioning) and will report this to the Facilities Manager.

At the end of the working day each adult is responsible for switching off at the wall all electrical appliances in their working area.

Electrical hardwiring testing

This is completed every five years. Records of testing are kept in the Premises Office.

Electrical tools and machinery

The Staff is reminded that they must not bring their own tools and machinery to use in school without first consulting the Premises Team.

Items such as kettles should not be in use in any other area of the school apart from the office or the staff room.

Tools and machinery, especially electrical items (e.g. drill, lawn mower, and chain saw) must not be used without careful reading of written instructions on safe handling and usage. If you are unsure about the safe handling of any tools or machinery you should seek further advice from the Facilities Manager or from the Health and Safety Section at Lewisham CYP Directorate.

Educational visits

We have a set of procedures to be followed when organising educational visits. The current Educational Visits Coordinator is the Deputy Headteacher.

All educational visits are carried out in accordance to Lewisham's Educational Visits Policy. We also follow 'There and Back Again', the LA's procedures and handbook for outdoor education.

All educational visits have to be signed off by the Headteacher or in her absence the Deputy Head Teacher before the visit takes place.

The council must be informed of any residential, overseas and high-risk trips.

Emergency Arrangements

1. All staff must know the safety and evacuation procedures and if they have a visitor, volunteer or colleague visiting the school they should be made aware of the procedures to follow in the event of hearing the alarm.

2. **Practice evacuation**
   Teachers should make the time to run through the procedures with their classes. They will stress walking out of nearest exit in single file and walking as far away from the building as possible. Staff should give children rehearsals and remind children about what to do if, for example, the door they usually go out of is blocked by fire. We will muster in the playground, children will be counted and full registers will be taken. For more details see our fire drill procedures.

3. **Practice invocation (assembling in the hall when there is a threat outside the building)**
   Teachers should make the time to run through the procedures with their classes. They will stress walking to the hall as quickly as possible upon hearing a verbal command. Once in the hall children should sit in a group near their teacher whilst the register is taken. Staff should give children rehearsals and remind children about what to do if, for example, an area they usually pass through is blocked.

4. **Check your exits**
   Before starting any lesson, meeting or event staff should check that the exits are clear and known. This is especially important when holding large meetings in the hall.

5. **Roll Call / Dispersal**
   Office staff will be responsible for making sure that registers go to the playground or hall for a roll call and for ensuring that we have in place procedures for dispersing the children if we cannot return to the building.

   This includes holding an absolutely up to date and comprehensive list of all children's parent contacts and the emergency contacts for all employees.
   A mobile phone will be brought to the playground or hall during evacuations and invocations for critical communication.

   In the event that we cannot return to the building we will need to follow the procedures as detailed in the business continuity plan- walking in classes to Sandhurst Primary School.

   The Premises Team will carry at all times keys to the playground gates.

6. **School Continuity Plans**
   Computer Data is backed up overnight and stored off-site (with the exception of photographs).

Staff with school laptops are encouraged to restart their computers at least once a week to ensure they receive regular updates and software patches.

7. **Emergency Call Outs at Weekends and Overnight**

The Facilities Manager will make sure that the LA have an up to date list of all key holders and that an updated copy is provided to the Headteacher.

The office staff will make sure that the Headteacher and LA has out of school access to a list of all employees and how to contact them in the event of an emergency out of hours.

Evacuation of non-ambulant and vulnerable persons (children and adults)

In the event the building needs to be evacuated, e.g. in the event of a fire, the following will be applied to assist non-ambulant or vulnerable pupils or adults.

Pupils

For each pupil requiring additional support, whether due to a permanent or temporary need, a PEEP will be drawn up by the Inclusion Manager or the Headteacher. This will name a specific adult who will be responsible in ensuring the safety of the pupil.

In the event of the named adult being absent, another adult will cover and the Inclusion Manager or the Headteacher will be informed by the teacher that another adult is needed. The teacher will explain to the supporting adult the kind of support needed for individual pupils in the class in case of an emergency. (please refer to Supporting Medical Conditions in School Policy)

Non-ambulant pupils must be assisted on the stairs, although it is preferable not to carry them. Non-ambulant pupils will need to be escorted to the safety of the playground.

Vulnerable pupils including those with a disability which may slow the pupil down or make them unsteady on their feet, ASC pupils and those with an auditory or visual impairment must be escorted by a named adult as indicated on the risk assessment. ASC pupils will need special attention if they react to loud noises.

Non-ambulant adults will need to be risk assessed and supported according to their risk assessment. Visitors with specific needs must ensure that their whereabouts in the building is known by the office staff so that support can be organised as needed. It will be the responsibility of the person/s being visited to ensure that support is provided, if needed in the event of an evacuation.

Fire

Responsibilities of staff in the event of a fire

When the fire alarm sounds

Class teachers will:

- maintain a calm environment
- direct the children in their class quickly and quietly out of the building using the nearest door
- ensure that children walk away from, not next to, the building in case of an explosion
- ensure that the children walk quickly and in silence down to the playground
- ensure that the children in their class line up silently in the assembly point (playground)
- do a head count
- take the register and report to the Headteacher as to whether or not all children are present
- escort children back to class when instructed to do so by the Headteacher (Assembly Controller)

Fire Marshals will:

- Put on their hi-vis vests
- Check surrounding areas, if safe to do so, and ensure all persons leave the building in a quick and controlled manner, remembering to check offices and toilets for their year group.
- Evacuate building and report to the Headteacher/ Deputy Headteacher at the assembly point
- All support staff to check areas local to where they are within their year group

The Headteacher will:

- Take charge of the evacuation
- Ensure evacuation marshals have cleared the building / reported back
- Liaise with the fire brigade, informing them of any concerns and informing them of the location of the fire, if known
- Take control over re-entry of the building / site evacuation

In the event that the building cannot be reoccupied, the Head Teacher will give instructions for transfer to Sandhurst Primary School hall from where the children will be dispersed to their parents or carers.

The office staff will:

- Collect staff and children attendance registers and pens and deliver to staff at assembly points
- Collect office admin radio
- Collect the first aid kit

The Premises Team will:

- Go to fire alarm panel and investigate the source of the activation
- Report to Headteacher/ Deputy Headteacher
- Open school fire gates when fire brigade arrive

All staff need to be aware of the different needs that adults and children may have. If a person has a physical disability, including a hearing or visual impairment, staff may need to give that person additional assistance to help them to evacuate the building.

During the lunch break the practices applicable to normal session times are to be adhered to as closely as possible. Staff will need to be as flexible as they can in taking on additional responsibilities if colleagues are off site.

In the event of a fire being discovered out of hours and needing the attendance of the fire brigade, the Facilities Manager will attend the site to assist access and help to maintain security.

Fire Evacuation Plan

The fire alarm panel is situated outside the Admin Block Meeting Room/Reception.

The alarm activates when a call point is pressed or if a smoke/heat detector is tripped. A call is automatically made to the ADT Alarm Receiving Centre. The fire brigade will be dispatched.

Maps are displayed in all buildings showing all Fire Exits and the preferred evacuation route.

Assembly Points

The Assembly Point is the main playground. The primary aim should always be to leave the building safely. If pupils and staff are currently separate from their class, they should make their way to where their class is expected to assemble.

Office Staff will take the registers/signing in sheets for pupils, staff and visitors.

Responsibilities of staff in reducing the risk of a fire starting or spreading

All staff will:

- ensure that they know where the fire blanket and fire extinguishers are located and that different types of fire require different types of extinguishers
- keep doors and windows closed when a room is not occupied
- switch off all ICT equipment in the classroom at the end of the day
- remove all waste paper from their classrooms at the end of the day
    - complete a Risk Assessment for any activity that presents an increased risk of fire

If the fire is easily extinguishable, trained staff should put the fire out using the firefighting equipment already prepared.

Remember that the safety of the children in the school is the first priority.
The Premises Team will:

- check that all doors and windows are closed at the end of the day
- ensure that flammable rubbish and waste are removed to a safe place
- ensure that flammable liquids, gases and aerosols are kept locked in a safe store
- ensure that flammable solvents and chemicals are kept locked in a safe store
- ensure that all other sources of fuel are stored appropriately or removed from site, if necessary (e.g. loose packaging)
- ensure that all paper waste is removed from the corridors daily
- ensure that the building is secured against unauthorised entry

Responsibilities of staff in reducing the risk of injury and ensuring accountability

All staff will;

Sign in when entering and leaving the site, including at lunchtimes

- take the register carefully at the beginning of every day and after lunch
- return paper registers to the office after each registration
- sign out/in again and tell the office staff that they are off site (this includes trips to shops at lunchtime etc)
- check that fire exits and doorways are kept clear at all times.

Fire Marshals will

- Check that their allocated areas of the school are clear

The office staff will:

- ensure that all visitors sign in and out of the InVentry system situated in the office
- ask all visitors to note the site/evacuation routes for the part of the building they will occupy

The Premises Team will:

- monitor/test the fire alarm on a weekly basis and report any defects in the system to the Headteacher
- ensure that all equipment is up to date and that the annual service has taken place
- check that appropriate signs are in place above fire equipment and exit doors, and that they are clearly visible
- check that fire procedure notices are displayed next to alarm call points
- check that the fire instruction guidance is displayed in staff areas.

Definitions

Evacuation Coordinator
The Evacuation Coordinator is the Headteacher, or in her absence the Deputy Headteacher

Control Point
The Control Point is the point where the Fire Alarm Control panel is located – in this instance it is in the main office.

Policy for events organised by the PTA 'Friends of Torridon'.

The Headteacher/ Facilities Manager needs to be notified of a planned event at least 3 weeks in advance, preferably sooner.

A risk assessment will be completed to cover all aspects of activities being carried out during an event.

Strict adherence needs to be made with regard to numbers of people attending an event (this can be done with the sale / issuing of tickets). Capacities will depend on the nature of the event. Advice should always be sought from the Facilities Manager.

There should be at least one qualified First Aider on site during an event.

There must be a member of the Premises Team present during any event.

A lead person identified who can act as a point of contact and will liaise with the Premises Team. A detailed plan of what is going to happen during an event and which school resources are to be used needs to be presented and talked through with both the Facilities Manager and Headteacher.

A robust system in place to ensure that there are sufficient and willing helpers to set out, and clear up after an event.

Any electrical appliances brought in from outside to be used at an event need to be PAT tested.

Children of helpers need to be supervised before, during and after an event.

Agreed times of events need to be adhered to.

No cleaning products can be brought in from outside unless a copy of a COSHH data sheet for them is seen by the Facilities Manager.

Legionella

The management of water-

The water system is annually checked by Waterlogic Works this information is kept by the Facilities Manager.

- Under used points are run

Water temperature testing takes place once a month in all rooms. The Premises Team keep a written record of this procedure. The record is kept in the Premises office.

Lone working

Guidance for all staff and key holders:

If you are working in school before or after school hours or at the weekend or in the holiday, try to avoid being in the building alone. If possible arrange to work late (or come in during the holiday) with a colleague. If alone in the building avoid any potentially hazardous activity. Activities which normally pose a moderate risk will be more hazardous when alone. This is not because they are more likely to happen, but because there will be no one to assist or call for assistance and no one to administer first-aid.

Adults working alone in the school must:

- Have informed the Headteacher and Premises Team when they are intending to work alone (ensure that someone is aware that you are in the building)
- Have a mobile phone next to them or on their person at all times
- Have the phone number of the Headteacher and the Premises Team on their mobile phone in case they need assistance or advice of any kind
- Call the police if they see or hear an intruder on the premises

Adults working alone in the school must not:

- Work at height – climb onto tables, chairs, furniture, up ladders
- Use potentially hazardous substances or tools
- Lock themselves in the building
- Lock the gate behind them (stopping access by emergency services)
- Answer the door to anyone unknown

Adults working in school late and on their own in a room or part of the building away from other people should take the following precautions:

- inform a colleague and key holder of your presence
- sign out when you leave the premises so everyone knows you have left
- make sure that the outer doors are closed
- keep a mobile with you at all times-ensure that you have the Headteacher and Premises Team numbers on your phone
- Do not take part in any hazardous activity (e.g. climbing on chair, lifting heavy items.)

Before you come into school: -

- notify the Headteacher or Premises Team you will be arriving and the time you will be in the building- please make sure that you sign in on Inventry.
- ensure that you notify the Headteacher or Premises Team where you will be working in the building
- do not work on any activities with any additional risks
- when you leave the building please notify the Premises Team

Machinery

Staff should not bring in their own tools or equipment for use in school. Tools and machinery used by adults, especially electrical items (e.g. drills) must not be used without careful reading of written instructions on safe handling and usage. Staff should consult the Premises Team if they wish to use any tools.

Written instructions for the use of items available in school kept in the Premises Team Office. If you are unsure about the safe handling of any tools or machinery you should seek further advice from the Premises Team or from the Health and Safety Section at Lewisham CYP Directorate.

There is a record kept of all electrical and mechanical tools in the Premises Office. Risk assessments for the tools are also kept in the Premises Office.

Managing violence and aggression from intruders and adults

When dealing with an angry parent/intruder at the main school office

- Speak quietly and firmly to them, do not patronise them, tell them that you are willing to listen but will not do so while they are shouting or being aggressive.
- Call for senior members of staff.
- Tell them that you are prepared to ring the police.
- Ring the police.

Dealing with an angry parent in the classroom

- Speak quietly and firmly to them - do not patronise them-stay 'professional'.
- Try to diffuse the aggression- greet the parent, make eye contact and offer a cup of tea.
- Tell them you are willing to listen but will not do so while they are shouting or being aggressive.
- Stay calm-ensure that you have a positive body language.
- Call for a partner teacher and a senior member of staff.
- If the parent continues to be aggressive and threatening-remove yourself from the room.
- Tell them that you are prepared to ring the police.
- Ring the police.

Dealing with violent children / adults who need the use of reasonable force to prevent immediate harm to themselves or others or damage to property

The law allows for this but force must be proportionate, reasonable and justified.

Only if necessary for the headline reasons, limbs should be restrained, with care to safeguard the head and to prevent positional asphyxia. Any special medical conditions must be considered and restraint must be ceased when deemed to no longer be necessary.

Force must be a last resort and if used other children must be removed from the location. Ideally the incident should be witnessed. The incident must be fully reported to the SLT and is likely to be tested.

See physical handling policy

When dealing with an unknown intruder

- Call for a colleague and challenge the intruder- if you are not satisfied call the police.

Remove yourself from the area.

Manual handling

Manual Handling is defined as any "any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or by bodily force".

In effect any activity that requires an individual to lift, move or support a load will be classified as a manual handling task. If possible, the Premises Team should be asked to carry out manual handling using appropriate techniques, machinery and care.

If an adult is required to or decides to carry out manual handling e.g. changing furniture around in the classroom ready for a lesson, they should look at how the task can be fitted to the individual. They should consider whether mechanical handling aids could be used such as a simple trolley or whether the job would be better done by more than one person.

All adults should carry out a risk assessment before they carry out a manual handling task. The following will assist this process:

Does it involve twisting, stooping, bending, excessive travel, pushing, pulling or precise positioning of the load, sudden movement, inadequate rest or recovery periods, team handling or seated work?

Does the individual require unusual strength or height, are they pregnant, disabled or suffer from a health problem, or require specialist knowledge or training?

Is the load heavy, unwieldy, difficult to grasp, sharp, hot, cold, difficult to grip, are the contents likely to move or shift?

Are there environment or space constraints, uneven, slippery or unstable floors, and variations in floor levels extremely hot cold or humid, poor lighting, poor ventilation, gusty winds or clothing that restricts movement?

There are some basic principles that everyone should observe prior to carrying out a manual handling operation. Ensure that the object is light enough to lift and is stable and unlikely to shift or move. Heavy or awkward loads should be moved using a handling aid.

Make sure your route is clear of obstructions and that there is somewhere to put the load down where you are moving it.

Stand as close to the load as possible and spread your feet to shoulder width, bend your knees and try and keep the backs natural posture. Grasp the load firmly as close to the body as you can. Use the legs to lift the load in a smooth motion as this offers more leverage reducing the strain on your back. Carry the load close to the body with the elbows tucked into the body; avoid twisting the body as much as possible by turning your feet to position yourself with the load.

Team lifting needs to be co-coordinated properly. Try and make sure that those lifting are around the same height and build, make sure one person is responsible for giving instructions etc. Make sure that you lift and move off at the same time and place the load down at the same time.

Mechanical handling aids can reduce the risk of injury when used correctly. Even simple aids such as trolleys, sack trucks and wheelbarrows can all be used to move items. It is better to push rather than pull using your body weight to and leg muscles to do the work. Make sure you keep the load under control particularly on slopes.

If there is any concern that the load is too heavy or likely to cause illness/injury, the item must not be lifted by that individual.

Medication and Medicines

The school will only undertake to supervise children taking long term medication for a medical condition of which the school has specifically been informed in writing and which the school agrees, in writing, to administer. Without the express agreement no medication should be taken by or administered to children. (Please refer to Supporting Medical Conditions in School Policy)

Physical Education

The recommendations are taken from the recognised document Safe Practice in Physical Education and School Sport. If it can be demonstrated that these guidelines have been followed then anyone subject to such proceedings will be better able to defend their actions. By following the recommendations in the document all will be afforded a greater level of protection.

It is important to create a safe environment for the lesson. Children should be trained in good habits of response, behavior, and handling of the apparatus and to carry out own risk assessments.

Staff should present pupils with appropriate challenges. Apparatus and tasks should be modified to accurately reflect pupil capability, thereby minimising the risk of falling and poorly controlled movements/ dismounts.

Clothing

Children should always change into suitable clothing so that they are able to participate safely and securely.

Indoor - Providing the floor is of good quality and clean, children must participate in bare feet. Any child who has a verruca should cover with a plaster. Clothing should allow for freedom of movement but should not be loose or baggy. Shorts and short sleeves are required for apparatus work ensuring that there are no strings, pockets or tags which may get caught on the equipment.

Outdoor- Children must wear shoes that demonstrate effective grip, support and reasonable protection. Clothing must allow good freedom of movement and in cold weather, tracksuits or jogging bottoms and a sweatshirt may be worn.

Children who have religious clothing or artifacts. Clothing worn to comply with a faith commitment should be appropriate to the activity being taught and must not compromise both the safety of the wearer or others in close proximity. Headscarves, where worn, must be tight and secured in a safe manner and unlikely to catch on anything that may put the wearer at risk. Any religious artifacts are removed or made safe (by taping over).

Personal effects, such as jewellery, watches, hair slides etc should always be removed by pupils before participating in physical activity. Staff need to be mindful of their own adornments. If the item cannot be removed (medical wristbands, ear studs) then, taping over then item may offer a measure of protection.

Long hair should be tied back with appropriate hair bands by both staff and pupils.

Staff should always endeavor to change for Physical Education. If this is difficult or impractical, then a change of footwear and removal of jewellery should always be undertaken.

Safe behaviour

Pupils should know the importance of safe participation, such as warming up and cooling down, including stretches of the major muscle groups.

Teachers must insist that the children try to avoid collisions and that the level of noise is satisfactory for safe working on the apparatus. The teacher must never leave the lesson unsupervised, and when helping individuals or groups, the teacher must try to keep on the outside of the class in order to keep everyone in view.

All PE areas, especially floors, should be kept as clean and dry as possible to avoid slips trips and falls and a visual risk assessment should be carried out by the teacher before the activity takes place. If the area is not clean and dry the activity must not go ahead and staff must report the problem to the Premises Team or the school office.

Apparatus Safety

Apparatus should be stored near to where it is used. Staff must be confident that the equipment they plan to use is of acceptable quality. Unsafe apparatus must be removed and reported to the Premises Team. All the Schools PE equipment is checked annually by Sports Hall Services or Creative Play.

Each piece of apparatus and equipment should be put away neatly after use so as not to be a danger. Equipment handled and moved by children including games equipment should be accessible and should **only be moved and returned under adult supervision.**

Handling Apparatus

Staff should not use any equipment or apparatus with the children unless they have received appropriate training.

Pupils should be taught:

- How to manage and handle apparatus in a safe and responsible manner.
- How to cooperate effectively when setting out and putting away larger items of equipment
- The procedures for alerting staff to any observed dangers or defects with equipment

- The scope and limitations of the equipment (e.g. mats, landing modules)
- To use the equipment for the purpose it was designed for
- Never to use equipment unless authorised by a member of staff

Staff should know:

- How to use equipment correctly and not deviate from its design specification
- How pupils need to be involved in the safe handling and movement of the equipment
- How equipment should be stored to maintain safe access for staff and pupils
- The procedure for dealing with defective items.

Setting Up

Apparatus is assembled and dismantled systematically and pupils are taught to do this, wherever possible. This must then be checked by staff to ensure correct assembly before the activity commences.

Lifting, carrying and placing of equipment should be managed in a safe manner. Pupils should have a straight back, chin tucked in, be close to the load and be facing the direction of travel with no twisting. The load should not obstruct the field of view and pupils should set the load down gently with their backs straight and knees bent.

Sufficient space is left between apparatus to allow safe movement around it.

Dismount points and planned landing areas need to be free from obstruction and always well away from walls.

Mats should never be indiscriminately placed around the working area. Each mat should be placed with a specific purpose in mind. – e.g. cushioned area of floor work, identifying suitable landing areas for pupil.

Mats should never be used to protect against the foreseeable outcomes of poorly developed skill.

Using the Apparatus

- If there are any problems or accidents, the children should be brought off the apparatus quickly and safely.

- Children should be taught to know the effect of their use of the apparatus or equipment on others, e.g. where the ball/bean bag is going to land when thrown.

Putting it away

- Benches and planks must be put away first, as these obstruct mat pathways
- Children not involved, must sit still while large apparatus is being cleared.
- When clearing mats, a 'one-way system' should be used.

First Aid

Staff must manage the initial injury situation and summon assistance of the appointed persons for First Aid. Two children should be sent to collect one of the available qualified first aiders via the school office.

The Teacher should ensure that the rest of the group is safe and free from the possibility of injury.

Staff and pupils should know; not to move someone who has been injured until assessment of injury has been undertaken.

Outside Games sessions

Staff should assess the playground for potential risks before each PE lesson- looking for holes and loose materials in the play area. If the area is not clean the activity must not go ahead and the problem must be reported to the Premises Team.

Swimming

Before commencing on a series of swimming lessons, the teacher should undertake a risk assessment for the journey to and from the pool.

The teacher should check that there are sufficient numbers of trained staff in attendance during the sessions.

The teacher should discuss conduct and safe behaviour to children; on the journey, in the changing rooms, and in the pool before the sessions begin.

A responsible adult must directly supervise children at all times and without exception.

Physical intervention in Managing Pupils

The following section forms part of our Safeguarding Policy

Pupil Handling

At all times children are encouraged to take responsibility for their own safety and movement around the school.

Staff will use verbal instructions, visual signs and gestures or position themselves to avoid children being in situations, or handling objects which may be dangerous to themselves or others.

There are occasions where parents and children should be aware that staff might use physical reinforcement. The least restrictive restraint possible to prevent abusive or disruptive behaviour will be used only when all other techniques and strategies have been tried or are unsuccessful, or immediately when a child or adult may be hurt or in danger. Physical restraint will be used only to help a child regain self-control. – *see section on violent pupils*.

All Teaching and Learning Support Assistants, Class Teachers and Senior Managers involved with pupils where there is an ongoing need to restrain pupils will have appropriate training and parents will be informed. This is usually as the result of a risk assessment being carried out.

On a day-to-day basis, physical reinforcement may include:

A.

- Holding a child's hand
    - Walking with young children outside school
    - To comfort a distressed child
- Prompting as part of a teaching programme
    - Point to the circle for example – may lightly guide hand
- Assisting with dressing / undressing PE
- Assisting with toileting
    - Amount of help needed will be discussed with individual parents

B.

- Stopping a child from touching or handling or removing objects which can be dangerous
    - If persisting in touching electrical / plumbing equipment
    - Handling sharp objects

- **Comforting a child who is upset.**
    - Perhaps putting arm around child after an incident / accident

For sections C and D, a member of the Senior Leadership Team would be made aware or be involved if the actions detailed were taken. Parents would also be notified.

Notes of the incident would be made in the school's incident book and where violence to staff occurs the relevant violence to staff forms would be completed and sent to the authority.

C.

- **Holding a child who is in danger or hurting him/herself or another child/children or adult.**
    - To stop an argument which has become physical
    - Where a child is in danger of hurting him/herself on furniture or with an object
    - Where a child is hitting, kicking, punching, spitting or throwing objects at others

D.

- **Physically removing a child from the situation:**
    - in which he/she is obviously, persistently distressed and does not respond to verbal or visual instructions to remove him/herself
    - is significantly disrupting / distressing other children because of the level of noise, or length of time involved.

If at all possible other children will be removed from the situation instead.
In all cases staff will ensure that all strategies agreed have been tried in order to de-escalate the situation before removing a pupil from class.

The SLT will ensure that appropriately trained staff are deployed if physical restraint is required. Where physical restraint is required 2 adults should be present.

The SLT will also ensure that where a pupil's behaviour has escalated and is persistently and consistently in need of physical restraint that the appropriate risk assessments are carried out in order to ensure staff safety. This will, include an individual risk assessment of the child, noting any indicators of anxiety and stress in the child, likely triggers, calming techniques, strategies which may be useful and agreed responses to incidents.

Record-keeping

Torridon Primary School will keep a record of all incidents of pupil handling. Parents or carers will be informed at the earliest possible time after an incident. This person will also decide how and when to report the incident to the pupil's parent/carer; this should not be left beyond the end of the day of the incident. The written record will be completed within one working day and discussed with the nominated person. A copy of the school's Incident Recording Form is on page 47 of this policy. If the incident included a physical or

verbal assault on a teacher/adult or another pupil, the Lewisham's accident/incident form CS2 should also be completed.

The teacher/adult involved may seek guidance from a senior colleague and/or their Trade Union representative before filling in their report.

We will discuss the incident with any pupils or staff who were present and, where appropriate, collect a written account from them. In line with our commitment to working with parents, we aim to maintain an open dialogue for the duration of any relevant process which may follow an incident. See physical handling policy

Sharing of information

All members of the school community should know of the existence of this policy, in principle as few people as possible should know of any specific incident and staff should maintain confidentiality to the greatest possible extent. In part this is to enable governors and staff involved in any consequence or complaint to do so without having acquired hearsay knowledge.

Complaints

Complaints following a dispute about the use of force by an adult should, in the first instance, be referred to the Headteacher. This will generally result in an investigation, which will take account of the written or verbal reports, which have been collected. Where disputes cannot be resolved informally within school, complaints should be pursued in accordance with the school's complaints procedures.

Implementation, monitoring and review

The Headteacher is responsible for:
1. Ensuring that all staff are familiar with Lewisham LA's guidelines and the school policy
2. Ensuring that all relevant staff have received training in non-physical interventions in order reduce the need for physical restraint
3. Ensuring that named personnel have received training in physical intervention techniques
4. Monitoring and reviewing the implementation of the school's policy.

Physical Intervention Incident Recording Form

This form is to be used following an incident involving Physical Restraint and kept in the Headteacher's file for future reference.

Name(s) of Pupil(s)	Date: Time:
Ethnicity:	Gender: M / F
Nature of the incident: • Verbal abuse • Threatening behaviour • Refusal • Kicking • Punching • Fighting • Other (please specify)	Involving: • Staff • Pupil(s) • Property • Equipment • Other (please specify)
Why was Physical Intervention required? (Continue on a separate sheet if necessary) • The circumstances that led to the incident • When and where the incident took place • The name(s) of any staff or pupils who witnessed the incident • The circumstances and reason for using physical intervention • The danger perceived • How the incident began and progressed, including details of: ➢ the pupil's behaviour, response ➢ what was said by each of the parties involved ➢ the steps taken to defuse or calm the situation ➢ the degree of force used, and the restraint used ➢ how it was applied and for how long; details of any injury	

FURTHER ACTION TAKEN BY THE HEADTEACHER (circle as appropriate)	
Y / N CS2 Accident Form completed Y / N Child Protection investigation Y / N Racial Incident Record	Y / N Parent/Carer contacted Y / N Police/others informed
Signature of member of staff reporting:	Signature of Headteacher:
Date:	Date:

Refreshment Facilities

Kettles for hot water and toasters etc should only be used in the staffroom and in a controlled area.

Staff should not carry hot drinks during transitions times i.e. playtimes, lunchtimes.
Staff should not have hot drinks in learning areas when the children are present.
Staff should not have hot drinks the open plan admin reception area.

Security

Personal security

All adults are responsible for being aware of their own personal security and should have read the following policies- lone working and physical intervention policy. Adults should try to prevent the occurrence of any activity that would compromise their own personal safety.

Security from intruders

School gate will be opened at 8.40 and closed at 9.05.
The gate will be opened at 3.15 and closed at 3.30. For after extra-curricular clubs, the gate will be opened at 4.25 and closed at 4.40. The Premises Team will remain in the playground during these times to monitor those entering and leaving.
All adults should wear identification badges.
All adults should ensure that the gates and doors are closed and that the buzzer entry system is adhered to.
All visitors should sign in and out at the School Office.
Staff should challenge anyone and ask for verification if they are not known to them.

Safety of personal items

All staff should ensure that items of value i.e. purses credit cards are stored in a locked cupboard. Visitors to the school will be offered the use of a spare locker for the time they are at the school.

Safety of Equipment

All laptops, cameras and electrical items when possible, must be stored away in an appropriate area after use. Staff are responsible for the safe keeping of equipment.

Security risk of arson from waste

All waste is stored in the waste storage area to the rear of the Year 3/4 building. The waste storage area is kept locked at all times.

Smoking

In line with legislation and our school and Local Authority policy no smoking is allowed at any time inside the school building, premises or grounds.

Stress Policy for Adults

What is stress?

The Health and Safety Executive (HSE) defines stress as
"the adverse reaction people have to excessive pressure or other types of demand placed on them".
Pressure is part and parcel of all work and helps to keep us motivated. But excessive pressure can lead to stress which undermines performance, is costly to the school and can make people ill.

At Torridon Primary we agree that:

Work-related stress is a serious problem. Tackling it effectively can result in significant benefits for everyone. We understand that there are practical things we can do to prevent and control work-related stress.
We recognise that a number of significant factors can be the cause of stress at work. We outline here contributing factors and what we will do to minimise the risk of this happening.

Relationships

We will all take responsibility for promoting positive working relationships to avoid conflict. We will all take responsibility for reporting and addressing unacceptable behaviour. Unacceptable behaviour is behaviour which affects another person's ability to work effectively, safely and happily in school. This includes any form of bullying, undermining and discrimination.
If any individual has a concern about a colleague's behaviour toward them or towards another member of staff they have a duty to report the concern to the Headteacher who will respond.
Concerns may be reported in person, in writing, through a trusted friend or associate or through professional representation. If concerns are about the Headteacher's behaviour, concerns should be reported to the Chair of Governors.

Roles and responsibilities

We will all take responsibility for ensuring that people understand their role within school and for making sure that people do not have conflicting roles. We will ensure that, as far as possible, the different requirements we place upon staff are compatible.

Information to enable employees to understand their role and responsibilities

We will always provide information which will enable all staff to understand their role and responsibilities.
All staff will have the opportunity to be fully briefed in the life, aspirations, direction, development planning and management of the school. This will be achieved through wide consultation, regular team meetings, newsletters and memos and an open door policy. Staff will be encouraged and supported to raise concerns about any uncertainties or conflicts they have in their role and responsibilities. Decisions will be made openly

and will be clear and effective. At the heart of our decisions will be the desire to best support children's learning.

Change

We will all take responsibility for ensuring that change (large or small) is well managed and clearly communicated.

We will provide all staff with timely information to enable them to understand the reasons for proposed changes. We will discuss the risks, opportunities, implications and benefits of any proposed change fully with staff who will be affected by the change - and ensure that all staff are informed about and able to give their views to this decision.

We will ensure that staff are aware of the probable impact of any changes to their jobs. If necessary, they will be given training to support any changes in their jobs. We will make sure staff are aware of timetables for changes and have access to relevant support during changes. We will monitor the impact of change and be open to any adjustments or modifications which may be necessary to secure our stated aims and outcomes.

Circumstances outside work

We will be vigilant and offer additional support to any member of staff who is experiencing stress outside work e.g. bereavement, caring for a relative or going through separation.

Domestic issues

When tackling work related stress, we will acknowledge that problems in someone's domestic life do not necessarily stay at home. Staff can be affected by outside events. We will encourage staff to discuss any matters which may affect performance whilst at work. As this is a primary school and as children are so receptive to and affected by the emotional responses of adults the Headteacher may ask the member of staff to be absent from work until they are able to respond and behave in ways which will not unsettle or be of concern to young children.

If appropriate the Headteacher will refer the member of staff to the council's occupational health service to provide advice regarding available counselling services.

We will remember and note that individual staff may experience stressors differently because of their individual circumstances.

We will make available to all staff access to national and local help lines for support including the Employee Assistance Programme.

Employee absence

We will monitor all absences closely and keep in close contact with staff that are away from work through illness.

In monitoring absence, we will be aware that an element of stress might be a contributory factor although this may not be immediately apparent.

On returning to work after an absence the member of staff will meet with the Headteacher to confirm the reason for the absence and confirm that the employee is well enough to return. This return to work interview may usefully provide an opportunity for wider issues to be explored if necessary or appropriate.

Stress related illness

At Torridon Primary we will positively encourage staff to manage their own well-being at work and provide them with the support they need to do this. We will all accept responsibility for taking the initiative in supporting each other by asking the individual what we can do to help.

If a member of staff complains of work-related stress this must be communicated to the Headteacher who will note the concern, record significant details, talk to the member of staff and carry out a risk assessment for his/her particular post.

The Headteacher will then discuss whether there are any reasonable adjustments that could be made that could help the individual.

The Headteacher will seek advice from Education Personnel on what support may be available and if appropriate request a referral to a specialist agency or counsellor.

Wherever possible the Headteacher will make sure that the person is not placed in a situation that contains the same factors that led to them experiencing stress related illness.

If a member of staff is absent with stress related illness their return to work will be carefully managed. We will recognise that they may feel uncomfortable if they think that they are being given special treatment or are not given enough work to do. We will make sure that the person undertakes the range of duties that they would normally be expected to do, but we will find ways to reduce those elements of work that may have been excessive and led to illness.

Stress risk assessment

The Headteacher and governors, acting on behalf of the employer (Lewisham Children & Young People) will carry out their legal responsibility to assess risk in the workplace.

We will refer to the following guidance in carrying out our risk assessments for stress at Torridon Primary:

Culture

- Do staff appear to have good, open communication with each other and with line managers and senior managers?
- Do staff attend team meetings where they are able to express their views and feelings?
- When possible, are these views taken on board?
- Is there a supportive environment between colleagues?
- Do staff 'buy in' to their work; are they proud of their work? Are they satisfied by their work?

Demands and work overload

- When staff feel they have too much to do in the time available are there opportunities to express this to a line manager and are there strategies in place for renegotiating time scales and expectations?

- Capability and capacity – are staff capable of dealing with the tasks they are being given? Is there a training need?

- Work under load – does a person have too little to do or can the work be done in way that would be more stimulating.

- Physical environment – could the environment cause stress e.g. is it excessively noisy.

- Is there a danger of violence or verbal abuse or personal risk to one's safety?

Control

Are there opportunities for staff to influence, where appropriate, the way that work is done e.g. through discussion at team meetings?

Relationship

- Are there relationships within the workplace that could lead to increased stress?

- In particular do you suspect any instances of bullying, isolation, undermining, prejudice or harassment?

Change

Has there been significant change which has affected individual or groups of staff - for example a major reorganisation or job cuts?

Role

- Do people in the team have conflicting job demands?

- Do all team members have clarity in terms of the scope and responsibilities of their job?

- Do all team members have clear objectives and the opportunity for professional development?

Factors unique to the individual

To some degree we all work in different ways and respond to different stressors – Can work be managed to respond to these differences whilst still managing to get the work done?

Sources of support and guidance:

Torridon Primary provides an employee assistance programme provided by Education Support Partnership, to all staff. Staff can call the helpline on 08000 856 148 for: -

- Support and counselling for both home-life and work-related issues
- Financial and legal

- Specialist information such as elder care, childcare and disabled care
- Support for managers

www.isma.org.uk
www.HSE.gov.uk
www.acas.gov.uk

Stress Policy for children

At Torridon Primary we consider the welfare of the children to be of the utmost importance and we recognise that a number of factors can be the cause of stress. These can include family traumas (death, breakdown of relationships, illness and abuse). Inside school the cause could be bullying, conflict, worries about friendships, low self-esteem and inability to cope with the curriculum. In addition, world events can trigger a lot of stress as most children are exposed every day to the media. Sensitive and child friendly responses to tragic events can be delivered through whole school assemblies and class discussions.

Therefore, we will aim to provide a platform for children to express their grief worries and fears so that they will consider school a comforting and secure place. Our school will be a place where children can access support and reliable, appropriate, timely information.

Responsibilities

Children at Torridon Primary are encouraged to talk to members of staff. Staff make time to listen. All staff are well versed in picking up small signs that all might not be well for individual children and will ensure information is sensitively shared with the appropriate adults.

We will work to make sure that all children are able to identify a named adult that they could go to if they were worried about anything. We will establish an effective support network for children at Torridon Primary School.

Children will also know that if they express a worry, action will be taken and they will receive support and help. We will use strategies such as, circle time, questionnaires and small group discussions to ensure that children know that if they express a worry they will receive support and help.

Whenever possible we will keep parents informed about possible sources of stress in their child - and seek their support and advice in helping us to respond appropriately. We ensure that all staff are made aware of any problems concerning a child and are given verbal and written information and strategies to help the child cope with any stressful situation. Staff will also take responsibility for reporting any concerns they have about a child to a member of the senior leadership team so that appropriate action can be taken.

We acknowledge that sometimes the stress level involved may be too high for the school to handle adequately. In this event we will seek advice from outside agencies and enable the child to access counselling or other

professional support. We are committed to help any child deal with stress in a practical, sympathetic way so they can be comfortable seeking that help.

Learning how to respond to stress

Children will have the chance to explore feelings and emotions in a variety of ways such as class circle time, whole class, small group or individual discussions on sensitive issues and using role play in drama.

Topics which might be stressful for children can be addressed in whole school assemblies and class discussions - if staff can find a way of approaching them helpfully and supportively.

Teachers will plan for PSHME (personal, health, social. moral and spiritual education) in their termly plans for each class. This ensures that all children at Torridon Primary receive information and develop skills which build their self esteem, enable them to identify and communicate feelings and emotions and to respond sensitively and supportively towards the feelings and emotions of others.

The PSHME team will ensure that we can easily access appropriate materials, training and learning resources for this important part of our curriculum.

Supervising Pupils

School starts at 8:55am and finishes at 3.15pm. Responsibility for children on the premises is only accepted for 20 minutes on either side of these hours or in the case of extra-curricular clubs, 10 minutes afterwards.

Tools

Tools and machinery used by adults, especially electrical items (e.g. drill, lawn mower, and chain saw) must not be used without careful reading of written instructions on safe handling and usage. Written instructions for the use of items available in school are contained in the Premises Office. If you are unsure about the safe handling of any tools or machinery you should seek further advice from the Facilities Manager or from the Health and Safety Section at Lewisham C & YPS.

Before allowing children to use any tools or machinery, adults must ensure that they know the guidance on the safe use of tools. If an adult is unsure about the safe use of any tool, they should seek further guidance before using the tool.

Waste Management

The school currently has contracts with various companies for the disposal and treatment of its waste
They are;
General waste collected on a weekly basis
Clinical waste: 2 monthly
Feminine Hygiene: 2 monthly
Recycling: weekly

Staff should ensure safe handling of waste and adhere to safe practices when dealing with waste. (including toner and ink cartridges, batteries, computer equipment, cleaning materials, aerosols etc) Staff should ensure that the waste bags used will enable easy carriage. Staff should handle bags by the neck of the bag.

Please do not place the following in a classroom waste bin: - broken glass, messy food or confidential documents or any other materials that are unsuitable for the classroom. Confidential documents should be placed in the confidential waste bins located in the Resources room or shredded

Those items that do not have fixed contracts and disposal is covered by an 'as and when' basis. For example, the disposal of printer cartridges, light bulbs tubes and fridges. These items are stored in a safe and secure place until there is a sufficient quantity, which makes it viable for the waste companies to collect.

Hazardous waste, such as asbestos, must be removed and disposed of by the relevant specialist companies.

The disposal of these items are then recorded in a disposal log book, which will show the type of waste, the date of disposal and the company dealing with it. Collection notes from the companies are then stored with the log book.

Staff should put on protective equipment-plastic gloves –when necessary (when in contact with any body fluids, blood, stained tissues) the waste products should then be placed in a sealed bag and placed in the clinical waste bin.

The Premises Team should then be notified to dispose of the materials.

Working at Height

Working at height is deemed to be any task that is above the floor level and where a person could be injured from a fall. In order to minimise any risk staff should assess the conditions and the area in which they are working for the normal slip, trip and fall hazards. E.g. Surface, weathers risks from falling objects etc.

Staff must assess the risk and ask – do we have to work at height at all?

Staff are expected to consult the Premises Team (who are trained in working at height) and ask for assistance if there is a task above floor height which they deem to have risk from a slip or fall and which requires a ladder.

Staff should not stand on tables and chairs or over reach to complete a task.

All ladders are checked before use that they are safe and undamaged. If there are any ladders found to be unsafe/damaged they must not be used and the Premises Team advised.

No person should walk on the roof without the express permission of the Headteacher and Facilities Manager who will assess the risk.

Lifts

Lifts to be serviced at 6 month intervals
Back up batteries/UPS units fitted to allow for power cuts.
Lift to be checked by Premises Team monthly.
Lifts must not be overloaded and only used for the purpose designed.
Staff must be trained in correct use, before operating equipment.

Driving at work

- must have the correct licence and insurance for business use and MOT.
- will check the vehicle prior to use.
- will drive lawfully.
- will familiarise themselves with route, leave time for journey. Not be under influence of drink/drugs.
- not be suffering from illness/fatigue.

When children travel in a vehicle:

- will sit in the rear of car
- travel with a signed consent of Parents and SLT.
- be chaperoned by another adult – preferably of same sex.
- wear Seat belts/and use booster seats

Purchasing of goods

All items purchased should be from a secure website/recognised store.
Items should be kite marked. If the items are tools / equipment these must be to an EU standard.
All orders must be placed on a purchase order form approved by the Headteacher prior to purchase and invoices submitted/retained. (See internal finance procedure)

Use of Flammable liquids

Flammable liquids are stored in a secure shed. Ensure that all liquids are stored in sealed/correct containers that are obvious to users. The following guidelines should be adhered to.

- No equipment using flammable liquids stored/kept in buildings.

- Avoid all sources of ignition.
- PPE must be used.
- Quantities must be kept to a minimum.
- Keep away from children.
- Contaminated materials must not be stored in site.

Playgrounds

Other playgrounds – will be checked weekly. Concrete and surface checks will be part of this monitoring process.
Other inspection requirements include:
Fox soiling - Mark/cordon/clean /disinfect.
Drain gullies - Clean when backed up
Ice/Snow = Close down and salt
Litter pick daily
Remove when dangerous items found.
Steps - All highlighted
Lamps - illuminated at night when in use.
Areas will be closed if a specialist repair is required.

Trees will be checked regularly. Areas close to trees will be closed when winds exceed 20mph/or if there are:

- leaning dangerous trees
- Dangerous surface leaves not swept/blown.
- Children stopped from running/ areas closed down

Pond

Children must be supervised at all times. Gate must be kept closed.