



## **Health and Safety (Premises Management) Policy**

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**Ratified: March 2025**

**Next Review: March 2026**

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## **SECTION A**

### **Health and Safety Policy issued by the Trustees of The Southwater Infant Academy**

#### **1) DECLARATION**

The Board of Trustees will, under Section 4 of the Health and Safety at Work Act etc 1974, be treated as the Person who has control of the Academy premises.

It will be the Trustees' policy to encourage, where practicable, the co-operation of all users of the establishment by discussion and consultation to promote and develop measures , which ensure Health and Safety at Work.

The Board of Trustees recognises and accepts its responsibility for the maintenance of safe egress and access, the maintenance of the premises, and minimising risks to health arising from plant or substances used on the premises, in so far as they are competent under the scheme for Local Management of Schools.

#### **2) SAFETY DUTIES**

To achieve the objectives laid down above, the Board of Trustees accepts the following duties:-

- a) To participate in and/or arrange for inspection of the academy premises in order to identify any risks to health and safety arising from the buildings and grounds, any fixtures or contents, the uses to which they are placed, and arrangements for safe access and egress. The inspection report shall be considered by the Board of Trustees who shall determine any follow-up inspection, which is required.
- b) To take reasonable steps to ensure when employing a contractor at the premises that work is undertaken in a safe manner, so that they do not expose the academy's employees, or other persons using the premises to health and safety risks.
- c) To ensure that any defect in the premises etc, when reported, is rectified and/or action taken to prevent persons being affected by that defect.
- d) To record and report any defect or concern together with the action taken to rectify the situation. This will include any minutes of any meeting, and of discussions with employees, the Headteacher or members of the Board of Trustees.
- e) To ensure that an item entitled "Health and Safety" is included on the agenda for termly meetings of the Board of Trustees.
- f) To achieve the academy's legal obligations as specified in the Health and Safety at Work Act, the Management of Health and Safety at Work Regulations and other statutory orders and in particular to:

- 1) Undertake Risk Assessments in accordance with Departmental Policy and record any actions/plans consequent to their assessments.
  - 2) Provide training for safety.
  - 3) Disseminate information.
  - 4) Provide adequate supervision.
  - 5) Monitor Health and Safety standards and systems of management.
- g) To consult with employee representatives on matters affecting their health and safety.

The organisation of the system for internal communications, delegation of specific functions and arrangements particular to occupational hazards, staff welfare and the safety of pupils are outlined in Appendices to this document.

## SECTION B

### The Organisation of the Health and Safety System

The responsibility for day to day oversight of the Trustees Health and Safety responsibilities is vested in the **Headteacher** whose duties are:-

- \* Overall day to day management of all academy Health and Safety matters;
- \* Passing on information received on health and safety matters to appropriate people;
- \* Ensuring action is taken on health and safety matters;
- \* Ensuring safety information is available to all staff;
- \* Identifying staff training needs;
- \* Ensuring regular safety inspections are carried out;
- \* Ensuring safety inspection reports are submitted to the Board of Trustees;
- \* Reporting and investigating all accidents all near misses.
- \* Reviewing evacuation of premises, first aid and other emergency systems;
- \* Actively reviewing safe systems of work and play;

The Headteacher, whilst maintaining overall responsibility and supervision delegates particular responsibility for the management of safety/welfare matters as follows:-

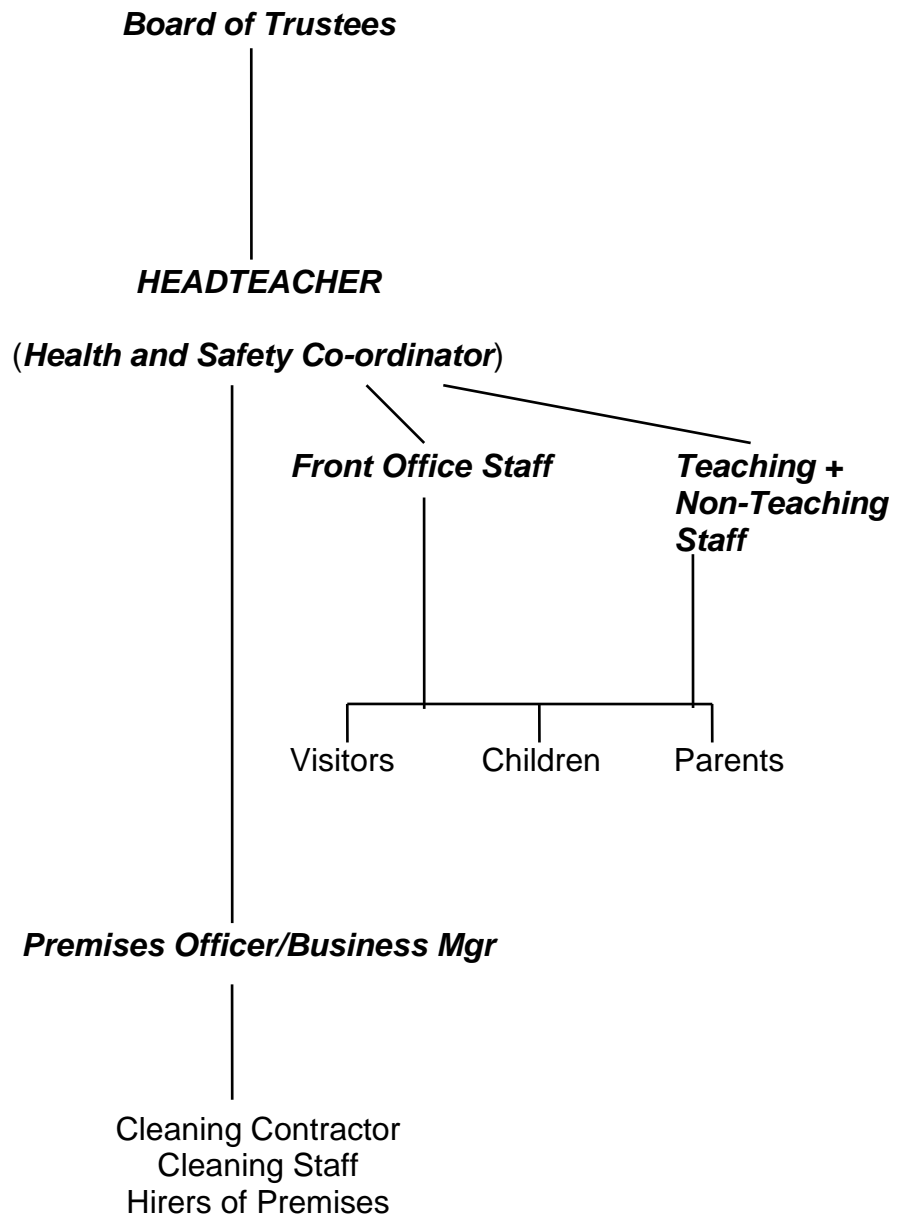
- |                                                                          |   |                                                                  |
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| * Reporting / Recording accidents to children and first aid administered | - | Front Office Staff<br>(Overall responsibility<br>Office Manager) |
| * Premises Maintenance                                                   | - | Premises Officer                                                 |
| * Cleaning and Caretaking safety issues                                  | - | Premises Officer<br>Cleaning Contractor                          |
| * Safety in Science Curriculum                                           | - | Science Subject<br>Leader                                        |
| * Safety in Technology Curriculum                                        | - | DT and IT Subject<br>Leaders                                     |
| * Safety in PE Curriculum                                                | - | PE Subject Leader                                                |
| * Safety for hirers of Premises                                          | - | Premises Officer                                                 |

\* Contractors on site

- Premises  
Officer/Business Mgr

**IT IS THE DUTY OF ALL STAFF** to take reasonable care for the health and safety of themselves, their colleagues, the children in their care and any other persons who might be affected by their actions at work. They are required to report any concerns to the Headteacher and to co-operate with any person in a position of responsibility to ensure that the work environment is kept safe and secure.

The Communication Procedure for the dissemination of information and the reporting of concerns within the establishment is summarised as follows:-



## **SECTION C**

### **Arrangements for Implementing the Health and Safety Policy**

The following documentation details:-

- 1) The Accident / Incident Reporting Procedure.
- 2) The Accident / Incident Investigation Procedure.
- 3) First Aid.
- 4) Administering Medicines
- 5) Fire Safety / Emergency Evacuation Procedures.
- 6) Emergency Provision/Business Continuity
- 7) Control of Substances hazardous to Health.
- 8) Electricity Safety.
- 9) Hiring of Academy Premises.
- 10) Contractors on Academy Premises.
- 11) Playground Safety.
- 12) Lone Working.
- 13) Risk Assessments.
- 14) Manual Handling.
- 15) Off Site Activities
- 16) Asbestos Monitoring and Control
- 17) Legionella (water systems)
- 18) Security (CCTV, Intruder alarm, key holders)
- 19) New and Expectant Mothers
- 20) Working at Height
- 21) Display Screen Equipment (DSE)
- 22) Glazing

- 23) Gas Safety
- 24) Induction
- 25) Staff Welfare/Stress

\* Arrangements for Health and Safety in Science, Technology and PE are detailed in the appropriate documents kept in the front office.

## 1) Accident / Incident Reporting Procedures

\* The person responsible for overseeing the immediate arrangements for accident / incident reporting and recording within the academy is the **Office Manager**.

\* The Office Manager will report all serious accidents to the Board of Trustees.

The Headteacher (or Deputy Headteacher) will be informed of all such incidents.

\* The Headteacher will inform the pupils' parents of any such accident to their child.

\* All minor accidents / incidents involving children (with the exception of small grazes, etc) and particularly all head or facial injuries shall be recorded in the accident log. The Office Manager is responsible for ensuring this is done, and for consulting with the Headteacher or Deputy Headteacher as necessary.

\* All head injuries will be reported to parents immediately, whether or not a child needs to be sent home. The Office Manager will ensure this happens.

\* All other minor injuries to children will be reported to parents at home time by the class teacher. The member of staff who dealt with the minor injury will ensure the class teacher knows of any accidents / incidents, which have occurred at playtimes or lunchtimes.

\* All accidents /injuries involving employees **must** be recorded on an accident form, reported to the Headteacher and filed in their personnel file.

## 2) Accident / Incident Investigation Procedures

When an accident/incident involves one of the following, an investigation should be carried out:

- a) any fracture;
- b) any head injury, which involves a concussion or loss of consciousness;
- c) any injury which involves an absence of five school days or more;
- d) any accident that involves an environmental factor; for example, a broken fence, damaged roof tiles or slip/trip due to a defective surface.

The details of the incident and any subsequent investigation carried out should be recorded on an incident report form, and the incident should be reported to West Sussex via the online reporting form. **All incidents / accidents involving employees should be reported to West Sussex, regardless of the severity.**

Insurers should be notified of all such incidents in order to comply with any notification conditions in the insurance policy.

A record should be made of any advice given to the parent/guardian about attendance at hospital, and whether that advice was followed.

Any evidence obtained (such as witness statements and copies of maintenance records) should be stored with the incident form for ease of future access.

Any action taken as a result of the accident, including repairs or changes to policies should also be recorded and stored so this can be easily accessed in the event of a future claim.

In the event that an accident involves a serious injury, such as a severe head/brain injury, injury to the spinal chord or amputation of more than a digit, insurers should be notified immediately as they may wish to carry out a detailed investigation as soon as possible.

### **3) First Aid Procedures**

- \* First aid will be administered by any first aid trained staff.
- \* First aid boxes will contain a sufficient quantity of suitable first aid materials. The contents will be replenished regularly. Needs will be passed to the Business Manager by the Office staff and either be purchased centrally or locally.
- \* It is the duty of classroom staff to ensure their first aid bags are stocked at all times including when going on trips.
- \* First aid will be administered in the front office, except where moving the child could increase the injury, or in the playground for minor injuries.
- \* The Headteacher will be called for advice if necessary.
- \* In the event that first aid needs further specialist or hospital treatment, the Headteacher or Deputy Headteacher will be informed and the emergency service will be contacted by them or by the Office Manager. Parents of a child needing further treatment will be contacted immediately by the Headteacher or Deputy Headteacher.
- \* First Aiders will comply with certain precautions to reduce the risk of transmitting other infections, including hepatitis and the Aids virus.
  - ie. \* they should always cover any exposed cuts or abrasions on their hands before treating a casualty.
  - \* they should always wash their hands before and after applying dressings.

- \* whenever blood or other body fluids have to be mopped up, disposable plastic gloves and an apron should always be worn and paper towels used; these items should then be disposed of in plastic bags and then placed in the yellow medical waste bin in the adult toilet.

- \* When there are children with disabilities, long standing medical conditions or allergies which require special attention, individual advice will be sought about their treatment in the case of accidents. Such notes will be kept in a file in front office.

Details of most common conditions requiring first aid treatment are in the "First Aid Policy" held in front office.

#### **4) Administering Medicines**

The Academy's Managing Medicines Policy details the procedures followed by the Academy and is based on WSCC policy and procedures. The lead for the administration of medicines is the Office Manager. A copy of the policy is available from the Academy office.

#### **5) Fire Safety / Emergency Evacuation**

- \* **The Headteacher (or Deputy Headteacher)** will be responsible for co-ordinating fire arrangements in the academy.
- \* Procedures to be followed in the event of fire will be displayed in all offices, classrooms and staff areas.
- \* All staff should be aware of location of fire extinguishers and know how to use them in an emergency. - Training requirement (cannot assume know how to use)
- \* In the event of a fire, the Fire Warden (or Headteacher in their absence) will call the Fire Brigade to update on location and severity. Note: The company monitoring our fire and intruder alarm systems will contact the Fire Brigade only after a second activation. Therefore during Academy hours it is imperative to phone the brigade to inform of fire. If false alarm the system should be reset.
- \* Fire drills will be carried out each term involving all staff, visiting adults and children.
- \* All new staff will be informed of drill procedures and assembly points (class positions in playground)
- \* All evacuation points will be kept clear and unobstructed.
- \* No one will return to the building until authorised to do so by the Headteacher (or Deputy)
- \* A yearly fire safety assessment will be carried out by the Premises Officer and signed off by the Headteacher. All actions completed. (A fire risk assessment must be carried out by a competent person after any significant changes to buildings and/or route layouts).

- \* Invites to parents, carers and general public, to onsite academy events, should include a question on mobility issues.
- \* Office Manager/ Health & Safety officer assess needs of the individual and ensures a personal plan is put in place to support any need for a safe evacuation of the premises ie. Seat location, distance of travel, responsible person, possible disruption to others trying to escape.

## 6) **Emergency Provision/Business Continuity**

The Emergency Plan details procedures and arrangements to be used in the event of an emergency. This includes liaison with WSCC and the emergency services, provision for the continuation of Academy business and arrangements to contact interested parties i.e. parents and the press. All relevant staff are trained in the procedures contained within the emergency plan and are able to take the appropriate action if required. The emergency plan is regularly monitored and reviewed by the Headteacher.

## 7) **Control of Hazardous Substances**

- \* There should be no hazardous substances used in working with infant children.
- \* The **Premises Officer** will oversee the arrangements with respect to hazardous cleaning substances and ensure all risk assessments have been carried out for such substances (advice from County Cleaning/Cleaning Contractor and Caretaking personnel).
- \* All hazardous cleaning substances should be kept in a locked cleaning store during the hours the children are in academy.
- \* The COSHH officer is the Premises Officer.
- \* The Cleaning Contractors COSHH book is kept in the cleaning cupboard and updated by their Area Manager. The cleaning contractor use their own cleaning products.

## 8) **Electrical Safety**

- \* The **Premises officer** is responsible for overseeing the arrangements for electrical safety throughout the academy.
- \* All electrical equipment within the academy will be tested regularly and records of these tests maintained. These records will be kept by the Premises Officer. The Cleaning Contractor are responsible for the testing of their electrical equipment used on the academy site.
- \* No portable equipment is to be brought from home for use in the academy without the appropriate checks.

- \* Maintenance of electrical equipment and wiring of plugs must be carried out by a competent person only. Staff should carry out simple visual checks on electrical equipment before switching it on.
- \* As part of their training, first aiders must be aware of what to do if someone suffers an electrical shock or electrical burns. All staff need to know how to respond if they are present when someone is electrocuted. - First aid training will be organised for all staff.
- \* Consideration must be given to the use of RCDs (Residual Current Devices) where appropriate to safeguard pupils and staff from electrocution.

## 9) Hiring of Academy Premises

It is most important that the academy is aware of the intended use to which the premises are to be placed by the hirer. The application form requires the hirer to give this information (received by **Business Manager**). From this, the academy can consider whether the proposed use is likely to give rise to any health and safety hazards, and indeed whether the use is acceptable to the academy.

Some issues which may arise are:-

- requirements for public licences
- fire safety
- car parking
- use of kitchens
- suitability of floor surfaces for particular activities
- access to electrical equipment
- emergency telephone / first aid
- lighting of buildings and grounds

The hirer's attention will be drawn to any matters which may effect the health and safety of persons using the premises.

Hiring of academy premises is fully documented by the Business Manager and is subject to appropriate insurance cover being arranged.

If a Hirer is using their own electrical equipment, they need their own insurance.

## 10) Contractors on Academy Premises

The Primary responsibility for the Health, Safety and Welfare of a contractors own staff lies with the contractor. They also owe a duty of care to all other users of a site.

Representatives of all regular contractors are given a site health & safety leaflet and sign the log saying they have read and understand all site requirements.

For all major contracts the academy, contractor, the Health and Safety Trustee and any other appropriate people, need to meet at an early stage to agree any restrictions on working that must be imposed e.g. movement of lorries whilst children or parents are on the academy grounds. Arrangements will be made at this pre-contract site meeting for clear lines of communication to be identified and

for regular meetings between representatives of the contractor and the academy on a day to day basis to take place. The detailed matters which may need to be discussed are as follows:-

- \* storage of contractors materials
- \* possible additional supervision of children at break times
- \* noise problems
- \* possible risks of any substances used by contractor
- \* movement of structures and vehicles
- \* access for contractors to “break” facilities and toilets
- \* disposal of waste
- \* procedures which might require the academy to be empty
- \* information from the academy on the possible risk of asbestos if the contractor is working in an area identified as being one in which asbestos may be present and may be disturbed by the contractor’s work

The academy will satisfy itself that any contractor it may wish to use has appropriate standards.

## 11) **Playground Safety**

Our academy aim is to provide a playground environment which is fun to play in, provides a means for children to develop their physical, social and behavioural skills, contains good quality equipment and is risk and therefore hazard free.

- \* Any hazards which arise which may be potentially dangerous to children or adults should be reported individually to the **Premises Officer or Headteacher.**
- \* Inspection of the playground surfaces, structures and trees will be included in the termly inspection of the whole premises and any maintenance or repairs necessary will be carried out and written records kept by the Premises Officer.
- \* During icy weather conditions the application of “ice-melt granules” will be carried out by the Premises Officer. The applications will be recorded with date, areas of application and by whom. Areas of priority are daily pathways into the academy, mobile classroom steps and fire exits.
- \* Guidelines for treating children with playground injuries are stated under “First Aid” and “Accident / Incident” reporting procedures. The contribution of a faulty surface or piece of equipment to an accident must be reported immediately to the Premises Officer or Headteacher.

- \* External and internal play and physical education (PE) equipment is serviced annually by competent external providers. All equipment is checked prior to use by the teaching staff with any defects being reported immediately to the Headteacher or Premises Officer. Faulty equipment is immediately decommissioned (reported to the equipment provider where necessary) awaiting repair.
- \* Regular weekly checks are carried out with any issues recorded and relevant action taken.

Hazard:        Something that has the potential to cause harm.

Risk:            Likelihood of harm occurring

## 12) Lone Working

Staff must not work alone after 8.00pm or at weekends without the prior agreement of the Headteacher. Any member of staff working alone in the academy must:-

- \* Make sure they have available essential contact numbers (Premises Officer, Headteacher, Chair of Trustees).
- \* Inform somebody else that they intend to work late, and that this person will be aware if they do not return home.
- \* Ensure contacts for the Headteacher, Deputy Headteacher or Premises Officer are left with a family member or friend if the staff member should not return home.
- \* Lock external doors to the building.
- \* Be certain of the requirements for securing the building and setting the intruder alarm as he/she leaves the academy.

## 13) Risk Assessments (See Appendix)

An “**assessment of risk**” is a careful examination of what, in the academy, could cause harm to children and adults so that one can weigh up whether enough precautions have been taken.

Most of the significant hazards commonly encountered by schools have already been the subject of risk assessment by the academy. Details of these assessments and the measures recommended to control the risks are included in the various manuals forming the **Authority’s Health and Safety Information System**. Appropriate staff have access to these manuals and should adapt and understand the advice and guidance contained within.

At the beginning of each new Academy year, and as part of new start induction, each staff member will complete a classroom risk assessment (see appendix)

If a hazard in the academy or as part of academy activities is identified the following steps will be taken:-

- 1) Identify the hazard
- 2) Consider who might be harmed, the level of risk and its significance.
- 3) Analyse how the risks can be controlled.
- 4) If risks are significant, findings must be recorded.
- 5) Assessment should be reviewed and revised as necessary.

The academy's "Risk Assessment Planners" should be used when undertaking particular academy risk assessments. All recorded risk assessments must be kept centrally with other Health and Safety documentation (staff workroom) and reviewed regularly by the Headteacher.

#### 14) **Manual Handling**

- \* Manual handling (which includes lifting, pushing, pulling, twisting, stretching and carrying) should be avoided as far as is reasonably practicable.
- \* When a manual handling task cannot be avoided a trolley or other mechanical aid should be used.
- \* The **Headteacher** will carry out a risk assessment for all manual handling tasks which cannot be avoided.
- \* It is the **Headteacher's** responsibility to ensure that any of the staff who have to carry out manual handling tasks are provided with training in correct lifting techniques.

#### 15) **Off-Site Activities**

- \* When an off-site activity is planned a member of staff should make a pre-visit whenever possible. During this pre-visit, health and safety should be one of the factors taken into account when assessing the suitability of the venue.
- \* An appropriate number of responsible adults will accompany the children, usually in a ratio of 1:4 for Reception and 1:6 for Years 1 + 2.
- \* A member of the teaching staff will be in charge of each visiting group and will have no particular children for whom she is responsible. She will deal with payments, negotiations with site staff and any other issues / incidents which arise.
- \* The teacher in charge will have a mobile telephone which will be left on at all times. She will know both academy numbers. Should an accident / incident occur, the academy will be her first contact then the emergency services.
- \* All off-site visits will be during academy time and any deviations from this must be by prior arrangement with the Headteacher.

- \* All members of the teaching staff must thoroughly brief accompanying non-teaching staff and parents about the venue, any potential hazards, and rules of behaviour.
- \* Non-teaching staff accompanying the visiting party will ensure that a basic first aid set is taken and any additional medicines for individual children ie: inhalers / allergic pens.
- \* The Office Manager when booking transport will ensure that all coaches have appropriate seat belts and air conditioning (if possible). The registration numbers of coaches and groups of staff and children travelling on them are recorded and held at Academy.
- \* Every child must have a completed permission slip before he/she embarks on anything other than a local Southwater visit.
- \* All site visits will have a risk assessment completed using Evolve. This will be reviewed before the visit takes place.

## **16) Asbestos Monitoring and Control**

- \* A West Sussex County Council specialist contractor undertook an assessment of the likely location of asbestos within the academy building. The academy has a copy of the register showing the locations of possible asbestos.
- \* The Premises Officer undertakes regular visual inspections of all the potential asbestos element areas to check if their condition has deteriorated, been damaged or disturbed. This is recorded in the asbestos monitoring log. This is a requirement of the Control of Asbestos Regulations 2006.
- \* Even if the condition of an asbestos element has not changed since it was last assessed this fact is still recorded.
- \* The Premises Officer logs details after the checks have been carried out.
- \* Any contractors and people undertaking building maintenance likely to disturb the potential asbestos are provided with the necessary information in advance.

## **17) Legionella bacteria in water systems**

Please refer to the Water Management Policy and Written Scheme of Work policy.

## **18) Security**

The Premises Officer is responsible for ensuring that the following practical security arrangements are carried out:-

- Shutting and securing all doors and windows at the end of the working day.

- Setting the academy's intruder alarm system at the end of the working day.
- Opening main access points (vehicular and pedestrian) at 7.00am and shutting and locking at 7.00pm or at other times if requested by the Headteacher in advance.
- Ensuring that no items of equipment are left outside overnight, particularly equipment enabling access to buildings, eg ladders.
- Ensuring that the waste and recycling bins are secured in the bin area.
- Repairing any defects in external lighting and altering time clocks with the hour change if necessary

#### Staff responsibilities:-

- Staff are required to comply with all the security arrangements that have been put into place
- Staff should report any incidents /concerns to the Premises Officer (Business Manager in Premises Officer's absence) and record them as necessary
- Staff should ensure that the external classroom windows and doors are secured when the classroom is not in use and at the end of the day
- Turn off computers and lights

#### Staff / Visitor /Access Control and Identification

- Access to the academy building via the front door is controlled and supervised by the Front Office staff.
- Staff have access to the academy building by the main entrance, using a keypad access code, which is changed periodically by the Premises Officer.
- The Office Manager shall ensure that all visitors to the academy sign in and are issued with an official visitor's identification badge. This excludes parents dropping off or picking up their children
- The academy manages visitor access to the main entrance by an intercom system. Visitors are only admitted when they have said who they are, and have given a legitimate reason for entering the academy building.
- If a person with aggressive behaviour, or with a history of such behaviour, arrives at Reception s/he is asked politely to wait there and the Headteacher or a member of the Senior Management Team is informed immediately.
- Where a parent or visitor persistently uses aggressive or violent behaviour towards staff, the Headteacher would take steps to ban that person from being on the academy premises. Flouting the ban would lead to prosecution.

#### CCTV System

The academy has a CCTV System with monitors in the Front Office.

### Cash Handling

- Small amounts of money are held in a cash box in the Front Office and kept in a secure lockable drawer.
- All other cash and cheques are locked in the academy safe until banking – within the safe's insurance limit (maximum £700.00)
- When banking, appropriate precautions are taken.

### **19) New and Expectant Mothers**

Any staff member who becomes pregnant is to inform the Head Teacher of this and an appropriate risk assessment is to be undertaken following the guidance contained within the Health and Safety A-Z on the WSSfS. The academy recognises the changing nature of pregnancy and will regularly review risk assessments to ensure the working at the academy will not pose any risk to their health and safety and that of their unborn child.

### **20) Working at Height**

Teaching staff are not permitted to work at excessive height (at a height greater than can be reached by classroom step ladders) to put up displays. The Premises Officer has been ladder trained and will erect displays on behalf of teaching staff. Ladders, step stools and other access equipment are kept on a ladder register and regularly inspected and maintained.

### **21) Display Screen Equipment (DSE)**

Every DSE user will have risk assessment completed to make sure they know how to adjust and set up the workstation correctly. It is the responsibility of the Head Teacher to ensure that assessments are completed by relevant staff. The risk assessment can be carried out by the workstation user through the e-Learning programme and assessment checklist. This is available on Health and Safety A-Z pages of the WSSfS.

DSE user risk assessments will be reviewed periodically by the Head Teacher, at least annually, or if there have been any significant changes to the workstation. A review of the original assessment must be undertaken as soon as practicable by the line manager when an employee complains of musculoskeletal or other health issues that could be attributed to, or aggravated by, working with DSE.

### **20) Glazing**

The Academy holds an up to date Glazing Survey and regularly monitors glazing as part of the premises inspection. The Premises Officer is responsible for glazing management.

**22) Gas Safety**

The Academy ensures that any gas boilers and other gas appliances are serviced and maintained regularly. The Premises Officer is responsible for gas safety.

**23) Induction**

All new employees are informed of the Academy's health and safety arrangements and procedures using the induction checklist available within the Health & Safety A-Z on the West Sussex Services for Schools. Staff will also complete the e-learning "schools Health & Safety Induction" and records will be kept. The Headteacher is responsible for induction of staff.

**24) Staff Welfare/Stress**

The trustees consider staff welfare of paramount importance and seek to promote a work/life balance amongst their staff. The Headteacher is constantly monitoring staff workload and every effort is made to make effective changes if staff are experiencing stress either at home or work. The academy also utilises the services of Health Assured and Occupational Health.

## **IN CASE OF FIRE**

For Fire **Practice** notify IN ADVANCE a) Banham 020 7720 6379, Give password.  
Agree time needed for drill and when academy can be put back on watch.

### **IN CASE OF FIRE**

- A**     **Sound alarm from the nearest call point**
- B**     **All children and adults should evacuate the building via the nearest outside door and congregate as follows:**  
**Red Wing (excluding Poppy), Nursery – assemble on the Field**  
**Yellow Wing, Green Wing, Poppy, Hall, Pod – assemble in the Paddock**

### **RESPONSIBILITIES**

1. Fire Warden (Headteacher in their absence) to check fire panel to locate area of incident. Contact Fire Brigade **999** (not for practice) to update them on location and severity of incident and then tackle the fire with the appropriate equipment if safe to do so. Take Mobile Phone and master keys. Note: Banham's monitor alarm systems. If alarm is triggered they contact the academy first. If no response then they will alert the Fire Brigade after a second activation has taken place. Note: Premises Officer (Head Teacher in Premises Officers absence) will attend site to identify whether fire or false alarm and deal with as appropriate.
2. Office Staff 1 - take walkie talkie, fire registers for Red Wing (not Poppy), visitors' book/children's signing out book from office, check all fire doors are shut / adult toilets / hall / Peter's room and exit through hall to the field.  
  
Office Staff 2 – take walkie talkie, fire registers for Poppy class, Green and Yellow Wing, staff signing in book and Grab Bag, Defibrillator and exit out of the main entrance of school to **Paddock**.  
  
Business Manager / Headteacher – to Release Front Gates. Check stock cupboard / cleaning cupboard and exit. Take Mobile Phones and master keys.  
  
Give registers out at appointed assembly points.
3. Teachers / Meal Supervisors - Supervise immediate, orderly and silent evacuation of all children to allocated areas via nearest exit (if in hall via emergency exits). Registers to be called as soon as possible. Check all doors are closed.
4. Teaching Assistants for each wing to check Quiet Room, Toilets and large walk in cupboards are clear of children. Check all doors are closed. Business Manager / Headteacher to check in the afternoon.
5. Headteacher to confirm with all Teachers / Teaching Assistants / Meal supervisors at assembly points that all children on register have evacuated school.

**No One to Re-Enter the Building Without Permission**

## **Risk Assessment of School Buildings and Grounds (an annexe to the health and safety policy)**

### **Risk Assessment**

This is predominately a Health and Safety term, which refers to the process through which hazards are identified and the risk they pose, evaluated.

Effective risk assessment leads to the development of effective and informed risk management strategies, which in turn reduce the likelihood of serious incidents.

All members of staff have a responsibility to keep the school environment as safe as possible, in relation to our duty of care to pupils, staff, parents, trustees and visitors to the site.

The following guidelines highlight potential hazards in each area of the building and academy grounds. Any concerns relating to risk should be reported immediately to a member of the Senior Leadership Team or Premises Officer.

### **Risk Assessment of Buildings and Grounds**

#### **EYFS (Red Wing) Year 1 (Green Wing) Year 2 (Yellow Wing) Mobile classrooms**

##### All Classrooms and Noisy Quiet Rooms

- Keep computers in an area where they will not be an obstacle to cause accidents.
- All electrical equipment including computers IWBs and projectors to be turned off each evening by teachers.
- Wires from computers or any other electrical equipment to be kept rolled up and tucked away. No trip wire situations in any class.
- Fire doors to be kept free of tables and chairs
- Group tables and chairs to be positioned in such a way that they are not obstacles for children to fall over and appropriate gangways are provided to allow for safe entry and exit to the classrooms
- Flip charts positioned safely, checking they are secured
- Scissors and pencils kept in a box safely
- All resources to be stored safely
- Windows closed, doors locked and all blinds pulled down when leaving for the day.
- Inhaler and Epi-pen boxes kept in classroom cupboards on high shelf as required

### **Shared Areas:-**

- Tables and chairs safely organised
- Spillages on floor mopped up quickly. Safety signs to be put up
- Electrical wires tucked away
- Electrical equipment switched off every evening.
- Fire escape routes to be kept clear at all times
- Positions of fire extinguishers known to everyone **and kept clear.**
- Scissors / pins / cutters to be kept in drawers or cupboards
- Newspapers kept inside cupboards
- All resources to be stored safely and securely
- Heavy boxes/equipment should **not** be stored on high shelves
- Cleaning sprays (used by Midday Meals Supervisors) should be stored securely on high shelf in shared area cupboard
- Toilet floors should be checked **each** playtime and toilets flushed

### **EYFS Outdoor Classroom**

- Premises Officer to check area regularly (slopes, play equipment, steps etc.)
- All equipment and furniture to be checked for defects and stored appropriately
- Gates to area must be closed at all times
- Strictly no access to/from nursery or Junior Academy
- Setting up the area must take account of the route to and from the nursery and to the mobile classrooms so as not to block entry and exit to the areas for fire evacuation purposes.
- Fire alarm

### **Risk Assessment of Staffroom and Workroom**

- Lights / lamps switched off each evening
- Laminator switched off after use.
- Microwave, toaster and water heater switched off each evening
- Computers switched off each evening

- Blinds closed
- Wires tied up off floor area
- Paper cutters kept to the side of cupboards.
- Kettles / dishwasher checked each evening
- Windows closed

### **Offices**

- Floor space kept free
- Medical equipment kept **in first aid box** – medicines stored securely
- Medicines to be administered kept in fridge in the staffroom
- Inhalers / Epi-pen boxes kept in a box under office table
- Windows and blinds closed every evening
- Money counted when door is closed and kept in safe
- Valuables kept in safe
- No substantial monies kept in office overnight
- Child protection, SEND and Pupil Record files locked in filing cabinets

### **Business Managers Room**

- Floor space kept free
- Wires from all electrical equipment kept under tables
- Computers switched off
- SEN files kept locked in filing cupboard
- Money counted with door closed and blind pulled down
- Cash and cheques locked in safe

### **Grounds and External Building**

- Premises officer checks school grounds and play equipment weekly for any potential hazards. School grounds checked daily for any animal faeces.
- Perimeter fencing and gates in good order and fully operational
- Gutters and drains kept free of debris and free flowing
- Roof tiles all secure and no danger of loosening during wet and windy weather conditions
- Any tree branches / trees likely to fall identified and situation made safe
- Cars identified which may cause obstruction to emergency service entrances
- Wet leaves and icy conditions on the ground causing potential slipping hazards dealt with promptly – application of ice melt granules recorded
- Doors and windows in good working order and catches/locks fully operational to ensure that they can be fastened securely
- Playground equipment safe with no breakages or loose parts
- Any objects in the grounds likely to cause harm eg. broken glass, faeces, dead animals and birds removed promptly
- Boilers – heating and hot water – monitored regularly for any malfunctions
- Any signs of pest infestation eg. wasps, mice, reported to and dealt with by the Academies Pest Control contractor.
- All external lighting checked to be in full working order including security lights
- CCTV cameras monitored to ensure working efficiently

### **Conservation Area including Vegetable Gardens**

- All gates and fences to be secure particularly around the pond area
  - Trees checked before any activity in the area commences
  - All tools to be securely stored
  - No hazardous chemicals to be used
  - Safety precautions to be taken when contractors visit the area (eg. Tree surgeon)
  - Forest School risk assessment to be reviewed regularly

## Appendix - Health and Safety Checklist

Questions you should ask:	Yes	Further action needed	No	
<b>Movement around the classroom (slips and trips)</b>	Is the internal flooring in a good condition?			
	Are there any changes in floor level or type of flooring that need to be highlighted?			
	Are gangways between desks kept clear?			
	Are trailing electrical leads/cables prevented wherever possible?			
	Is lighting bright enough to allow safe access and exit?			
	Are procedures in place to deal with spillages, eg water, blood from cuts?			
	For mobile classrooms: <ul style="list-style-type: none"> <li>• Are access steps or ramps properly maintained?</li> <li>• Are access stairs or ramps provided with handrails?</li> </ul>			
<b>Work at height (falls)</b>	Do you have a kick-step footstool or stepladder available for use where necessary?			
	Where display boards are set high, are all staff (eg TAs) aware of the need to use appropriate stools or stepladders?			
<b>Furniture and fixtures</b>	Are permanent fixtures in good condition and securely fastened, eg cupboards, display boards, shelving?			
	Is furniture in good repair and suitable for the size of the user, whether adult or child?			
	Are hot surfaces of radiators etc protected where necessary to prevent the risk of burns to vulnerable young people?			
<b>Manual handling</b>	Are trolleys available for moving heavy objects, eg computers?			
<b>Computers and similar equipment</b>	If you use computers as part of your job, has a workstation assessment been completed?			
	Have pupils been advised about good practice when using computers?			
<b>Electrical equipment and services</b>	Are fixed electrical switches and plug sockets in good repair?			
	Are all plugs and cables in good repair?			
	Has portable electrical equipment, eg laminators, been visually checked and, where necessary, tested at suitable intervals to ensure that it's safe to use? (There may be a sticker to show it has been tested.)			
	Has any damaged electrical equipment been taken out of service or replaced?			
<b>Fire</b>	If there are fire exit doors in the classroom, are they: <ul style="list-style-type: none"> <li>• unobstructed;</li> <li>• kept unlocked; and</li> <li>• easy to open from the inside?</li> </ul>			
	Is fire-fighting equipment in place around the academy?			
	Are fire evacuation procedures clearly displayed?			
	Are you aware of the evacuation drill, including arrangements for any vulnerable adults or children?			
<b>Workplace (ventilation and heating)</b>	Does the room have natural ventilation?			
	Can a reasonable room temperature be maintained during use of the classroom?			
	Are measures in place, for example blinds, to protect from glare and heat from the sun?			

