

Our vision

Challenging
expectations
and sharing
success

Waverley School

Health and Safety Policy

October 2019

Name of School	Waverley School
The original policy	January 2016
Updated	May 2018
	This policy was reviewed by the staffing and premises meeting on the 1st May 2018
Updated	October 2019
Review date	September 2020

This policy will be agreed at the staffing and premises meeting 30th January 2020 and the full governing body meeting 19th February 2020

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Governing Body

This policy supplements and should be read in conjunction with the London Borough of Enfield, Schools Health Safety Framework Policy. It lays down the local organisation and arrangements established by the governing body to implement that policy.

The governing body is committed to high standards of health, safety and wellbeing and will take all reasonable steps to ensure the Schools and Children's Services Health and Safety Framework Policy, and its health and safety procedures e.g. Health and Safety documents available on Fronter, Fire Log Book, Responsible Persons Premises Log etc are implemented. In view of this, the school's own safety policy has been devised to complement that of the Local Authority and provide those details that a Local Authority policy cannot.

The governing body recognises its responsibilities as set out in the Local Management of Schools Scheme. We will endeavour to ensure the Schools and Children's Services department's Framework policy is implemented with regard to:

- a safe and healthy working environment with adequate control of health and safety risks arising out of the school's activities
- an effective local organisation to implement the policy
- full consultation with staff on matters affecting their health and safety
- effective communication throughout the school on health and safety matters
- provision of information, instruction and supervision
- ensuring staff are competent to carry out their work and meet their health and safety responsibilities; and the provision of adequate training and

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development

- obtaining competent advice when that is not available within the school
- risk assessments are undertaken and the necessary controls implemented
- the effective management of contractors
- effective monitoring and review of the implementation of the policy and health and safety performance adequate resources to implement this policy

The governing body will review this policy annually.

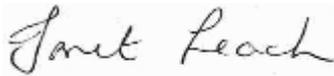
Review this policy annually.

Signed:



Headteacher: 9th Jan 2020

Signed:



Chair of Governors or Staffing and Premises meeting:

Date: 9th Jan 2020

LEGAL FRAMEWORK

This policy has due regard to all relevant legislation including, but not limited to, the following:

Health and Safety at Work etc. Act 1974

The Workplace (Health, Safety and Welfare) Regulations 1992

The Management of Health and Safety at Work Regulations 1999

The Control of Substances Hazardous to Health Regulations 2002

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

The Construction (Design and Management) Regulations 2015

The Personal Protective Equipment at Work Regulations 1992

The Education (School Premises) Regulations 1999

The Ionising Radiation Regulations 2017 (IRR17)

This policy has due regard to national guidance including, but not limited to, the following:

DfE (2018) 'Health and safety: responsibilities and duties for schools'

DfE (2015) 'Health and safety for school children'

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DfE (2019) 'Keeping children safe in education'

DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'

HSE (2014) 'Sensible health and safety management in schools'

This policy operates in conjunction with the following school policies:

- COSHH Policy
- Asbestos Management Policy
- First Aid Policy
- Supporting Pupils with Medical Conditions Policy
- Educational Trips and Visits Policy
- Manual Handling Policy
- Working at Heights Policy
- Lone Working Policy
- School Security Policy
- Smoke-Free Policy
- Adverse Weather Policy
- Emergency plan and disaster recovery plan (which includes our Evacuation Policy, Bomb Threat Policy, Full Lockdown Procedure and Partial Lockdown Procedure,
- Fire Risk Assessment
- Personal Emergency Evacuation Plan
- Fire Evacuation Plan
- Accident Reporting Procedure Policy
- Visitor Policy
- Contractors Policy
- Minibus Policy
- Administering Medication Policy

RESPONSIBILITIES

Head

The Head is responsible for the overall implementation of this policy throughout the

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school. This includes day-to-day responsibility for maintenance and development of safe working practices and conditions for all staff, pupils, visitors and any other person using the premises or undertaking activities under the school's control. In particular, the Head will:

- (a) nominate a senior manager as health and safety coordinator
- (b) ensure subordinate managers meet their health and safety responsibilities
- (c) *ensure the arrangements for consultation with staff are implemented and chair the safety committee*
- (d) ensure effective communication of health and safety matters
- (e) ensure requirements with regard to staff competence are met
- (f) ensure health and safety standards, school health and safety procedures/codes of practice are implemented
- (g) ensure risk assessments are carried out
- (h) undertake risk assessments in relation to directly managed staff (e.g. stress risk assessments)
- (i) ensure health and safety monitoring is undertaken, including:
 - (i) incident reporting and investigation
 - (ii) specific equipment & premises inspections
 - (iii) termly inspections
 - (iv) monitoring of health safety action plans
 - (v) health and safety in staff appraisals
 - (vi) ensuring an annual (or ongoing) report is provided to the governing body
 - (vii) make recommendations to the governing body in relation to external independent audits
 - (viii) report to the governing body any health and safety issues that cannot be resolved.

Senior Leadership Team

The senior management team will support the Head with regard to the overall management of health and safety in the school. This includes:

- (a) providing leadership by ensuring health and safety is considered as part of every decision
- (b) considering the health and safety impact of new initiatives
- (c) informing the Head about any health and safety issues that affect the school
- (d) agreeing strategic health and safety initiatives
- (e) monitoring the overall implementation of the schools health and safety policy in their areas of control and agreeing health and safety reports.

School's health and safety coordinator

The health and safety coordinator is responsible for the overall coordination of health and safety throughout the school on behalf of the Head. Responsibilities include:

- (a) co-ordinating all aspects of health, safety and wellbeing policy and practice
- (b) liaising with safety representatives and attending the safety committee
- (c) disseminating health and safety information
- (d) coordinating accident reporting procedures
- (e) coordinating emergency evacuation procedures
- (f) ensuring health and safety matters raised by staff are dealt with
- (g) maintaining a central file of health and safety procedures and other relevant information;
- (h) monitoring implementation of the policy by:
 - (i) ensuring heads of department undertake inspections
 - (ii) ensuring incidents are investigated
 - (iii) reporting 'reportable' incidents to the Health and Safety Executive.
 - (iv) managing the schools annual monitoring checklist
 - (v) making recommendations to the Head teacher about an independent audit
 - (vi) reporting health and safety issues that cannot be resolved to the Head/governing body.

Other managers

(Including heads of department, managers of non-teaching staff.)

Note: *This section may not always be appropriate or may need amending as some managers may not be directly responsible for managing staff - e.g. the manager responsible for school premises - but may have responsibility for a particular aspect of health and safety throughout the entire school; they should be identified in the appendix.*

Managers are responsible for implementing this policy in their area of control.

This includes:

- (a) ensuring staff meet their health and safety responsibilities
- (b) consulting with staff on matters affecting their health and safety
- (c) communicating health and safety information to staff
- (d) assessing staff competence and ensuring appropriate training and development
- (e) ensuring school-wide health and safety standards, and school health and safety procedures/codes of practice, are implemented
- (f) ensuring risk assessments are carried out
- (g) ensuring safe working procedures and codes of practice are prepared for activities under their control
- (h) undertaking risk assessments in relation to directly managed staff
- (i) implementing monitoring arrangements, such as:
 - (i) incident reporting and investigation
 - (ii) specific equipment / premises inspections
 - (iii) termly inspections
 - (iv) the schools annual monitoring checklist
 - (v) including health and safety in staff appraisals

- (j) reporting any health and safety issues which cannot be resolved to the health and safety coordinator/Head.

All members of staff

All members of staff are responsible for:

- (a) taking care of their own health and safety and the health and safety of others affected by their actions
- (b) co-operating with the governing body by following the schools safe working procedures and meeting responsibilities laid down in this policy
- (c) reporting health and safety hazards and any inadequacies they identify in health and safety procedures to their line manager or the school health and safety coordinator
- (d) undertaking any health and safety training/development identified as necessary
- (e) using work equipment in accordance with safe working procedures, instructions and training
- (f) not making unauthorised or improper use of equipment
- (g) ensuring a risk assessment is undertaken when carrying out projects or new activities
- (h) reporting health and safety incidents, and near misses, in accordance with the schools reporting procedures.

Site Managers

In addition to requirements designated in managers or staff roles, site managers are responsible for ensuring premises related maintenance, repairs and other works are carried out to required standards. Where tasks relevant to health and safety (e.g. fire alarm testing) have been delegated the site manager should be suitably competent and trained as necessary.

Safety representatives

Safety representatives do not have responsibilities under this policy. However, they have functions as laid down in the Safety Representatives and Safety Committees Regulations 1977 (SI 1977 No. 500). Reasonable time will be provided to enable safety representatives to carry out their functions subject to the exigencies of the service. This should be arranged with their line manager and the health and safety coordinator.

Where no union representation for safety is available under the Safety Representatives and Safety Committees Regulations 1977, the Health and Safety (Consultation with Employees) Regulations 1996 will apply and employees will be consulted directly as individuals, or through **elected** health and safety representatives (known as “representatives of employee safety” in the Regulations), or a combination of the two.

TRAINING

- The school will ensure that staff members are provided with the health and safety training they need for their job. This may not mean attendance at training courses; it may simply involve providing staff with basic instructions and information about health and safety in the school.
- The headteacher will ensure that at least two staff members are suitably trained in the handling of hazardous chemicals and materials.
- The headteacher will ensure that there are an appropriate number of first-aid trained staff members working within in each classroom.
- Staff members will be provided with regular training opportunities and have access to support where needed.
- Staff members are expected to undertake appropriate CPD in order to further contribute to the running and success of the school.
- Staff will be trained on how to assess risks specific to their role.
- The health and safety coordinator will ensure staff know how to meet their duties outlined in this policy.

ARRANGEMENTS FOR IMPLEMENTING THE POLICY

Consultation with Staff

Health and safety committee

There is an established health and safety committee for Schools and Children's Services, which meets termly. It is chaired by the Chief Education Officer, and includes management representatives and safety representatives elected by the staff. The committee facilitates consultation on schools issues, such as policy, strategy and guidance. It is also a forum where safety representatives can raise issues concerning health and safety and where unresolved issues can be addressed.

Local consultation

Line managers will consult directly with staff on health and safety issues relevant to a particular department or work area.

There is an established health and safety committee for the school, which meets termly. It is chaired by the Head Teacher and includes management representatives and safety representatives elected by the staff. The committee facilitates consultation on local

schools issues, such as policy, strategy and codes of practice. It is also a forum where safety representatives can raise issues concerning health and safety and where unresolved issues can be addressed

***Note:** If the school does not have a safety committee, alternative arrangements for consultation on school-wide issues will be required; these should be stated here*

Health and Safety Procedures

The Schools Health and Safety Team has drawn up health and safety procedures and arrangements covering school-wide issues. These include the Health and Safety Framework Policy, Health and Safety Policies and health and safety guidance and procedures as found in the Health and Safety section on Fronter), Fire Log Book, Responsible Persons Premises Log etc.

Further procedures following required control measures for the school are drawn up locally following risk assessment.

Educational visits

The role of the educational visits coordinator, arrangements for seeking approval - both within the school and where appropriate from the LA, planning and safety during the visit, pre-visits, staff ratios, etc is covered in the 'Guidance for off-site Visits and Related Activities with EVOLVE, issued by the LA.

The educational visit coordinator attends Evolve training as required by the Local Authority and supports staff in completing all necessary risk assessment for routine visits and entering visits carrying more risks (i.e. horse riding , water based activities) onto the EVOLVE system.

Fire and emergency procedures

The roles of all staff; how the evacuation will be conducted; arrangements for ensuring everyone has left the building etc are derived from risk assessment and follow from guidance in the Fire Log Book

Risk Assessments

The health and safety procedures referred to above were drawn up on the basis of an assessment of the risks. Some require further detailed assessment of the activity (e.g. display screen equipment, educational visits); in these cases the relevant member of staff must undertake the assessment. Others are generic risk assessments and where activities comply with the assessment there is no need to record a separate assessment. Where an activity differs from the generic assessment, the person responsible for the activity must ensure there is a re-assessment to account for these variations. Where this is minor it may be no more than adding a simple local variation to the generic assessment.

Heads of department and other line managers are responsible for ensuring risk

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assessments are drawn up and implemented for activities carried out under their area of control. For many such activities, line managers should arrange for a departmental health and safety procedure to be drawn up as a generic assessment, although, again, local variations may be needed when it is necessary to deviate from the generic assessment.

Formats for general risk assessment are available from the schools policy and guidance on risk assessment and includes specific guidance and advice e.g pupil risk assessment is available from the Schools Health and Safety section on Fronter.

Appendix: Individuals with Specific Responsibilities in the Policy and Access to Information on Health and Safety:-

Responsibility	Name
Head	Gail Weir
Deputy Head	Deniz Oguz
Health and safety coordinator	Deniz Oguz
Other managers (<i>include heads of department, non-teaching managers such as the bursar, specialists such as premises manager and educational visits coordinator</i>)	<p>Graham Williams Premises Manager Helene Bachus School Business Manager Department Heads Charlotte Millward Waverley@Bell Lane Charlotte Millward Waverley@Honilands Sharon Ross Primary 1 Nicki Kemp Primary 2 Tracy Walker/Laura Keating Secondary 3 Gary Smith Secondary 4</p>
Health & Safety representatives	<p>Sara Hassan Waverley@Bell Lane Sara Hassan Waverley@Honilands Victoria Allwright Primary 1 Debbie Parsons Primary 2 Julie Webster Secondary 3 Dee Scarlett Secondary 4</p>

First aiders	Emergency First Aid at Work Paediatric First aider (pupils up to 8-puberty) Hayley Reader, Laura Barnfield, Chelsea Clark Worroll, Hannah Oswick, Stephanie Dempster, Sara Hassan, Wendy Amos and Rebecca Knight First Aid at Work Dawn Reynolds, Laura Keating, Koulla Georgiou, Kate Philpott, Debbie Parsons, Angela Lassetta, Karen Miles, Hannah Oswick, Sara Hassan, Hadjilla Allounai and Jess Mackie																	
Manual Handling Trainers	Gail Weir, Doreen Williams, Sara Hassan, Nicki Kemp, Laura Keating, Angela Sterlini and Lorraine Roberts																	
Fire Warden	<table border="0"> <tr> <td>Laura Barnfield</td> <td>Primary 1</td> </tr> <tr> <td>Glen Tiernan</td> <td>Primary 2</td> </tr> <tr> <td>Debbie Parson</td> <td>Primary 2</td> </tr> <tr> <td>Dawn Reynolds.</td> <td>Secondary 3</td> </tr> <tr> <td>Lauren Saffrey</td> <td>Secondary 4</td> </tr> <tr> <td>Dee Scarlett</td> <td>Secondary 4</td> </tr> <tr> <td>Jennie Tabor/Jess Mackie</td> <td>Waverley@Bell Lane</td> </tr> <tr> <td>Sara Hassan/Hannah Oswick</td> <td>Waverley@Honilands</td> </tr> </table>		Laura Barnfield	Primary 1	Glen Tiernan	Primary 2	Debbie Parson	Primary 2	Dawn Reynolds.	Secondary 3	Lauren Saffrey	Secondary 4	Dee Scarlett	Secondary 4	Jennie Tabor/Jess Mackie	Waverley@Bell Lane	Sara Hassan/Hannah Oswick	Waverley@Honilands
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Dee Scarlett	Secondary 4																	
Jennie Tabor/Jess Mackie	Waverley@Bell Lane																	
Sara Hassan/Hannah Oswick	Waverley@Honilands																	
Location of first-aid boxes	Medical Room Swimming Pool Hydro Pool	All classrooms Office																
Name and address and telephone number of nearest hospital	North Middlesex University Hospital NHS Trust, Sterling Way, London, N18 1QX Telephone: 020 8887 2000																	
Fire Safety manager/evacuation officer	Deniz Oguz																	
Location of fire log	In the red cabinet next to the front doors																	
Fire assembly point	Car park Front of school																	
Time of weekly fire alarm tests	Mondays 06.00.00																	
Asbestos- appointed person (for AMS access)	Graham Williams																	
Reporting hazards	Graham Williams Tel 02083446783																	
LEGIONELLA trained person	Graham Williams																	
Premises Manager	Graham Williams																	

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Documents relating to this Policy are listed below along with the locations in which they can be found:

Document	Location
Fire Log Book	Red cabinet by the front doors
School Policies	Head's Office and Server
Asbestos Register	Waverley Has Been Certified Asbestos Free
SH&ST Training Programme	Head's Office
First Aid Book	School Office (under Accident)
COSHH Assessments	Premises Managers Office
Accident /Incident Reporting Guide	Online (printed copies in DHT office)
Risk Assessments	School Office and Server
Risk Assessments Premises	GAFFE
Responsible Persons Premises Log	Premises managers office
Educational visits guide	Front Office
Legionella Risk Assessment	Premises managers office

Appendix 1

WAVERLEY SCHOOL HEALTH & SAFETY INFORMATION FOR STAFF

CONTENTS

1. Introduction
2. Hygiene Policy
3. Accident Reporting

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4. Administration of Medication and other Medical Procedures
5. Educational Visits Guidelines
6. Manual Handling, Hoists and Risks Assessments
7. Physical Interventions
8. Fire Emergency / Evacuation Procedures / Bomb Treats / Lockdown
9. Swimming Pool and Hydrotherapy Guidelines
10. Pregnancy Guidelines
11. Students and Volunteers
12. Visitors
13. Other Health and Safety Points

INTRODUCTION

This booklet is intended to be a guide to good Health & Safety practice whilst you are working at Waverley. The overriding responsibility of the school is to ensure the safety and well-being of both pupils and employees. If you follow the guidelines and advice contained in this booklet, you and the pupils you work with will have a better chance of staying healthy and accident free.

Please remember that it is everyone's job, both individually and collectively, to take responsibility for ensuring that Waverley is a safe place to work and learn in. Guidelines and policies can only help and direct. Your actions ultimately determine how safe our school is. You are responsible for your own safety.

Currently there are several policies that cover Health & Safety issues. These are all on display on the website and on the Health & Safety notice board in the staff room. This booklet is designed to inform you of the main points contained in each policy.

1. HYGIENE POLICY:

- Disposable gloves and aprons must be worn when changing pads or supporting pupils in the bathroom.
- Gloves and aprons must be changed after each pupil.
- Hands must be washed and dried after changing each pupil.
- Changing beds must be cleaned after each pupil. They must also be cleaned at the end of the day.
- The same procedure must be adhered to when dealing with pupils with gastrostomy tubes,

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suction or naso-gastric tubes.

- All tissues used to clean bodily fluids should be disposed of in yellow bags using gloves and hands must be washed afterwards.
- All clinical waste bags must be disposed of in the waste bin by the main dustbins and not be left in school overnight.
- Gastrostomies and weeping wounds must be covered with waterproof dressing before swimming, hydrotherapy and sand and water.

2. ACCIDENT REPORTING:

- All accidents and incidents, including near-misses or dangerous occurrences, must be recorded on the LA's online Accident Reporting system.
- Someone who has been involved in the incident/accident should complete the online form on the day of the accident.
- The Health and Safety Coordinator will be responsible for informing the headteacher if the accident is fatal or a "major injury", as outlined by the HSE.
- Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the HSE at the earliest opportunity.
- The 'specified injuries' which must be reported include the following:
 - Accidents to employees causing either death or major injury
 - Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days (this seven-day period does not include the day of the accident)
 - Fractures, other than to fingers, thumbs and toes
 - Amputation of an arm, hand, finger, thumb, leg, foot or toe
 - Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes
 - Any crush injury to the head or torso, causing damage to the brain or internal organs
 - Any burn injury (including scalding) which covers more than 10 percent of the whole body's surface area or causes significant damage to the eyes, respiratory system or other vital organs
 - Any degree of scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or that requires resuscitation or admittance to hospital for more than 24 hours
 - Accidental release of any substances which may damage health

Minor accident - Pupil or staff:

- Notify one of the first aiders or if necessary the school nurse if onsite.
- Complete the online accident form.

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- Notify the parents if it relates to a pupil. As this is for only minor incidents, it can be written in the home/school book, but you must use your discretion. You must inform the Headteacher as well, as the pupil's parents are likely to phone to gain more information about the incident.

Accident - Pupil

- Notify a first aider or the school nurse if onsite.
- Notify the Headteacher and the school office.
- Notify parents. Agree with SLT/ the school nurse who should make the call.
- Complete the online form.
- In the event that a pupil is seriously injured, an ambulance will be called, the headteacher and parents notified immediately.

Accident - Staff

- If you require treatment please call one of the first Aid trained staff. In an emergency contact the school nurse.
- Complete the online accident form.
- If time is lost from work inform the Deputy Headteacher so that the online accident form can be amended as appropriate.

Violence and Abuse

- Complete the online accident form.
- For pupils who have been assaulted by another, the online form must also be completed and parents informed.

All incidents/accidents will be monitored by the Deputy Headteacher, any premises issues will be passed on to the premises team, any incident/accident linked to pupils' behaviour will be discussed with class teams and resolved.

3. ADMINISTRATION OF MEDICATION AND OTHER MEDICAL PROCEDURES:

The school nursing staff are responsible for the administration of medication and other medical procedures. However school staff will be asked to administer medication, including rectal medication and management of colostomy bags, and to feed pupils by means of a gastrostomy or naso-gastric tube when:

- There is parental consent.
- Staff have received appropriate training from the school nurse or other medically trained person.
- Staff feel competent in giving the medication or carrying out the medical procedure after they have received the appropriate training.
- All medication will be administered by the nurses whenever possible.
- All medical procedures will be carried out by the school nurses where possible.
- The administration of medicines and medical procedures is voluntary by all other school staff and will not become part of their job description. This excludes the scale 5 Teaching Assistants who are employed to support pupils with medical needs.

- The administration of medication or the carrying out of medical procedures by staff other than school nurses will be agreed where necessary.
- A second willing member of staff should, whenever possible, be present to witness the procedure when medication is administered by staff other than the school nurse.
- Staff agreeing to administer medication or to carry out medical procedures will receive appropriate training.
- Clear records of medicine administration will be kept by the school nurses.
- The school nurse will provide Care Plans for all pupils requiring one.
- Medicines prescribed by a doctor or medical practitioner will be administered by the School nurses.
- The decision as to whether a pupil requires other medication will be made and administered by the school nurse.
- Routine medication will be stored in the Medical Room. Anti-Convulsants to be used in the event of a seizure will be stored in medical cabinets in each department. All medication will be stored in the original container and labelled with the original label. It will be kept in the medical cupboard unless it requires refrigeration, in which case it will be stored in the medical fridge in the nurse's room.
- Medication required if a pupil is off the school premises will be kept in a locked cupboard or safe. All departments and each medical TA will have a key to their department medicine cabinet or a code to access the safe, and are to be responsible for ensuring that medication that is taken is signed for and returned. Spare keys for the cupboards will be kept with the nurse and school office. SLT / office staff must be informed of the code for safes. At the end of the day Medical TAs must leave their keys in the school office. If a Medical TA is not in school the Department scale 5 or 6 Teaching Assistant will take over the responsibilities. When a pupil is participating in an integration placement or attending college it may be necessary for them to travel with two members of staff. This may occur after parents have signed consenting to this arrangement.

4. EDUCATIONAL VISITS:

- Educational visits must be safe, educational and fun, in that order.
- There must be an up to date Risk Assessment. For activities beyond access to the local community, that is to say for activities which carry more risks, i.e. water based activities or horse riding, the LA online Evolve Form must be completed, up to 4 weeks in advance. Gary Smith is the Evolve co-ordinator.
- Risk Assessments to specific venues are valid for a year, unless there are changes to these venues, after which they must be updated.
- Familiarise yourself with risks assessments to the venue you are visiting and add pupil specific information as appropriate (i.e. medical information and behaviour management strategies).
- If a venue does not have a risk assessment, staff must visit the venue and complete one. Staff should be encouraged to do a pre-visit unless it is somewhere they visit regularly
- Always have sufficient staff. Teaching assistants can take pupils out of school at the teacher's discretion and with a risk assessment in place. However teachers should take the most challenging groups either due to the activity or the group size.

- Make sure you take necessary medications, pupils information and school information.
- Do not take a pupil out of school if you feel they would put themselves or others at risk.
- Complete an “Educational Visit Form” on the day of the trip and ensure it is signed by SLT or your HOD and leave a copy in the office (on the notice board).
- If you are using the minibus, the driver is responsible for the passengers, the securing of wheelchairs and the operation of the tail-lift.
- Pupils can only be taken in staff’s cars once the driver’s insurance has been seen by the School Business Manager or the Deputy Headteacher to be covering the driver “in connection with business”. Parents must also have given their consent. When taking a pupil out in a staff car, an additional adult should always accompany.
- The most important decisions on any educational visit are those made by staff in response to events/circumstances that arise during the visit.

5. MANUAL HANDLING AND HOISTS:

- It is everyone’s responsibility to ensure they handle pupils and equipment in a safe way. Use the Good Practice Guidance.
- Always use Risks Assessments. They are reviewed on an ongoing basis and written by teachers.
- Always ask if you have a concern regarding the handling of a pupil.
- Staff will receive Manual Handling training refreshers on an annual basis.
- All new staff will be trained to use the hoist when they first join Waverley, and manual handlers will ensure that all staff using the hoist are competent. If a member of staff is observed not operating the hoist according to the guidelines, a manual handler must be informed so that further training can take place.

When operating the hoist, please remember these important aspects:

- Always store the bar on the hook when not in use.
- When using a mobile hoist, do not have the breaks on the wheelchair or hoist when hoisting.
- It will be specified within the pupils’ individual Risk Assessments whether there should be one person or two people when hoisting a pupil.
- When hoisting from the floor using a mobile hoist, use the emergency pump to lower the bar further rather than lift the child up to meet the hoist.
- If you have any concerns regarding the hoisting of a child, please contact one of the manual handlers immediately.

6. PHYSICAL INTERVENTIONS:

- Physical interventions should only be used when a pupil is presenting a risk to themselves, others or property. It is a last resort and should not be part of a pupil’s behaviour management programme.
- Only staff who have been trained in using the APPROACH technique should use physical intervention techniques with pupils.
- Staff will receive training in the APPROACH technique when it is necessary for their work

with individual pupils in their class.

- Any form of physical intervention must be listed and discussed within pupils' Individual Behaviour Plans. These will be reviewed regularly or as required. All class staff are required to attend IBP meetings. Parents' views and permission must be sought first. Parents must sign the IBP.
- All physical interventions will be recorded in IrisAdapt online behaviour management system.

7. FIRE EMERGENCY / EVACUATION PROCEDURES:

- The school must be evacuated when the fire bell rings continuously.
- All staff, pupils and visitors must leave the building by the nearest fire exit and make their way round to the front of the school.
- Staff who are not with their class should make their way back to their class by going round the outside of the building to see if help is needed and wait by the emergency exit gates: they should not re-enter the building.
- Fire wardens (Sara Hassan for pre-school, Laura Barnfield/Sharon Ross for P1, Debbie Parsons for P2, Kim Mackenzie Rock/Dawn Reynolds for S3 and Jade Burwood for S4) will ensure that all windows have been closed and all staff and pupils have evacuated the building.
- Class teachers must check their class register and the Office staff will ensure that all visitors are present.
- In the event of a real emergency that will affect the front of the school, everyone will be directed across the road to Kingfisher Primary School/Ark John Keats Academy (for the pre-school).

IN THE EVENT OF A BOMB THREAT/SUSPICIOUS PACKAGE

On receiving a bomb threat

- The office staff must pass as much accurate information to the Headteacher, Deputy Headteacher or Senior Member of Staff as possible.
- The Senior Member of Staff should then organise a discrete search of the entire building unless a stated position has been received.

Everyone on seeing a suspicious package

- If you see a suspicious package moves everyone out of the immediate vicinity. Either go out into the playground and away from the area or go to the hall.
- Immediately inform the Headteacher, Deputy Headteacher or Senior Member of Staff. They can be contacted directly or through the office.
- Having assessed the situation the Senior Member of Staff must decide whether the package is innocuous or whether the police and local authority need to be informed.
- Move pupils and staff well away from the area but only evacuate the building if it is considered necessary.

In the event that the senior member of staff considers that there is a significant threat then the emergency plan should be implemented though care must be taken to direct staff and pupils away from the suspected package.

The school should be evacuated to the Kingfisher Academy/Ark John Keats (for the pre-school).

LOCKDOWN

Procedures

There are two levels of lockdown :

- Partial lockdown during which school activities carry on as normal practise. However, entrances and exits to the school are monitored closely and all staff are aware and on alert to be vigilant. Children and parents would not be aware of the situation in this instance.
- Full lockdown during which all staff and children would be inside the building, classrooms doors and windows barricaded and emergency services fully involved. Children and parents would be fully aware of the situation in this instance.

Before either 'lockdown' procedure is implemented, the school will seek advice from external emergencies services. It may be that 'Partial' alert is implemented as a precautionary measure until there is clarity on the level of threat.

MAIN SCHOOL:

Partial Lockdown - The following procedures should be followed when the threat is **outside** of the school's main building/perimeter.

Alert to staff: 'Partial lockdown' -.Be direct. DO NOT USE CODES.

Immediate action:

- **Office staff to ring the Kitchen, nurse, therapists and premises staff mobiles, as well as ring the poolside phone, the Art room, the resources room and staffroom to alert.**
- Exterior perimeter doors/gates ARE TO BE LOCKED (these include the classroom doors that give access to the playground - they should be locked using the bolt)
- All outside activity to cease immediately, pupils and staff must return to the building (nearest to where they are).
- All staff and pupils MUST remain inside.
- Senior leaders (Gail, Sandra, Charlotte or HODS if offsite) will conduct an ongoing risk assessment based on advice from the emergency services.
- Staff who are in a communal area should make their way to the nearest classroom. If they are already in a room that can be secured, and have access to a phone, they must follow the procedure below). If they are in a room that can be secured but does not have a phone, they must secure the room and remain where they are, until they have been told that it is safe to exit.

- Teachers should take attendance of students in each classroom and prepare a list of missing and extra students in the room, and **call the office on 200**. If teachers know the location of students/staff not with them in classrooms, they must inform the office.
- If the fire bell sounds YOU ARE to leave the building and go to your designated assembly point.
- DO NOT leave the assembly site until you been given the "all clear" by a member of SLT.

Full Lockdown - The following procedures should be followed when the threat is **inside** of the school's main building/perimeter.

Alert to staff: 'Full lockdown with intruder' -.Be direct. DO NOT USE CODE NAMES.

Immediate action:

- **Office staff to ring the Kitchen, nurse, therapists and premises staff mobiles, as well as ring the poolside phone, the Art room, the resources room and staffroom to alert.**
- **Exterior doors/gates** to the school (main entrance and gates) **ARE NOT** to be locked. **BUT** doors in classrooms leading to the playground areas **must be locked** (they should be locked using the bolt).
- Staff should alert Classes that are OUTSIDE in the playgrounds and direct them to the nearest classroom if safe to do so.
- Internal pupils MUST return to classrooms (nearest to where they are. If they are already in a room that can be secured, and have access to a phone, they must follow the procedure below). If they are in a room that can be secured but does not have a phone, they must secure the room and remain where they are, until they have been told that it is safe to exit. If in the hall, staff should aim to evacuate towards the music room or P1 department. If in the pool, staff and pupils are to take refuge in the hydro pool, the key on the outside of the main door should be taken and the door should be locked.
- Classrooms without a secure door (i.e. a door opening outwards) must use their quiet room to take refuge in the neighbouring classroom.
- Classroom doors are locked (where a member of staff with key is present) and access points are blocked (move furniture to obstruct doorways).
- Windows to be locked, blinds or curtains drawn, pupils are to sit as quietly as possible and out of sight if possible (e.g. under desks or around a corner / against a wall, and away from windows.)
- Lights should be turned off.
- Teachers should take attendance of students in each classroom and prepare a list of missing and extra students in the room, and **call the office on 200**. If there is no answer or there is a doubt over the safety of the office, do not give any information and wait for further instruction. **If a partial lockdown turns into a full lockdown, ring the office on 200 once more to confirm the list.**

- **If the fire bell sounds, all staff are to assess the safest way to evacuate.**
- **DO NOT** leave the building until you have been given the all clear by a member of SLT or the emergency services.

If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site.

PRE-SCHOOL:

Partial Lockdown - The following procedures should be followed when the threat is **outside** of the school's main building/perimeter.

Alert to staff: 'Partial lockdown' -.Be direct. DO NOT USE CODES.

Immediate action:

- **Office staff to ring the main classroom, back classroom (if it is occupied) and teachers office to inform them that we are activating partial lockdown.**
- Exterior perimeter doors/gates ARE TO BE LOCKED (these include the classroom doors that give access to the playground - they should be locked using the bolt).
- All outside activity to cease immediately, pupils and staff must return to the building (nearest to where they are).
- All staff and pupils MUST remain inside.
- Senior leaders (Gail, Sandra, Charlotte or teachers if offsite) will conduct an ongoing risk assessment based on advice from the emergency services.
- Staff who are in a communal area should make their way to the nearest classroom. If they are already in a room that can be secured, and have access to a phone, they must follow the procedure below. If they are in a room that can be secured but does not have a phone, they must secure the room and remain where they are, until they have been told that it is safe to exit.
- Teachers should take attendance of students in each classroom and prepare a list of missing and extra students in the room, and **call the office on 243. If there is no answer, you can call the main school office on 200.** If teachers know the location of students/staff not with them in classrooms, they must inform the office.
- If the fire bell sounds YOU ARE to leave the building and go to your designated assembly point.
- DO NOT leave the assembly site until you been given the "all clear" by a member of SLT.

Full Lockdown - The following procedures should be followed when the threat is **inside** of the school's main building/perimeter.

Alert to staff: 'Full lockdown with intruder' - Be direct. DO NOT USE CODE NAMES.

Immediate action:

- **Office staff to ring the main classroom, back classroom (if it is occupied) and teachers office to inform them that we are activating FULL LOCKDOWN.**
- **Exterior doors/gates** to the school (main entrance and gates) **ARE NOT** to be locked. **BUT** doors in classrooms leading to the playground areas **must be locked** (they should be locked using the bolt).
- Staff should alert Classes that are **OUTSIDE** in the playgrounds and direct them to the nearest classroom if safe to do so.
- Internal pupils **MUST** return to classrooms (nearest to where they are). Staff should move pupils to a safe area at the back/middle of the building. Any pupils/staff in the back classroom should remain there.
- Classroom doors are locked (fob access) and access points are blocked (move furniture to obstruct doorways).
- Windows to be locked, and drop the shutters to the area the children are in. Ensure that all shutters are not dropped so that emergency exits are still available if needed. Pupils are to sit as quietly as possible and out of sight if possible (e.g. under desks or around a corner / against a wall, and away from windows.)
- Lights should be turned off.
- Teachers should take attendance of students in each classroom and prepare a list of missing and extra students in the room, and **call the preschool office on 243. If there is no answer, you can call the main school office on 200.** If there is no answer or there is a doubt over the safety of the office, do not give any information and wait for further instruction. **If a partial lockdown turns into a full lockdown, ring the pre-school office on 243 (or the main school office on 200 if no answer in pre-school office) once more to confirm the list.**
- **If the fire bell sounds, all staff are to assess the safest way to evacuate.**
- **DO NOT** leave the building until you have been given the all clear by a member of SLT or the emergency services.

If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site.

8. SWIMMING POOL PROCEDURES:

- Doors to the changing rooms must remain closed at all times (they are secured by a keypad/release button). The doors to sand and water must remain closed too.
- The gate to the pool must be checked and kept secure on entering the changing rooms.
- A qualified lifeguard must supervise all the sessions and sit on the lifeguard chair.
- The teacher must be running the session or, if it is a small group, the person nominated by the teacher.

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- The ratio of pupils in water to adults on side must be at least 10:1 or 11/20:2
- The ratio of pupils and adults in the water must take into account the pupils' age, intellect, experience, medical conditions etc. Pupils with epilepsy or pupils who have severe physical needs must have 1:1 support in the water at all times, by a strong swimmer who knows the pupil and can recognise when they are fitting.
- For pupils who are not epileptic, there must be a ratio of one adult to 2 pupils.
- A risk assessment must be carried out, and the recommendations followed, for each pupil to ensure they are transferred safely in and out of the pool.
- Staff are to ensure that pupil/student have clean faces and if incontinent have emptied their bladder and bowels.
- There must be a sterile technique used for detaching gastro tubes etc.
- The lifeguard should not supervise for more than 30 minutes without a break.
- All classes are to liaise with the lifeguard to organise a practice pool evacuation once a term.
- Pupils with reduced mobility should be transported into the pool area on a pool chair or changing bed.
- Pupils should not have a large meal prior to swimming.
- No outdoors shoes are allowed on the pool side.
- If the pool becomes contaminated the lifeguard must notify the caretaker on duty who will determine when the pool can next be used.
- Pupils who are incontinent or who experience bowel problems when in the pool should have special swimming pads under their swimming costumes.
- No nappies or pads must be left under swimming costumes.

9. HYDROTHERAPY GUIDELINES:

- Both doors to the hydrotherapy pool must remain closed at all times (they are secured by a keypad/release button).
- No outdoors shoes are allowed on the pool side.
- Pupils must access this area on a pool chair or changing bed.
- A risk assessment must be carried out, and the recommendations followed, for each pupil to ensure they are transferred safely in and out of the pool.
- Staff are to ensure that pupil/student have clean faces and hands.
- There must be a sterile technique used for detaching gastro tubes etc.
- There can only be 3 pupils in the hydrotherapy pool at any one time.
- No one can be in the hydrotherapy pool for more than 20 minutes.
- There must always be one more adult than pupils. The third adult must be out of the water.
- Pupils who are incontinent or who experience bowel problems when in the pool should have special swimming pads under their swimming costumes.
- If the hydro pool becomes contaminated the lifeguard must notify the caretaker on duty who will determine when the pool can next be used.
- No nappies or pads must be left under swimming costumes.

10. GUIDELINES FOR PREGNANT STAFF:

- When you think you might be pregnant it is advisable to talk to someone in your team who can facilitate your work, even if you do not want others to know. This is for your protection.
- A Risk Assessment of your work will be carried out as soon as possible to ensure you are protected. This will be shared with your class team so that everyone is aware of any issues that may affect you.
- The school will make suggestions or adjustments to your working environment so that you can continue to work safely.
- The school will do all it can to help you to continue working safely for as long as you may wish to work during your pregnancy. Please remember that you will need to consider your own well-being and that of your child.

11. STUDENTS AND VOLUNTEERS:

- Students must never be left alone in a room with a pupil. Neither can they take pupils around to their class without supervision.
- Volunteers will not be able to start their work until they have been cleared through the DBS system.
- Volunteers cannot be left alone in a room with a pupil. Neither can they take pupils around to their class without supervision, unless those pupils have been deemed able to travel through school independently.
- Students and volunteers should not operate the hoist or support pupils with toileting without supervision.

12. VISITORS TO THE SCHOOL

- The procedures outlined in the Visitor Policy and the Contractors Policy will be implemented by relevant staff when receiving visitors to the school.
- All visitors and contractors will sign in to reception.
- Once signed in, visitors and contractors will be collected from reception by the member of staff they are visiting, or escorted to the area of the school concerned.
- No contractor will carry out work on the school site without the express permission of the headteacher, other than in an emergency or to make the site safe following theft or vandalism.
- Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, pupils or visitors to the school.
- Anyone hiring the premises will be made aware of their health and safety obligations when making the booking.
- Visitors and contractors will wear a visitor's badge at all times while on school grounds.
- Cleaning contractors will wear an easily identifiable uniform or badge at all times.
- Temporary teaching staff and assistants will inform reception of their presence by reporting to reception on arrival and signing the visitors' log.
- Staff members who encounter an unidentifiable visitor will enquire if they require assistance and direct them to reception or off site.
- Staff members who encounter uncooperative visitors threatening violence, refusing to

leave the site, or carrying out physical or verbal abuse will seek immediate help via a 999 phone call.

13. OTHER HEALTH & SAFETY ISSUES:

- Report any “near misses” to your Health and Safety representative (Doreen Williams for P1, Debbie Parsons for P2, Sarah Hurrell for S3, Raheem Crosbourne for S4) to prevent them from occurring.
- If you have any concerns about Health and Safety issues, please see your representative or the Deputy Headteacher immediately.
- Use steps or footstools when working at heights. Tables and chairs should not be used.
- Remember to consider the safety implications of your actions and decisions before you make them.
- If you have a health concern of your own, please see the Headteacher for advice immediately