

BOXGROVE CE PRIMARY SCHOOL

HEALTH AND SAFETY POLICY

Written July 2017

INTRODUCTION

Boxgrove CE Primary School is committed to achieving the five required outcomes of the Children Act 2004 (Every Child Matters) that all children:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- achieve economic well-being.

It is also in accordance with the UN Convention on the Rights of the Child (on which our Rights Respecting School work is based) that all organisations concerned with children, for example schools and the health service, should work towards what is best for each child: Article 3.

The health, safety and welfare of all the people who work and learn at our school are therefore of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The Governing Body, along with the LA, takes responsibility for protecting the health, safety and welfare of all children and members of staff.

The governing body supports the aims and objectives of the West Sussex County Council Local Authority Health and Safety Policy for Educational Establishments. This document is supplemental to the Local Authority policy and aims to set out the arrangements by which the governing body will assist in achieving a safe workplace at Boxgrove CE Primary School. The governing body will, under Section 4 of the Health and Safety at Work Act 1974, be treated as the person who has control of the school premises.

Copies of this document, along with other information on Health and Safety and Welfare matters are stored in named files in the Headteacher's office. This statement deals with those aspects over which the Governing Body has control and covers health and safety associated with the school premises, equipment belonging to the school and services for which other officers of the LA also have responsibility. It describes how these responsibilities are discharged in respect of employees, pupils, visitors and other users of the premises.

Aims

The aims of this policy are to ensure that all reasonably practical steps are taken to secure the health, safety and welfare of all children, employees and persons using the premises. In particular:

- to establish and maintain a safe and healthy environment throughout the school.
- to establish and maintain safe working procedures among staff and pupils.

- to make arrangements for ensuring safety and avoiding risks to health in connection with the use, handling, storage and transporting of articles and substances.
- to ensure the provision of sufficient information, instruction and supervision, to enable everyone to avoid hazards.
- to contribute positively to their health and safety at work, and to ensure that they have access to health and safety training as and when required.
- to formulate procedures for use in case of fire and other emergencies, including plans for the safe and effective evacuation of the school premises.
- to lay down procedures in case of accident.
- to provide and maintain adequate welfare facilities.
- to ensure that all electrical equipment is regularly checked and maintained by qualified staff.

Healthy schools initiative

Following the publication in 1997 of the government's White Paper 'Excellence in Schools', many schools decided to participate in the healthy schools initiative. Boxgrove CE Primary School fully supports the aims of this initiative, and strives to maintain the annual award of the National Healthy School Standard. We believe that a healthy school is one in which children can thrive not only physically and academically, but also spiritually and emotionally. We promote a whole-school approach to the well-being of our children, which involves:

- giving health issues high priority in our planning
- planning the curriculum to ensure that children have sufficient opportunity to learn about healthy living
- providing opportunities for children to take responsibility for their learning and behaviour
- making sure that the environment is stimulating and conducive to learning
- providing opportunities for children to put forward their views and be listened to
- supporting children who need additional care and attention
- providing opportunities for all our staff to develop their skills
- working closely with parents/carers and external agencies to provide the best possible support for our children
- making sure that we have effective policies on sex education and drugs education.

The school curriculum

At Boxgrove CE Primary School we teach the children about health and safety in order to equip them with the skills, knowledge and understanding that will enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children through topic work that includes all objectives of the Early Years Foundation Stage, National Curriculum and Religious Education. We believe that everybody in our school can and should promote everybody else's safety, so we teach children to spot hazards in the classroom or around the school, and inform their teacher. It is the

responsibility of each teacher to ensure that all curriculum activities are safe. Similarly, Subject Leaders are always vigilant for hazards concerning equipment or activities related to their area of responsibility. If a teacher or Subject Leader has any concerns about pupil safety, they should immediately bring them to the attention of the Headteacher. We do not take any child off the school site without the prior permission of the parent.

Our school promotes the spiritual welfare and growth of the children through the SEAL and RE curriculum, through special events, such as harvest festivals, and through the daily act of collective worship. Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers use circle time to help children discuss and overcome any fears and worries that they may have. These concerns are handled with sensitivity.

Internet safety

We regularly use the Internet in school, because it has many educational benefits. In order to minimise the risk of children coming across unsuitable material, we provide constant supervision, and we use only a filtered service, selected links, and child-friendly search engines. The children from Y2 sign the Pupil acceptable Use Policy which parents countersign. We seek parental permission before using photographs of children on the school's website, or in newsletters and other publications. We inform parents about social media safety through twilight sessions and letters home.

Educational visits

The school takes very seriously its responsibilities for ensuring the safety of children whilst on school visits. Only coaches and mini buses with seat belts fitted are used. Concise risk assessments are undertaken and checked by the Headteacher before every visit outside the school grounds.

Provision of First Aid

If an accident does happen, and it results in an injury to a child, the First Aider will do all she can to aid the child concerned. A first aid box is kept in Class 3 cloakroom and the Community Room. The following procedures are followed:

- first aid is given by any member of staff who is an appointed person
- first aid is only administered as far as knowledge and skill admit
- if the accident is major and an ambulance is required, then the emergency 999 service will be used
- all accidents of a serious nature are fully and accurately reported on the appropriate accident forms which are sent electronically to the LA
- details of children's minor accidents are recorded in the accident book by the first aider, kept in the filing cabinet in Class 3's cloakroom. Parents are informed and given a form describing the accident

- details of adults' minor accidents are recorded in the accident book which is kept in Class 3's cloakroom

Some members of staff are trained in Team Teach and therefore on the very rare occasions on which it may be necessary for staff to restrain a pupil physically, to prevent him or her from inflicting injury to others, causing self-injury, damaging property, or being disruptive, only correct handling procedures, with the minimum of force necessary may be used. If restraint has been required, a written report will be made.

School meals

Boxgrove CE Primary School works in partnership with Cygnet Catering to provide the opportunity for children to have a hot meal at lunchtimes. Special provision can be made for medically approved dietary needs. If parents or carers are in receipt of Income Support, a Job Seeker's Allowance, Support under the Immigration and Asylum Act of 1999, or Child Tax Credit (with income below a certain limit), they may claim free school meals for their children. We do all we can to ensure that the meals provided have a suitable nutritional value, in line with the requirements of the School Standards and Framework Act of 1998.

All children in Key Stage 1 are provided with a piece of fruit or vegetable to eat daily. Children in Key Stage 2 may bring their own piece of fruit or vegetable for break times.

If children choose to bring their own packed lunch, we provide them with a suitable place to eat it, and we supervise them during this time. We ask that our parents give their full support in this area to ensure that the packed lunches reflect a healthy lifestyle. Fizzy pop is not allowed.

Water is provided at all times.

Our school promotes a healthy lifestyle and therefore do not allow sweets to be eaten in school.

School uniform

It is our policy that all children wear the school uniform when attending school, or when participating in a school-organised event (unless activity/weather conditions dictate differently), even if outside normal school hours. We agree the requirements for school uniform with parents and carers, and we review these requirements regularly.

We always take a sensitive approach where regulations regarding uniform conflict with a child's religious or cultural beliefs and we do not discriminate on grounds of race, religion or gender.

It is the responsibility of the Headteacher to ensure that the school uniform policy is enforced. It is, however, not our school policy to exclude children from the school if they, for whatever reason, do not have the proper school uniform.

We ask parents and carers to equip their children with the necessary uniform and school equipment. If a child repeatedly attends school without the correct uniform, we will inform parents and carers and request that they make sure their child leaves home with the proper uniform on. If a parent is in financial difficulties, and this results in a child not having the correct uniform, or not having adequate equipment, our school will do all it can to support the parent. We ask parents and carers to discuss their child's appearance with us if there are any religious issues involved that we might be unaware of.

On grounds of health and safety, we do not allow children to wear jewellery in our school. An exception is small ear-ring studs in pierced ears. We ask children to remove these during PE and games or cover with medical tape.

Child protection

The school policy on Child Safeguarding identifies the school's responsibility to follow West Sussex Child Protection Committee procedures.

All the adults in our school share responsibility for keeping our children safe. Parents should be aware that the school will take any reasonable action to ensure the safety of its pupils. In cases where the school has reason to be concerned that a child may be subject to ill treatment, neglect or other forms of abuse, staff have no alternative but to follow the West Sussex Child Protection Procedures and inform Children's Access Point of their concerns.

The Designated Named people with responsibility for child protection in our school are the Headteacher and Assistant Headteacher. We follow the procedures for child protection drawn up by the LA and the Governing Body.

If any teacher suspects that a child in their class may be the victim of abuse, they do not try to investigate, but immediately inform a Designated Named Person about their concerns.

When investigating incidents or suspicions, the Designated Named Person works closely with social services, and with the Area Child Protection Committee (ACPC). We handle all such cases with sensitivity, and we attach paramount importance to the interests of the child.

We require all adults employed or volunteering in school to have a CRB check, to ensure that there is no evidence of offences involving children or abuse and the Child Protection Policy shared with them (they sign a form to state they have received this information.)

The Health of Children

Teachers are given information of children in each class with any specific medical conditions. Parents' permission is sought for the photograph of their child and information on the treatment of their specific conditions to be displayed in the staff room.

Medicines

The school's policy is that we do not administer medicines:

- If a child needs drops, ointment, tablets, etc, parents or carers will be expected to visit, perhaps during the lunch break, to administer the medication themselves
- Where children have long-term medical needs, we will do everything we can to enable them to attend school regularly. Any Staff involved in administering long-term medication will receive training, usually from the school nurse
- **Asthmatics:** The teacher will arrange storage of inhalers in the classroom for easy access. When the child is not in the classroom, arrangements will be made for them to carry their inhaler on their person. Children should be independent in its administration. A second, "spare", inhaler is kept in the school office. This is the inhaler also taken out on school trips and kept in the first aid bag
- Parents must inform the school of any allergies their child may have which may lead to anaphylactic shock

We inform parents, either verbally or by letter, if we have any concerns over the child's health and safety. If the child is taken ill during the day, the parent / carer will be contacted immediately. All precautions are taken to avoid undue distress to the child.

The health and welfare of staff

Boxgrove CE Primary School takes very seriously the need to safeguard the health and welfare of all our staff. We also pay particular attention to the assessment and prevention of work-related stress, thus complying with health and safety law. If a member of staff is experiencing stress at work, they should inform the Headteacher without delay.

The school will not tolerate violence, threatening behaviour or abuse directed against school staff. If such incidents do occur, the school will take the matter very seriously, and take action in line with the LA's protocol on school and the police.

School security

The health and safety of our children is of paramount importance. Listed below are the strategies the school uses to ensure that every precaution is taken in order to safeguard everyone at Boxgrove CE Primary School:-

- Children's play areas are securely fenced off
- All gates are locked at 8.50 a.m. and re- opened at 3.10 p.m. to restrict access onto school premises
- All visitors must enter through the main door and sign in the visitor's book at the reception area. A visitor's badge must be worn.
- Staff are alert to any stranger who may stand at field fences during break times when children are using the field
- Parents are requested to be prompt in meeting their children at the end of the school day. Staff escort their class to their allocated outer door and hand children over, one by one, to the appropriate adult. Children will only be handed over to a person over the age of 16 years
- Parents must inform staff if there is a change to the person who is to collect their child. Staff will not allow the child to leave if there is any doubt about the person who is meeting the child

Hirers, Contractors and Others

The Headteacher will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

When the premises are used for purposes not under the direction of the Headteacher, then the principal persons in charge of the activities for which the premises are in use will be expected to maintain the safe practices as indicated in this policy.

When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.

When the premises are hired to persons outside the employment of the LA, it will be a condition of all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Governing Body and that they will not, without prior consent of the Governing Body:

- Introduce equipment for use on the school premises
- Alter fixed installations.
- Remove fire and safety notices or equipment.
- Take any action that may create hazards for persons using the premises or the staff or pupils of the school.

All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provision of the Health and Safety at Work Act 1974 and must pay due regard to the safety of all persons using the premises.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or take any action to make them safe, the Headteacher will take such actions as are necessary to prevent persons in their care from risk or injury. This may include requiring the contractor to stop work or leave the site.

The Governing Body will draw the attention of all users of the school premises (including hirers and contractors) to section 8 of the Health and Safety at Work Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare.

All staff will be made aware of contractors working on the premises either through staff meetings or verbal message. Contractors are required to sign in the premises book and are alerted to the fact that children may be on site during playtimes. Children will be monitored carefully and not allowed to go in the vicinity of the workers/contractors.

Fire and other emergency procedures

Please see **Appendix 3**.

Fire Emergency

It is the duty of all members of staff to carry out the procedures as follows:-

- operate the nearest alarm
- lead all children through the nearest exit onto the far side of the school playground facing the field
- the Bursar will ring the emergency services
- the Bursar will take each register outside and give it to the appropriate Teacher.
- the Headteacher, or in her absence, the Bursar, will check all toilets and cloakrooms.
- the Bursar will take out the signing in sheets to check all adults are present

The Headteacher tests all alarms on a weekly basis and records testing in the Safeguarding File. Fire drills are held twice termly.

Arrangements are made to monitor the condition of all fire prevention equipment regularly. This includes the visual inspection of fire extinguishers, and the testing of the fire alarm system.

Review of Emergency Procedures

The Headteacher will review the emergency procedures and the provision of first aid in the school annually. Where necessary recommendations will be made to the Governing Body. Staff and children will be informed of any changes through meetings and assemblies. Parents will be informed through the weekly newsletter.

Theft or other criminal acts

The Teacher or Headteacher will investigate any incidents of theft involving children. If there are serious incidents of theft from the school site, the Headteacher will inform the police, and record the incident in the incident book. Should any incident involve physical violence against a Teacher, this will be reported to the Health and Safety Executive, and the Teacher will be supported if they wish the matter to be reported to the police.

Responsibilities of the Governing Body

Please see Appendix 4.

Local Management of Schools (LMS) requires the school staff, Governing Body and LEA to work together to ensure that their health safety and welfare objectives are achieved. The Education Reform Act 1988 gives Governing Bodies important powers and duties in controlling school premises and managing schools including health, safety and welfare responsibilities towards employees, pupils and visitors. In particular the governing body is responsible for:

- ensuring that the LA's Health and Safety Policy is Implemented and monitored within the school
- ensuring that the school has considered its health and safety obligations
- ensuring that the school has a clear written policy statement. The policy will ensure that the school's staffing structure appropriately reflects the responsibilities for carrying out the arrangements of health and safety
- receiving health and safety guidance and information distributed by the DFE and ensuring that proper arrangements are made within the school for complying with the guidance
- ensuring that appropriate facilities and opportunities are provided for accredited safety representatives to perform their duties
- ensuring that health and safety issues concerning the school are identified, decisions are taken and that effective action is carried through
- ensuring that all reasonable inspection facilities and information are provided on request to officers of the Education Department, Safety Officers of the LA's Central Health and Safety Unit, Inspectors of the Health and Safety Executive (HSE) and other bona fide Health and Safety Officials
- ensuring that conformity to safety standards for goods purchased and equipment installed forms part of the school's purchasing policy
- ensuring that procedures exist for checking that items offered for the school and by the school are safe
- ensuring annual testing of all fire alarms and related equipment
- ensuring that school journeys for which they give guidance and approval are properly supervised in accordance with the LA's own guidance and the DFE guidance
- ensuring that suitable health and safety provision is made for pupils with special needs and the staff involved
- ensuring that induction training includes temporary, part-time and supply staff.
- planning and setting standards which include:

- a) Identifying hazards, undertaking risk assessments and setting standards
- b) Having clear plans for coping with sudden emergencies
- c) Developing a positive health and safety culture

Responsibilities of the Headteacher

The day to day responsibility for all school health, safety and welfare organisation and activity is the responsibility of the Headteacher who will:

- be the focal point for reference on health, safety and welfare matters and will give advice or indicate sources of advice.
- co-ordinate the implementation of the LA and governors health and safety procedures in the school
- make clear any duties in respect of health and safety which are delegated to members of staff.
- ensure that problems in implementing the health and safety policy are reported to the LA.
- make or arrange for risk assessments of the premises and working practices to be undertaken, recorded and reviewed on a regular basis.
- ensure that she is kept informed of accidents and hazardous situations.
- review organisation periodically
- follow emergency procedure
- provide first aid in the school.
- make appropriate recommendations to the governing body.
- put in place procedures to monitor the health and safety performance of the school.
- report all known hazards immediately to the LA and stop any practices or the use of any plant, tools, equipment etc considered to be unsafe, until satisfied as to their safety.
- make recommendations to the LA for additions or improvements to plant, tools, equipment, machinery, etc. which present hazards.
- review regularly the dissemination of health and safety information in the school, paying particular attention to newly appointed and temporary staff, volunteer helpers and other users of the premises.
- report to the governing body at each termly meeting on the health and safety performance of the school.

Responsibilities of all employees

All employees have a general responsibility for the application of the health and safety policy to their own area of work. They are directly responsible to the Headteacher for the application of health and safety procedures and arrangements. All employees are expected to:

- know the health and safety organisation and arrangements to be adopted in their own working areas and to ensure they are applied.
- observe standards of dress, consistent and appropriate with safety and hygiene.
- exercise good standards of housekeeping and cleanliness.
- know and apply procedures in respect of fire, first aid and other emergencies.

- use and not wilfully misuse, neglect or interfere with things provided for their safety or the health and safety of others.
- Co-operate with other employees in promoting improved health and safety arrangements in the school.
- Co-operate with appointed Trade Unions, Health and Safety Representatives and the officers of the Health and Safety Executives or the Local Authority.
- report all accidents, defects and dangerous occurrences to the Headteacher.

Responsibilities of Classroom Teachers

The health and safety of pupils in the classrooms is the responsibility of Class Teachers. Class Teachers are expected to:

- check the classroom is safe.
- check equipment used is safe before use.
- ensure safe procedures are followed.
- give clear instructions and warnings to pupils as often as necessary.
- report defects to the Headteacher or Caretaker.
- avoid introducing personal items of equipment (electrical, mechanical) into school without authorisation from the Headteacher.
- follow safe working procedures.

Responsibilities of the Caretaker

The Caretaker has responsibility for:

- the application of the health and safety policy, procedures and arrangements.
- establishing and maintaining safe working procedures, including arrangements for ensuring, so far as is reasonably practicable, the absence of risks to health and safety, in connection with the use and storage and handling of articles and substances such as boiling water and sharp instruments.
- carrying out regular health and safety assessments of the activities for which they are responsible and reporting to the Headteacher any defects which need amending.
- ensuring, as far as is reasonably practicable, the provision of sufficient information, instruction, training, supervision, to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety, as part of the health and safety training requirements of the school.
- ensuring relevant advice and guidance on health and safety matters is sought.
- advising the Headteacher on requirements for health and safety, and any necessary improvement to plant, tools, equipment or machinery.

Responsibilities of the Health and Safety Representative

The Governing Body and Headteacher recognise the role of Health and Safety Representatives appointed by recognised Trade Unions. Health and Safety Representatives must be allowed to:

- investigate accidents and potential hazards.

- investigate complaints by constituents about matters relating to health, safety and welfare
- make representations to the employer about matters arising from such complaint, and to make investigations on general issues affecting health, safety and welfare in the workplace
- carry out school inspections within directed time, or wherever practicable, outside teaching time
- represent constituents in consultation with enforcement agencies
- receive information that inspectors are required to provide
- paid time off to train for and carry out their health and safety functions. However they are not part of the management structure and are not carrying out the duties of the Governing Body or Headteacher

The LA Health and Safety Officer provides a support link between school and the LA and is available to offer advice as and when necessary.

Responsibilities of Visitors and Other Users of the School

Visitors and other users of the premises will be required to observe the health and safety rules of the school, in particular parents and other volunteers helping in school. This includes any students working in the school as part of their school experience. They will be made aware of the health and safety policy applicable to them by the Headteacher on their induction.

Monitoring and review

It is the responsibility of the Governing Body to keep informed of new regulations regarding health and safety, and to ensure that the school regularly reviews its procedures with regard to health and safety matters. The Headteacher, in consultation with professional advisors, carries out regular risk assessments, with the object of keeping the school environment safe. The Headteacher implements the school's health, safety and welfare policy on a day-to-day basis, and ensures that all staff are aware of the details of the policy as it applies to them. The Headteacher also reports to Governors each term on health and safety issues.

Maintenance and Inspection of Equipment

PE apparatus, which is fixed, is checked on an annual basis.

SSE checks fire alarms on an annual basis.

West Sussex LA check all fire equipment on an annual basis.

All electrical equipment is subject to P.A.T. (Portable Apparatus Testing) by qualified staff.

Monitoring Children's Health and Welfare

The school will co-operate with all outside agencies who are involved with the health, safety and welfare of children. Agencies may include the following:

- GPs / consultants
- Health visitors
- School nurse
- dental care
- Education Welfare Service
- Inclusion Support Service
- Educational Psychology Service
- Occupational Therapist

Conclusion

It is the responsibility of everyone to make these arrangements work. This will ensure, as far as is reasonably practicable, that the working life of everyone at Boxgrove CE Primary School is accident free.

Any member of staff noticing a failure to comply with this policy, the arrangements within it or other guidance/advice issued by the LA or Head teacher, should immediately report the circumstances to the Headteacher. The Head Teacher will then initiate appropriate remedial action. Suggestions by any key stakeholder to improve standards of health and safety are welcome by the Headteacher.

Related Policies

Drugs Education
 Sex Education
 Physical Intervention
 Physical Education
 Safeguarding
 Emergency
 Teaching and Learning
 Specific Subject areas
 E-Safety
 Educational Visits
 School Prospectus

Appendix 1

Use of D.T. Equipment

When specific woodworking tools are involved the following code of practice should be followed:-

- A member of staff should always be in the classroom
- Children must be made aware of the tools available to them and taught how to use them properly before being given access to them
- Children must be warned to take care when using sharp equipment such as scissors and knives used for cutting
- Children must be warned to take care when using hammers to join materials with nails
- Children must not walk around the classroom with tools in their hand
- The working area must not be over crowded with children
- Children must only saw wood when it can be securely held in a vice or bench hook
- Children must be taught to store the tools tidily when not in use
- All working surfaces must be regularly swept

Use of Baking Equipment

Electrical Equipment

The ovens may be used for cooking but only under close supervision of a responsible adult.

Children are not allowed to touch or go in the close vicinity of a hot oven.

Hygiene

All surfaces must be thoroughly cleaned before and after use

All storage areas must be kept clean

All towels, aprons and cloths are the responsibility of the class teacher

All hands must be thoroughly cleaned

Appendix 2

Movement around school, Playtime, Lunchtime and Home time

Children and parents are welcomed into school from 8.35 a.m. All parents vacate the building at 8.50 a.m. when the children are settled safely inside the classrooms.

All movement through school is at walking pace and in single file along the corridors. Staff are vigilant when children enter and leave cloakrooms after collecting their coats for play / lunch times.

Children know to be careful as they move around the school and playground, not to play in doorways, on steps or on the slope.

All teachers ensure their classroom is vacated at the beginning of playtime /and lunch time supervision at lunchtime. No child is allowed in school during playtime / lunchtime unless under the direct supervision of a member of staff.

Children are encouraged to visit the toilet on the way out of school at play / lunch times. They seek permission from a teacher or supervisor if they wish to visit the toilet during the break times.

Children stand quietly when the hand bell is rung to signal the end of play / lunch time. On the second bell they walk quietly to their class line. Their teacher walks them back inside the school.

There are always at least two members of staff on playground duty, who are already out on the playground, as play / lunch time commences. The third person is the first aider.

If a child receives a minor injury, they will be sent to the community room at playtime and Class 3 cloakroom at lunch play with a friend to accompany them. If the injury is serious, a member of staff on duty will send for assistance, whilst remaining with the injured child to give comfort until first aid/ ambulance arrives. In this case, the Headteacher must be informed.

Children leave the school at 3.15 p.m. They are handed over, on a one to one basis, to the adult who usually collects them. Parents must inform the Teacher if someone different will be collecting them on any specific day. If an adult who is not expected arrives at school to collect a child, they will not be handed over until clarification has been sought from the parent. Children will not be handed over to anyone under the age of 16.

Appendix 3

Fire Safety Policy

The fire doors are the usual means of exit for access on to the playground during fire drills. These doors must be kept clear for immediate opening in case of fire or other emergency. Children must not be allowed to obstruct these doors.

All fire doors are clearly marked with the regulation FIRE EXIT signs.

Smoking

Boxgrove CE Primary School is a NO SMOKING school. All visitors are expected to comply with this rule. This applies to all parts of the school grounds.

All combustible materials should be stored safely and tidily.

Fire Brigade

To contact the fire brigade dial 999! This will normally be done by the Bursar. In their absence it will be done by another member of staff, e.g. headteacher.

Fire equipment

There are six fire alarms in schools. These are located in the main corridor, Class 1 and two at either end of the hut. Fire extinguishers are located in all corridors. These are checked annually. Fire blankets are located on the cooking trolleys.

Fire Drill

A drill is carried out twice termly following this procedure:-

- the Headteacher activates the alarm
- staff lead the children out of school, exiting through the nearest fire door in an orderly and safe manner, to the assembly point on the playground
- the Bursar takes the registers out to each Class Teacher
- the Headteacher checks all the cloakrooms and toilets
- the Bursar takes the signing in sheets out to check all adults are present
- if a child or adult is reported missing during roll call the Head teacher will instigate a search and/or alert the fire service in case of a real incident
- if Teachers can access their child contact wallet they should take them

Appendix 4

Organisation of the health and safety system in Boxgrove CE Primary School

The chair of governors is Father Ian Forrester.

The responsibility for day-to-day oversight of the governors' responsibility is vested in the headteacher .

Union representation is by NUT / Voice / NAHT.

Child interests are recognised through the School Council.

Particular responsibilities for the management of safety/welfare matters are listed below:

- Asbestos monitoring and control
- Cleaning/caretaking duties
- Contractors on site
- Control of substances hazardous to health
- Display screen equipment
- Drama/theatre arts
- Electricity at work regulations
- Food safety
- Fire safety
- First aid
- Glazing
- Health and safety in the school development plan
- Hiring premises
- Induction of staff
- Legionella (water systems)
- Management of medicines
- Manual handling
- Off-site activities
- Physical education
- Premises maintenance
- Reporting/recording incidents
- Risk education
- Science curriculum
- Security
- Staff welfare
- Swimming
- Technology curriculum
- Training/INSET