

**Appendix 1**

# Edlington Victoria Academy



## Health & Safety Policy

<b>PERSON RESPONSIBLE FOR POLICY:</b>	<b>MRS E CLARK</b>
<b>APPROVED: MR G TINKLER</b>	<b>GOVERNORS</b>
<b>SIGNED:</b> 	<b>ROLE: CHAIR OF GOVERNORS</b>
<b>TO BE REVIEWED: NOVEMBER 2021 (Annually)</b>	<b>NOVEMBER 2020</b>

<i>Version</i>	<i>Revision Date</i>	<i>Revised by</i>	<i>Section Revised</i>
V2	21.11.18	L Dyer	Front cover change – no changes to policy
V3	04.11.19	L Dyer	Front cover change – no changes to policy
V4	15.11.20	R Hardy	No Changes

*Appendix 1 will form an additional section to the adopted ELP Health and Safety Policy*

**In the event of trespassers:**

Where a person is not immediately recognised as having legitimate reason to be on the school grounds they should be politely asked if they need any help. Assuming the person seems to have a valid reason they should be directed towards the office where they will be asked for identification and then asked to sign in, they will then be issued with a visitor's badge.

If it emerges that the person has no right to be on school premises then

- They should be asked to leave by the nearest exit and observed until they do so
- The most senior member of staff available should be informed

If an intruder refuses to leave, becomes abusive or seems to present a threat to the safety of others the police should be called without delay.

**If you feel in anyway threatened do not approach but find a safe place and call the police. Don't try to physically remove trespassers from the site or engage in arguments with them. Make your point, withdraw and call the police.**

**In the event of a break in on site**

- Ensure that if children are still on site any available barriers eg magnetised doors are put into operation
- Alert colleagues who should call emergency services and seek assistance
- Monitor the intruders and check their progress

**In the event of an abusive parent/adult**

Make sure any meeting with any adult whom you suspect may turn abusive is conducted in a room that can easily be monitored and with members of staff within easy reach. It may be appropriate to request that an additional member of staff meets with the parent depending upon circumstances.

Should a parent/adult become abusive they should be asked to leave the premises in a calm and no-threatening way. It might be appropriate for a member of staff to alert the police should the adult refuse to leave or if their behaviour is causing concern in any way.

If any incident has occurred an incident form should be completed and it may be necessary to inform the governors and or local authority for further action to be taken. Make sure you attend to your own emotional needs following any incident and seek help and support if necessary. In the case of an employee, support should be offered following an incident.

### **In the event of a suspected pupil carrying a weapon**

As a general rule, the police should be called to deal with any incident believed to involve a weapon. There may be exceptions where the circumstances appear to be wholly innocent and the matter can be dealt with on a disciplinary basis. If in any doubt, call the police.

In exceptional circumstances staff may decide that they need to take action before the police arrive. Where possible, staff should not confront a pupil in the presence of other pupils. Preferably two or more members of staff should divert the pupil or person to a place where no other pupils are present.

### **Reporting Incidents:**

Use an incident form to report all incidents, however minor, including all alarm responses and all trespass incidents. In addition, any occurrence where individuals are, or feel threatened must be reported to the police and the Local authority as it is a serious matter. Use the official accident report form for this purpose and return it to the Local Authority immediately

### **Head Lice**

The problem with head lice is of great concern to the local community. It is a community problem that can be a particularly sensitive area within schools. We respect the concern that parents voice when children in the same class as their own remain in school untreated. However, the responsibility for ridding children of lice rests with parents. We will do our best to ensure that steps are taken to deal with the problem as it occurs.

**Principles:** As far as possible no one with head lice will be made to feel embarrassed by their identification. Staff will at all times be considerate as to the need for sensitivity.

**Procedures:** Parents are sent the pamphlet 'head Lice, a Community Problem'. Parents are reminded through the school prospectus and letters at the beginning of term of the need to be vigilant and ways of dealing with head lice when they are identified.

**If a report is received** – parents of children in the class are sent a letter asking them to check their child's hair.

**Intermittently** – the school nurse will be asked to set up a 'drop in' session for parents to provide advice on treating head lice. A video may also be made available at this time. On occasions, promotional material is made available to the school and is distributed or advertised at the discretion of the Principal.

## First Aid

The majority of staff in school currently holds a first aid qualification; this includes teaching staff and support staff. The main first aid duties will be carried out by First Aider, Mrs Edwards and LSA's or Midday Supervisors during the break times.

Anyone can be requested for advice and support during the school day, it is asked that discretion is used as to the frequency and timing of any interruptions to their normal school duties.

**Equipment:** the first aid box is kept in the medical room. It contains only approved equipment, together with guidance on the treatment of injured people. Latex gloves are provided and must be used for all first aid treatments particularly if blood is present. This is to eliminate the risk of HIV virus.

First aid box must be taken on all out of school visits.

Stocks should be checked and replenished regularly.

### Procedures:

In case of concern about the health of an individual the following precautions should be followed:

1. The child is sent to a qualified first aider
2. The injury/concern is checked and an assessment made of the level of treatment required
3. A decision will be communicated to the class teacher and senior management as necessary
4. Parents informed when necessary

### Levels of action include:

- Treatment on school premises for minor ailments/accidents – Minor Accident Book – text informing parent sent.
- Treatment on school premises with a letter sent home informing parents of the nature of the incident/accident – Minor Accident Book – text informing parent sent.
- Parents contacted immediately – Accident Book – Local authority informed if sufficiently serious
- If parents are unavailable and the injury is considered to be sufficiently serious then the child should be taken to hospital – Accident Book - Local authority informed
- If a very serious injury or there is any uncertainty about the level of severity an ambulance will be called immediately and parent informed

**In each case every attempt should be made to:**

- Check the injury to the best of our ability
- Inform the relevant people in the case of more serious incidents. This includes:
  - The Teacher
  - The Parents
  - The Local Authority
- Keep accurate records of the injury, events leading up to the injury and actions subsequently
- Err on the side of caution
- Consider the needs of the child/adult as central to all actions.

**Medication:**

Edlington Victoria Academy will take reasonable steps to store medicines and make them reasonably available to children. There are, however, no legal or contractual requirements for schools to administer medication. School is not obliged to administer medication if it is required 3 times or less a day. If children cannot manage, parents should be offered the facility of coming in to school. If this is not possible, the Admin Assistant or in the event of her absence the Office Manager will supervise with the administration of prescribed medicines to pupils.

The following points should be noted:

- Request for school to administer prescribed medicines form should be completed by the parent and handed over with the medication to the admin assistant/office manager; for medication required 4 or more times a day
- Clear indication of dosage, timings and medication are recorded
- All medication is kept locked away in the school office.
- Periodic checks are made to ensure that no medicines have been left beyond the period of administration. Whenever possible no medication should be discarded in school but sent home in the same way that they were originally brought to school.
- All medication should be clearly labelled.
- Children should not remove their medicines from the office/medical room when dosage is being taken.
- Two members of staff should observe a child taking their medicine and a log kept to record the time that it has taken place.
- Asthma inhalers are locked away in the medical room; supervision by first aider who will record date, time and dosage within the child's asthma log.

**Near Misses Reporting:**

Near misses should be reported to the Principal or Vice Principal in her absence. Any near misses are then recorded and acted upon; contact the local authority to report the near miss. Complete AIR1 form, copy to be kept on site.

**Smoking**

To help ensure that we offer pupils, staff and visitors a safe, secure and healthy environment our school is a no smoking site, which covers the school playgrounds and playing fields. This covers both cigarettes and E-cigarettes.

**Health and Safety during Science Experiments**

The use of practical equipment during science lessons is encouraged. We recognise the benefits of children being given the opportunity to conduct experiments for themselves. Safety rules for conduct during these opportunities include:

- Be sensible during the experiment
- Follow instructions
- Only touch equipment when you are told to do so
- Carry equipment with care and always walk
- Make sure any equipment used is returned carefully
- Inform your teacher of any breakages
- If you're not sure ask!

All experiments should be carefully planned and prepared for. Preparation should include:

- Consideration of staffing levels
- Consideration of group mix and children with special needs
- Room dynamics
- A risk assessment according to the materials and equipment to be used.

Where there are any concerns or queries the science coordinator should be consulted.

**Swimming Lessons**

The 'duty of care' is shared between the class teacher and swimming teacher whilst the pupils are on the poolside.

**Medical considerations:** Children with colds, open wounds, sores should be excluded from the water. School medical records should be checked carefully and relevant medical disabilities reported in writing to the swimming teacher. Children with asthma should ensure that they take their inhaler.

**Supervision:** Children should go to the toilet, blow their nose and have clean feet before going onto the poolside. Children and teachers should not chew anything during the lesson

There should be no outdoor footwear on the poolside and all teachers must carry a whistle. Children are not allowed to run on the pool surrounds and teachers must not turn their back on the class and engage in conversation.

All children and teachers must understand the pool emergency procedure. Teachers may only teach on poolside and may not enter the water to demonstrate or assist. Teachers should be suitably clothed and wearing training shoes.

**Class size:** It is not expected that there should be more than 20 learners per teacher.

**Poolside:** Teachers must have a whistle and use this to alert the staff to any difficulties. The lifeguard is there to ensure the safety of all pool users and should not be unnecessarily distracted.

In the event of a rescue being affected all teachers should assume responsibility for removing their class from the water and take direction from the staff or duty manager.

**Emergency Evacuation:** the fire alarm is the signal to evacuate. Staff must evacuate the pool and assemble swimmers by the nearest fire exit.

Under no circumstances should children be taken to the changing areas to collect their belongings.

Teachers are responsible for ensuring their class is fully accounted for by taking a register.

### **Photographs and Videos**

This policy has the intention of protecting children from the misuse of photographic images. It aims to enable safe practice to continue and allow for the use of pictures, both still and moving, where permission is given and there are educational or recreational benefits.

#### **All parents ...**

- Will be asked for permission for the taking of photographs by the media
- Will be reminded that assemblies and concerts may not be recorded or videoed. Parents will be asked to refrain from taking photographs where it is known that permission has not been given for one of the participating children.
- Will be reassured that videos and photographs taken within school by school staff will be used for educational purposes and that care will be taken that images respect the self esteem of the children concerned and are not used to illustrate sensitive or negative issues.

**On entry to our school....**Parents will be informed of school policy and permission requested for use of photographs within the establishment.

**Annually ....**Parents will be reminded of school policy and requested to contact school if they should wish to make amendments to their original consent form.

**Should the situation arise...**Parents will be asked prior to specific events if they are happy for their child's picture to be taken by the media for use as agreed between the newspaper and the school.

## Health and well being of the staff

In order to help prevent stress and to provide the best working environment for the health and well being of staff we recommend:

- That times of meetings be negotiated and are aimed at limiting the length of time and frequency with which staff need to remain in school
- That length of meetings is agreed and where possible adhered to
- That notice is given of cancellations
- That consideration is always given to time scale to enable a reasonable amount of time to be given for completion of a task before the deadline
- That deadlines can be negotiated in extenuating circumstances
- That consideration is always given to workload and that no individual regardless of level of authority, is expected to complete an unreasonable amount in a limited time
- That evening events are timetabled where possible on a Thursday so that a weekend follows
- That no meeting is scheduled on Fridays after school
- That where possible INSET days also allow for inter-phase/year work and meetings
- That PPA is regular and reliable
- That working at home is an agreed principle where specific tasks need completion – in agreement with the Principal.  
That LSAs are deployed to support teachers where possible.

## Stress

Hopefully, the practices recommended above should help prevent stress. In some cases this may not happen and staff should be alerted to some common effects of stress. These include:

- High level of anxiety
- Low self-esteem
- Inability to concentrate
- Being more prone to accidents
- Headaches/migraine
- Depression
- Panic attacks
- Chest pains
- Stomach problems
- Relationship problems

Colleagues should be alerted to signs of stress in themselves and one another and should take steps to address these as they occur. Methods for dealing with stress might include:

- Sharing concerns with colleagues
- Prioritising workload
- Learning to say 'no'
- Taking up a new hobby or sport
- Sharing feelings with people at home

- Ensuring that some time every week is set aside for relaxation
- Discussing responsibilities with senior colleague and perhaps negotiating deadlines
- Pay attention to diet and ensure that you eat healthily and regularly

It is important that we create in school an environment which welcomes the sharing of problems and concerns and offers support and advice as needed. If symptoms persist staff should contact their GP and concerns should be discussed with a senior colleague.

Further information is available in the health and well being policy.

### **Fitting in with families**

Every employee at our school has demands outside of the work place which will on occasion place pressure upon them and are likely to lead to differences in work practice. It is important that we recognise this and support colleagues in managing these demands. This includes:

- Being flexible about requests for attendance at funerals
- Enabling support for ageing relatives and children with medical appointments
- Enabling staff to attend significant important events in respect of children i.e. Christmas concerts, first day at school etc.

It is expected that wherever possible staff will make arrangements around the school day but where this is not possible we will attempt to support them in meeting the demands of home and school. We would also request that staff take responsibility for ensuring that when they are absent cover arrangements ensure the continued smooth running of the school. In some cases it may be applicable to swap or use PPA time. This can be done in agreement with senior staff and accepting that the roles and responsibilities of the individual continue to be met to the full.

Where members of staff have children at other schools which perhaps have different term dates or INSET dates it is acceptable, provided there is notification to a senior member of staff for children to accompany their parents into school provided it does not affect their role during the school day. In some cases older children may help out in school in different capacities and we welcome this additional involvement.

Where staff become aware that they are pregnant, it is recommended that senior staff are informed as soon as possible in order that appropriate safeguards can be put in place. Facilities will also be made available for nursing mothers and flexible time management should allow nursing to continue according to need.

**New and Expectant Mothers**

A new or expectant mother is a woman who is pregnant, has given birth within the last six months or is breastfeeding.

Workers (and anyone else who could potentially be affected by their work) have a right to be protected from harm. A risk assessment is to be carried out as soon as Edlington Victoria Academy are notified of a pregnancy to review and investigate any harm which could be caused through any work activity. This will help Edlington Victoria Academy check whether appropriate control measures are in place, or if they need to do more to prevent harm. If any significant risks are identified, then the risk assessment must include an assessment of such risk.

**Monitoring arrangements**

The governors will call for annual reports on:

- Accidents/incidents
- Results of internal or external health and safety inspections
- Complaints
- Summary of 'walk about' information from health and safety Governors

Please refer to Governor Visits Policy for further information relating to monitoring arrangements.

## **Bomb Threats**

### **1. Telephone threats**

- 1.1. All members of staff who answer school telephones will be made aware of the bomb threat procedures over the telephone.
- 1.2. All relevant members of staff will receive a Bomb Threat Checklist, along with a Caller Details Checklist.
- 1.3. When a threatening telephone call is received, the member of staff will gather as much information as possible and remain calm.
- 1.4. Once the telephone call has ended, the Principal will be notified.
- 1.5. The member of staff who answered the telephone will complete the Caller Details Checklist at the earliest opportunity.
- 1.6. The police will be notified at the earliest opportunity. The Principal will then liaise with the police to determine the best course of action.
- 1.7. The Principal will provide the police with a written record of the call.
- 1.8. If the threat specified a particular time, the evacuation procedures will be followed. This will only be done if the Principal believes there is enough time for an evacuation to be carried out safely. Otherwise the Principal will await instruction from the police.
- 1.9. Once the decision to evacuate has been taken, the alarm will be used to alert all members of staff. Staff and pupils will relocate to the fire assembly points, located in the playground.
- 1.10. Once a decision for lockdown or evacuation has been made, the emergency procedures, outlined in the Lockdown Policy and Evacuation Policy will be followed.

### **2. Contacting the police**

- 2.1. After the threat has been received and recorded, the Principal, along with the person who received the call, will ring 999 and provide the police with the information on the Bomb Threat Checklist.
- 2.2. The following information will also be provided:
  - A mobile contact number, so the Principal or designated senior decision maker can be called if the premises are evacuated.

- The number of pupils and staff at the school.
- Whether a decision has already been made to evacuate. If it has, the police will be told the location of the assembly point.
- Whether or not there is a 'buddy' school.

### **3. Suspicious packages or envelopes**

According to the US Postal Inspection Service, there are a number of warning signs that, if spotted, could identify a potentially dangerous item. Although these are not official guidelines, Edlington Victoria Academy believes that by keeping these points in mind we can ensure good practice, as well as keeping the school safe. These warning signs are:

- Excessive postage
- A fictitious or non-existent return address
- A postmark that does not match the return address
- Restricted endorsements, such as 'personal' or 'private'
- Distorted hand-writing, homemade labels or cut-and-paste lettering
- Unprofessional wrapping
- A rigid feel, uneven or lopsided contents
- An irregular shape, soft spots or bulges
- Protruding wires
- Aluminium foil
- Oil stains
- An unusual smell

3.1. If a package or envelope is deemed suspicious, the following steps will be taken:

- The police will be called immediately and the item will not be opened or handled.
- The item will be left clear of other objects, so that it can be clearly identified by the emergency services.
- If possible, all the windows in the room will be opened.
- The item will not be put in water or a confined space.
- The immediate area will be evacuated and sealed off.
- Once members of staff have reached a safe area, a written record will be made of all the individuals who handled the item. This record will be made available to the emergency services.

### **4. via Written bomb threats**

4.1. If a written bomb threat is received, the Principal will be immediately notified.

- 4.2. The police will be notified at the earliest opportunity.
- 4.3. The letter will be handed to the police
- 4.4. The letter will be handled as little as possible.
- 4.5. A record will be made of the date and time the letter was received.

**5. Bombs threats via email**

- 5.1. If a threat is received via email, the message will be saved, in order for it to be investigated by the police.
- 5.2. The Principal will be notified as soon as a threat is received.
- 5.3. The police will be notified at the earliest opportunity.

**6. Monitoring and review**

- 6.1. The school business manager is responsible for monitoring and reviewing this policy and procedures annually, and amending it accordingly following any incidents or concerns.

**Bomb threat checklist**

This checklist has been designed by MI5, to help members of the public manage a bomb threat made by phone. By following these instructions, a member of staff can ensure they gather as much information as possible from the caller.

1. If possible, switch on a tape recorder or another electronic recording device.
2. Tell the caller which town/county you are answering from.
3. Record the exact wording of the threat (in the box below).

Ask the following questions	
Where is the bomb right now?	
When is it going to explode?	
What does it look like?	
What kind of bomb is it?	
What will cause it to explode?	
Did you place the bomb?	
Why did you place the bomb here?	
What is your name?	
What is your address?	
What is your telephone number?	
Time and date of call:	
Number shown (if any):	
Length of call:	

**Caller details checklist**

Once the phone call has ended, the person who answered the phone will complete this form at the earliest opportunity. By recording the details as soon as possible, the information provided will be more detailed, and will be more useful to the police.

Caller details	
The number the call was received on (including extension):	
Sex of the caller:	
Nationality:	
Approximate age:	
Circle where appropriate:	
Threat language	
Well-spoken	Y/N
Irrational	Y/N
Taped message	Y/N
Offensive	Y/N
Incoherent	Y/N
Message read by the threat-maker	Y/N
Caller's voice	
Calm	Y/N
Crying	Y/N
Clearing throat	Y/N
Angry	Y/N
Nasal	Y/N
Slurred	Y/N
Excited	Y/N
Stuttering	Y/N
Disguised	Y/N
Slow	Y/N
Lisp	Y/N
Different accent – if so, what type?	Y/N
Rapid	Y/N
Deep	Y/N
Hoarse	Y/N
Laughing	Y/N
Familiar - If so, whose voice did it sound like?	Y/N

Other remarks (please outline below)

This Policy will be reviewed and amended in September 2017

**Additional Policies**

Please also refer to:

- Contingency and Business Continuity Plan
- Fire Risk Assessment and Fire Drill Procedures
- ICT and E Safety Policy
- Safeguarding Children Policy
- Equality and Diversity Policy
- Managing Attendance Policy

Signed..... **Chair of Governors**

Signed ..... **Principal**

Date .....

