

FAIRWAY SCHOOL & CHILDREN'S CENTRE HEALTH and SAFETY POLICY

CONTENTS

TITLE

- A General Statement of Intent

- B1 Role of the Borough
- B2 Role of the Governing Body
- B3 Role of the Head Teacher
- B4 Role of Staff
- B5 Role of Site Manager / Caretaker
- B6 Role of Office Staff
- B7 Role of Visitors
- B8 Role of Corporate Safety Unit

- C1. COSHH
- C2. Electrical Safety
- C3. Fire Procedures
- C4. Bomb Alert
- C5. Flood
- C6 Gas Leaks
- C7 Electrical
- C8. Transport and Vehicles
- C9. Outings
- C10. Safeguarding
- C11. First Aid
- C12. Registration Procedures
- C13. Accident Reporting
- C14. Hygiene
- C15. Animals
- C16. Contractors on Site
- C17. VDU's
- C18. Health and Safety Audit
- C19. Students/Work Experience Placements
- C20. Training
- C21. Supervision/Playground Safety
- C22. Swimming
- C23. P.E. Equipment
- C24. Curriculum Safety
- C25. Personal Protective Equipment
- C26. New Equipment
- C27. Sharp Objects
- C28. Rotary Trimmer
- C29. Dining Room and Kitchens
- C30. Jewellery
- C31. Smoking
- C32. Security
- C33. Lighting
- C34. Violence to Staff
- C35. After School Activities
- C36. Printing and Reprographics

C37. Infectious Diseases

C38 Management of Stress at Work

Appendices:

- A Site Manager / Caretaker's duties related to Health and Safety
- B Visual Display Units – Health and Safety information
- C Dealing with telephone bomb threats
- D Bomb search
- E Administration of medicines in school
- F Asthma Policy
- G Health and Safety regulations for contractors on site

FAIRWAY SCHOOL & CHILDREN'S CENTRE HEALTH and SAFETY POLICY

The Governing body of Fairway School & Children's Centre regards the health and safety of all staff, children and visitors as a primary concern and consequently considers this policy as central to the school's/Children's Centre's success.

The Children's Centre is open 48 weeks a year and when the school is closed and in the absence of the Head Teacher responsibility is delegated to the Children's Centre Manager/Deputy Children's Centre Manager.

PART A. General Statement of Intent

A1. The Governing body recognises and accepts its duties under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1992 in relation to conditions and activities which fall within the Governing Body's control and as defined in the London Borough of Barnet's scheme for the Local Management of Schools.

A2. Within the Governors' executive authority they shall safeguard, so far as is reasonably practicable, the health, safety and welfare at work of every school/Children's Centre employee. Particular attention will be paid to the provision and maintenance of:-

- a) Plant, equipment, systems and procedures of work that are safe.
- b) Safe arrangements for the use, handling, storage and transport of articles and substances.
- c) Sufficient information, instruction, training and supervision as is necessary to protect the health and safety of both employees while at work and other persons who may be affected by the work activities.
- d) Safe places of work with safe entrances and exits.
- e) A healthy working environment.
- f) Adequate welfare facilities and amenities compatible with statutory requirements.
- g) Procedures to ensure the safety of employees, children and other persons in emergency situations.
- h) Protective clothing, equipment and such facilities necessary to ensure a healthy, safe working environment.

A3. The Governing body accepts its statutory obligation to co-operate and consult with the LA so far as is necessary to enable the LA to meet its statutory duties under the Health and Safety at Work Act and any other legislation pertaining to the school's/Children's Centre's activities. The governors also recognise the need to make financial provisions for the implementation of health and safety issues.

A4. The school/Children's Centre will conduct its undertakings in such a way as to ensure, as far as is reasonable and practicable, that children and persons not in its employment, but who may be affected, are not exposed to risks to their health and safety, e.g. visitors, contractors, students etc.

A5. The governors will pay specific attention to safety features at the design, in accordance with the CDM regulations at the planning stages of new premises structures, equipment and when modification of existing premises, structures and equipment are being undertaken. All factors relating to health, safety and welfare facilities will be taken into account when considering projects and tenders.

A6. No Safety Policy will be successful unless it involves the employees themselves. Therefore consultation on health, safety and welfare matters will take place during staff meetings with representations made to the Head Teacher and with the involvement of the Trade Union Health and Safety Representative. In addition the policy will be brought to the attention of all employees.

A7. The Governing body will ensure that health, safety and welfare matters outside their control are brought to the attention of the relevant authority, e.g. the LA.

A8. The Governors will not levy any charges or permit any charges to be levied on any employee in respect of anything done or provided in pursuance of any statutory requirements with respect to health, safety or welfare.

A9. The Head Teacher may be required to draft the necessary arrangements to secure compliance with all health and safety requirements for consideration and acceptance by the Governors. S/he would be expected to monitor the day to day implementation of these arrangements, in accordance with Barnet Policy for Health, Safety and Welfare Part C, and report back to the Governing body on a regular basis.

A10. Priority will always be given to security, safety, and freedom from risk to the health of staff, pupils and all other persons engaged in activities under the control of the Governing Body.

A11. The policy will be reviewed yearly, or before this time if necessary.

Chair of Governing Body.

Signed

Date

B1. LONDON BOROUGH OF BARNET

CHIEF EXECUTIVE

The overall responsibility for London Borough of Barnet's Health and Safety Policy and its contents shall rest with the chief executive.

DIRECTOR OF CHILDREN'S SERVICES

The director has responsibility for health, safety and welfare items within the Department of Educational Services which includes schools. S/he will ensure that the department complies with the borough's Health and Safety policy. In addition the director will be responsible for producing, implementing and revising the department's safety policy.

The Director of Educational Services will also:-

- a) Monitor the department's Safety policy
- b) Ensure access to the borough's health and safety advice.
- c) Keep abreast of new Health and Safety legislation, codes of practice, guidance and advances in technology.
- d) Ensure that Health and Safety matters are considered when assessing budgetary matters.
- e) Actively support agreed Health and Safety policy and initiatives.
- f) Ensure training in Health and Safety policy and initiatives is established.
- g) Establish terms of reference for those members of the organisation with responsibility for Health and Safety.
- h) Establish and maintain at the Trade Union's request the Educational Services Health and Safety Committee.

ASSISTANT DIRECTOR (Professional Services)

Educational Services Departmental Safety Policy shall be administered and monitored by the Assistant Director (Professional Services). The Assistant Director is responsible for ensuring that repairs are made to services and the checking and maintenance of fire extinguishers.

B2. GOVERNING BODY

- a) The Governors will ensure that the school/Children's Centre complies with the Educational Services Policy.
- b) The Governing Body is ultimately responsible for Fairway School & Children's Centre's Safety Policy being produced, implemented and reviewed but may delegate day to day responsibilities to the Head Teacher.
- c) The Governors will review the school Health and Safety Policy yearly and make revisions and additions as they consider appropriate. All such revisions will be brought to the attention of staff. Governors will assist the Head Teacher in implementing and maintaining this policy and the arrangements which give practical effect in the general Statement of Intent
- (d) Governors will assist the Head Teacher in implementing and maintaining this policy and the arrangements which give practical effect in the general Statement of Intent.

- (e) The Governing Body is responsible for fixtures, fittings, servicing of portable equipment and most internal maintenance. They will ensure, so far as is practicable, that the above mentioned remain safe, without risk to health.
- (f) The Governors will ensure that staff with delegated Health and Safety responsibilities are given sufficient information, instruction, training and facilities needed to meet these responsibilities.
- (g) When requested by two or more employees the Governors will set up a school Health and Safety committee in accordance with the Health and Safety at Work Act 1974 and the Safety Representatives and Safety Committee Regulations 1977.
- (h) The Governors will report to the Education Department those health and safety at work matters which are outside the Governors' executive authority and which have not already been reported by the Head Teacher. They will however ensure that the Head Teacher has taken all necessary short term action to avoid danger pending rectification.
- (i) The Governors will ensure that health and safety matters are considered when assessing budgetary requirements which they control.

B3. HEAD TEACHER (in her/his absence the Business Manager, or next most senior member of staff)

- (a) The Head Teacher has been delegated responsibility for implementing the policy and monitoring and maintaining arrangements within the school/Children's Centre as outlined in this Health and Safety policy. Day to day responsibility for general health and safety issues has been delegated to the Business Manager.
- (b) The Head Teacher will pursue the objectives of both the Educational Services Department's Health and Safety policy and the school's Health and Safety policy, monitor their effectiveness and advise the Governors accordingly.
- (c) The Head Teacher/Children's Centre Manager will ensure that all accidents and dangerous occurrences are reported to the LA and the Governors. S/he will investigate the causes of every accident, dangerous occurrence and near miss and take all reasonable steps to prevent a reoccurrence.
- (d) The Head Teacher/Children's Centre Manager will inform the appropriate body when servicing/maintenance of machinery, plant and equipment has not been carried out and will take all reasonable steps to prevent any danger to staff, pupils and others.
- (e) The Head Teacher will obtain expert advice from the Corporate Training Unit.
- (f) The Head Teacher/Children's Centre Manager will ensure that all new staff receive induction training in Health and Safety and that all staff receive sufficient Health and Safety information, instruction and training. This is to be reviewed annually. All staff will have the school's Health and Safety policy brought to their attention.
- (g) The Head Teacher/Children's Centre Manager will respond to and liaise with recognised Safety representatives.
- (h) If a child is taken directly to hospital then a RIDDOR must be completed (the Children's Centre inform OFSTED).

B4. ALL STAFF HAVE A DUTY TO:

- (a) Take care of themselves and others and not to misuse or interfere with anything provided in the interest of Health and Safety.
- (b) Report defects and shortfalls promptly to the Head Teacher.
- (c) Attend briefings and courses as appropriate.
- (d) Be aware of fire safety and fire drill procedures.
- (e) Ensure safe use of all tools and equipment paying particular attention to correct use of electrical equipment including switching off and unplugging after use.
- (f) Be aware of bomb alert procedures.
- (g) Be aware of dangers inherent in some substances, the location of risk assessment and COSHH information and their contents.
- (h) Record personal accidents which occur on site in the accident book (this is located in the school office).
- (i) Challenge any strangers on site.

B5. SITE MANAGER / CARETAKER

In addition to the above the Site Manager / Caretaker has a duty to:-

Carry out all duties listed in the document "Caretaker's Duties related to Health and Safety" (Appendix A)

B6. OFFICE STAFF

In addition to those listed in B4 the Office Staff have a duty to:

Ensure safe use of office equipment, in particular observing regulations for use of VDUs. See Visual Display Units (VDUs) Health and Safety Information (Appendix B).

B7. VISITORS

- (a) Should report to the front desk at beginning and end of visit.
- (b) Should observe local rules and arrangements.

B8. CORPORATE SAFETY UNIT

Will provide the LA and school with expert Health and Safety advice. Contact will be via the Head Teacher.

Your attention is drawn to the fact that a full risk assessment is required before any action can commence as outlined in Local Code of Practice (LCOP).

PART C ARRANGEMENTS FOR HEALTH and SAFETY PROCEDURES

Please note that copies of all Barnet LCOPs are kept in the School Office, and should be read before undertaking any actions that relate to those Codes of Practice.

C1. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

Arrangements are in accordance with LCOPs and completed COSHH assessments, (issued by Barnet Education Authority, September 1996). These are kept in the front office. Staff wishing to use materials of a potentially hazardous nature must refer to these documents and complete a COSHH assessment if one does not exist. There is a duty on all staff to familiarise themselves with relevant COSHH assessments. It is essential that the use of these products is in accordance with COSHH assessments. If in doubt please contact the Corporate Safety Unit.

C2. ELECTRICAL SAFETY

A full inspection of portable electrical equipment will be carried out annually. This will be arranged by the Business Manager. All new equipment will carry CE mark. Before any other electrical equipment can be used it must have a Barnet approved mark.

There is a requirement that all staff use electrical equipment in a manner which will ensure their safety and that of the children and all other people on site. Staff are prohibited from bringing electrical equipment onto the premises without first seeking the permission of the Head Teacher.

Children using electrical equipment must be adequately supervised and must be made aware of the dangers associated with electricity.

Any damage to electrical equipment or cables must be reported to the Head Teacher immediately and this equipment must not be used.

C3. FIRE PROCEDURES

In the event of a fire the fire services will be called by the Head Teacher/Children's Centre Manager or Office Staff. A record of all such calls will be kept in the office.

ON DISCOVERING A FIRE

- Sound the alarm
- Evacuate via nearest safe exit and assemble in the multi use games area (MUGA/Hard Court).

ON HEARING THE ALARM

- Class teacher/Children's Centre Workers should evacuate the class via the nearest safe exit into the multi use games area (MUGA/Hard Court).
- Children and adults should **not** collect belongings.
- The nominated Fire Marshalls should assume their positions:
 - The Children's Centre Deputy or Manager need to ensure that nobody enters the building once the alarm has been activated. They should stand at the entrance of the School/Children's Centre to restrict access.

- The Site Manager or Caretaker need to stand at the entrance to the Links to restrict access to both the Links and Northway School. It is their duty to meet, update and direct the Fire Services
- The Administrative Assistants will bring out of the building the files containing emergency contact details, registers and signing in/out books.
- All children who have been working away from main class or who were in toilet etc when alarm sounded should not return to their room but should leave the building through the nearest exit and make their way to the multi use games area (MUGA/Hard Court) where they will rejoin their class.
- Children should line up in classes/room groups in the multi use games area (MUGA/Hard Court) and be counted.
- In the event of numbers not tallying, the register will be called. The Head Teacher will inform Teaching Assistants/ Children's Centre Workers which class they will check.
 - Staff need to report to the Head Teacher at the Assembly point informing them that all staff, children and visitors are accounted for.
 - If the Fire Brigade have been called inform the Head
 - The Head Teacher will give the all clear to re-enter the building.

After the event the Head Teacher needs to write a report. The report should include items such as;

- The time that the alarm was activated
- Time taken to evacuate the building(s)
- Any obstructions – planned or unplanned
- Any reported faulty alarm equipment. i.e., sounders not working *etc.*
- Numbers of stragglers or those not acknowledging the alarm.
- Any noticeable or reportable occurrences
- Quality of role call
- Staff informing the Head Teacher that all persons are accounted for
- Attendance of emergency services, including the police.
- The time that the all-clear was given.

DISMISSAL

All persons on site should wait for advice from Head Teacher/ Children's Centre Manager before returning to the building.

AT LUNCHTIME

All available teachers/ Children's Centre Workers should join their classes in the multi use games area (MUGA/Hard Court). All other details as above.

A fire drill will be carried out twice every term. The Head Teacher will time each evacuation and keep a record of this in the Fire file in the School Office.

The Site Manager / Caretaker will carry out regular checks on all fire safety equipment. Regular maintenance will be carried out by a contractor.

Inspection of fire extinguishers will be carried out by a contractor and monitored by the Site Manager / Caretaker. All tests and checks will be carried out annually and be recorded in the premises log book.

The Head Teacher must be notified immediately of any faulty equipment. A record will be kept of all tests, maintenance checks, and works carried out.

At all times the Site Manager / Caretaker will ensure that entrances and exits are kept free of obstruction. Staff noticing obstructions should rectify it themselves if possible, or if not, inform Head Teacher or Site Manager / Caretaker immediately.

C4. BOMB ALERT

Staff have a duty to challenge any stranger on the premises or any person who is acting in a suspicious manner and to inform the Head Teacher.

In the event of a bomb threat being received the person receiving the call should keep calm and elicit as much relevant information as possible from the caller using the bomb threat checklist which should be kept by each telephone with an incoming line (see Appendix C). The Head Teacher should be informed immediately. The police should be called.

The decision to evacuate the premises, or not, will be made by the Head Teacher with the advice from the police.

If it is judged appropriate to search the building, staff, teachers/ Children's Centre Workers -will search their own rooms. If a search is undertaken the building must be evacuated at least 20 minutes before any deadline that has been given for a device exploding. If a suspicious object is found it must not be touched or moved but its location should be marked. The police will not normally search a building as they are unfamiliar with the layout.

If a search proceeds then the area of assembly and any area of passage to a place of safety should be included at an early stage. All outdoor areas should be searched.

If evacuation is deemed necessary:-

* If there is an immediate risk the fire alarm will be sounded and the building evacuated via the nearest exits. Do not waste time searching for a suspicious object - leave immediately.

- * If there is more than 20 minutes warning verbal instructions will be given that personal belongings should be collected prior to evacuation and a brief search carried out.
- * The staff working in the front office will bring out of the building the files containing emergency contact details, registers and signing out books.
- * Children should line up in the multi use games area (MUGA/Hard Court) and be counted as for fire drill. In the event of numbers not tallying, the register will be called. The Head Teacher will inform Teaching Assistants/Children's Centre Workers which class they will check.
- * After registers have been checked each class should be taken out through the main gate and walk to Courtland School. Parent/carers will be contacted by mobile phone (via the text messaging service) and asked to collect children from Courtland School.

Police advice will be taken before anyone re-enters the building. If the bomb scare is considered genuine the building should not be used for 24 hours.

A phone will be given to the teacher/Children's Centre Workers in charge of the children walking to Courtland School.

Staff will be trained in the above procedures and there will be one bomb evacuation practice each academic year.

C5. FLOOD

In the event of a flood in school due to burst pipes or a leaking roof, the rooms in immediate proximity to the flood must evacuate that area and assemble in the hall or the multi use games area (MUGA/Hard Court).

On detecting flood danger:-

- Evacuate immediate area
- Inform Head Teacher/Children's Centre Manager Inform
- Head Teacher at Northway School

C6. GAS LEAKS

In the event of gas being smelt or a gas leak being detected, the Site Manager / Caretaker and Head Teacher of Fairway and Northway should be notified. The Site Manager / Caretaker should alert staff and evacuate if necessary, following fire procedure.

The gas supplier should be phoned and told of the emergency.

The Head Teacher will decide, in conjunction with gas contractors, when the premises may be reoccupied.

C7. ELECTRICAL

All work on the site shall be carried out in full accordance with the Electricity at Work Regulations 1989 Ref 13.

C8. TRANSPORT AND VEHICLES

Access to the school & Children's Centre must be kept clear at all times. Parent/carers are not to use the school car park. Children being brought to site on Borough transport are brought down into the car park and any extra vehicles would therefore constitute a hazard. Extra cars in the car park could also prevent emergency vehicles gaining access to the site.

Head Teacher and Site Manager / Caretaker will, from time to time, do spot checks and speak to any offenders.

Regular written reminders are sent to all parent/carers.

Business Manager to do an Annual Risk Assessment to be carried out in accordance with Safety Bulletin No.133 January 1995 (see LCOP folder).

C9. EDUCATIONAL VISITS

- Head Teacher must be informed of any proposed Educational Visits and all arrangements, and then authorise the visit.
- Parent/carers must be notified and consent slips **must** be received for all children going on the educational visit and filed until the educational visit is completed.

Care must be taken when planning an educational visit. Guidance should be sought from the Good Practice Guide Health and Safety of Pupils on Educational Visits, published by DfEE (copy with the Head Teacher). See Fairway Educational Visits Policy.

The class teacher/Children's Centre Worker has overall responsibility for the children at all times, not support staff or parent/carer helpers.

C10. SAFEGUARDING

Everyone has a duty of care and responsibility to safeguard the wellbeing of children. Our school/ Children's Centre will work with children, parents/carers and the community to ensure the safety of children and to provide an environment where children can thrive and get the best start in life.

All issues relating to Safeguarding are dealt with in accordance with London Borough of Barnet Safeguarding Procedures. Copy to be obtained from the Head Teacher/Children's Centre Manager.

The designated member of staff for safeguarding issues is the Head Teacher/Children's Centre Manager and in her/his absence the Deputy Head Teacher/Deputy Children's Centre Manager, Inclusion Co-ordinator, or Governor with responsibility for Safeguarding.

C11. FIRST AID

During school/Children's Centre hours there is a minimum of one named qualified First Aider on the staff. Their current certificates are available in the medical room. In the event of no qualified member of staff being available, advice would be sought from a qualified First Aider at Northway School.

The First Aider will take charge of the situation in the event of serious injury or illness. They will decide whether or not an ambulance and hospital treatment is necessary and will arrange that parent/carers are notified.

First Aiders should not put themselves at risk in order to treat a casualty.

* Disposable medigloves must be worn by anyone administering first aid treatment which involves bodily fluids, in order to prevent the possible spread of HIV/AIDS, hepatitis and other communicable diseases.

First Aid Boxes/Bum Bags (pouches)

First aid boxes are located in the medical room. The Children's Centre use bum bags. The first aid kit must contain a sufficient quantity of the following:-

Individually wrapped sterile dressings

Sterile eye pads

Triangular bandages

Safety pins

Individually wrapped sterile unmedicated wound dressings

Micropore tape

Scissors

Plastic gloves

Face shield for resuscitation

It is the responsibility of the Welfare Officer to ensure the kit is regularly checked and replenished and that all expiry dates are adhered to.

The above items should also be held in a smaller box to be used as a travelling first aid kit.

Records of all cases treated must be made and kept in the log book in the medical room and a letter sent to parents/carers.

Medicine in School/Children's Centre

It is not the custom for the school to administer medicine on site except for asthma treatment or other medication for chronic conditions. The Children's Centre administers medication for children in day care. Any further administrations will be made at the discretion of the Head Teacher and with written instructions and permission from the child's parent/carer. (See Appendix E) Arrangements are in accordance with LCOP5, regarding the administering of medicine prescribed by medical practitioners in schools. The Fairway School & Children's Centre Asthma Policy is stated separately (Appendix F).

C12. REGISTRATION PROCEDURES- School only

Registers are called at the beginning of morning and afternoon sessions. They are then sent to the School Office. Any child who arrives after registration must report to the School Office to be signed in.

Any parent/carer wishing to take the child out of school during the school day should go to the School Office and fill in the Signing Out Book.

C13. ACCIDENT REPORTING

Arrangements are in accordance with LCOP4, London Borough of Barnet Forms are available from the Welfare Assistant and the staff accident book is kept in the Medical Room. It is the responsibility of the Head Teacher/Children's Centre Manager to investigate the accident and decide what appropriate action needs to be followed, calling in all specialist advisors as necessary.

C14. HYGIENE

To ensure cleanliness and hygiene, cleaning of the premises will be carried out according to the school & Children's Centre specification. The Site Manager / Caretaker and Head Teacher will monitor the cleaning operation regularly and record findings and actions. Any concerns should be reported to the Site Manager / Caretaker or Head Teacher. Chemicals must be stored properly and be kept under Site Manager / Caretaker's control in the cleaners' cupboard which must be locked AT ALL TIMES. All cleaning products must have the appropriate COSHH data sheets and be used in accordance with the Manufacturer's recommendations.

C15. ANIMALS

Teachers/Children's Centre Workers should discuss with the Head Teacher/Centre Manager the possibility of keeping animals in/on site. The animals must be among the approved kinds mentioned in the Dangerous Wild Animal Act 1976. Children are not allowed to bring scheduled animals onto site, even for a day. The animals included are:-

Canines, cats, monkeys, apes, crocodile and alligator family, poisonous snakes.

Dogs are not permitted on site at any time. This does not include guide dogs, dogs for the hearing impaired or police dogs. If a stray dog is seen, the Site Manager / Caretaker or Head Teacher should be informed immediately.

C16. CONTRACTORS ON SITE

All contractors working on site are required to act in such a way as to ensure their own safety and that of all other persons on site. All work must be carried out in accordance with all the Health and Safety Executives (HSE) latest regulations and recommendations.

All contractors, on entering the site, must report to the School Office to sign themselves in. They will be governed by a list of regulations (Health and Safety Regulations for Contractors on Site - Appendix G). At the end of the working period contractors must return to the School Office to sign themselves out.

C17. Visual Display Units (VDUs)

VDUs are in use in:

- a) classrooms, where equipment will be kept on surfaces of an appropriate height for the age of children using them. Teachers should ensure that there are no trailing wires;
- b) offices, where arrangements are in accordance with LCOP17, The Ionising Radiations Regulations 1985 (Ref 11);

C18. HEALTH and SAFETY AUDIT

A termly Health and Safety Audit of the building and site will be carried out by the Business Manager, the Site Manager / Caretaker, the Premises Committee and the Health and Safety Committee, and recorded in the Audit Report. The London Borough of Barnet model safety audit will be referred to as appropriate.

All safety issues arising from the audit will be addressed as soon as possible.

Class teachers and Children's Centre Workers should undertake an audit in their own rooms at this time and report to Head Teacher/Children's Centre Manager. The audit will take the form of addressing all items in the Room Checklist (see Teaching and Learning Policy) and in addition to this will include checking the floor for trailing wires and that all plugs are sealed and safe.

C19. TRAINEES/WORK EXPERIENCE PLACEMENTS

It is the responsibility of the Head Teacher/Children's Centre Manager or Deputy Head Teacher to make available a copy of the Health and Safety policy for trainees/students and induct them into the Health and Safety culture (assigned to the administrative staff).

The trainee/student has a duty not to behave in a manner which will endanger him/herself, the children or any other personnel, and to abide by the guidelines set out in this document.

Teachers/Children's Centre Workers must at no time allow work experience placement students to be left unattended with the children.

C20. TRAINING

New staff will receive induction training for Health and Safety. All staff will receive annual updating on their responsibilities under the Health and Safety policy. The individual member of staff's training needs will be reviewed annually and the appropriate training organized.

C21. SUPERVISION/PLAYGROUND SAFETY- school only

Before school a Teaching Assistant will be on duty in the playground from 8:30am.

During the school day children must be supervised at all times as far as is practicable. Teachers are in "Loco Parentis" and it is reasonable to expect that children do not need to be accompanied to the toilet, the Medical Room, the library or School Office for example. If necessary they can be accompanied by another child. Children working outside the classroom should do so with adult guidance.

The class teacher should never leave children unattended in the classroom. If a teacher needs to leave the room urgently they should ensure that there is a member of staff in their classroom.

Playtime – school only

The members of staff on duty should be in the playground / MUGA/Hard Court promptly. This will mean taking their own class out to the playground/MUGA/Hard Court a few minutes early.

Children should walk along corridors and up/down stairs in an orderly fashion. They should be accompanied onto the playground by their class teacher. On no account should a class be allowed out on their own. If the duty teachers are not in the playground, the class teacher must wait with their class until those on duty have arrived.

Staff supervising in the playground/park must move around for optimum awareness.

Children should never carry cups or mugs for staff.

If a child is hurt or ill during playtime, they are treated by the first aid Teaching Assistant on duty or the Deputy head Teacher. Any accident must be written up in the accident book. Serious accidents, illness or other problems should be reported to the Head Teacher or her/his representative.

For further information regarding playtime equipment and procedures, see Infant and Junior notice boards or the PSHE Policy.

After School – school only

Children will be let out of their classrooms at the end of the day via the classroom or cloakroom door. Nursery to year 4 teachers must ensure that children are collected by a known adult. Year 5 & 6 Year children must be taken downstairs into the lower playground by the class teacher. If children are not collected they must be taken to fun club where they will be supervised by a Teaching until their parent / carer arrives. Parent/carers are asked to inform the school if their child is to be collected by someone different. A list is kept in Infant classrooms showing who is allowed to collect each child, other than their parent/carers. If a teacher is in any doubt about letting a child go, they should consult the Head Teacher. After the end of that Teaching Assistant's working day, the Head Teacher or her/his representative will assume responsibility for any remaining children.

C22. SWIMMING

Arrangements are as laid down in the Health and Safety Bulletin no 75 July 1990 revised, London Borough of Barnet (copy in School Office - blue file containing bulletins).

C23. PE EQUIPMENT

The Business Manager, with the PE Subject Leader, will arrange for an annual maintenance check of PE equipment and will arrange for any faults to be remedied as soon as possible.

All staff have a duty to carry out a visual check of apparatus before using it with children. They should inform the PE Subject Leader and the Site Manager / Caretaker about any defects. Staff also have a duty to ensure that apparatus is put out in a safe manner by children and that any hazards or obstructions are removed from the area.

PE equipment should be replaced with care so that it does not present hazardous obstacles and stored neatly in areas set aside for it.

C24. CURRICULUM SAFETY

Staff must endeavour to carry out their teaching duties with regard to their own safety, and that of their pupils and all other people on site. Where specific safety guidelines are contained within a curriculum policy (e.g. PE) these guidelines must be adhered to.

All equipment should be used in accordance with manufacturer's instructions. Pupils must not be allowed to use equipment which is not designed for their use, or which carries a high risk of danger. Glue guns, tools etc may be used after full instruction as to their safe use, together with the issue of any appropriate personal protection equipment. This is to be followed under close supervision by a teacher / teaching assistant.

C25. PERSONAL PROTECTIVE EQUIPMENT

Where personal protective equipment is identified as a necessary control measure in risk assessments made under Noise at Work, COSHH and/or Management of Health and Safety at Work Regulations the Head Teacher will ensure that the equipment is suitable and complies in full with LCOP 15. All Personal Protective Equipment Assessments will be held in the School Office. Such assessments may well require the use of safety goggles, appropriate gloves, ear defenders etc.

C26. NEW EQUIPMENT

The Head Teacher / Business Manager will ensure that all new equipment:-

- is suitable for its intended purpose.
- is suitable for the environment in which it is to be used.
- meets recognised standards.

Teachers with curriculum responsibility should refer to Head Teacher if they are in any doubt about equipment they wish to order for their curriculum area.

C27. SHARP OBJECTS

Staff have a duty to ensure that children do not use sharp objects without very close supervision. This refers to technology tools, craft knives etc. Children attending school must not use scissors during wet play as stated in the wet play rules displayed in all classrooms.

C28. ROTARY TRIMMER

Junior pupils may use the rotary trimmers provided they have had permission from their class teacher, and have been suitably instructed into its correct use and safety features, and can be trusted to act responsibly when using it. Paper off cuts should be placed in the bin provided so that they do not present a fire hazard.

C29. DINING ROOM AND KITCHENS

Accidents to catering staff in the kitchen should be reported in the kitchen accident book and an accident form completed.

Accidents for school staff in the kitchen should be recorded in both the kitchen and school accident book and forms completed where necessary.

On no account should children ever enter the kitchen.

Accidents in the dining hall should be entered in the school accident book.

The kitchen supervisor is the premises controller of the kitchen area when s/he is present. However, when the Head Teacher enters the kitchen s/he becomes the premises controller or if the kitchen is unsupervised. Mealtime Supervisors/Children's Centre Workers should mop up spillages as they occur.

C30. JEWELLERY

No Jewellery is allowed . If children are wearing jewellery, e.g. watches/necklaces these must be removed(Key Stage 2 children are allowed watches). Earrings, however, must be completely taped, ensuring the back is covered if the child is unable to remove them themselves. If religious jewellery is worn, a letter from the parent to the Head Teacher is required.

C31. SMOKING

The whole of the site is designated as a No Smoking area.

C32. SECURITY

Visitors to the school must report to the front desk where they will sign the Visitor's Book and be issued with a visitor's badge which they will then return to the front desk and sign out. All lanyards must be returned. Any outstanding lanyards must be identified and returned. All staff have a duty to challenge any unknown person on site who is not wearing a visitor's badge. Parents/carers attending the Children's Centre are required to sign their children in at the front desk. Staff also record the attendance of children that arrive and leave day care.

The Site Manager / Caretaker are responsible for ensuring that all doors and windows are locked and that the alarm is on every evening whenever the premises is unoccupied. Any faults must be reported in writing to the Head Teacher the next day who will take immediate appropriate action.

Pupils should not challenge strangers in the school but report their presence immediately to a member of staff

C33. LIGHTING

Where lighting is inadequate, a bulb has blown, or is flickering, the Site Manager / Caretaker should be informed and the problem will be rectified when the room is next empty.

Flickering lights should be switched off immediately. On no account should bulbs etc. be changed while the room is in use.

C34. VIOLENCE TO STAFF

If any staff member is subjected to any aggression on the premises they should inform the Head Teacher/Children's Centre Manager immediately. Staff are asked to keep a written account of the event. Details of time, place, what was said by whom, and who did what. Any witness statements should be recorded. Appropriate steps will be taken by the Head Teacher to deal with the situation. Governors and LA will be informed and involved if necessary (see LCOP 23 Violence at Work).

C35. AFTER SCHOOL ACTIVITIES

A note of consent must be received from the parent/carer before a child may take part in any after school activity.

If after school activities have to be cancelled for any reason, children should take home a note to that effect. If they are cancelled on the day, parents/carers must be informed either by text or phone. This responsibility lies with the teacher who runs the after school activity. The teacher running the club needs to know who children are to go home with and which children walk home alone.

C36. PRINTING AND REPROGRAPHICS

There are three photocopiers - one at the front desk one in the reprographics room on the ground floor and the third is situated in-between years 5 & 6 in the upper floor. There is also a digital Risograph printer in the reprographics room. Members of staff who use these printers must be properly instructed into the safe use by a trained person.

On no account should any machine be used by children unsupervised.

C37. INFECTIOUS DISEASES

A separate handbook deals with this and is available in the medical room.

Class teachers/Children's Centre Workers should inform the Welfare Assistant and the Head Teacher/Children's Centre Manager if they are informed of any absence because of an infectious disease. The School Doctor and Medical Officer of Environmental Health will be informed where necessary.

C38. MANAGEMENT OF STRESS AT WORK

The School/Children's Centre understands that stress is a legitimate health issue; excessive or negative stress should not be seen as an inevitable part of modern life or of working life, nor as a sign of individual's susceptibility or weakness. Employees suffering unacceptable pressures and/or stress related illness will be encouraged to seek help.

Aims

The aims of this policy are to:

Assist individuals to understand the cause of stress; learn ways of reducing the risk of stress impacting upon their and their colleagues' personal and working lives.

Require Management to establish good management practices, which can reduce the potential for unacceptable work-related pressure. This procedure applies to all members of staff.

Causes of Stress

There is no set formula for predicting what will cause harmful levels of stress as people respond differently to various types of pressure.

Much also depends on pressures felt by people from sources unrelated to work in home and personal life. Some people often come to work from a background of family sickness, bereavement, marital or other personal problems. Although these issues are outside employer's responsibilities, good employers will want to be aware of them because they make employees more vulnerable to work pressures as well as affecting their judgment and performance.

Generally harmful stress levels are likely to occur when:

- Pressures are **prolonged** or **pile on top of each other**.
- People feel **trapped** or have no control over demands placed upon them.
- People are **confused** by conflicting demands on them.
- Poor communication.
- Negative management style.
- Poor job design and limited opportunity for career progression.
- Inadequate induction.
- Bureaucracy.
- Lack of resources.
- External factors which can make people feel uncertain about their work, career prospects or job security
 - Having to cover for colleagues whose performance is poor.
 - Working with too many temporary and agency staff who are unable to undertake the full range of duties.
- Inadequate ICT systems.
- Fear of being blamed if things go wrong.
- Long or unsociable hours.
- Bullying and harassment.

Indicators Which May Point to a Stress Problem

Through a variety of sources most managers will already be aware of the outward signs of stress in individuals. However, both managers and staff have opportunities to identify and reduce stress in the workplace.

Below is a brief of signals to be considered:

Performance

Reduction in output.

Increase in errors.

Poor decision-making.

Indecisiveness.

Deterioration in planning and control of work.

Attitude and Behaviour

Irritability.

Loss of motivation and commitment.

Working increasingly long hours but achieving less.

Poor time-keeping.

Relationships at Work

Deteriorating relationships with colleagues.

Declining relationships with clients.

Increasing industrial relations and disciplinary problems.

Sickness/Absence

Increase in sickness absence; particularly frequent short periods of absence.

Measures to Minimise Potential Stress

There is no single best way of tackling work-related stress or its potential to exist. A range of Control Strategies are required which consist of proactive measures, in order to tackle the source of potential problems, and reactive measures, to support those who may suffer from work related stress.

The list of Controls, as set out in London Borough of Barnet Safety Bulletin 155 should be thought of as a “tool box” from which both managers and sometimes individuals may select from in order to combat stressors.

Providing Help for those Experiencing Stress Symptoms

Offering help and support to staff who are affected by pressures and stress is extremely beneficial if it is offered in conjunction with proactive actions so far as is reasonably practical, to reduce the stresses. The Senior Management Team should offer those employees suffering from stress symptoms referral to the Occupational Health Unit. The Occupational Health Unit are usually able to arrange counselling via the individual's own General Practitioner.

Monitoring for Stress in the Work Place

Performance Management

At staff Performance Management and reviews the opportunity should be taken to encourage staff to raise any problems arising from work which may be creating pressure such as conflicting priorities, excessive work load, lack of job satisfaction, training needs and discuss ways of resolving these.

The Children' Centre carry out regular supervision with staff where stress can be identified, discussed and relevant action taken.

Records

It is important to keep a record of the consideration made and the Control Measures set out in the London Borough of Barnet Safety Bulletin 155 selected to combat any potential stressors in the workplace.

Absence Monitoring

The Head Teacher is responsible for day to day monitoring of employees' absence. When an employee returns from a period of absence a Member of the Senior Management Team, should inquire as to the illness, ensure the employee is fit to return for work and that the notification procedure under the sickness scheme is adhered to. Where the absence is long term the Head Teacher, whilst adopting a sensitive and sympathetic approach, should contact the employee. If stress is identified as a factor for the employee's absence, the local stress risk assessment may need to be reviewed and the employee should be referred to the Occupational Health Unit so that confirmation of fitness can be made. The procedure for dealing with employee's ill health is outlined in the Personnel Procedures Manual which is kept in the School Office.

Notification of Stress

The Head Teacher may receive either verbal or written notification that a member of staff is experiencing extreme pressure or stress. Alternatively, they might identify a potential problem through monitoring. In either case the Senior Management Team must investigate the cause and where practicable implement solutions.

Please ensure that you read London Borough of Barnet's Policy for Health, Safety and Welfare London Borough of Barnet Safety Bulletin 155.

APPENDIX A

SITE MANAGER / CARETAKER DUTIES RELATED TO HEALTH and SAFETY

1. To accompany the Business Manager and the premises and Health and Safety committees on a tour of the site termly with the object of identifying any health or safety hazards which need attention and complete the inspection report as attached to this appendix.
2. Fire safety. An inspection should be carried out once a term with the Business Manager, Health and Safety representative and Site Manager / Caretaker to compile a Health and Safety Audit.
 - a) To test all fire alarms (switches and bells) weekly and record tests and results in premises log book. The Head Teacher must be notified immediately of any faulty equipment.
 - b) To record the date of the annual fire extinguisher maintenance visit and inform the Head Teacher if more than 12 months has elapsed since last check.
 - c) To ensure that fire exits are never obstructed.
 - d) To liaise with engineers who check fire equipment.
3. To store and use all chemicals and substances as instructed in the LA Guidance sheets and in accordance with LCOP 6. LBB. Ensure that a risk assessment has been carried out for each substance and that the user complies with the COSHH requirements.
4. To ensure that the plant room is kept free of combustible materials.
5. To ensure that Head Teacher is informed of any contractors on site who have by-passed the front desk.
6. To check contractors on and off the premises using the log book at the front desk and to monitor their work while they are on site. To report to Head Teacher/Children's Centre Manager any practices which may constitute a health and safety risk.
7. To use tools and equipment in a safe manner together with the appropriate personal protection equipment, and to ensure that they are never left unattended when children are on the premises.
8. To bring to the attention of the Head Teacher/Children's Centre Manager, in writing, any matters of concern relating to Health and Safety on the school premises of which s/he becomes aware in the course of her/his work.
9. To keep all external areas free from litter and to empty litter bins.
10. To keep the playgrounds free of fallen leaves, snow and ice when necessary and carry out any gritting necessary to ensure safety access to the premises.

11. To comply with all guidelines relating to security in the School Site Manager / Caretaker's Guidance notes, LBB.
12. To familiarise him/herself with all further procedures or guidelines relating to Health and Safety which may be issued to him/her and to adopt such recommendations as are laid down therein.
13. To attend Health and Safety training courses annually to update Site Manager / Caretaker of any new regulations.

APPENDIX B

VISUAL DISPLAY UNITS

Introduction

There are minimum requirements laid down for work with display screen equipment which are set out in the Health and Safety (Display Screen Equipment) Regulations 1992. This applies to all display equipment, VDU's, counter displays etc.

The main hazards associated with the use of display screen equipment includes:

- Glare
- Humidity
- Poor design of work station
- Poor seating
- Trailing cables

The equipment

The Regulations apply to any display screen equipment including, for example, computer screens, word processor screens and computer aided design screens. They do not apply to portable systems not in prolonged use, VDU's in vehicles, or machinery or equipment used on a casual basis, e.g. microfiche screens.

The user

The Regulations apply to any equipment where the user is someone who uses it as a significant part of his/her normal work. The Group has adopted the recommendation that a user is someone who uses the equipment for more than 2 hours per day.

Precautions

Assessments

Written assessments to comply with the Regulations will be carried out by a competent person in each Business Unit (normally the Safety Manager) and thereafter repeated every two years and for each new starter. A risk assessment pro-forma is available from the Safety, Health and Environmental Team to assist with this requirement. The school will be responsible for taking any necessary remedial action. Nevertheless, it is the users' responsibility to keep the equipment clean and in good order and to notify their manager of any problems that they may have in using the equipment.

Display Screens

The characters on the screen shall be well defined and clearly formed, of adequate size and with adequate spacing between the characters and lines.

The image on the screen should be stable with no flickering or other forms of instability.

The brightness and/or the contrast between the characters and the background must be easily adjustable by the operator, and also be easily adjustable to ambient conditions.

The screen must swivel and tilt easily and freely to suit the needs of the operator.

It shall be possible to use a separate base or an adjustable table for the screen.

Keyboards

The keyboard shall be tiltable and separate from the screen so as to allow the worker to find a comfortable working position avoiding fatigue in the arms or hands.

The space in front of the keyboard shall be sufficient for support to be provided for the hands and arms of the operator.

The keyboard shall have a matt surface to avoid reflective glare.

The arrangement of the keyboard and the characteristics of the keys shall be such as to facilitate the use of the keyboard.

The symbols on the keys shall be adequately contrasted and legible from the design working position.

Work Desk or Surface

The work desk or work surface shall have a sufficiently large, low reflectance surface and allow a flexible arrangement of the screen, keyboard, documents and related equipment.

The document holder shall be stable and adjustable, and shall be positioned so as to minimise the need for uncomfortable head and eye movements.

There shall be adequate space for a worker to find a comfortable position.

Work Chair

The work chair shall be stable, preferably a five castor base, and allow the operator a comfortable position with easy freedom of movement.

The seat shall be adjustable in both height and tilt.

A footrest shall be made available to any one who wishes one.

Space Requirements

The workstation shall be dimensioned and designed so as to provide sufficient space for the user to change position and vary movements.

Lighting

Room lighting shall ensure satisfactory lighting conditions and appropriate contrast between the screen and the background environment, taking into account the type of work and the users' vision requirements.

Co-ordinating workplace and workstation layout with the positioning and technical characteristics of the artificial light sources shall prevent possible disturbing glare and reflections on the screen.

Reflections and Glare

Workstations shall be so designed that sources of light, such as windows and other openings, transparent or translucent wall, and brightly coloured fixtures or walls cause no direct glare and, as far as possible, no reflections on the screen.

Windows shall be fitted with a suitable system or adjustable covering to attenuate the daylight that falls on the workstation.

Noise

Noise emitted by equipment belonging to any workstation shall be taken into account when a workstation is being equipped, in particular so as not to distract attention or disturb speech.

Heat

Equipment belonging to a workstation shall not produce excess heat that could cause discomfort to workers.

Radiation

All radiation, with the exception of the visible part of the electromagnetic spectrum shall be reduced to negligible levels from the point of view of the protections of workers' safety and health.

Humidity

An adequate level of humidity shall be established and maintained.

Operator/Computer Interface

The Head Teacher shall take all reasonable steps to ensure that the software provided is suitable for the task and easily usable by the operator.

Eye Tests

Every employee who is or becomes a user of display equipment has to be notified of the right to have an eye sight assessment. The right to have tests is periodic after the first one. This will be every two years for users over 40, every five years between 30 and 40 and every 10 years for those under 30. London Borough of Barnet will be responsible to pay for the eye test.

Training

The School will arrange training and information regarding the correct use of the equipment – this will be carried out during the assessment.

Rest Breaks

Visual fatigue normally occurs after about one hour of intense work. The users of display screens within the school and Children's Centre do not usually work constantly on the equipment; normally other duties provide sufficient rest breaks. For those employees whose work involves constant use of display screens, we recommend a rest break of five minutes every hour.

APPENDIX C – Actions to be Taken on Receipt of a Bomb Threat

- SWITCH ON TAPE RECORDER (IF CONNECTED)
- TELL THE CALLER WHICH TOWN/DISTRICT YOU ARE ANSWERING FROM
- RECORD THE EXACT WORDING OF THE THREAT

.....
.....
.....
.....

ASK THESE QUESTIONS

1. Where is the bomb right now?.....
2. When is it going to explode?.....
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your name?
9. What is your address?
10. What is your telephone number?

RECORD TIME CALL COMPLETED

.....

WHERE AUTOMATIC NUMBER REVEAL EQUIPMENT IS AVAILABLE RECORD NUMBER SHOWN

.....

INFORM THE CO-ORDINATOR

Name and telephone number of person informed

.....

INFORM THE CO-ORDINATOR

.....

CONTACT THE POLICE BY USING THE EMERGENCY TELEPHONE NUMBER

Time Informed

THIS PART SHOULD BE COMPLETED ONCE THE CALLER HAS HUNG UP AND POLICE/BUILDING SECURITY OFFICER HAVE BEEN INFORMED

Time and date of call

Length of call

Number at which call is received (that is your extension number)

ABOUT THE CALLER

Sex of Caller: Male Female Nationality? Age.....

THREAT LANGUAGE

Well-spoken Irrational Taped Foul Incoherent

Message read by threatmaker

CALLERS VOICE

Calm Crying Clearing Throat Angry

Nasal Slurred Excited

Stutter Disguised Slow Lisp

Accent* Rapid Deep Familiar

Laughter Hoarse

If the voice sounded familiar, whose did it sound like?

.....

*What accent

BACKGROUND SOUNDS

Street noises House noises Animal noises Crockery Motor

Clear Voice Static PA

System Booth Music

Factory Machinery Office Machinery

OTHER (Specify)

REMARKS

.....

.....

SIGNATURE.....**DATE**.....

PRINT NAME

THIS APPENDIX MAY BE FREELY PHOTOCOPIED

APPENDIX D

Bomb search

Staff must be vigilant on a daily basis of suspicious objects around the building and report anything suspicious immediately to the Head Teacher, Deputy Head Teacher, Children's Centre Manager or Deputy.

If time has been given to carry out a search, staff must search their own work area and report to the Deputy Head Teacher or nominated staff member who will be standing at the car park gate. If a suspicious object is found, the member of staff must note the location and description of the object and report their findings to the Deputy Head Teacher or nominated staff member who will mark it on a map of the school. This information must be relayed to the emergency services.

When the remaining staff have reported to the Deputy Head Teacher or nominated staff member, they will walk together to Courtland School to join the remaining staff and children.

You are looking for:

- Objects that should not be there
- Objects that cannot be accounted for
- Objects that are out of place

No part of your area should be left unchecked - an incendiary bomb is very small and can be hidden behind a few books on a shelf or in a drawer.

APPENDIX E

MEDICAL FORM

Childs Name _____ Class _____

Parent's/Carer's Name _____

Address _____

Telephone No. _____

Emergency Contact Name _____

Address _____

Telephone No: _____

Doctor Name _____

Address

Telephone No. _____

Illness _____

Medicine Prescribed _____

Dosage _____

Time to be given in
school _____

Any special instructions _____

Any known allergy _____

I authorise the qualified first aider to administer the above medicine and release them from all liability or responsibility for any consequent adverse effects, reactions or any unforeseen circumstances which might arise.

Signed _____ Date _____

APPENDIX F

ASTHMA POLICY

Fairway Primary School:-

- * welcomes all children with asthma
- * recognises that asthma is an important condition affecting many school children.
- * will encourage and help children with asthma to participate fully in all aspects of school life.
- * recognises that immediate access to inhalers is vital.
- * has a clear understanding of what to do in the event of a child having an asthma attack.
- * will do all it can to ensure that the school environment is favourable to children with asthma.

Children who suffer from asthma will be actively encouraged to participate in all sporting activity, and particularly swimming, as exercise helps to increase lung capacity.

Preventative inhalers would not normally need to be kept on the child's person as they need to be administered at set times. These therefore will be kept in the medical room.

Children do need quick access to reliever inhalers. Infant inhalers are kept in the medical room, Junior inhalers are kept in the child's classroom - the children must know where this is.

It is the responsibility of the parent/carers to check the expiry dates of their children's inhalers and to replace them when necessary.

Children who suffer from asthma should always have an inhaler in school, and should always take an inhaler with them if they are leaving school e.g. for an educational visit, football game, a trip to the swimming pool.

All inhalers must be clearly marked with the child's name.

Parent/carers must inform school if their child suffers from, or has in the past suffered from, asthma. They should fill in a medication form so that school has a record of the inhalers the child uses.

On no account will a child ever be allowed to use another child's inhaler.

Children who suffer from exercise induced asthma should be given the opportunity to take a puff of their inhaler before they start exercise.

Children should be allowed to take their reliever inhalers to the hall, the playground and the field. Members of staff must take inhalers to the swimming pool.

If administering the reliever inhaler fails to alleviate symptoms within ten minutes and the child is distressed or unable to talk and becoming exhausted, an ambulance will be called. The parent/carers will be called and informed.

APPENDIX G

HEALTH and SAFETY REGULATIONS FOR CONTRACTORS ON SITE

1. Tools should not be left unattended where children can reach them. All materials must be safely stored during the period of work in locked cupboards or in accordance with Health and Safety Regulations.
2. The contractor must cordon off any area in which work is taking place, if there is any danger to personnel, children or the public. If the work is to take more than a day, contractors must provide fencing to prevent access of children. Scaffolding should comply with British Safety standards.
3. A COSHH assessment for all substances used and created in the course of the work must be available on the site together with all personal protection equipment necessary at all stages of construction.
4. The contractor must have Employer's Liability Insurance and Public Liability and Contractor All Risks Policies. These must be current and seen by Barnet Purchasing Department
5. The Site Manager / Caretaker and Head Teacher must be shown a copy of the contractor's Health and Safety policy before work commences.
6. All persons working on the site must work in a safe manner and take every possible precaution against accident or injury both to themselves and others.
7. All work carried out should comply with Health and Safety legislation and certificates should be given where appropriate (e.g. electrical completion certificate).
8. Contractors on the site must produce a fire plan, where appropriate, and familiarise themselves with the fire exit route for the part of the building in which they are working. Fire exit routes are displayed on the wall. Where there is any doubt, all personnel should leave immediately, on hearing the alarm, through the nearest exit and assemble at the far side of the Junior playground. This also applies to all emergency evacuations of the building except in the case of a bomb threat which might involve a verbal instruction being given.
9. All contractors are required to report to the School Office on arrival at school and sign in the Signing In Book. If they are working in the school building they must wear a visitor's badge. Before leaving the site they must sign out.
10. In the event of any problem occurring during the course of their work contractor should consult the Site Manager / Caretaker who will, in turn, consult Head Teacher where appropriate.