

HEALTH AND SAFETY POLICY  
of  
EASTCHURCH CHURCH OF ENGLAND  
PRIMARY SCHOOL



**Reviewed Annually (September 2016)**

# HEALTH AND SAFETY POLICY

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HEALTH AND SAFETY POLICY OF  
EASTCHURCH CHURCH OF ENGLAND PRIMARY SCHOOL

**STATEMENT OF INTENT**

**Kent County Council**

**Children, Families and Education Directorate**

**SECTION A - STATEMENT OF INTENT**

The Executive Headteacher and Governors are committed to establishing and implementing arrangements which will ensure that staff and pupils will be safeguarded when on school premises, or engaged on off-site activities (eg school trips), and that the premises for which they are responsible are safe for visitors, as well as for pupils and staff.

They will comply as necessary with the KCC, and CFE Directorate, Health & Safety Policy Statements, copies of which can be accessed via KELSI.

Copies will be brought to the attention of, and/or issued to, all members of staff and/or be posted on Staff Information or Health & Safety Notice Boards:-

- the KCC's General Statement of Health and Safety at Work Policy (April 2006);
- the E&L Directorate's Health and Safety Policy, Organisation and Arrangements Statement (April 2004)
- The school Health and Safety Policy (current)

The above Statements (and other H&S policies and guidance) may be downloaded by staff from KELSI <http://www.kelsi.org.uk/> by clicking on School Management / Health and Safety/ Health and Safety policies and guidance.

Signed:

Signed:

Executive Headteacher

Chair of Governors

Date: September 2016

Date: September 2016

## **SECTION B - ORGANISATION**

- B1** THE KENT COUNTY COUNCIL (KCC), as the employer in Community and Voluntary Controlled Schools, has overall responsibility for health and safety.  
(In Foundation and Voluntary Aided Schools, the responsibility for health and safety rests with their employer, the Governing Body).

At school level, the Executive Headteacher has day to day responsibility as Officer in Charge of the premises for ensuring that they are safe. In so doing, he/she may delegate certain tasks and responsibilities to other members of staff and will refer appropriate matters to the Local Education Authority, either because the LA is responsible under the Local Management Scheme, or because specialist advice is needed.

He/she is also responsible as a senior line manager for ensuring that staff, pupils and other visitors (including contractors) adopt safe working practices and generally conduct themselves in such a way that they will not injure themselves or others.

- B2** THE EXECUTIVE HEADTEACHER IS RESPONSIBLE FOR:

1. Ensuring that the school has a Health and Safety Policy Statement;
2. Reviewing it at least once a year;
3. Including issues in the School Improvement Plan, if necessary;
4. Checking that the Health and Safety requirements are actually implemented e.g. risk assessments, and keeping a record of the periodic monitoring which is undertaken. This will be a requirement on members of staff who have been given delegated responsibility to report in writing on a regular basis;
5. Ensuring that all staff, pupils and visitors either have a copy of the Policy Statement and the relevant supporting documents, or know where the Policy can be seen. Appropriate documents will be issued to new staff with their Contracts of Employment but the Headteacher nevertheless has a responsibility for making sure that these are properly received and understood by staff, usually as part of the induction process;
6. Ensuring that each employee's responsibility regarding health and safety is included in his/her job description;
7. Undertaking Risk Assessments and recording items of significance; (this is a statutory requirement under Regulation 3 of the Management of Health and Safety At Work Regulations 1999 and should be reviewed annually);

8. Carrying out regular health and safety inspections (at least bi-termly) and reducing the risks to health and safety as appropriate;
9. Receiving and dealing promptly with complaints about unsafe premises, equipment or work practices;
10. Ensuring that emergency evacuation procedures are in place;
11. Ensuring that the requirements of the Health & Safety Executive (HSE) Fire Authority and Environmental Health Officers are properly addressed, and
12. Ensuring that adequate first aid provision is made.

B3 ALL ACCIDENTS MUST BE REPORTED to the Executive Headteacher (or Heads of School) who will ensure that the circumstances are investigated and any appropriate action taken to prevent recurrence. (See Section C1.8 below), and the Instructions in the "KCC Accident Book".

B4 Area Advisors are responsible for monitoring health and safety matters in schools and reporting to the Assistant Director (Operations). They will raise specific health and safety issues with the Directorate's Health and Safety Unit and raise strategic issues of concern with the Directorate Health and Safety Group.

The Area Advisor is responsible for providing management advice on day to day H&S issues to schools in their area. They will also collect statistical information about accidents, ascertain the existence of Health and Safety Policy Statements, and disseminate health and safety information and advice. The Personnel Section and Occupational Health Unit will assist with difficult health and safety cases and health and welfare risk assessments.

B5 The Premises Manager is responsible for ensuring that regard is given to health and safety concerns in preparing programmes of major maintenance and improvement work.

B6 The Property Section are responsible for ensuring that property matters for which the Local Education Authority as employer has a statutory responsibility (e.g. regular maintenance and testing of fixed electrical wiring or fixed gas appliances) are properly dealt with (if necessary, by taking premises or fixed equipment out of use). The Executive Headteacher is responsible for liaising with KCC Property Services and/or the building maintenance consultants and/or with contractors from KCC's Preferred Contractors List to resolve property maintenance issues.

- B7 The Governors are responsible for complying with their duties under the Local Management Scheme, making appropriate provision within the school's delegated budget and generally supporting and monitoring health and safety within the school. This includes a requirement under Section 4 of the Health and Safety at Work etc., Act 1974 to take measures which are within their power to make sure that premises are safe and without risk to health to others who use the school. They may require the Executive Headteacher to submit periodic reports to them and appoint a Governor to take an interest in health and safety (but without assuming any of the responsibilities of the Executive Headteacher). The Governors appointed to take an interest in health and safety is given in Appendix 5.
- B8 The Safety Representatives of a Trade Union, or the Representatives of the Professional Associations of Staff are responsible for deciding whether they wish to have a Safety Committee if one does not exist already. If that Union or Association wish to form a committee, the Headteacher is to facilitate this and allow for sufficient time and reasonable facilities the associated inspections as stated in the Personnel Handbook or the Consultation with Employees section of SafetyNet.
- B9 All Staff in the School have A PERSONAL RESPONSIBILITY for the health and safety of themselves, their colleagues, pupils and visitors. These are specified more precisely in Section C below. They have also a duty in law under the Management of Health and Safety Regulations 1999 to report any shortcomings in the employer's health and safety arrangements for the protection of people at work and who may be affected by them.

## ARRANGEMENTS

### 1 GENERAL PRACTICES APPLYING TO EVERYONE

**The safety regulations and codes of practice applicable to the school are to be observed by children and adults. Staff and pupils on premises not controlled by the Executive Headteacher will comply with safety procedures applicable to those premises.**

#### 1.1 ACCIDENTS

*(See the KCC's Framework for Health and Safety, Annex 10, Appendix 2, or subsequent revision, kept in the Executive Headteacher's office.)*

- 1.1.1 All accidents, including 'near misses', must be reported to the Executive Headteacher or Head of School, who must investigate the circumstances and take appropriate action to prevent a recurrence. The results of such investigation and action should be forwarded to the Schools District Officer/Area Property Resources Manager. An Accident Investigation Form is available under ref. HS160.
- 1.1.2 All accidents will be recorded in an Accident Book, which is kept in the School Office. The Head of School should check the Accident Book every month, and report to the Governors, if necessary.
- 1.1.3 Minor accidents, such as grazes, falls and knocks, are to be reported to the child's teacher or the school office. It is the teacher's/office manager's responsibility to ensure that the child's parents receive a written or telephoned explanation. Children who are hurt on the playground/field will be accompanied to the school office where a qualified first aider will attend to them.
- 1.1.4 Bumps to the head **MUST** be reported to the school office. A standard form exists for informing parents and a phone call will be made. In consultation with the class teacher and first-aider, the Headteacher will decide whether a child is unfit to be in school.
- 1.1.5 More serious accidents should be reported to the Director on Form HS157 (April 2009). Major injuries, accidents which lead to more than 3 days off work, and fatalities must be reported to the HSE, Caerphilly, within 10 days, by telephone to 0845 300 9923, through the website: <http://www.riddor.gov.uk/reportanincident.html>, email [riddor@natbrit.com](mailto:riddor@natbrit.com), fax 0800 300 9924, or using form F2508 and sending it to the Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 3GG. Photocopies of forms submitted must be retained in school. For a definitive list of 'major' injuries, refer to the *KCC Framework*.
- 1.1.6 The Executive Headteacher is responsible for arranging appropriate training for the staff, not only in first-aid, but also for those working with potentially dangerous equipment, chemicals or processes. Staff are responsible for drawing the Head's attention to their personal training needs, and should not undertake duties before they have the necessary competence. Employees will be encouraged to attend St John Ambulance or British Red Cross first-aid training courses, and the school will seek to assist with course fees.
- 1.1.7 The Headteacher must keep records of training undertaken, and arrange for refresher courses to be attended, as and when they fall due.

## **1.2 FIRST AID**

Designated first-aiders are Mrs S. Bishop, Mrs S Kemmenoe, Mrs T Ryan, Mrs L Durnford, (Office at All Saints), Mrs P O'Neil, Mrs D Brown, (Office at St Clement), Mrs J Jeffrey and Mrs Barton (St Clement). All early years staff have been trained in paediatric First Aid. At least termly, Mrs O'Neil and Mrs Kemmenoe will ensure the contents of the first-aid boxes at each site comply with the list issued by the Director of Education (see *Appendix 1*). First-aid boxes are located in the School office, the medical room, and adult toilet in the Year 4, 5, 6 corridor at the All Saints site and the medical room and school kitchen at the St Clement site. All classes have a waist bag that contains plasters, cotton wool for small incidents that can be treated immediately. These are taken out by staff on duty and at lunch times. All employees must arrange with the Clerical Assistant to replenish the contents, as necessary. Details of all treatments administered must be recorded.

## **1.3 HOSPITALISATION**

- 1.3.1 Parental consent for the administration of anaesthetic in emergency is requested by the LA on the School Admission Form.
- 1.3.2 Injured or unwell children will only be taken to hospital by car without the consent of a parent or guardian if parents cannot be contacted. Two members of staff will accompany the child. Adults with minor injuries may be transported by car, if they give their consent. A risk assessment for carrying children in cars is available.
- 1.3.3 If the Executive Head or Head of School believes that a child or adult requires professional medical attention, he or she will call an ambulance, requesting that no siren or blue light be used within the grounds, so as to avoid alarming the children.
- 1.3.4 Every effort will be made to contact a parent or guardian but if the ambulance has to leave before contact has been made, a teacher will travel with the ambulance and keep the school informed of the patient's progress.

## **1.4 ALLERGIES, DISEASES AND MEDICATION**

- 1.4.1 **ANIMAL ALLERGIES**  
Before allowing any animal to be brought into school, teachers will check whether any child or staff member has any allergy to animal skin, hair or feathers.
- 1.4.2 **HEAD LICE**  
Children with head lice should not be in school. Responsibility for treatment rests with parents, and information is included with the School Prospectus and in newsletters. If a child in a class is suspected of having head lice the class teacher will inform all parents in the class by letter asking them to check their own children's hair.
- 1.4.3 **BLOOD SPILLAGES**  
To safeguard against the possibility of contracting AIDS, Hepatitis B, or gastro-enteric diseases, staff should follow the advice given in Section 10 of the *KCC Framework*. When dealing with any bodily fluids gloves must always be worn.
- 1.4.4 **DISEASES**  
Some infectious diseases are notifiable by the school doctor to the Medical Officer of Environmental Health, who may instruct certain precautionary measures to be taken. Full details of the relevant regulations and procedures can be found in the *KCC Framework*.

#### 1.4.5 Administration of MEDICATION

The best place for a sick child is at home, but some have chronic conditions requiring regular or occasional access to medication during the school day. Eg. Asthma or eczema. If the child's parent is unable to attend for the purpose, medication will only be administered by the Executive Headteacher, Head of School or the office staff. The office staff will distribute the relevant details to all teachers, who should secure the list to the inside cover of the class register. The office staff will keep basic information on the child's record card, and *in any event*, the following precautions must be observed:

- 1.4.5.1 The school must have written confirmation from the child's parent/carer as to the necessity for medication during school hours, with clear indications of times and dosage. An administration form is filled in annually. This will be kept in the child's file.
- 1.4.5.2 Parents must provide the school with a letter discharging the school from any liability in relation to the administration of any medication.
- 1.4.5.3 Each time medication is administered a record of administration is signed by the person carrying it out. The school will only administer analgesics or anti-biotics if the child is well enough to come to school and the correct paperwork has been given. Parents may also come into school to administer these during school time if they wish.
- 1.4.5.4 Medicines must be brought into school by an adult, and given to the Executive Headteacher, Head of School, teacher or office staff member.
- 1.4.5.5 Medicines must be properly labelled in manufacturers' containers, with details of dosage.
- 1.4.5.6 All medicines will be kept in the lockable medication cabinet in the main office.
- 1.4.5.7 Children suffering from severe food allergies have a photograph displayed in the kitchen and in the staff room. Epi-pens for these children are kept in the top drawer of the SENCo's desk and in the office at the All Saints site and in the school office at the St Clement site. Training on the use of the Epi-pen is given to all staff annually or as required.

### 1.5 HYGIENE - PERSONAL

- 1.5.1 Children must be taught the importance of washing their hands after using the toilets and before eating. The Site manager is responsible for ensuring that soap is always available in the washrooms, and that the electric hand-driers work properly. They will also ensure that the anti-bacterial dispensers are replenished.
- 1.5.2 Children are not allowed into the toilets with bare feet.
- 1.5.3 Vomit is to be covered with sawdust, and the affected area washed with disinfectant. Sawdust is kept in the disabled toilet or medical room, and the staff toilet near the dining room at All Saints.
- 1.5.4 Disposable gloves (kept in the medical room) **must** be worn by those dealing with blood and other body fluids (see 1.4.3 above). Used cotton-wool, plasters and gloves must be sealed in plastic bags for disposal.

## 1.6. HYGIENE – FOOD

- 1.6.1 The *KCC Food Hygiene Policy and Procedures Document (August 1995)*, applies, as does the School's *Food Hygiene Policy and Procedures Training Manual*. This also applies to the D.T. area.
- 1.6.2 No-one may enter the school kitchen without the permission of the Cook, and children are **NEVER** to be allowed in the kitchen.

## 1.7. SMOKING, ALCOHOL AND DRUGS

By common consent, the school operates a no-smoking policy throughout the premises and grounds. If there is any suspicion that any child or adult is under the influence of alcohol or drugs, this must be reported to the Executive Headteacher or Head of School (see *KCC Framework, Annex 10*).

## 1.8. SAFE HANDLING

Staff must seek assistance before moving heavy or awkward objects. All staff have been trained. The use of the sack-barrow (kept near the medical room(AS)/Caretaker's room (SC)) is encouraged. The school will not accept liability for injuries sustained as a result of failure to follow this requirement.

## 1.9. WORKING AT HEIGHTS OR ALONE

- 1.9.1 Materials and equipment should never be stacked to a height which could be hazardous, or stored in places where the movement of people is impeded.
- 1.9.2 Staff should **NEVER** use furniture in lieu of step-ladders, which should have the stays fully extended and locked down, placed on an even surface and set at right-angles to the work. The user should never over-reach; his or her waist must never be higher than the top of the steps. A second person must be present when a step-ladder is used, and any other ladder must always be footed by a second person. (*Caretaking and maintenance staff are required to observe these requirements, so far as is reasonably practicable.*) All staff should be aware that injuries sustained as a result of non-compliance with these requirements could nullify a claim under the employer's liability insurance.
- 1.9.3 Staff should avoid working alone in School, whenever possible. If it is not, they should keep external doors locked, not pursue any potentially dangerous activity (such as use of ladders) and advise someone at home when they expect to be home. The school has a panic alarm connected to our intruder alarm which all staff should keep on their person if working alone in school. This will alert the police in case of emergency. The alarm is kept at the main reception desk.
- 1.9.4 There are telephone connections in all outlying classrooms

## 1.10. STRESS

Counselling in respect of stress or bereavement can be arranged via the Executive Headteacher, who will contact the Area Personnel Manager (on behalf of staff), or the Educational Psychologist (in respect of pupils).

## 1.11a EMERGENCY ALERTS AND UNSCHEDULED SCHOOL CLOSURE

*Refer to KCC Education Department "Fire Precautions in Educational Establishments", c. June 1996, and the "Fire Safety Log Book for Schools and Colleges", c. May 1992. For bomb alerts, refer to Section 9 of the KCC Framework. See also sections 14.4 (Emergency procedures checklist), 10.4 (Evacuation in an emergency), 10.141 (Firearm policy).*

The School's emergency evacuation procedure is at Appendix 2. A copy is given to every employee. Class teachers must ensure that classroom helpers also receive copies.

1.11.2 The Fire Brigade will be summoned by the Executive Headteacher, Head of School or other nominee, by dialling 9-999. Telephones are located at both sites in the School offices, the Executive Head's offices, Head of School's offices, the kitchens, the 'nests' and the SENCo's offices and the staff room conservatory, Year 6 Lion Class, Year 4 class and Library at All Saints.

1.11.3 All employees are required to familiarise themselves with the School's emergency procedures, and know:

- the location of alarm call points
- what the alarm signal is
- what to do when it is heard
- the location of fire-fighting equipment and how to use it
- where the normal and emergency exits are

and to observe the following basic fire prevention measures:

- to keep escape routes free of obstruction at all times
- to keep emergency exits unlocked while the premises are occupied
- to refrain from smoking anywhere on the School premises
- to switch off and unplug all electrical appliances after use
- to keep the areas around heaters free of combustible materials, and
- to shut internal doors when leaving the premises.

**All TA's have been trained as 'Fire Wardens'.**

1.11.4 The Executive Headteacher is responsible for ensuring that staff are adequately trained in the use of fire-fighting equipment; that equipment is maintained in a serviceable condition, that assembly points and escape routes are clearly marked, and that a fire drill is carried out at least once a term. A Fire Logbook is kept in the Caretaker's offices with details of all tests, maintenance, drills and incidents.

1.11.5 Untrained staff will only be expected to tackle very small fires, where there is no perceived danger to life or limb, and where there is a clear escape route.

1.11.6 The caretaker will test the alarm every week, from all call points on rotation. Routine system maintenance will be by an appointed contractor, out of school hours.

1.11.7 Unscheduled closure of the school, for example, in the event of severe weather conditions, will be decided by the Executive Head or Head of School, who will notify the LA and Chair of Governors as soon as possible. Parents will be notified by text, messages broadcast by Radio Kent and Heart Radio (only the Executive Head and Heads of School have the necessary codes).

1.11.8 No child will be sent home unless parents have been informed and made arrangements for the child to be met.

1.11.9 No child will be allowed to leave the School with an adult other than his or her own parent, unless the Executive Head or Head of School has received prior parental permission.

1.11.10 In keeping with the ethos of the School, it is expected that all adults will co-operate to ensure the safety of the children, whether directed to do so or not.

#### **1.11b CHILDREN LEAVING THE SCHOOL SITE WITHOUT PERMISSION**

As soon as any child leaves the school site without permission they become the responsibility of the parent/carer. The parent/carer must be contacted as soon as possible. The police should be alerted. Members of staff should not chase the child but should make every effort to monitor the whereabouts of the child and that he/she is safe.

#### **1.12 ELECTRICAL EQUIPMENT HANDLING**

1.12.1 All staff must ensure that plugs are in a safe condition, with the cable securely gripped inside the casing. (Damaged plugs and wiring must be replaced at once by a competent person.)

1.12.2 All sockets must be switched off before plugs are removed. Hands must be clean and dry.

1.12.3 Children must be taught the safe use of plugs and sockets.

#### **1.13 DEFECTIVE EQUIPMENT AND PREMISES**

1.13.1 All employees have a responsibility to report hazards and defects, which should be written in the "Premises Book", kept outside the caretaker's room at All Saints and in the caretaker's room at St Clement. Serious faults must be reported immediately to the Executive Head or Head of School, who will decide on the course of action.

1.13.2 In addition, all staff should be alert on a daily basis to the following:

- damage to electrical plugs, pulled flexes, overloaded sockets, hazardous extension cables or trailing cables (always use the nearest socket)
- hazardous layout of or insecure attachment of furniture or equipment (e.g., hooks, shelves or cupboards to wall or each other, television to trolley)
- safe storage of materials and equipment
- safe methods of handling of harmful materials
- any obvious malfunction of heaters or lights
- torn or insecure floorcovering

#### **1.14 BEHAVIOUR POLICY AND SUPERVISION OF PUPILS**

1.14.1 To minimise the risk of violent or unsafe conduct by pupils, the School has a Behaviour Policy, which sets out a coherent and positive approach towards discipline. A copy is given to all parents and staff.

- 1.14.2 No child is to be left unsupervised. Detailed arrangements for the supervision of children are set out in the Staff Handbook, and in the School's Supervision Procedure, which is given to mid-day supervisors, and which they are requested to follow.
- 1.14.3 Children are not allowed to run within the buildings. They will be expected to walk on the left.
- 1.14.4 Over half of all injuries to schoolchildren occur in the playground, arising from trips, slips, falls and collisions. Staff should be alert to uneven surfaces, steps, kerbs and barriers, areas which can become overcrowded, and badly designed or sited play equipment.
- 1.14.5 It is the Head of School's responsibility to organise and implement playground duty rotas, and ensure that staff are punctual. No child may leave the playground without the permission of the adult on duty.
- 1.14.6 All children will be taught about road safety, fire safety, E-safety and personal safety. When classes are walking near traffic adult staff will wear luminous jackets to enable them to be seen.

## **1.15 VISITORS AND CONTRACTORS**

- 1.15.1 All visitors, including parents, must report to the School office. Contractors and visiting professionals are required to sign the Visitors Book and wear a Visitors Badge, which are kept in the School office. Visitors are expected to use the School's main entrance. Staff will approach with care visitors in school who are not recognised and do not have a visible school visitors badge.
- 1.15.2 As far as possible, all work on the premises will be carried out during school holidays. Otherwise, careful planning will be undertaken, with an initial meeting between the Executive Headteacher, Head of School, the contractor and the LA, to agree any necessary restrictions. The Asbestos register must be available to all contractors. Consideration will be given to the following:
- nature of the work, start and completion dates
  - copies of risk assessments
  - name and telephone number of the LA officer responsible
  - potential hazards, including
    - overhead working
    - obstruction of passageways/escape routes
    - ladders, scaffolding, plant
    - excavations
    - cables
    - dust and fumes
    - hazardous substances
  - need for safety fencing
  - safeguarding of access for emergency services
- 1.15.3 If contractors must use hazardous substances, they will be asked to bring in as little as is practicable for their need, and to remove any unused quantity as soon as possible afterwards. In the meantime, the substance will be stored under the personal responsibility of a member of staff or contractor.

- 1.15.4 No liability will be accepted for vehicles or their contents on School premises.
- 1.15.5 All drivers must proceed with extreme caution, and use the designated car park. Drivers must not obstruct entrances or exits. If it is necessary for vehicular access to other areas (perhaps by contractors' vehicles), the Head's permission must be sought first.
- 1.15.6 No delivery vehicles are permitted to use the High Street entrance at All Saints. No vehicles are permitted beyond the five-barred gate unless by prior arrangement. During school hours deliveries to the kitchen must be made by barrow through the main entrance at AS and the side entrance at SC.
- 1.15.7 Parents delivering or collecting children by car are required to park outside the Premises or in the drop off area at SC. Taxi drivers may wait within the premises, and must meet their children at the door of the designated classroom.

## **1.16 INTRUDERS AND VIOLENCE**

*Refer to DfEE publication "Dealing with Troublemakers", and pages 11.31 to 11.48 of the KCC Framework for Health and Safety.*

- 1.16.1 It is a criminal offence for any person to intrude upon a school without lawful cause, and to cause a nuisance, disturbance or annoyance to anyone lawfully on the premises. Such intruders can be sent warning letters by the LA, banned from the site, or instructed to obtain the Executive Head's permission before coming into School.
- 1.16.2 When strangers are found on the premises without a valid reason or are not wearing a school visitors badge, they will be asked by a member of staff, politely, to leave. If a refusal is given, or there is a suspicion of criminal intent, the police will be called. Force will not be used. Use care and discretion when any approach is made.
- 1.16.3 Discussion of concerns with parents in the playground before school starts are to be discouraged, and parents should be asked to make a mutually convenient appointment for such discussion. Teachers should warn the Executive Head or Head of School in advance of any potentially difficult meeting with parents, so that arrangements can be made for a senior member of staff to be on hand.
- 1.16.4 At all times, teachers should seek to avoid becoming party to heated exchanges, attempting to calm a situation by listening, and inviting the parent to make an appointment, so that any grievance can be properly considered. If a threatening situation develops, the teacher must immediately send two children to the School office to ask for the Executive Head's or Head of School's assistance. If the situation does not calm, the Head will ask the parent to leave. If this request is not complied with, the police will be summoned.
- 1.16.5 Governors will not condone any violence towards staff, and will fully support any employee who experiences problems of this nature.
- 1.16.6 The School's Firearms Policy is at Appendix 3, and is the KCC-adopted policy, dated December 1999.

## **2 SPECIFIC OR MORE FOCUSED PRACTICES**

### **2.1 CLASSROOM DISCIPLINE**

- 2.1.1 Children are not allowed in any room without the supervision of a responsible adult. Children are expected to sit properly in chairs. They are not allowed to sit, stand or lounge on tables. Coats and bags should be kept off floors.
- 2.1.2 Children are not allowed to carry or use paper trimmers, or to carry mugs, cups or glasses.
- 2.1.3 The use of craft knives or other potentially dangerous tools must be preceded by a clear demonstration of their correct use. Only rounded-end scissors will be used in classrooms. Children must be seated at tables when using scissors.
- 2.1.4 Only pens with ventilated caps are allowed in School. This is written in the School Prospectus.
- 2.1.5 Children should not have access to correction fluid.

### **2.2 P.E. LESSONS**

- 2.2.1 Teachers must check P.E. apparatus and equipment before allowing children to use it, and report any defects immediately to the Head of School. All apparatus will be inspected and tested annually, and repaired or replaced, as necessary.
- 2.2.2 Before P.E. lessons, teachers must explain clearly to children that they are required to behave sensibly. They must understand the need to obey the teacher's instructions immediately. Those who fail to demonstrate this understanding must sit out temporarily.
- 2.2.3 Apparatus must be set out in a safe fashion, and only used as the manufacturer intended. Children must be shown how to lift and carry apparatus safely.
- 2.2.4 Children are only permitted to take part in P.E. in suitable clothes, as described in the School Prospectus.

### **2.3 DISPLAY SCREEN EQUIPMENT**

The *KCC Framework*, Section 4, pp 4.11-4.28, will apply, under the direction of the Executive Headteacher. Eye tests and any reasonable expenses for corrective spectacles for use with DSE at work must be funded from the School budget.

Children should not be exposed to unnecessary risks when viewing a computer screen and therefore will have regular breaks by being encouraged to look away from the screen.

### **2.4. SCIENCE & TECHNOLOGY, SEWING AND SWIMMING POOLS**

The control of dust, fumes, hazardous machinery and water-cleansing substances is not applicable to curricular activity at Eastchurch School. Sewing needles are used but with care and adequate supervision, the needles used are blunt ended. Hacksaws are used in DT in however this activity is highly supervised.

## **2.6 TRANSPORTING CHILDREN**

- 2.6.1 A teacher can legally use his or her car to carry passengers, provided that seat belts legislation is complied with, the vehicle is not overloaded, and "business use" insurance is in place.
- 2.6.2 Children will not be transported in employees' cars without the express consent of a parent unless in an extreme emergency.
- 2.6.3 Parents offering help with transport must have appropriate insurance cover, not overload their cars, and have obtained consent from the children's parents or in an extreme emergency. Risk assessments are available to cover transporting children.

## **2.7 HOME-SCHOOL TRANSPORT**

When a child starts at Eastchurch School, the parents will be asked how the child will travel home. No variation of the arrangement will be permitted without the parent advising the School in advance. This rule is to be strictly followed. In cases of uncertainty, staff will seek the advice of the Executive Headteacher or Head of School

## **2.8 HOME VISITS**

On occasions, it may be appropriate for a teacher to visit a pupil's home, perhaps because of illness or bereavement. Such a visit will always be by prior arrangement. In some circumstances, it may not be advisable to enter the homes of children without the company of another member of staff. The Executive Head's advice should be sought.

## **2.9 SCHOOL MEALS AND CATERING**

The School is responsible for all catering staff and facilities. The regulations and guidance to be followed are those contained in the School's *Food Hygiene Policy and Procedures Training Manual*, a full copy of which is kept in the kitchen office.

## **2.10 HEALTH AND SAFETY POLICY FOR IN HOUSE CATERING**

It is the In House Catering policy not only to comply with the health and safety measures required by law (Health and Safety at Work Act etc. 1974) and that stated in the Kent County Council and Eastchurch CEP School Health and Safety Policy, but also to provide a supplementary Statement of Safety Policy for catering staff.

The safety policy is to provide a safe and healthy place of work and to encourage safe working practises amongst all employees to ensure that in the operation and maintenance of the plant, equipment and facilities, everything practicable is done to prevent injury and health.

It is the duty of every employee, while at work to exercise personal responsibility and do everything possible to prevent injury to themselves and others. As part of this, staff will only use insulated, covered, thermal mugs to carry hot drinks around the school when the children are on site. Also, to co-operate with Management and other authorised persons, to enable them to comply with any duty or responsibility imposed on them, by or under any relevant statutory provisions.

Through training and awareness health and safety should become second nature to our staff.

The Eastchurch CEP School In House Caterer believe that the health and safety of our customers and staff are of paramount importance and ultimately assurance of a high quality service.

Regular inspections and daily checks of the work areas and working practices will enable us to advise the Executive Headteacher or Area Catering Consultant of any areas that need attention i.e. building maintenance (as appropriate), high level cleaning, pest infestation, equipment faults and breakdown and where necessary equipment replacement.

Induction Training, external training courses i.e. CIEH Basic Health and Safety Certificate and in-house refresher training for all catering staff will be part of the Health and Safety Policy, to ensure that all staff are fully aware of their responsibilities in the work place.

Regular communication with the Executive Headteacher or appointed representative will be undertaken to ensure that the In House Catering Managers are kept fully aware of new legislation and new developments.

### **3. SECURITY, CLEANING, MAINTENANCE AND RISK ASSESSMENT**

#### **CARETAKER SAFETY**

Caretakers must follow the guidance in the 'Risk Assessment for Caretakers and Caretakers Manual' which contains details of safe systems of work. This manual also includes a set of generic Risk Assessments for caretakers.

#### **3.1 SECURITY AND LETTINGS**

- 3.1.1 The caretaker is responsible for ensuring the premises are left secure. The Executive Headteacher will keep a list of key-holders, and the LA and police are provided with a copy via the alarm companies.
- 3.1.2 Normally, the caretaker will be responsible for opening and locking the premises. In the event of them being let to a third party, the caretaker would normally be present for the duration of the letting or, at the very least, by mobile phone. The Caretaker will give the third party a letter informing them of Health and Safety issues that need to be followed (See Appendix 8).
- 3.1.3 Letting of the premises is by application to the Executive Headteacher in the first instance. The application will be decided by the Head and Governors, who will also determine charges and conditions.
- 3.1.4 Boiler rooms must contain no combustible materials, and must be kept locked.

#### **3.2 CLEANING**

- 3.2.1 The premises will be cleaned according to the specification, and monitored by the caretaker. The caretaker is responsible for keeping the grounds and surrounds free of litter and in good condition.
- 3.2.2 Classroom and playground bins will be emptied daily by the caretaker/cleaners. All paper waste is collected for recycling. Hazardous waste, such as used photocopier cartridges, glass and sharp metal, will be carefully wrapped and placed in sealed, labelled containers, before being placed in wheeled bins. All other rubbish will be put into polythene bags, and placed in the bin ready for council collection.
- 3.2.3 Trips, slips and falls are a frequent cause of injuries. Spillages must be marked with warning signs and cleaned as quickly as possible. Loose or torn carpets must be repaired immediately by the caretaker, initially using wide adhesive tape. Paths must be maintained in a safe condition, attending to uneven or broken slabs, and clearing away ice and snow.
- 3.2.4 Every attempt will be made to avoid the use of substances subject to the 1994 COSHH Regulations. (The *KCC County Supplies Catalogue* identifies substances which have been vetted for safety.) Cleaning materials, solvents and methylated spirits must only be stored in their original containers, in accordance with the instructions on the labels, which must not be removed. All such substances must be stored in locked cupboards.

#### **3.3 MAINTENANCE**

- 3.3.1 There will be regular visual inspections of the premises and equipment, in accordance with *Visual Inspection of Premises and Equipment*, to be found in the plastic wallet at the end of the *KCC Framework*.
- 3.3.2 Regular checks will be arranged by the Executive Headteacher to ensure that no hazardous substances have been brought on to the premises without prior notification. Particular attention will be paid to workshops, storage cupboards, and the kitchen.
- 3.3.3 ELECTRICAL

Damaged plugs must be replaced immediately. Damaged electrical cables are not to be repaired by taping, but must be replaced.

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3.3.4 The LA is responsible for checking the safety of fixed plant and mains electrical circuitry, usually every five years.

3.3.5 There will be an annual inspection, testing and labelling of all portable electrical equipment. An inventory of all such equipment, including computers, and a record of testing is kept. Equipment which has not been so tested, or which has failed the test, is not to be used on School premises. This also applies to any privately-owned equipment.

### 3.3.6 LIGHTING

The minimum lighting level is 300 lux. The School caretaker is responsible for replacing defective bulbs and tubes, and for cleaning fittings at least annually. High-level fittings must be maintained by an approved contractor.

### 3.3.7 HEATING

The Education (School Premises) Regulations 1999 stipulate that the following temperatures should be maintained:

➤ medical rooms	19°C
➤ classrooms and all-purpose halls	18°C
➤ gymnasias	15°C
➤ circulation spaces	within 3°C of the temperatures of the areas served.

If it is felt that temperatures are uncomfortably low, the Head will instruct the caretaker to record temperatures at hourly intervals and submit the data to the Area Director. Supplementary heating will only be provided by electrical appliances.

3.3.8 Should reasonable levels of heating fail to be achieved, the Head will consult the Chair of Governors with a view to closing all or part of the School.

## 3.4 RISK ASSESSMENT

Risk assessments shall be carried out in respect of all activities with a significant risk factor, and shall be reviewed annually, on a rolling cycle or whenever there is an occurrence which significantly alters the degree of risk. The results of the assessment must be brought to the attention of the employees to whom it relates.

## 4 MISCELLANEOUS PROVISIONS

### 4.1. POLICE CHECKS

Any offer of employment made to any member of staff will be conditional upon a satisfactory response to a police disclosure check and appropriate references.

### 4.2 BANK RUNS AND VALUABLES ON SITE

Money should be banked frequently, varying the time, day and route as much as possible. The member of staff involved will report to the Executive Headteacher or Head of School upon returning from the bank. Monies retained in the School safe are kept to a minimum, and staff are provided with lockers for the storage of personal valuables, while on site.

### **4.3 MONITORING THE POLICY**

- 4.3.1 The Health, Safety & Premises monitoring pair, in conjunction with the Executive Headteacher, will check on the operation of this policy at least once a year, and report, as necessary, to the Board of Governors at full meetings.
- 4.3.2 A copy of this document is to be given to everyone who regularly works on the premises. Any shortcomings regarding the policy should immediately be drawn to the attention of the Headteacher. Recipients are required to sign the cover sheet to confirm that they have read and understood the policy.

### **4.4 SOURCES OF ADVICE AND INFORMATION**

- 4.4.1 The *KCC Framework for Health & Safety* is the School's reference document. It is kept in the Executive Headteacher's office.
- 4.4.2 A site plan, giving the locations of fire points, meter cupboards, stopcocks, valves, telephones, first-aid boxes, fire assembly points, boiler rooms and special hazards is kept in the Executive Headteacher's offices and the caretaker's workrooms.

## **5 APPENDICES**

- |            |  |
|------------|--|
| Appendix 1 | Contents of first-aid boxes  |
| Appendix 2 | Emergency evacuation procedure   |
| Appendix 3 | Restraint Procedures   |
| Appendix 4 | Firearms policy  |
| Appendix 5 | KCC General Statement of Health and Safety at Work Policy, March 1994                  |
| Appendix 6 | Education & Libraries Directorate Health and Safety Policy Statement, Revised May 1998 |
|            | Health and Safety Statement – Organisation and Chart                                   |
|            | Health and Safety Statement – Arrangements   |

HEALTH AND SAFETY POLICY OF  
EASTCHURCH CHURCH OF ENGLAND PRIMARY SCHOOL

**A P P E N D I X 1**

**CONTENTS OF FIRST-AID BOXES**

<u>Item Ref.</u>	<u>Description</u>	<u>Quantity</u>
09 900 3	Guidance Leaflet on First-Aid	1
09 000 01 8	First-Aider's Protection Pack	2
09 012 01 3	Micropore Tape, non-adherent, 2.5cm	1
09 017 08 5	Cotton-wool, non-sterile, 100g	1
09 023 00 8	Adhesive Dressings, sterile (singles)	40
09 028 08 1	Medium Dressing, No.8, sterile (singles)	8
09 028 09 2	Large Dressing, No.9, sterile (singles)	4
09 032 00 6	Eye-pads, sterile (singles)	4
09 124 05 3	Dressing Scissors, n.p. 12.5cm	1
09 392 02 3	Safety-pins (singles)	12
09 450 44 2	Antiseptic Wipes, alcohol-free	10
09 460 07 0	Extra-large Dressing No.3, sterile	4
09 460 08 1	Triangular Bandage, sterile	4

HEALTH AND SAFETY POLICY OF  
EASTCHURCH CHURCH OF ENGLAND PRIMARY SCHOOL

**A P P E N D I X 2**

**EMERGENCY EVACUATION PROCEDURE (All Saints Site)**

1. Children must not be told of fire drills in advance.
2. Evacuation **MUST** take place, even if the alarm is known to be false.
3. Fire drill must involve **ALL** children and **ALL** adults in School, **without exception.**
4. The **3 Assembly Points:** (1) Top Playground adjacent to High Street  
(2) The Lower playground next to bridge  
(3) Year R Playground adjacent to car park.
5. The evacuation alarm is a continuous ringing of electric bells/buzzers.
6. The children must file quietly out of the buildings in an orderly fashion, escorted by the teacher and accompanied by helpers and anyone else present. The teacher or nominee will take the class register, and the last person out should close the door; this should preferably be done by an adult.
7. No-one must stop, or go back for any possession left behind.
8. Children must stand in quiet and orderly lines at the assembly points, until they are dismissed by the Headteacher or the Head of School.

**GENERAL**

9. Staff should familiarise themselves with the location of alarms, push-switches and extinguishers. Fire-fighting must be secondary to evacuation. Upon hearing an alarm, the adult in charge of the children must decide which assembly point to use, according to the location of the fire.
10. Children must be made aware of all the exits in their classrooms, and periodically practise using them.
11. Children separated from the class (e.g., in toilets, on errands, in the Resources room) remain the responsibility of the class teacher/meals supervisor/assistant. Children must know that if no adult is present when they hear the alarm, they must go to any playground and report to any adult there.
12. The emergency services will be summoned by the Headteacher or a nominee. If necessary, the School will be evacuated to the church. The Headteacher has a key.

**All adults in School must be aware of the above procedure. It is the responsibility of class teachers to instruct their children appropriately. Any deficiencies in the procedure must be brought to the attention of the Headteacher or Head of School without delay.**

## **Eastchurch Church of England Primary School (St Clement site)**

### **EMERGENCY EVACUATION PROCEDURES (INCLUDING FIRE)**

In the interest of safety, smoking is not allowed anywhere within the school buildings.

#### **GENERAL POINTS**

1. Children must not be told of fire drills in advance.
2. The evacuation alarm is a continuous ringing of electric bells/buzzer.
3. When the alarm is heard, everyone should file out of the buildings in a quiet and orderly fashion. Children should be supervised at all times. Evacuation **MUST** take place even if the alarm is known to be false.
4. No person must return to the buildings for any reason until the all clear is given.
5. Adults should close doors wherever practicable.
6. A fire drill involves **ALL** children and **ALL** adults in school, **without exception.**
7. Registers must be taken to assembly points by the office staff or the Head. The register must be called to check that all children are accounted for.
8. Children must stand in orderly lines at the assembly points until dismissed by the Executive Head or Head of School.
9. If there is to be an evacuation of the school site the message will be passed to all staff as soon as possible.

#### **ASSEMBLY POINTS**

There is one main assembly point which is the

#### **ALL WEATHER PITCH INSIDE THE FENCING (rear of the school)**

In the event of this area being inaccessible the second assembly point will be in the

#### **MAIN CAR PARK (front of the school)**

It is for the teacher to determine which of the assembly points shall be used, having considered the location of the fire. In the absence of a teacher, the adult in charge will decide on the best exit and assembly point. It must always be the nearest point.

Children must always be aware of all the exits in their classrooms and periodically practise using them. All fire exits must be kept clear at all times.

Children who may be in the toilets, on errands or otherwise separated from their classes remain the responsibility of their class teacher, meal supervisor or TA. All children must know what they do if they hear the alarm if they are without an adult: go to the main assembly point and report to any of the adults there.

Adults helping in class must go with the nearest teacher.

The emergency services will be summoned by the Executive Headteacher or, at the Heads direction by another member of staff. In the absence of the Executive Headteacher the responsibility lies with the Head of School.

Staff should familiarise themselves with the location of alarms, push switches and extinguishers. All are clearly labelled. Fire fighting must be secondary to evacuation.

**ALL ADULTS IN SCHOOL MUST BE AWARE OF THE ABOVE PROCEDURES, WHICH MUST BE FOLLOWED BY ALL ADULTS AND CHILDREN ON THE PREMISES. IT IS THE RESPONSIBILITY OF CLASS TEACHERS TO INSTRUCT THEIR CHILDREN.**

Deficiencies in the procedures must be brought to the attention of the Executive Headteacher or Head of School without delay.

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APPENDIX 3

## **Eastchurch Church of England Primary School**

### **Procedures for Restraining Pupils**

#### **1. Introduction**

Eastchurch Church of England Primary School does not advocate the use of physical restraint unless the child is causing a danger to him/herself or others. We believe that the school will develop an ethos where the use of physical restraint will not be necessary. If it becomes necessary, in exceptional circumstances, to use physical restraint it should be an act of care and not a punishment.

Eastchurch Primary School has developed these procedures to reflect its statutory duties and pastoral responsibilities. It has referred to the procedures and advice to be followed and drawn upon the guidance from Circular No. 10/98 – Section 550A of the Education Act 1996: The Use of Force to Control or Restrain Pupils.

When referring to these procedures it is essential that they are read in conjunction with the school's policy document: Child Protection Policy and Procedures.

#### **Section 550A**

The Education Act 1997 clarified the position about the use of physical force by teachers, and others authorised by the Headteacher, to control or restrain pupils. The clarification was made by adding a section (Section 550A) to the Education Act 1996.

This new section came into force on 1<sup>st</sup> September 1998 and applies to all schools. It restates principles derived from common law and statute that have, in the past, been misunderstood. Where necessary reasonable force can be used to control or restrain pupils. Physical contact with pupils may also be appropriate or necessary in other circumstances.

#### **2. Policy Statement**

Teachers and those authorised by the Executive Headteacher, who have control and charge of children, are allowed to use reasonable force to prevent a child from doing the following:

- Committing a crime including behaving in a way that would be an offence if the child were not under the age of criminal responsibility
- Causing injury to themselves or others
- Causing damage to property including their own
- Causing serious disruption, to the extent that good order and discipline could not be maintained

The policy is only applicable when an authorised person is on the school premises, or has lawful control or charge of the child concerned on an authorised out of school activity.

### **3. Procedures**

#### **3.1 Type of Incident**

Situations where reasonable force may be necessary or appropriate fall into three broad categories:

- a) Where action is necessary either in self-defence or because there is imminent risk of injury.
- b) Where there is a developing risk of either injury or significant damage to the property.
  - A child attacks a member of staff, and/or another child
  - Children are fighting
  - A child is committing or about to commit damage or vandalism to property
  - A child is causing or likely to cause injury or damage by accident, rough play, or misuse of dangerous materials or objects
  - A child is running in the building in a way which could cause injury to themselves or others
  - A child absconds from a class or tries to leave school. Applicable only if a child could be at risk if not kept in class or school
- c) Where a child is behaving in a way that is compromising good order or discipline.
  - A child persistently refuses to obey an order to leave the classroom
  - A child is behaving in a manner that is seriously disrupting a lesson

#### **3.2 Reasonable Force**

There is no legal definition of reasonable force. The degree and reasonability of force will depend on the circumstances.

Physical force is not justified for:

- Trivial misdemeanours
- A situation that can be resolved without physical force

The degree of force must:

- Be in proportion to the circumstances of the incident
- Always be the minimum needed to achieve the desired result
- Take into account the age, understanding and sex of the child

#### **3.3 Practical Considerations**

Before intervening physically a teacher should (if time allows):

- a) Tell the child who is misbehaving to stop.
- b) Tell the child what will happen if s/he does not stop.
- c) Continue to talk with the child throughout the incident.
- d) Make clear that physical contact will stop when it ceases to be necessary.

- e) Retain a calm and measured approach.
- f) Not give the impression of loss of temper or that action is being taken out of anger, frustration or a need to punish a child

It may be inappropriate for a teacher to intervene in an incident without help unless in an emergency. In such cases the teacher should:

- a) Remove other children who are at risk.
- b) Summon help from colleagues.
- c) Inform children that help has been sent for.
- d) Continue to attempt to diffuse the situation.

### 3.4 Application of Force

Physical Intervention can involve:

- Coming between children;
- Blocking a child's path;
- Holding, pushing or pulling;
- Leading a child by the hand or arm;
- Shepherding a child away by placing a hand in the centre of the back;
- And in extreme circumstances, using more restrictive holds.

The above could take place in order to prevent a child running off a pavement on to a busy road, or to prevent a child hitting someone, or throwing something.

**On no account can a member of staff act in a way that might deliberately cause injury:**

- Holding a child around the neck, by the collar or a way that might restrict breathing;
- Slapping, punching or kicking a child;
- Twisting or forcing limbs;
- Tripping up a child;
- Holding or pulling by the hair or ear;
- Holding a child face down on the ground.

Prior to using physical intervention consider:

- Can the situation be dealt with using other strategies.
- Development of strategies for individual children which can be used to defuse or calm situations.
- Whether such action will exacerbate the situation.
- The age and the level of understanding of the child.
- Whether the action is being used as a substitute for good behavioural management.

N.B. Staff should always avoid touching or holding a child in a way that might be considered indecent.

### 3.5 Self Defence

Everyone has a right to defend themselves against an attack provided they do not use a disproportionate degree of force to do so.

### 3.6 Authorised staff

All teachers at a school are authorised to use reasonable force to control or restrain pupils. The school additionally can authorise the following members of staff to control or restrain pupils when they have control or charge of children: Teaching Assistants.

### 3.7 Recording Incidents

A detailed, written report of any occasion where force is used is required. This will help prevent misunderstanding and would be helpful should there be a complaint. This procedure would not be applicable in a minor or trivial incident.

Immediately following an incident the member of staff concerned should tell the Executive Headteacher or Head of School and provide a written report that should include.

- The name of the child or children involved;
- Where the incident took place;
- Names of witnesses, staff or children;
- How the incident began and progressed. Include details of child's behaviour, what was said, steps taken to defuse or calm the situation, degree of force used and how applied;
- Child's response and outcome;
- Details of any injuries or damage to property.

Staff may consider informing their professional association. Parents will be informed of any such incident. Wherever possible this will be done orally.

### 3.8 Complaints

Complaints from a parent could lead to an investigation either by the school's disciplinary procedures, by the Police or Social services under child protection procedures. Any complaint would take into account the school's policy on restraint and whether it had been followed.

## 4. Physical Contact with Children in other circumstances

It is unnecessary and unrealistic to suggest that teachers should only touch children in emergencies. Particularly with younger children, touching them is inevitable and can give welcome reassurance to the child. However, teachers must bear in mind that even perfectly innocent actions can sometimes be misconstrued. It is important for teachers to be sensitive to a child's reaction to physical contact and to act appropriately. It is also important not to touch children, however casually, in ways, or on parts of the body, that might be considered indecent.

HEALTH AND SAFETY POLICY OF  
EASTCHURCH CHURCH OF ENGLAND PRIMARY SCHOOL

**A P P E N D I X 4**

**FIREARMS AND OTHER OFFENSIVE WEAPONS IN SCHOOLS  
AND OTHER EDUCATIONAL ESTABLISHMENTS**

1. The safety of pupils, students, teaching and non-teaching staff, parents and visitors who may be involved with educational establishments on a day-to-day or less basis is of paramount concern, and must be protected through minimisation of risk of harm. Although Governing Bodies of schools are required to report annually to parents the arrangements for the security of pupils and the staff at the school and on the school premises, (*see 10 and 11 below*), the LA believes that these arrangements should be reinforced by limiting unnecessary risks or accidents which may arise from firearms or other offensive weapons being brought on to or kept at school sites.
2. Following important studies including that of the Working Group on School Security and the Suzy Lamplugh Trust report on Personal Safety and Violence in Schools, this policy on firearms and offensive weapons in schools and other educational establishments is intended to protect the health and safety of all.

**The County Council does not permit any firearms or other offensive weapons to be brought on to or kept on any school site or other educational establishment.**

3. This policy fits well with existing legislation. By the Offensive Weapons Act 1996, a person who without proof of good reason or lawful authority has an article with blade or point, or an 'offensive weapon', on school premises is guilty of an offence. It is a particular defence to prove that the article or weapon was needed for use at work, for educational purposes, for religious reasons or as part of any national costume. Imprisonment or a fine (or both) follow conviction.
4. A constable may enter and search school premises on reasonable grounds for believing that an offence has been or is being committed. If he does so and reasonably suspects that he has discovered an article or weapon of the kind described he may seize and retain it. He may use reasonable force, if necessary, to gain entry to the premises.

*Definitions*

5. "Firearm" is to be interpreted as any lethal barrelled weapon that can (or can be converted to fire a shot, bullet or missile. "Schools and other educational establishments" is to be interpreted as all buildings and grounds at a school or educational establishment in Kent in receipt of County Council funding. "Offensive weapon" is to be interpreted as any device made, used or adapted to cause injury.

*Exceptions*

6. In a very limited number of instances, there may be permitted exceptions to this general prescription. These are that firearms may be held:
  - for the specific supervised safe use by a cadet force (*as prescribed by the Ministry of Defence*)

- for safe use by school staff in sporting events (purpose-made firearms known as starting pistols, as laid down in "Safe Practice in Physical Education" issued to Kent schools in September 1999).

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The guidance indicated should be referred to where such firearms are kept to ensure that they are legally held, kept and used safely. Exceptions must be agreed in writing by the Strategic Director or his nominated representative, and are to be renewed annually.

7. Under no circumstances may offensive weapons be brought on to or kept at any school or educational establishment, with the limited exception of personal items of religious significance as defined and qualified in "The Religious and cultural Needs of Minority Ethnic Pupils" circulated in May 1999 in relation to schools.

#### *Health and Safety at Work*

8. The Health and Safety at Work act 1974 requires KCC to ensure the provision and maintenance of a safe environment at work for employees and all other persons lawfully present on its premises, that is, in so far as is reasonably practicable to do so, without risk to health or safety and with adequate regard to facilities and arrangements for their welfare. The Act itself would not, however, prohibit the safe storage of lawfully held firearms or other lawful offensive weapons upon KCC educational premises.
9. KCC's policy does prohibit such an arrangement, as indicated above. Consequently, in the event that any lawfully held firearms or other offensive weapons are currently stored upon KCC's education premises, their removal to another safe storage would need to be undertaken by their owner in consultation with the relevant authorities. Alternatively, disposal or destruction may be arranged in consultation with the Police Armourer at the County Police Headquarters.

#### *Governors' Annual Report*

10. Among other requirements, the report shall describe in general terms –
  - (a) the arrangements made for the security of pupils and staff at the school and the school premises and
  - (b) any changes to those arrangements since the last governors' report was prepared.
11. School governors may wish to consider regularly the implications of the above policy in the context of annual reporting arrangements.

JOANNA WAINWRIGHT  
 HEAD OF POLICY  
 KENT COUNTY COUNCIL  
 10 December 1999

HEALTH AND SAFETY POLICY OF  
EASTCHURCH CHURCH OF ENGLAND PRIMARY SCHOOL

**A P P E N D I X 5**

**KENT COUNTY COUNCIL'S GENERAL STATEMENT  
OF HEALTH AND SAFETY AT WORK POLICY**

1. This General Statement of Health and Safety at Work Policy is a declaration of the Authority's commitment to provide, so far as is reasonably practicable, safe and healthy conditions for employees and persons other than employees (for example, members of the public, contractors, users of services) who use or visit the Council's premises or who may be affected by its activities. The Council will also ensure, so far as is reasonably practicable, that work undertaken by its contractors is conducted in a manner that is safe and without risk to health.
  
2. In recognising its obligations under the Health and Safety at Work etc. Act 1974 and related legislation the County Council pays particular attention to the provision and maintenance of:
  - (a) systems for identifying hazards, assessing risks, and introducing control measures
  - (b) plant, equipment and systems of work that are safe and without risk to health;
  - (c) safe arrangements for the use, handling, storage and transport of articles and substances;
  - (d) sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own health and safety at work;
  - (e) a working environment which is safe and without risk to health, with safe access and exits;
  - (f) adequate welfare facilities;
  - (g) emergency plans.
  
3. The Chief Executive is ultimately responsible for the implementation of this policy, and chief officers are accountable to him. The County Council requires chief officers to carry out this policy as an essential part of their general responsibilities for the management of their department. They each have the duty to:
  - (a) specify the responsibilities of managers, supervisors and heads of establishments within their department or service (including in-house contractors and internal business units) for the health and safety of employees and persons other than employees;
  - (b) ensure that a departmental health and safety policy statement is produced and communicated to all the department's employees;
  - (c) appoint competent persons to assist in matters of health and safety, in accordance with statutory requirements;
  - (d) ensure that managers, supervisors and heads of establishments understand their responsibilities for securing safe and healthy working conditions and practices, and carry them out.

The Chief Executive audits the effectiveness of these arrangements.

4. The County Council provides assistance on health and safety matters to help line management. There is a KCC Health and Safety Adviser in the Professional Service Department, full-time health and safety advisers in the Highways and Transportation, Social Services, Police and Fire departments, and part-time health and safety advisers in all other departments and in certain establishments. KCC's Occupational Health Advisers and the County Environmental Health Officer are also based in the Professional Services Department. Departmental occupational health advisers work in Social Services, Fire and Police.

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Together, these advisers provide a network of health and safety advice and monitoring, as well as co-ordinating advice and information from many other technical specialists employed by the County Council.

5. Where accidents at work, dangerous occurrences, and occupational ill health occur, their causes are investigated to try to prevent them happening again.
6. The County Council encourages the appointment of safety representatives under the Safety Representatives and Safety Committees Regulations 1977 (as amended by the Management of Health and Safety at Work Regulations 1992), and, so far as is reasonably practicable, provides facilities to enable them to operate effectively. There is a safety complaints procedure which enables employees and safety representatives to raise any points of concern they may have about health and safety at work.
7. The County Council has agreed with representatives of its employees for joint consultation on health and safety at work to be conducted mainly within its general joint consultative machinery. For some services, establishments, or activities there are separate safety committees.
8. The County Council reminds its employees of their own duties, under the Health and Safety at work etc. Act 1974, to take care of their own health and safety and that of other persons who may be affected by their acts or omissions at work, to co-operate with the County Council in meeting its responsibilities, and to draw to the attention of their manager any situation which they believe is causing, or is likely to cause, serious danger.
9. A copy of this statement is issued to all employees. It will be reviewed, added to or modified as necessary. It is supplemented by further statements and codes of practice relating to certain specialised activities, which are issued to the employees concerned.

Signed: PAUL SABIN  
CHIEF EXECUTIVE  
February 1994

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HEALTH AND SAFETY POLICY OF  
EASTCHURCH CHURCH OF ENGLAND PRIMARY SCHOOL

**APPENDIX 6**

<p><b>Kent County Council Education &amp; Libraries Directorate HEALTH AND SAFETY POLICY STATEMENT</b></p>
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As part of Kent County Council, the Education and Libraries Directorate is committed to its primary responsibility for the health, safety and well-being of all staff, whether on Kent County Council premises, or carrying out the Authority's business elsewhere. The Directorate also recognises its responsibility for other persons when they are within its premises or care.

The Directorate undertakes to provide and maintain places and systems of work which are, so far as is reasonably practicable, safe and without risk to health.

Information, training and supervision will be provided to ensure, as far as reasonably practicable, the health and safety of those who work within the Education & Libraries service, or are in its care or visit its premises.

All members of staff within the service will be made aware of their individual responsibilities under Section 7 of the Health and Safety at Work Act 1974 to take reasonable care for the health and safety of themselves and for those other persons who may be affected by their acts or omissions, and to co-operate with the Directorate in meeting its responsibilities.

As the Strategic Director of Education & Libraries, I recognise the responsibilities placed upon me by Kent County Council's General Statement of Health and Safety at Work Policy and undertake to implement the safety policy as an essential part of my responsibilities for the management of the Education & Libraries service within Kent.

This Directorate Statement on Health and Safety incorporates the policies on health and safety as defined in Section 11 (Health and Safety) of the Education Department's Local Management Personnel Handbook for Schools.

The allocation of duties for safety matters, and the particular arrangements which the Directorate will make to implement the policy are set out below.

A copy of this statement and the KCC statement will be issued to all employees in the Education & Libraries service. This statement will be reviewed, added to or modified as necessary from time to time. It is supplemented by further statements (including individual workplace statements on health and safety) and guidance relating to the work of the service which are issued to the employees concerned.

(Signed)  
STRATEGIC DIRECTOR

HEALTH AND SAFETY POLICY OF  
EASTCHURCH CHURCH OF ENGLAND PRIMARY SCHOOL

**A P P E N D I X 6 (cont'd)**

<p><b>KCC Education &amp; Libraries Directorate Health &amp; Safety Statement ORGANISATION</b></p>
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The Education & Libraries Committee is committed to the implementation of the KCC's General Statement of Health & Safety at Work Policy and the Education & Libraries Health & Safety Statement. It delegates responsibility for ensuring safe working practices to its officers and undertakes to provide them with the necessary training to carry out these duties.

The Strategic Director of Education & Libraries has overall responsibility on behalf of the County Council for health & safety matters in county-owned and voluntary controlled education establishments, libraries, departmental offices and other premises. In voluntary aided schools this responsibility is shared with the appropriate governors. District Schools Officers, the Head of Adult Education, the Head of KCSA, the Head of Youth and Community, the Head of Behaviour Support and the Head of Arts and Libraries have been delegated the responsibility for implementation of health and safety policy and for monitoring of practices and procedures in local offices and establishments, and are accountable to the Strategic director on health and safety and welfare matters. Heads of Service Units have responsibility to ensure policies are implemented within their units.

The Department's Health and Safety Manager has delegated responsibility for implementing and monitoring policy and procedures at Education & Libraries headquarters premises.

Governors, headteachers and other heads of establishments, whether or not operating under a scheme of Local Management, are responsible on a day-to-day basis for health and safety and for ensuring that the County Council and the Education and Libraries Directorate's policies are carried out at their establishments.

The role of school governors and headteachers is laid down in Section 11 (Health and Safety) of the County Council's Local Management Personnel Handbook for Schools.

The District Schools Officers are responsible for providing information and advice to establishments in their areas. The Head of KCSA, the Head of Adult Education, the Head of Youth and Community, the Head of Behaviour Support and the Head of Arts and Libraries have the same responsibilities within their departments, whilst the Health and Safety Manager will provide similar advice to units located at headquarters. The Health and Safety Manager will ensure that key managers are informed of changes in health and safety legislation or guidelines and will provide information collated from health and safety monitoring countywide, inter alia, through regular contact with the Corporate Health and Safety Adviser.

The KCC *Framework for Health & Safety* provides advice on statutory issues and gives details of other persons who may be contacted for specialist advice. A copy of the framework has been sent to each establishment and is available to all employees for reference on request.

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HEALTH AND SAFETY POLICY OF  
EASTCHURCH CHURCH OF ENGLAND PRIMARY SCHOOL

**A P P E N D I X 6 (cont'd)**

<p><b>KCC Education &amp; Libraries Directorate Health &amp; Safety Statement ARRANGEMENTS</b></p>
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The Strategic Director of Education & Libraries, through his District School Officers, Heads of Services, Heads of Establishments and the Directorate's Health and Safety Manager, will monitor the implementation of the policy on Health and Safety and report to the Chief Executive.

In the Districts, the District Schools Officers are responsible for monitoring all education health and safety matters in schools and for reporting to the County Schools' Planning and Organisation Officer. Representative District Schools Officers and representatives of Key Service Units will meet with the Head of Resources on a bi-monthly basis to ensure that safety monitoring and training is consistent throughout the county.

Office Managers will collate accident reports and risk assessments from headteachers and heads of departments, this data will be analysed and the Head of Resources advised on action required to ensure the health and safety of staff and visitors. For schools, District Schools Officers, with support from training advisers, will monitor training and, where necessary, will advise on staff training. The same responsibilities are held by the Service Unit Heads indicated at the same level in the organisational chart. The Health and Safety Manager will be responsible for collating statistics in relation to accidents and training from all establishments.

Headteachers, heads of departments and managers with responsibilities for individual establishments are responsible for day-to-day health and safety matters, which will include the following duties.

- \* Investigation, reporting and recording accidents, work-related ill health and near misses
- \* Fire safety, fire precautions and fire drills
- \* First aid
- \* Risk assessment, safety inspections and reports
- \* Communicating health and safety information to staff
- \* Staff training programmes and monitoring
- \* Chairmanship of meetings with safety representatives

All employees have a responsibility to co-operate and to achieve a healthy and safe workplace and to take reasonable care of both themselves and others occupying or visiting the premises. Whenever any employee notices a health or safety problem which they are not able to correct, it is their duty to inform the head of establishment or nominated member of staff, and a formal complaints procedure is detailed at Annex 8B of County Council's Framework for Health & Safety. A detailed Policy Statement must be produced by establishment heads for each establishment and by Heads of Service Units for their organisation.

