

HANSLOPE PRIMARY SCHOOL

HEALTH AND SAFETY STATEMENT

1. STATEMENT OF INTENT

The **Governing Body** of Hanslope School will take all steps within its power to meet its responsibilities under the Health and Safety at Work Act and other health and safety legislation relating to its activities.

This Health and Safety Statement describes our organisation and arrangements for the management of health and safety within the school. It should be read in conjunction with the Council's Health and Safety Policy Statement and organisation and arrangements including the approved scheme for the local management of schools.

2. ORGANISATION

Responsibilities of Governing Body

The Council's Health and Safety Policy Statement sets out the principles by which some of the LA's responsibilities as an employer have been delegated or devolved to governing bodies. The list which follows is a summary of those delegated or devolved responsibilities.

The **Governing Body** will:

- (i) formulate a Health and Safety Statement setting out in writing the responsibilities and arrangements for ensuring safety in the School. The Statement will comply with: the Council's Health and Safety Policy Statement; The Education Service's organisation and arrangements and Codes of Practice and Codes of Safe Working Practice (all of which are kept in the School's Health and Safety Handbook) and be reviewed at least once a year;
- (ii) implement new arrangements as necessary;
- (iv) provide appropriate resources from within the School's delegated and devolved budgets to implement the arrangements set out in this Statement and, in particular, ensure that health and safety implications are taken into consideration when setting priorities (e.g. premises and equipment maintenance, staff training);
- (v) receive from the **Headteacher**, or other members of staff as appropriate, reports on health and safety matters and report to the LEA, or other external body as appropriate, any hazards which are their responsibility, or which the **Governing Body** is unable to rectify from its own resources;
- (vi) seek appropriate specialist advice from the LEA and/or others on health and safety matters where the **Governing Body** is not fully competent or where additional advice could usefully be sought;
- (vii) promote high standards of health and safety in the School.

Duties/Responsibilities of All Employees

Most of the day-to-day responsibility for health and safety matters will be delegated to employees. All employees should:

- take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work;
- co-operate with their employer in all matters of health and safety, so as to enable the law to be complied with;
- not intentionally or recklessly interfere with, or misuse, any equipment or fittings provided in the

interests of health, safety or welfare;

- report to their line manager* any serious and immediate danger to health and safety;
- report to their line manager* any shortcomings in the arrangements for health and safety;
- follow instructions when using any machinery, equipment, dangerous substance or safety device;
- only use equipment when satisfied that they are competent to use it.

* **Headteachers** should, in general, report to the **Governing Body**
Disciplinary action may be taken against anyone disregarding safe working practices.

Responsibilities of the Headteacher or Other Designated Person

The **Headteacher** , in conjunction with the Site Manager will:

*(See guidance in paragraph 2.4)

- (i) have overall responsibility for implementing the School's health and safety arrangements as assigned by the **Governing Body**;
- (ii) be the focal point for day-to-day references on health and safety at the school and give advice or indicate sources of advice;
- (iii) report to the LA hazards which cannot be rectified immediately or from within the resources of the **Governing Body**;
- (iv) stop any misuse of equipment etc. (Specialist advice may be obtained from the Health and Safety Officer or relevant Advisory Service);
- (v) arrange for any employee, or other person, strongly suspected of being drunk or under the influence of a prohibited substance during working hours to be escorted from the premises, and initiate disciplinary action as appropriate;
- (vi) ensure that instructions from the Local Authority on health and safety matters are reported to the **Governing Body** and/or implemented as appropriate;
- (vii) seek specialist advice on health and safety matters when necessary.

3. ARRANGEMENTS

Fire and Other Emergencies

Emergency procedures exist covering a range of situations (e.g. medical emergency, serious injury, severe weather, fire, severe electrical fault, bomb alert) which will or may arise. ***NB Hanslope School has a critical Incident Management Plan which is part of the Security Policy. A copy of this plan is included at Annex5.***

These documents will be kept in the positions indicated.

<u>Type of emergency procedure</u>	<u>Location(s)</u>
1. Fire Evacuation Procedure	All rooms and other internal areas.
2. First Aid Procedure	Record book kept in each first aid box
3. Fire and other major emergencies	Secretary's office;Caretaker's cupboard; Headteacher's home
4. Emergency closure of School	Headteacher's home and office. Deputy also holds a copy

In an emergency a responsible person is to clear the area of people, take appropriate immediate action, e.g. close doors, isolate services, call emergency services and summon the Headteacher or Deputy Headteacher to arrange follow-up action.

Once emergency procedures have been put in hand, the Headteacher or Deputy Headteacher will report the circumstances by telephone in accordance with the Fire and Other Major Emergencies in Education Establishments document which is kept in the **Secretary's** office; **Site Manager's** cupboard; **Headteacher's** home

FIRST PRIORITY: in all hazardous situations is the safety of people, their removal from danger, care and the application of first aid.

SECOND PRIORITY: call the emergency services where necessary.

THIRD PRIORITY: safeguard premises and equipment, if possible.

The Headteacher is responsible for providing the police with emergency telephone numbers for use if an emergency occurs outside of school hours.

Fire drills are held each term and are initiated by the Headteacher

Details of the positions of the following isolation points (water, electricity, gas) are kept in the Caretaker's cupboard.

Fire Prevention and Detection Equipment Arrangements

The **Health and Safety Co-ordinator** is responsible for initiating the test of the following systems and completing the record sheets which are kept in the places indicated below:

<u>System Type</u>	<u>Location of Test Records</u>
1. Fire Alarm	Caretaker's cupboard
2. Emergency Lighting System	Salcey Hall – (once per term)
3. Smoke/Heat Detection	Not applicable

The Site Manager is responsible for conducting a visual inspection of fire fighting equipment

The appointed contractor is responsible for conducting the annual test of fire fighting equipment.

Hazard Reporting, Risk Assessment and Safety Signs

All employees and governors should report hazards of which they become aware to the **Headteacher or Site Manager**.

The **Health and Safety Co-ordinator** is responsible for initiating a risk assessment and any remedial action decided upon, including the provision of safety signs which comply with the regulations where necessary.

First Aid

The following employees have been trained to First Aid at Work level

<u>Name</u>	<u>Date of expiry of certificate</u>
Mrs N.Zastron	17th July 2009
Mrs B.Bishop	17th July 2009

The following employees have been trained to Emergency Aid level

<u>Name</u>	<u>Date of expiry of certificate</u>
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On expiry of certificates or when an employee who has been trained as a first aider leaves the School, the Administrator in conjunction with the Headteacher will make arrangements for another person to be trained to replace them.

The names of current first and emergency aiders are displayed at the following points in the school:

In the **Secretary's** office, the medical room and staff room

First aid boxes are kept at the following points in the School.

Linford corridor; Willow classroom; Staff room

Travelling first aid boxes are kept at the following points in the school

Disabled toilet Linford

A regular check on the contents of boxes will be made by the person in charge of medicine administration

Use of first aid materials and deficiencies should be reported to the administrator who will arrange for replacement.

First aid record books are kept in the following places in the school.

Staff room and medical room

Details of contact numbers for the nearest hospital casualty department and other medical services are kept

At the main telephone points: Secretary's office; Staffroom

Accident and Dangerous or Violent Incident Reporting and Investigation

An employee who witnesses an accident or dangerous or violent incident, or to whom one is reported, will make an entry in the accident report book which is kept in the **Secretary's** office as soon as practicable afterwards.

Accident reports should be drawn to the attention of and counter-signed by the **Headteacher**. Where they are found to be caused by faulty plant, equipment, premises or unsafe systems of work he/she will act to remove or isolate the hazard until the necessary modifications or repairs can be made. In the event of a serious accident he/she will report the accident in accordance with the Council's procedures.

Entering and Leaving the Premises

The Site Manager is responsible for opening and securing the building as necessary. The procedure is set out (including disarming of intruder alarms where appropriate) in Annex 3 of this statement.

During periods of severe weather, arrangements for maintaining safe access to, from and within the premises are determined by the Site Manager in consultation with the Headteacher

Maintenance of Premises and Housekeeping

All corridors, passageways and gangways should be kept clear of rubbish and obstructions. The Site Manager will make a daily check. All employees are required to co-operate with decisions taken as a result of this check.

An employee encountering any damage or wear and tear of the premises, including safety signs, which may

constitute a hazard should report to the Site Manager .

Defective furniture should be reported to the Headteacher/Site Manager

The **Headteacher/Site manager** are responsible for ordering repairs which are the school's responsibility,

Schools with devolved budgets

The Premises Committee is responsible for determining the programming of structural maintenance works, having taken into account the works identified in the Council's annual inspection.

The Headteacher/Site Manager is responsible for making arrangements for dealing with asbestos in compliance with the Council's policy, in particular when arranging adaptations or improvements.

Adaptations or Improvements to Premises (Buildings and Grounds) - Self Help Schemes

The Headteacher .is responsible for submitting proposals to the Director of Education FAO Education Planning Manager and for gaining the necessary approvals before work starts. This includes work financed by an external body or PTA..

Training

The Headteacher will draw health and safety responsibilities and the Council's and school's health and safety arrangements to the attention of employees as part of their induction training

The INSET Co-ordinator will identify health and safety training needs in consultation with the employees concerned. (This may be for teaching staff only or for all staff. If teaching staff only, health and safety training needs of non-teaching staff will be identified by the Headteacher .).

Where certificates of competence are required for potentially hazardous activities (e.g. woodworking machinery, swimming the Headteacher is responsible for keeping records of training undertaken, the validity of certificates and for arranging refresher training when necessary.

Employees who feel that they have need for health and safety training of any kind should notify the Headteacher .in writing.

The Governing Body is responsible for reviewing the effectiveness of health and safety training.

Work Equipment

Specific Risks

The following equipment has been identified as likely to involve a specific risk to health and safety and its use, inspection and repair is therefore restricted to:-

	Person Responsible for Selection/Risk Assessment	Persons Authorised to Use/Operate	Persons Authorised to Inspect and Arrange Repairs	Frequency of Inspection
1. Access Equipment (e.g. ladders, mobile access platform)	Site Manager	Site Manager	The Headteacher	Annually
2. Caretaking and Cleaning Equipment (including hand tools)	Site Manager	Site Manager/Cleaner	Site Manager	Annually
3. Grounds Maintenance Equipment	Not applicable	Not applicable	Not applicable	Not applicable
4. PE and Play Equipment	The co-ordinators	Staff*	Contractors	Annually
5. Laboratory Apparatus	Not applicable	Not applicable	Not applicable	Not applicable
6. Technology Equipment.	The co-ordinator	Staff*	The co-ordinator	Annually
7. Art and Design Equipment	The co-ordinator	Staff*	The co-ordinator	Annually
8. Stage Lighting Equipment	The Headteacher	Staff	The Headteacher	Annually
9. Mobile Staging and Seating/Pianos	The Headteacher	Staff	The Headteacher	Annually
10. Portable Electrical Appliances	The Headteacher	Staff*	Head/ H & S co-ordinator	Termly
11. Respiratory Protective Equipment	Not applicable	Not applicable *	Not applicable	Not applicable
12. Disabled Access Equipment (e.g. hoists, evac chairs)	Not applicable	Not applicable	Not applicable	Not applicable
13. Gas Appliances for curriculum use (e.g. Cookers)	Not applicable	Not applicable	Not applicable	Not applicable

* Equipment in these categories with restricted use to be identified on a separate list

Portable Electrical Appliances

Person responsible for fitting replacement or new plugs and checking fuse rating before they are brought into use is the Site Manager.

Dangerous Parts of Machinery

The following machines are identified as having dangerous parts which rely on adequate guards or interlocking devices to ensure safety;

Paper trimmers in most classrooms

Manual Handling

The following employees the Headteacher/Site Manager are responsible for maintaining an audit of the manual handling activities in the school. They will bring forward proposals, where practicable, to avoid the activity, or to reduce the risk. The proposals will be implemented or included in an appropriate plan where they are dependent on the purchase of equipment. They are also responsible for monitoring safe systems of work where manual handling cannot practicably be avoided.

Personal Protective Equipment (PPE)

Suitable PPE will be provided free of charge, where identified as necessary in a risk assessment. All employees are responsible for informing the Headteacher/Site Manager as soon as they become aware of a need to repair or replace PPE which they use.

The Headteacher will be responsible for organising the replacement of worn PPE.

PPE will be inspected **termly**, by Site Manager or more frequently if required. Similarly a quarterly (or more frequent) check is to be made that PPE is being used by employees and pupils.

Arrangements for laundering soiled PPE (e.g. overalls contaminated by blood or body fluids) will be made by the Site Manager

Waste Management and Cleaning Arrangements

Waste is collected daily by cleaners and Site Manager will arrange for its safe storage in appropriately sited secure containers. All employees are responsible for reporting accumulation of waste, or large items of waste that require special attention to Site Manager who will arrange for its disposal.

All members of staff are responsible for arranging to clear up spillages which occur whilst they are in charge of the area concerned. Other spillages or leaks should be reported to Site Manager/cleaning staff who will arrange for them to be dealt with.

Hazardous materials or substances require special procedures for disposal. **All employees** are responsible for ensuring that hazardous substances are disposed of safely and in accordance with the appropriate risk assessment sheet. Advice may be sought from **the Health and Safety Co-ordinator**

The Headteacher is responsible for informing the Waste Authority of any items of general waste to be collected by it but not covered by the general waste agreement with the LEA.

The cleaning arrangements for the School are set out in Annex 4.

An employee who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to the Headteacher who will assess whether the arrangements can be changed.

Use of Premises Outside School Hours

The Site Manager is responsible for co-ordinating lettings of the premises in accordance with the lettings procedure.

The Headteacher/Site Manager is responsible for informing other users of the building of the presence of any hazards which they may encounter and how the risks have been controlled (*e.g. cordoning off, warning notice*).

The keyholder is responsible for checking that the premises are left in reasonable order by other users before locking up.

Safety Representatives and Safety Committees

An employee appointed as a safety representative by his/her association or trade union is required to inform the Headteacher. He/she will be offered facilities in accordance with the Authority's Code of Practice.

Visitors and Contractors

All visitors and contractors should report on arrival on site to **the Secretary** who will:

- (i) identify a contact person;
- (ii) issue a visitor badge
- (iii) provide them with relevant health and safety information;

Visitors will be invited to sign the visitor's book and will be informed of this request by means of a sign inside each entrance.

An employee seeing an unidentified person should act in accordance with agreed procedures.

The School will normally use contractors on the Council's approved list, where one exists, If a contractor not on a Council approved list, where one exists, is selected **the Headteacher** is responsible for vetting the firm to ensure that it is competent and capable of undertaking the work and complies with relevant legislation, including the Health and Safety at Work Act.

Responsibility for liaison with contractors, and for matters set out in Appendix 3 of the Code of Practice on the Control of Contractors and the LMS Handbook Section P4, is allocated as follows:

Building Cleaning	The Site Manager
Building Maintenance and Improvements	The Headteacher or the Site Manager
Grounds Maintenance	the Site Manager
Catering	Not applicable

The risk assessment for the cash handling arrangements in the school is undertaken by **the Headteacher** and kept in the master file..

Supplies (Purchasing/Procurement and Deliveries)

The Governing Body will comply with the Code of Safe Working Practice on the Purchasing and Procurement of Supplies and Deliveries.

The following employees are authorised to place orders for supplies and/or to accept gifts or donations to the School. They must satisfy themselves that the supplies and arrangements for their receipt and use do not compromise the health and safety of employees, pupils and visitors.

They will also assess any revenue implications of the necessary maintenance of donated items.

<u>Name</u>	<u>Type of Orders etc.</u>
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The Headteacher	All types.
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Deliveries of goods will be reported to the Secretary.

Arrangements for the safe movement and storage of supplies will be made by

The Secretary and/or Site Manager Movement

The Secretary and/or Site Manager Storage

Visits and Recommendations of Enforcing Authorities e.g. HM Inspectors of Factories (HSE), LEA Safety Officers, Environmental Health Officer

Notification of visits and recommendations should be given to the Headteacher who will (i) co-ordinate action (ii) report matters requiring authorisation/action to the Governing Body or LA.

Display Screen Equipment

The following employees are classified as users of display screen equipment and an assessment will be made by a competent (i.e. trained) assessor of their workstations. They will be entitled to a regular eye test.

The Headteacher
The Secretary/Administrator

The Headteacher is responsible for carrying out the risk assessment.

The Headteacher is responsible for initiating action required as a result of the assessment.

Noise

An employee concerned about the noise levels at work should report the matter to the Headteacher who will arrange for remedial action or for an assessment to be made by the Health and Safety Officer.

Smoking

The Governing Body has prohibited smoking in the School and in vehicles under its control.

The only exceptions will be in or during:

- (i) certain outside work;
- (ii) car parks and areas outside the School buildings
- (iii) *(insert details if a smoking room is to be provided)*
- (iv) any other area designated by the **Headteacher** where, due to special circumstances, a ban would be unreasonable

Employees are not permitted to smoke when teaching or supervising pupils or when they may otherwise come into contact with pupils whilst on duty.

Where there is residential accommodation on site, smoking is restricted to designated living and recreational areas only.

The policy applies equally to all people who have business in the school premises including County Councillors, employees, pupils, parents and other visitors. Although it is recognised that there may be circumstances when it will not be possible or advisable to stop a member of the public from smoking, employees are requested as far as possible to encourage visitors not to smoke. The **Governing Body** recognises the right of individuals to be smokers but is mindful of the right of the non smoking majority to work in, visit and use a smoke free environment.

In the few instances where these rights conflict, the aim will be to seek a reasonable solution, initially by negotiation and without the need to use more formal procedures.

All job applicants will be informed by The Headteacher of the no smoking policy.

No Smoking signs will be displayed in the School wherever appropriate, determined by **the Headteacher**.

The **Governing Body** recognises that some employees may have difficulty in complying with this policy. Counselling sessions can be organised for those staff who require assistance. Other help may also be available. Requests for support should be made to the Headteacher.

Administration of Medicines

The Headteacher is responsible for deciding whether to agree to requests for the administration of medicines to pupils.

Records of requests for the administration of medicines to pupils which the School has agreed to meet are kept in the office, a copy of which is kept near the medicine cabinet.

Vehicles

The Headteacher is responsible, in conjunction with **the driver**, for ensuring that vehicles kept or hired by the School are operated in accordance with the law and with the County Council regulations for the use of vehicles.

School owned, hired or leased minibuses or coaches are only to be used for journeys approved under the procedure referred to in paragraph 3.13.

Employees who are required to use their private vehicles for official business are responsible for gaining authorisation from The Headteacher (prior to the first use of any vehicle). He/she will ensure that the driver has a valid licence and appropriate insurance and that the vehicle is roadworthy and fitted with a suitable seat belt for each passenger.

The Headteacher is responsible for informing the Council of the acquisition of a vehicle in order that registration, taxing and testing can be arranged.

The Headteacher is responsible for arranging insurance and maintenance of vehicles to the standards laid down by the Council.

The Headteacher is responsible for maintaining a list of authorised drivers of School vehicles who have passed the appropriate test.

Bullying/Harassment

The School's policy on behaviour (including anti-bullying) is kept in the policies file.

Records of bullying incidents and action taken are kept by the Headteacher.

Insurance

In addition to the insurance policies arranged by the Council for all LEA maintained Schools, the **Governing Body** has decided to arrange the following additional cover.

PTA - Public liability insurance

Governor's Personal Injury

3rd Party hirers – Public liability insurance

Guidance see LMS Handbook Section F3.

Audit, Review, Performance Measurement and Action Plan

The Headteacher is responsible for sending a copy of the School's Health and Safety Statement to the

Council.

The Governing Body is responsible for carrying out:

- (i) an annual review of the Statement and its implementation in the School;
- (ii) a performance measurement exercise and;
- (iii) including action for improvements in the appropriate development plan.

Employee absence statistics (i.e. non-confidential) for the purposes of performance measurement are kept **by the Headteacher**

3.32.3 **The Health and Safety Officer** is responsible for external audit of the management of health and safety in the School.

Signed Chair of Premises Committee

Date

ANNEX 1

TELEPHONE CONTACTS FOR HEALTH AND SAFETY ADVICE AND ASSISTANCE

Advice and assistance is available from line managers and from:

Health and Safety Officer	253526
Advisors and School Support Services	Administrative Officer: 253341 Senior Advisor: 253342
Catering General Manager	Carolyn Dodson: 252849
Head of Infrastructure (Cleaning and Catering)	Andy Hudson: 252577
Education Planning (Security)	Mark Dolling: 253375
Insurance Manager	John Pettit: 252315
School Transport Officer	Jenny Wodey: 252481
Road Safety Officer	252357

MODEL HEALTH AND SAFETY STATEMENT FOR SCHOOLS - MODEL LISTS OF RESPONSIBILITIES

1. **Governing Body/Individual Governors/Committee**
 - (i) See Education Service Health and Safety Statement paragraph 2.2.
 - (ii) See list on pp 1 - 2 of Model Health and Safety Statement for Schools for responsibilities of Governing Bodies
 - (iii) Take any responsibilities from Section 3 of Model Statement (Arrangements) assigned to the **Governing Body** corporately or to individual governors or committees

2. **Headteacher**
 - (i) See lists on pp 2 - 3 of Model Statement and paragraph s6 of this annex for duties of a) all employees and b) **Headteacher**.
 - (ii) Take any responsibilities from section 3 (arrangements) assigned to the **Headteacher**.

3. **Other Employees in Line Management Positions e.g. Deputy Headteacher, Head of Department, Bursar, some Caretakers**
 - (i) See lists on p 2 and paragraph 6 of this annex of the Model Statement for duties of all employees
 - (ii) See lists on pp 2 - 3 of Model Statement for duties assigned to respective employee
 - (iii) The following list of responsibilities will normally attach to an employee in such a position unless: they have been specifically allocated to another person and included in their list of responsibilities
 - (a) Implementation of the school's health and safety arrangements within their area of responsibility as directed by the **Headteacher**.
 - (b) Where necessary, establish, maintain and monitor safe working procedures within area of responsibility e.g. the use, handling, storage and transport of articles and substances.

4. **Teachers**
 - (i) See lists on p 2 of the Model Statement and paragraph 6 of this annex of the Model Statement for duties of all teachers.
 - (ii) See lists on pp 2 - 3 of Model statement for duties assigned to respective employee
 - (iii) The following list of responsibilities will normally attach to a teacher unless: they have been specifically allocated to another person and included in their list of responsibilities or they are not relevant to the school.
 - (a) Exercise effective supervision of the pupils, be aware of the emergency procedures and carry them out when necessary
 - (b) Be aware of safe systems of work to be adopted in their teaching area and apply them as necessary
 - (c) Give clear instructions and warning of hazards and safety measures before work starts and as and when necessary.
 - (d) Ensure, so far as it is within their power, that adequate risk assessments have been made for practical lessons, in particular, and ensure that control measures are appropriately deployed.

- (e) Ensure that personal protective equipment is used, where required by a risk assessment.
- (f) Exercise careful control of products to be made during practical lessons, including researching appropriate regulations e.g. trading standards.

NB These duties also apply to students who are allocated to the school for teaching practice/observation.

5. Caretakers/Site Maintenance Employees

- (i) see lists on p 2 of Model Statement and paragraph 6 of this annex for duties of all employees
- (ii) see lists on pp 2 - 3 of Model Statement of duties assigned to respective employee.
- (iii) The following list of responsibilities will normally attach to an employee in such a position unless they have been specifically allocated to another person and included in their list of responsibilities.
 - (a) Ensure, so far as is reasonably practicable, that the toilet facilities are maintained in a clean and hygienic condition, adequately ventilated and supplied with adequate facilities for washing (e.g. soap, towels).
 - (b) Ensure, so far as is reasonably practicable, that the school grounds, including playgrounds and playing fields are safe and free of broken glass, dog fouling and other hazards.

6. All Employees - Additional Duties Arising from Employees Arrangements

- (i) Check, as far as is reasonably practicable, that classroom/work area and equipment is safe before use.
- (ii) Ensure the safe use, transport, handling and storage of articles and substances for which they are responsible
- (iii) Inform their line manager of any concerns they may have about the safety of a particular task (e.g. manual handling) in order that they may assess and, if appropriate, modify the system of work, or refer the matter to the DELS for advice
- (iv) All employees are responsible for directing colleagues, visitors or pupils with due regard to health and safety (e.g. manual handling operations).

7. Responsibilities of Pupils

- (i) Exercise personal responsibility for the safety of themselves and others with whom they work
- (ii) Observe all the health and safety rules of the school
- (iii) Observe standards of dress that are consistent with high standards of health, safety and hygiene
- (iv) Listen to and follow the instructions of any member of staff specially in an emergency
- (v) Use and not wilfully misuse, neglect or interfere with equipment and notices provided for their health and safety.

PROCEDURE FOR LOCKING/UNLOCKING THE BUILDINGS

UNLOCKING

1. Unlock all gates - leave closed padlocks in position.
2. Enter Linford Building through main door - disarm alarm system in the caretaker's cupboard by keying in security code. This code is known to all keyholders.
3. Unlock Linford building first
4. Enter Salcey building through main door - disarm alarm system in the caretaker's cupboard by keying in security code. This is the same code as above.
5. Check both boiler rooms that the boilers are working and that the pumps are running.

LOCKING UP

1. Start in Salcey building, lock outside classroom doors in reverse, closing all windows and switching off lights in each room.
2. Re-set the alarm system by keying in the security code and pressing button "A" (Linford only) - leave by the main door and lock.
3. Repeat procedure in Linford building.
4. Padlock all gates.

CLEANING PROCEDURES

Site Manager:

1. Salcey Hall: sweep everyday.
2. Linford Hall: sweep everyday, polish once fortnightly
3. Linford corridor: hoover
4. Inspect outdoor areas weekly.
5. Report repairs and maintenance work to the appropriate department.
6. Clean Maple, Larch and Elm and all toilets in Linford.
7. Hoover corridor

Daytime Cleaner

1. Staff room: empty bins, vacuum and clean sink.
2. Head teachers office: vacuum and polish. Staff toilets: empty bins and clean.
3. Changing rooms in Salcey Hall: empty bins and clean.
4. Salcey Library: polish
5. Re-fill all toilet areas with paper towels and toilet tissues.
5. Check all toilet areas during the morning - mop as necessary and before leaving
6. Clean windows which can be reached from the floor.
7. Sweep outside areas and collect litter. 18. Clean computers once per term.
8. Empty all vacuum cleaners as required.
9. As required clear up after a child has been sick:
 - Sawdust to soak up, then collect in dustpan and brush kept for the purpose. Dispose in a separate carrier bag inside a bin liner.
 - Wash area with Pinegel disinfectant.
 - Wash dustpan and brush with Pinegel disinfectant and keep separate from others.

Evening Cleaners

1. Vacuum classrooms daily.
2. Wash tables as required
3. Wash sinks daily with Aggressor. 2
4. Empty all bins daily.
5. Clean office once a week

Procedure for cleaning toilets.

1. Empty bins
2. Spray seats with Lifeguard and wipe with cloth used for toilets only.
3. Clean bowls with toilet brush daily.
4. Scrub urinals daily and spray with Lifeguard.
5. Spray and wipe sinks with Lifeguard daily.
6. Wash floors with Pinegel disinfectant daily.

Cleaning procedures for dinner supervisors

1. Wipe down all tables and chairs using soapy detergent.
2. Sweep hall with brooms used for dining hall only.
3. Mop up spillages and sticky marks with wet mop in solution of Floor Maintainer.
4. Wash out cloths provided daily.

Critical Incidents

This annex sets out how Hanslope School would act if it were facing a critical or traumatic incident. Such incidents would include serious accidents while travelling to school or on school trips, the death of pupils, members of their immediate family or of school staff as well as serious fires or damage to school building. Critical incidents are defined as:

°An event or events, usually sudden, which involve the experience of significant personal distress to a level which potentially overwhelms normal responses, procedures, and coping strategies and which is likely to have emotional and organisational consequences."

Such events are likely to have an impact upon everyone at school, not just those directly affected, and the impact can be expected to last for some time.

The operational plan is a suggested outline approach with which all staff and governors should be familiar. It is recognised that the plan must be flexible and have room for creative responses should an event occur.

Critical Incident Management Plan

- Obtain factual information at the start of the crisis Headteacher
 - telephone number if distant from school
 - check emergency services called
 - when/where/numbers of children/staff injured
 - location of uninjured children
 - adult with uninjured children
 - hospital where injured children being taken adult with injured children
 - anticipate decision to provide extra staff support
 - anticipate decision to provide transport home

- Initiate emergency procedures as appropriate. Headteacher
 - alert designated Education Officer - this will trigger a sequence of responses
 - set-up emergency telephone line (use all available mobiles) - ensure LEA are aware of telephone number being used to receive information so that communication between school/LEA can continue.
 - notify governors (cascade call system)
 - chair/vice chair of governors arrive to support
 - contact families directly affected

- Call staff meeting for information and briefing Headteacher
Rapid action to inform pupils and staff sensitively and to provide immediate support is vital. closing the school should be avoided if possible, adhere as closely as possible to normal routines.

- Inform children in classes or groups as appropriate Class teachers
The children should be told of any tragedy simply by class teachers in the first instance and with questions answered factually.

- Inform the media Headteacher
Usually the responsibility of the head with advice from the Public Relations Officers within the LA.

- Deal with enquiries All staff
The school will need to work out statements of fact which can be readily communicated and to anticipate the scope and range of likely enquiries.

- Arrange debriefing for staff involved in crisis with support from LA if appropriate Headteacher

- Arrange debriefing for children involved in crisis with support from LA if appropriate) Headteacher

- Identify the need for group/individual care. All staff

- Organise ongoing care both short as well as long term when necessary.

Headteacher