



St Margaret Clitherow

Catholic Primary School

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Health & Safety Policy

(to be reviewed alongside Administering Medicine, Accident and Sickness / Sun Safe / Smoking / Photography / Educational Visits / Broadmoor Alert)

Policy Revised	Spring 2017
Policy to be Reviewed	Spring 2019

Signatories	
Chair	
Headteacher	

“Success through application built on a foundation of faith and community”

For reference: ‘Parents’ includes all natural parents, any person who has parental responsibility for a child or care of a child. The latter means the person who the child lives with.

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ST MARGARET CLITHEROW CATHOLIC PRIMARY SCHOOL

HEALTH AND SAFETY POLICY

SPRING 2015

The Board of Governors of St Margaret Clitherow Catholic Primary School recognises that the ultimate responsibility for the implementation of the Health and Safety Policy within the school is theirs. The Board of Governors notes the provisions of Section 3(1) of the Health and Safety at Work, etc Act 1974, which states that it is the duty of every employer to conduct his or her undertaking in such a way as to ensure, so far as it is reasonably practicable, the health and safety of pupils, staff and others using the school premises or participating in school sponsored activities. It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.

The aim of the Board of Governors is “To provide a safe and healthy working and learning environment for staff, pupils and visitors.”

The arrangements outlined in this statement and the various other safety provisions made by the Board of Governors cannot prevent accidents or ensure safe and healthy working conditions. The Board of Governors believes that only the adoption of safe methods of working and good practice by every individual can ensure everyone’s personal health and safety. The Board of Governors will take all reasonable steps to identify and reduce hazards to a minimum. However, all staff and pupils must appreciate that their own safety and that of others also depends on, their individual conduct and vigilance while on the school premises or while taking part in school sponsored activities.

This Health and Safety Policy Statement and related arrangements for implementation are not a substitute for the above mentioned legislation, Bracknell Forest Borough Council and Education Policy safety guidelines but, have been formulated to reflect our own school needs.

This statement supplements the Health and Safety Policy Statement written by Bracknell Forest Borough Council and by the Education Department.

The Duties of the Board of Governors

It is the policy of the Board of Governors, so far as is reasonably practicable, through delegation to the Head Teacher to :

1. Make itself familiar with the Councils and the Education Departments Health and Safety policy Statement, Bracknell Forest Borough Council’s Health and Safety Manual and the requirements of the Health and Safety at work etc Act 1974. Including other health and safety legislation and codes of practices which are relevant to the work of the school, in particular the Management of Health and Safety at Work Regulations 1999;
2. Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school;
3. Periodically assess the effectiveness of this policy and ensure that any necessary changes are made;
4. Identify and evaluate all risks relating to:

Accidents / Health / School-sponsored activities

5. Identify and evaluate risk control measures in order to select the most appropriate means of minimising risks to staff, pupils and others;
6. Create and monitor the management structure.

Responsibilities

The Board of Governors undertakes to provide:

- A safe place for staff and pupils to work including, safe means of entry and exit.
- Plant, equipment and systems of work which are safe.
- Safe arrangements for the handling, storage and transport of articles and substances.
- Safe and healthy working conditions which take account of all appropriate:
 - Statutory requirements
 - Codes of practice whether statutory or advisory
 - Guidance whether statutory or advisory
- Supervision, training and instruction so that all staff and pupils can perform their school related activities in a safe and healthy manner. All staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities. Pupils will receive such training as is considered appropriate to the school related activities which they are carrying out. All training will be regularly updated.
- Necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision.
- Adequate welfare facilities.

So far as it is reasonably practicable the Board of Governors, through the Head Teacher, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts to receive comprehensive information on:

- this policy
- all relevant health and safety matters
- the instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk

The Duties of the Head Teacher

As well as the general duties, which all members of staff have, the Head Teacher has responsibility for the day-to-day maintenance and development of safe working practices, including conditions for teaching staff, non-teaching staff, ancillary staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school. Head Teachers will take all reasonable practicable steps to achieve this end through senior members of staff, teachers and others as appropriate.

The Head Teacher is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.

In particular, the Head Teacher will:

- Be familiar with the Council's and the Education Departments Health and Safety Policy Statements, Bracknell Forest Borough Council's Health and Safety Manual and the requirements of the Health and Safety at Work etc Act 1974, including any other health and safety legislation and codes of practice relevant to the work of the school.
- Ensure, at all times, the health, safety and welfare of staff, pupils and others using the school premises or facilities or services or attending or taking part in school-sponsored activities.
- Ensure the safe working conditions for the health, safety and welfare of staff, pupils and others using the school premises and facilities
- Ensure safe working practices and procedures throughout the school including those relating to the provision and use of machinery and other apparatus, so that each task is carried out to the required standards and so that all risks are controlled.
- Consult with members of staff, including the safety representatives, on health and safety issues.
- Arrange systems of risk assessment to allow the prompt identification of potential hazards.
- Carry out periodic reviews and safety audits on the findings of the risk assessment.
- Identify the training needs of the staff, pupils and ensure, within the financial resources available, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters.
- Encourage staff, pupils and others to promote health and safety.
- Ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe without delay.
- Encourage all employees to suggest ways and means of reducing risks, *ensuring that all appropriate risk assessments are in place.*
- Collate accident and incident information and, when necessary, carry out accident and incident investigations.
- Monitor the standards of health and safety throughout the school, including all school based activities, encourage staff, pupils and others to achieve the highest possible standards and discipline those who consistently fail to consider their own well-being or the health and safety of others.
- Monitor first aid and welfare provisions.
- Monitor the management structure along with the Governors.

Duties of the Person delegated to assist the Head Teacher in the Management of Health and Safety

A Member of the Health and Safety Committee will -

1. Investigate with the Head Teacher any specific Health and Safety problem identified within the school and agree action with the Head Teacher.
2. Monitor general advice on safety matters given by the Authority and other relevant bodies and advise on its application to the school.
3. Conduct termly Health and Safety Inspections of the school and its activities and report the outcomes to the Head Teacher and the Governors' Health and Safety Committee.

The Duties of all Members of Staff

All staff will make themselves familiar with the requirements of the Health and Safety at Work etc Act 1974 and any other health and safety legislation and codes of practice, which are relevant to their work. They should:

- Take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work.
- As regards any duty or requirements imposed on his or her employer or any other persons by or under any of the relevant statutory provisions, co-operate with him or her so far as necessary to enable that duty or requirement to be performed or complied with.

All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk. Where possible, if an employee is aware of any possible deficiencies in health and safety arrangements, they should advise the Head Teacher as soon as possible.

In particular all members of staff will:

- Be familiar with the safety policy and any and all safety regulations laid down by the Board of Governors.
- Ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils.
- See that all plant, equipment and machinery is adequately guarded.
- See that all plant, equipment and machinery is in good and safe working order.
- Not make unauthorised or improper use of plant, equipment and machinery.
- Use the correct equipment for the job and any protective equipment or safety devices which may be supplied.
- Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled.
- Report any defects in the premises, plant, equipment and facilities which they observe.
- Take an active interest in promoting health and safety and suggest ways of reducing risks.

Responsibilities of Pupils

All pupils are expected to -

1. Exercise personal responsibility for the safety of themselves and their fellow pupils.

2. Observe standards of dress, consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous).
3. Observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of emergency.
4. Use and not wilfully misuse, neglect or interfere with things provided for safety purposes.

NB The Head Teacher will make pupils (and where appropriate the parents) aware of these responsibilities through direct instruction and notices.

Visitors / Security

Regular visitors and other users of the premises (e.g. contractors and delivery personnel) must be required to observe the safety rules of the school.

- All visitors/parent helpers should report to the School Office and where necessary hand in mobile phones. These will be collected on leaving. All visitors will be signed in and given a 'Visitor' ID badge or helper badge. They will sign out on leaving. The exception to this rule will be where parent/carer requires a quick (less than five minutes) word with the teacher at the beginning or end of the school day. Regular parent helpers are required to complete a DBS check which the School Business Manager will update and maintain.
- All staff should question unidentified persons on site, or, if apprehensive, summon a senior member of staff through the use of the red triangle (kept in every classroom).
- The intruder warning on the main reception door operates throughout the school day.
- All gates (except those for vehicular and one pedestrian access) to be securely closed during the duration of the school day and locked during weekends and holiday periods.
- Teaching staff on playground duty should check that the pedestrian gate is securely shut at the beginning of and throughout break times.
- No child is to leave the premises during the working day without the parent/carer filling in the signing out sheet at the office.
- All staff should be familiar with the Broadmoor Escape procedures.

Hirers, Contractors and Others

When the premises are used for purposes not under the direction of the Head Teacher then the principal person in charge of the activities for which the premises are in use will have responsibility for the safe practices as indicated at the beginning of this document.

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

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

When the premises are hired to persons outside the employ of the Board of Governors, it will be a condition for all hirers, contractors and others using the school premises or facilities that they are familiar with this policy. That they comply with all safety directives of the Board of Governors and will not without prior consent of the Board of Governors:

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

All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provision of the Health and Safety at Work etc Act 1974 and must pay due regard to the safety of all persons using the premises in accordance with ss.3-4 of the Health and Safety at Work etc Act 1974.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe the Head Teacher will take such actions as are necessary to prevent persons in his or her care from risk of injury.

The Board of Governors draws the attention of all users of the school premises (including hirers and contractors) to s.8 of the Health and Safety at Work etc Act 1974, which states that no persons shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

Staff Consultative Arrangements

The Board of Governors have established a committee to deal with items on health and safety matters. There are representatives from all areas of the school. The Head Teacher representing the teaching staff.

Codes of Practice, Safety Rules and Guidance Notes

In consultation with the Board of Governors (where appropriate) and taking into account the requirements of this statement, the safety committee will approve (where necessary) codes of practice for the observation of safety requirements in school. From time to time the DfE, Health and Safety Executive and other regulatory or advisory bodies will issue codes of practice or guidance notes on particular topics to assist Head Teachers and others who are in control of educational premises. Normally such codes will be incorporated into the health and safety policy and procedures. If the Head Teacher considers the inclusion of all or any such documents into this policy to be inappropriate, he or she will be required to demonstrate to the satisfaction of the Board of Governors that he or she has already introduced codes of practice and methods of working which achieve a similar or higher standard of health and safety.

Risk Assessment

The Head Teacher will ensure that a risk assessment survey of the premises, methods of work and all school-sponsored activities is conducted annually (or more frequently, if necessary). This survey will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The results of all such surveys will be reported to the Board of Governors.

Emergency Plans

The Head Teacher will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the school. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- save life
- prevent injury
- minimise loss

The above sequence will determine the priorities of the emergency plan.

The plan will be agreed by the Board of Governors and be regularly rehearsed by staff and pupils. The results of all such rehearsals will form part of a regular risk assessment survey and the outcomes will be reported to the Board of Governors. (See Appendices)

First Aid

The arrangements for first aid provision will be adequate to cope with all foreseeable major incidents. The number of certificated first-aiders will not, at any time, be less than the number required by law. At the discretion of the Board of Governors, other staff will be given such training in first-aid techniques as is required to give them a basic, minimum level of competence. This level will be agreed by the Board of Governors after seeking appropriate advice. The number of such trained but uncertified first-aiders will be determined by the Board of Governors as that being sufficient to meet the needs of all foreseeable circumstances.

Supplies of first aid material will be held in the First Aid room. They will be prominently marked and all staff will be advised of their position. The materials will be checked regularly and any deficiencies made good without delay.

Adequate first-aid provision will form part of the arrangements for all out of school activities.

A record will be made of each occasion any member of staff, or other person receives first aid treatment either on the school premises or as part of a school related activity. Injuries received by pupils will only be recorded, if further treatment is deemed necessary. (See Appendices)

Review

The Board of Governors will review this statement bi-annually and update, modify or amend it, as it considers necessary to ensure the health, safety and welfare of staff and pupils.

NB To be reviewed alongside Administering Medicine, Accident and Sickness / Sun Safe / Smoking / Photography / Educational Visits / Broadmoor Alert

Appendix 1

Fire

Fire and Emergency Evacuation Procedures

The School's procedures for fire and emergency evacuation are appended. The school has adopted the procedures outlined in **Emergency Procedures-Revisions section 3(1) of school Health and Safety Guidance Manual.**

Arrangements for updating these procedures and displaying them are as follows:

Procedures are reviewed by relevant Governors

Drills displayed in each class room, all offices, Staff Room, kitchen and in the hall - Secretary to implement.

Provision will be made for any disabled persons on the premises to be made aware of the appropriate exit

All staff have copies of **Action on Discovering a Fire and Evacuation Procedures.**

A record and evaluation of practice and evacuation drills is recorded in the school diary, which is kept in the office.

The Fire Warden(s) and First Aider(s) details are kept in the file in the office.

Fire Prevention Equipment and PE Equipment

The Head Teacher will check that arrangements are made to monitor annually the condition of all this equipment.

Fire Regulations Kitchen

1. Kitchen staff should exit through the kitchen fire door and make their way round the school to the assembly point in the playground.
2. Staff should turn off cookers, fat fryers and heating trolley before they exit.
3. If danger is very immediate (a serious fire in the kitchen), staff should exit without undertaking point 2.

Fire, Bomb and other Emergency Procedures

The fire bell rings CONTINUALLY for a fire.

1. The first person to detect the fire breaks the glass on the fire alarm.
2. The children, on hearing the bell, will leave the class areas IN SILENCE, when the teachers or controllers tell them, from the nearest available safe exit. **STRICTLY NO RUNNING.**
3. Children in the hall, to use the appropriate exit.
4. Each class has a pre-determined place on the playground, away from the building, where they line up in an orderly fashion and quietly stand with their class teacher.
5. The Evacuation Officer will check that the police and/or Fire and Rescue Services have been informed as appropriate. He/she will also receive reports from the Fire Warden.
6. The Secretary will bring the registers out to the teachers at the assembly point.
7. The Secretary will also bring the keys and open the double gates to the playground.
8. The teachers will call their register. The children to respond both verbally and by raising their hand. The Head Teacher will check – 'all out' - with each teacher.

9. Kitchen staff will leave the kitchen from the nearest safe exit and meet in the playground where the cook-in-charge will check – ‘all out’ - and report to the Head Teacher.
10. When all clear, the Head Teacher will give the signal for the children and teachers to return to the school.
11. If a child or an adult is missing, the Head Teacher or Deputy/Assistant Head Teacher should NOT re-enter the building unless the last location of the person and the fire are known to be well separated.
12. Assembly points for fire evacuation are on the playground in age order of classes.

Clear Down

The "Clear Down" procedure is as follows: -

1. Class teachers will quickly line class up and begin exiting the building.
2. The toilets and other areas will be checked on the way out:
 - LSA assigned to Reception or Year 1 will check Year 1 toilets.
 - Year 2 teacher will check toilets as class exits.
 - LSA assigned to Year 2 will check the hall, resource and kiln rooms.
 - LSA assigned to Year 3 will check the corridor.
 - Year 5 teacher will check Year 5 toilets as class exits.
 - LSA assigned to Year 6 will check Library, computer suite, Innopod and Year 6 toilets.
 - School Secretary will check Staff Room, staff toilets and stationery room before exiting with **all** registers and double gate keys.
3. Once on playground, staff will check the register and notify Head Teacher **immediately** if any registered child is missing.

Bomb Threat

In the case of a bomb threat call the Evacuation Officer who will:

- ensure that the police are notified of the threat
- assess whether or not to alert staff, look for suspect packages, implement evacuation procedures, etc. *see Vehicle Movement within School Premises Appendix 11.*
-

In the case of a **suspect letter or parcel**:

- any persons present will be asked to leave the room
- THE PACKAGE WILL NOT BE TOUCHED
- if the package is being held, place it down on the nearest horizontal surface
- make NO attempt to open it
- leave the room initially closing the door behind you
- inform the evacuation officer

Appendix 2

Alerting an Ambulance - calling procedure

Dial 999, ask for ambulance and be ready with the following information (if you're not sure whether to call an ambulance dial 111 and speak to the advisor) :

1. The schools telephone number
2. Give location and school address, including postal code
3. Give your name
4. Give exact location within the school (brief description) including best entrance and state where the crew will be met.
5. Give a brief description of the pupil/staff symptoms (remember to inform them if it is an anaphylactic attack).

SPEAK CLEARLY AND SLOWLY AND BE READY TO REPEAT INFORMATION IF ASKED TO DO SO.

KEEP AMBULANCE CONTROL INFORMED OF ANY CHANGES IN SYMPTOMS.

Appendix 3

Accidents

First Aid and Accident Reporting Procedures

1. First Aid is available from the appointed First Aider. First Aid boxes are kept in the Medical Room.
2. The persons responsible for administering the accident reporting procedure and the notification of serious accidents causing death or major injury and dangerous occurrences are to be found in the First Aid Room.
3. The arrangements for first aid for outdoor pursuits and field trips are the responsibility of the trip leader. The Guidelines for Trips should be followed.
4. All accidents, no matter how minor, that occurs to members of staff, visitors or contractors, are reported using the Councils Accident Report Form (ARF1) which is kept in the school office. Only a copy of the ARF1 must be sent to the Safety Advisors in the Education Department.
5. Accidents to pupils must be reported in the same way as those to employees and visitors. However, only those accidents to pupils which are as a result of the school undertaking, (i.e. as a result of the conditions of the premises, equipment or plant or lack of supervision) need to be recorded and reported using ARF1. Those accidents to pupils arising out of the activities not connected with the schools undertaking (i.e. activities in the playground such as collisions, slips and trips etc.) still need to be reported to the office staff and recorded in the accident book.

NB BFBC fully indemnifies its staff against claims for alleged negligence providing they are acting within the scope of their employment. For the purposes of indemnity, the rendering of first aid falls within this definition and staff can be reassured that BFBC and not the employee will meet the costs of any damages if a claim for negligence is made.

Major Accidents

Any fatality, major injury, reportable disease or dangerous occurrence must be reported immediately by telephone to the Incident Contact Centre (0845 300 9923) and the Director of Health and Safety (01344 351400) followed up with a completed IRF 01/14 Form.

NB Any employee rendering first aid to the best of their ability is indemnified by Bracknell Forest Borough Council.

Head 'Bump' Letter

These are kept in the First Aid Room and must be sent home with the child if there has been any concern during the day about any injury. The letter is attached. All head injuries should be notified to the appointed person.



St Margaret Clith
Catholic Primary School

_____ 2015

To the Parent/Carer of _____

At _____ today your child _____

We have administered first aid and have kept a careful check on his/her condition during the rest of the day. We did not feel that such an injury warranted a trip to the doctor or the hospital, but felt we should ask you to keep an eye on him/her tonight.

If he/she should show signs of drowsiness or sickness, or if you are in any way concerned, please contact your doctor for advice.

Yours sincerely

Head Teacher

.....

Instructions for Head Injury Cases

Any patient complaining of the following symptoms should go to the Accident and Emergency Department of a hospital:-

Vomiting, Loss of Consciousness, Feeling Dazed or Severe Headache

Frimley Park 01256 604604
Wexham Park 01753 633000

Royal Berks, Reading 0118 322 6876
Brants Bridge, Bracknell 01344 551100
(minor injuries only 8am to 8pm)

Appendix 4

Medical Policy

In line with our Mission Statement, of being a friendly, caring community, we strive to support and assist parents and to allow children to continue to administer medication.

The DfE has published guidance on medicines in schools in its good practice guidance, Supporting Pupils with Medical Needs, this accompanies DfE Circular 14196.

The School have taken this advice on board and have produced our Medical Policy taking this advice on board.

For full details, please see this Policy on the school website or the Governors Virtual Office.

Appendix 5

Guidance Note on Wearing Earrings

The Governors of St Margaret Clitherow Catholic Primary School have taken the following advice from the 'Health and Safety Management in Schools - Guidance Note 42' published by the Local Authority, with regards to pupils wearing earrings.

Simple stud earrings may be worn at school but, the school do not accept responsibility for any injury caused to any pupils wearing earrings or for the loss of any earring worn at school.

For Health and Safety reasons, earrings are not to be worn during PE lessons and must be removed by the pupil prior to the commencement of the lesson. It is advised that pupils should arrive to school on PE days with no earrings thus reducing the risk of earrings becoming lost.

Pupils attending St Margaret Clitherow School who wish to have their ears pierced are encouraged to do so during the summer holidays thus allowing the allotted healing time and ensuring that the pupils are able to remove their earrings for PE.

- Only SIMPLE STUDS may be worn
- Earrings should be removed for PE
- During the initial period following piercing where the removal may not be suitable the earrings may be covered by medical tape for PE.

Appendix 6

Out of School Trips and Educational Visits

Our Aim:

To enrich children's experiences and learning through exciting and challenging school trips / activities whilst identifying and reducing risks, so that the children are safe.

School Educational Visits Coordinator:

Head Teacher

Types:

We have identified several different kinds of educational visit:

- Clubs before and after school
- Day Trips during school hours
- Day Trips extending out of school hours
- Residential trips

Responsibilities:

Parents will be given adequate notification of date of trip and any additional requirements e.g. packed lunch (no breakable bottles, cans, no chewing gum/sweets on coach etc.).

Children will only be able to participate in a school trip if written approval is given by the parent/guardian – only for trips that run outside of school hours.

The Lead Teacher will:

- have carried out a pre-visit to ensure visit is suitable and safe *and that all appropriate Risk Assessments are put in place.*
- details to be completed online and sent for approval to the Head Teacher and member of the Board of Governors.
- on agreement the Head Teacher will request approval from the LA.
- organise transport with a reputable company.
- ensure seat belts are used on the coach.
- ensure children are aware of the rules (no chewing gum/sweets on coach).
- ensure correct pupil/adult ratio is maintained.
- ensure that inhalers/other medications/first aid kits are taken by responsible adult.
- ensure that all adults know each other's mobile numbers.
- give the school office contact details of all supervising adults.
- contact the office on arrival at destination and on departure from destination giving estimated time of arrival at school.

The Children will:

- observe sensible rules on the coach (no eating/drinking, no toys).
- wear school uniform (unless otherwise requested) with sensible shoes.
- bring drinks in plastic containers (no fizzy drinks).
- behave safely and sensibly where ever they are taken.

Behaviour and Safety:

If children refuse to follow instructions in class then they may not be able to go out of school for a visit. This is at the discretion of the Head Teacher.

If a child misbehaves on a school trip and it is felt by the Lead Adult that this may cause danger to themselves or others then the child's parents may be contacted to pick up the child or if this is not possible then a member of staff.

Appendix 7

Sun Safe Policy

Rationale:

The staff and Governors recognise that over exposure to the sun can result in skin damage caused by the harmful ultra-violet rays in sunlight.

Governors of St Margaret Clitherow School recognise that sun safety cuts across various management issues and is relevant to different areas of the curriculum. By bringing these elements together in a Sun Safe Policy it is hoped that all members of the community can access and support the policy.

Responsibilities:

The school will endeavour to:

- * educate children throughout the curriculum about the causes of skin cancer and how to protect their skin
- * work towards increasing the provision of shade for all the community
- * promote the wearing of hats at playtime, lunchtime and during PE sessions in sunny weather. Sun hats are available for purchase from the school.
- * limit the time spent outdoors in the middle of the school day if it is very sunny
- * encourage children to play/sit in the shaded areas of the school site, discourage sunbathing
- * maximise the use of shaded areas during PE lessons
- * allow children access to water if they need a drink
- * take account of the weather when planning Sports Days and outdoor events and revise and adapt plans where necessary
- * encourage staff and parents to act as good role models by practising sun safety
- * regularly remind children, staff and parents about sun safety (*Sun Safe letter sent out each summer term*)

Parents should endeavour to:

- * ensure the children have a hat to wear in sunny weather
- * apply sun cream to sensitive areas before school, on very sunny days, if required
- * appreciate that staff can not apply sun cream, so ensure their child can do so, if required
- * inform staff of any problems that their child may experience in very warm weather

Appendix 8

Internal Procedures for Broadmoor Hospital Alert

Warning Systems

If there is an escape, the warning siren will sound, and all schools within a 7-mile radius of Broadmoor Hospital will be notified. The warning siren is routinely tested each Monday at 10.00 am for 2.5 minutes. After a break of 2 minutes the all clear siren is also sounded for 2.5 minutes.

In the event of an escape local schools operate a cascade system. Information is passed from school to school.

The telephone numbers for the cascade system are displayed in the Emergency Procedure file.

The school will stay open and operate as normally as possible.

Responsibility for Attendance and Collection of Pupils

We would expect that parents who know of an escape to make appropriate arrangements for escort, before their children leave home.

- Where an escape occurs before the lunch break, pupils will be kept in school at lunchtime, unless collected by their parents. Pupils who do not usually stay for lunch will be provided with a meal by the school.

Parents are advised to leave children in school, wherever possible, whilst there is an alert.

If the emergency extends to the end of the day, no child will be allowed to leave the safety of the school premises unless collected by a parent or responsible adult known to the staff, or in exceptional circumstances, a responsible adult known to the child.

After-school clubs will not operate in the event of an alert. Children who are not able to be picked up will be supervised until the regular finishing time of the after school club.

A list of contacts during the Broadmoor alert should be annually updated on the school contact forms. The list is kept in the Emergency Procedure file.

All children should be checked off a list.

Parents will receive text messages to alert them of the situation, where this is not appropriate, phone calls will be made.

Telephones will be made available for pupils to contact parents.

On subsequent days parents will be solely responsible for the safe conduct of their children to and from school. Staff will not be expected to supervise pupils after school or provide lunches after the first day.

Escapes

In the event of an escape children will be required to:

Remain in their classrooms working with an adult.

Not be allowed out during breaks or outside PE/games.

The school will need to:

Ensure that all external doors and windows are closed and the gates locked. Visitors calling without prior arrangements at the school will be asked to call on another occasion.

Visitors will only be admitted to the school once identification has been produced or with the approval of the Head Teacher.

All staff on the premises should consider themselves on duty during the alert.

APPENDIX 9

Non – smoking Policy (including use of E-Cigarettes)

At St. Margaret Clitherow School we believe that smoking is harmful to health. In order to give this message to *our children, staff, parents, visitors and contractors* the school and the grounds are designated a non-smoking areas. Where reference is made to smoking in this policy this refers to the use of both standard lit cigarettes and E-Cigarettes.

Rationale:

- Smoking is the single most preventable cause of premature death and illness in our society.
- Passive smoking – breathing other people’s tobacco smoke- is also potentially fatal. It has been shown to cause lung cancer, as well as other illnesses, in non-smokers.
- Smoking is a health and safety issue for other adults who use the school: staff, parents and visitors.
- Everyone has the right to breathe air untainted by tobacco.
- The school has a role to play in working towards non-smoking being seen as the norm, in society.
- Children need to receive a consistent message and require non-smoking role models within the school.

For all these reasons, it is the intention of the Governors of St Margaret Clitherow, that our school does all it can to discourage children from smoking, and to educate them, so that they grow up to lead a healthy lifestyle.

Aims and Objectives:

We aim to:

- Through PSHE we aim to help children know and understand the dangers of smoking, and the harmful effects that smoking can have on their bodies.
- To provide children with the knowledge and information necessary for them to make responsible choices in relation to smoking.
- To equip children with the social skills that enable them to resist the pressure to smoke, either from their peer group, or from society in general.

Organisation:

We teach children about the dangers of smoking as part of their personal, social and health education (PSHE) programme. As well as teaching the children about the effects that smoking has on the body, we engage them in discussions about the reasons why people start to smoke, and what they themselves do if other people encourage them to try cigarettes. The children’s class teacher leads all such discussions in a sensitive manner. He/she encourages the children to explore the views of other people, and to reflect on their own personal convictions with regard to smoking. While we explain that it is illegal to sell cigarettes to people under eighteen years of age, our aim is to help the children make their own decision not to smoke simply because they believe it is the wrong lifestyle to choose.

The dangers of smoking sometimes arise as an issue in science lessons at Key Stage 2, when children learn about the way substances affect the body, e.g. when we teach them about how medicines can help the body. When such issues arise, the class teacher deals with it in context, and answers the children’s questions to the best of his/her ability, taking care to explain that smoking is dangerous and should be avoided.

Parents may view any of the smoking-related teaching materials that we use in our school. These materials form part of our PSHE scheme, though additional materials may be used.

Staff and Visitors:

We do not allow smoking in the school building or in the school grounds, as we do not want to present smoking as acceptable. Nor do we wish to present adult smokers as role models. Because of this, we do not allow smoking in any area of the school. If a member of staff, *parents, visitor or contractors* wishes to smoke she/he must leave the school grounds.

All access areas are marked as non-smoking areas.

The Board of Governors recognises that staff who smoke may need support either to give up smoking or help control their smoking.

The School will make available to employees the NHS smoking helpline number to get free advice and for information on your nearest Stop Smoking Service on 0800 013 0845.

For staff finding it particularly difficult to adhere to this Smoking Policy, it may be appropriate to seek assistance from an Occupational Health Advisor.

Should any member of staff be found smoking in the school, we would consider it a serious breach of the terms of employment.

Outside Agency use of the school:

The school Smoking Policy applies to all social events

When events are booked, individuals to be made aware of the Smoking Policy.

Parents/Carers

Will be informed of any changes to this policy

Monitoring and Reviewing:

It is the role of the Head Teacher to ensure that this policy is fully implemented.

The Governors will review the policy as part of our Health and Safety committee's monitoring of the effectiveness of the school's PSHE programme and relating to the Healthy School initiative.

Student/Work Experience Students

Students

The School supports Catholic Education in all forms and will take students on practice from Catholic Colleges and all other colleges.

The students will arrive with the necessary accreditation from their college. Students have the same duties as other employees in the workplace. Hence they need to fulfil their legal responsibilities for health and safety of themselves and others in the work place under the Health and Safety at work etc. Act 1974

The Head Teacher will ensure that they are made aware of the safety regulations of the school and that all relevant Risk Assessments are in place.

The mentor will ensure that the student is aware of:

- * First Aid/nominated First Aiders
- * Alert list for children with medical needs.

Work Experience Students

The school will support students from local schools who wish to carry out work experience in our school.

The Head Teacher will ensure that they arrive with the necessary accreditation.

A member of staff will be appointed to ensure that the student is aware of the safety rules of the school and particularly those for the pupils with whom they are working.

Students participating in work experience have the same duties as other employees in the workplace. Hence they need to fulfil their legal responsibilities for health and safety of themselves and others in the work place under the Health and safety at work etc. Act 1974.

They need to receive basic safety awareness training before they embark on work experience and all relevant Risk Assessments are in place.

Parents/carers of work experience students can help by providing the establishment with any relevant information about their child's medical or behavioural conditions.

Appendix 11

Photography and Video Policy

Our Aim:

We aim to ensure that the taking of photographs and videos does not impact the safety and well-being of our children.

Responsibilities:

Working with pupils involves the taking or recording of images. Any such work take place with due regard to the law and the need to safeguard the privacy, dignity, safety and well-being of pupils.

Informed written consent from parents or carers and agreement, where possible, from the child or young person, is always sought before an image is taken for any purpose – this is undertaken on an annual basis for all E/Y children and new starters. Careful consideration is given to how activities involving the taking of images are organized.

Care is taken to ensure that all parties understand the implications of the image being taken especially if it is to be used for any publicity purposes or published in the media, or on the Internet.

Adults remain sensitive to any children who appear uncomfortable, for whatever reason, and recognise the potential for such activities to raise concerns or lead to misunderstandings.

It is not appropriate for adults to take photographs of children for their personal use.

When using a photograph the following guidance is followed:

- if a photograph is used, the pupil name is not used
- if a pupil is named, a photograph is not used
- all kept photos and videos are saved on school devices or accounts
- all kept photos and videos can be accessed by staff members only, unless they have been used on social media or the school website.

Appendix 12

Guidance for the siting and installation of kilns

Siting of Kilns

Kilns should normally be sited within a short distance of the ceramics/pottery teaching and storage area. This may well mean that they are sited in a classroom or a proper kiln room or suitable storeroom. An appropriate fire extinguisher should be immediately accessible.

When making the decision you will need to consider the following questions concerning installation in a classroom, separate kiln room or area.

- Kilns should not now be installed in school boiler rooms.
- In temporary accommodation, will the floor take the weight?
- Will the kiln fit through doorways to reach the proposed site?

Remember, kilns are awkward, heavy objects, therefore:

When buying a new kiln, please ensure that the proposed site meets the requirements detailed below, and ensure that the company have a plan of the school site with the unloading area marked and the route through to the installation site fully detailed. The kiln company will provide the guidance to achieve this. However, it is important to be thorough in your preparation; they should not be surprised by finding a set of stairs that they had not been informed of, or a doorway that is too narrow for the kiln to fit through. These mistakes will incur additional costs.

Consideration will need to be given to the following questions.

When installing in a kiln room:

- No kiln cage is needed, but will there be sufficient access around the kiln?
- Is there sufficient access to the back of the kiln for maintenance?
- Is the ceiling a sufficient height from the top of the kiln?
- Is there a means of heat extraction, e.g. adjacent open window or extractor fan?
- Is it possible to provide an appropriate electrical supply to the room?
- Are flammable materials normally stored in the room?
- Where should the bulkhead indicator light be placed?
- How do we ensure sufficient movement of air when an extractor is fitted?

Some questions answered

How close to a wall can a kiln be installed?

- Fire regulations now state 600mm ***minimum*** gap between each wall and the sides of the kiln.
- Most kilns have replacement elements fitted by removing the back panel. Sufficient space will need to be provided to allow maintenance access.

Positioning the power supply and kiln controller

- All kilns will need an electrical supply, gas kilns are not appropriate for school use. An isolator will need to be installed within one metre of the kiln, but positioned so that it is accessible for turning power on and off. Kiln controllers will normally be installed alongside the isolator. The position of which is determined by the power supply coming into the kiln area, but will ideally be on the wall at a comfortably accessible height to the front of the kiln. This should allow easy access for control and the setting and altering of firing parameters.

What can be safely stored near a kiln?

If the *kiln* room *is* just sufficient to site the kiln, there should be no storage of other materials. If the kiln room is large, some racked storage of materials away from the area around the kiln is acceptable, only if these are non-flammable!

NB It is quite appropriate to use the wall area in a kiln room to store day work on wood or metal racks. This has the advantage of providing additional storage for work waiting for firing in a warm environment. This also ensures that completed work is fully dry before being biscuit fired.

Where do we install a bulkhead warning light?

Normally above the kiln, but more usefully above the kiln room door, to give clear warning of a kiln firing.

The kiln cage

A kiln cage will need to be installed to surround all kilns that are sited in classrooms or open areas. The cage would normally be between six feet and full ceiling height. There are a number of companies that manufacture a kiln cage system, but this can be purpose made in school by a suitably qualified person.

- The kiln cage should be constructed as a frame (preferably metal) and covered with a mesh of a sufficiently small gauge to prevent pupils from reaching through the cage.
- Sufficient space should be provided around kilns to provide access for repairs and maintenance, minimum 600mm from each wall.
- The kiln cage will need to stand far enough away from the front of the kiln to allow kiln doors to be opened, or alternatively, be fitted with sets of gates to allow kiln doors to be opened and access to kilns for packing and firing.
- The gates or system of access should be fitted with a lock to prevent pupil access.
- Storage within the kiln cage area should be limited to:
 - a. essential kiln furniture, and stored in such a way that it will not prevent access around the kiln;
 - b. the storage of pupil's clay work on appropriate racks.
- Electrical isolators and kiln controllers should not be accessible from outside the kiln cage area.

Removing old kilns

The removal of any kiln will need to be carried out with care. If it is constructed with an outer shell of asbestos, it should on no account be dismantled. As a general rule, do not attempt to dismantle any kiln. They probably all contain some asbestos. After electrical disconnection, all kilns should be wrapped in polythene and removed professionally or placed in a skip. Kilns should not be abandoned on school sites or left outside classrooms.

Heat extraction

Some form of heat extraction will normally need to be fitted. Particularly if the ceiling is close to the top of the kiln. Alternatively, in some circumstances, opening an adjacent window will be sufficient.

NB The extractor fan should normally be connected to the kiln circuit to ensure that the fan is always running when the kiln is turned on.

Kiln controllers

A kiln controller will need to be fitted to any kiln to prevent over-firing and to allow for safe and controllable operation. This would in addition, allow the kiln to be fired overnight, avoiding the need for the teacher or school caretaker to switch the kiln off. There are a large variety of kiln controllers on the market and old kilns are still fitted with a range of systems. New kilns or repaired/upgraded kilns should be fitted with a control system with the following potential:

- Castell or alternative key interlock system (to prevent unauthorised use and accidental opening of the kiln)
- Readout of kiln temperature (analogue/digital pyrometer)
- Setting of kiln cut-off temperature
- Control of heat work (temperature rise/heating ramp)
- Resettable heat fuse (to protect against over fire)
- Soak controller (optional for KS1 & 2)

Recommended controller options:

- Automatic programmer/controller type system with -
 - programmable memory (individual heating ramps via set points)
 - timed soak facility
 - delay start facility
 - auto switch off at end of programme
 - mimic graphic ramp display of programme cycle
 - auxiliary relay for control of heat extraction fan
 - 13000 safety cut out

Additional safety and manageability:

- It is desirable that all kilns be equipped with a temperature indicator. This will allow all teachers to monitor temperature rise and confidently control firing. This can be integral to a kiln controller or as a separate temperature indicator.
- A heat fuse or temperature cut-off device is recommended. This will prevent damage to the kiln in the event of an over firing.
- When working with a new or upgraded kiln. Teachers should keep a simple log of kiln firing, indicating switch on times and temperature rise. This will allow problems to be identified and provide a record to review problems and ensure standards.

All installations of new kilns should be confirmed in consultation with either:

Bracknell Council Health and Safety Officer

Chief Building Surveyor (Planning & Transportation)

GUIDANCE ON KILN EQUIPMENT AND MAINTENANCE

- As a principle, all kilns should have an effective kiln controller. This should at least allow for a top temperature to be set (cut-off temperature) and for the control of heat work. If this is a non-indicating type, a separate temperature indicator should be included into the circuit to allow teachers to monitor temperature rise and confidently control firing. Where possible, new kiln controllers should always be of the temperature indicating type.

In addition, a heat fuse or temperature cut off device should also be installed for safety purposes and to prevent damage to the kiln in the event of an over firing.

- When purchasing further kiln furniture, remember that shelves (bats) must always allow air-flow around them during firing - therefore, they need to be 2 inches smaller than the muffle size of the kiln e.g. if the muffle size of the kilns 12x 12 then the shelf must be 10 x 10. New kilns are available with a kiln furniture pack that fully meets these requirements (as indicated in the guidance on kiln models, above).
- When packing a kiln, props must always be placed directly above one another. This avoids damage and the collapse of shelf bats.
- Remember that the thermocouple poking through into the kiln cavity is very fragile and easily broken if knocked. Should the outer sheath get broken a new one can be purchased quite cheaply, but do take care not to break the inner core as this is very expensive to replace. When replacing a part, be sure to order the correct size and length of thermocouple as they vary according to the size of the kiln.

NB A thermocouple sheath should protrude approx. 2 inches into the kiln, any further than this can result in an inaccurate recording of temperature.

- If in doubt as to the accuracy of the kiln's temperature reading, this can always be double checked by using a pyro metric cone during the next firing.
- Remember that ALL kilns must be protected by a cage or kept in a lock-up room that is not accessible to children - and which has adequate ventilation!

IF IN DOUBT - DO ASK FOR ADVICE - BE SAFE!

Appendix 13

Housekeeping

The Head Teacher will ensure that good standards of cleanliness are maintained around the school. They will monitor any potential fire risks, supported by the Fire Warden.

Fire escape routes and fire doors will be inspected.

The Head Teacher and the Fire Warden will:

- ensure appropriate disabled fire escape arrangements for disabled staff, children and visitors
- ensure the locations and presence of fire extinguishers
- monitor alarm bell tests

Cleaners will operate, where possible, outside school hours. In the case of after-school clubs, the area used will be cleaned later in the schedule.

Wet floors, electrical flexes etc. will be indicated by warning signs, as necessary.

Cleaning staff will notify the Head Teacher of any repairs/problems found around the school.

All cleaning materials will be locked away during the school day; however hand brushes and dustpans will be available.

Cleaners ensure that all waste is cleared and locked away in compound each evening.

Appendix 14

Vehicle Movement within School Premises

- * For cars entering the school premises we operate a one-way system around the island parking area.
- * Staff parking is in clearly marked bays, with one space for disabled access.
- * During the school day the gates of the play ground are kept locked.
- * In case of an emergency, requiring a fire engine/ambulance, the School Secretary will open the main double gates.
- * The waste disposal lorry arrives during the school day. The Head Teacher will ensure that such vehicles including delivery lorries are aware of the need for caution, driving around the premises.
- * Reminders will also be given regularly to parents/guardians on speed limits within the school premises and safe, co-operative parking around the school.

Vehicle Bomb Warning

Though this is unlikely, in the event of a bomb in the car park, the children and staff would be evacuated from the building and assembled at the farthest point away, on the playing field.