



TORFAEN COUNTY BOROUGH COUNCIL

**SCHOOLS HEALTH AND SAFETY POLICY
TEMPLATE**

**Llantarnam Community Primary School
Health and Safety Policy
July 2025**

Reviewed 28/9/2024

Introduction

1. The Health & Safety at Work etc. Act 1974 places overall responsibility for health and safety with the employer who is required to have a written health and safety policy.
2. This document provides a customisable template to assist schools in producing a written health and safety policy.
3. The model policy template is based upon Torfaen County Borough Council's [Corporate Health, Safety and Wellbeing policy](#) and other corporate procedures and arrangements which are relevant to schools where Torfaen is the employer. The policy and the other procedures and arrangements are available on the Council's "Swoop" system. For community schools, community special schools, voluntary controlled schools, maintained nursery schools and pupil referral units the employer is the local authority (LA).
4. For voluntary-aided schools, the employer is usually the governing body. It is for the governing body of these schools to determine whether to adopt the LA's Health, Safety and Wellbeing Policy and other associated procedures and arrangements. If not, voluntary-aided schools, need to make sure they have alternative arrangements in place that fit their individual circumstances.
5. Areas which will require customisation are highlighted in red, further customisation will be required for those schools where the Local Authority (LA) is not the employer.
6. It is recommended that the School's Health and Safety Policy Template should be developed by the Governing Body in conjunction with the Headteacher and members of the School Leadership team.
7. The organisation and arrangements which support the Health and Safety Policy Template (day to day management of Health & Safety) are the responsibility of the Headteacher and the Senior Leadership Team (supported by the Governing Body).

Part 1 – Statement of Intent for Llantarnam Community Primary School

The Governing Body of Llantarnam Community Primary will strive to achieve the highest standards of health, safety and wellbeing consistent with their responsibilities under the Health and Safety at Work etc Act 1974 and other statutory and common law duties.

This policy sets out how these duties will be conducted and includes a description of the school's organisation and arrangements for managing risk. Details of specific control measures are addressed in the arrangements section.

This policy will be brought to the attention of, and/or issued to, all members of staff *as part of annual* Safeguarding training, as required throughout the year through staff meetings, briefings and inductions.

The policy and the accompanying organisation and arrangements will be reviewed on an annual basis by the R&R Health and Safety Governing Body subcommittee and presented to all Governors for approval.

Other relevant policies that are in place in the school:-

Safeguarding – Child Protection,

Relationships Policy which included Positive Behaviour Management and Physical Intervention.

School Health and Safety Related Policies

Supporting Pupils with Health Care Needs

Traffic Management.

School Adopted LA policies

CCTV

Risk Assessments,

Educational Visits.

Accident Reporting and Investigation

Alcohol and Substance Use Policy

COSHH arrangements and control of substances

Display screen equipment policy

Driver Policy

Glazing procedures

Fire Safety Policy and Procedures

First Aid at Work Policy

Legionella Policy

Managing Snow and Ice at Council Premises

Manual Handling risk assessment – inanimate loads

Policy and procedures for the prevention and management of latex

Policy for the Control of Musculoskeletal Disorders

Policy for the Management of Asbestos – not applicable

Policy for safe use of Portable heating appliance

Policy on Sharps

Risk Assessment Policy and Risk Assessment Form

Safe working procedures

Smoke Free Policy

Severe Weather Policy

Torfaen Education Visits Policy

Traffic Management on school sites

Violence at Work Policy

Volunteers

Working Alone Policy

Working with Latex

LA Guidance:-

Landlord's consent to carry out work to Council premises (schools) guidance
Outdoor play equipment guidance and logbook
Needles and Syringes - Guidance on the handling and disposal of
Operating Instructions for the Conway Chair
Portable Heating Appliances - Procedure for safe use of
Traffic Management on Schools Sites - Risk Assessment Checklist
Unauthorised Roof Access - Guidance
Hot weather Guidance
Working Alone and Violence at Work - Guidance
Unauthorised roof access guidance

Relevant staff policies

Managing Pressure at Work
Occupational Health
Policy on Domestic Abuse
Violence at work policy
Code of conduct school-based staff
New and expectant mothers risk assessment and policy
Safe recruitment policy and risk assessment
Stress assessment form
Visitors policy

Name of Headteacher	Signature	Date
Laura Perrett	<i>LJ Perrett</i>	28/9/24
Name of Chair of Governors	Signature	Date
David Phillips	<i>D Phillips</i>	28/9/24

Part 2 - Organisation and Responsibility

Overall responsibility for health and safety in schools rests with the employer. Who the employer is, depends upon the type of school.

Type of school	Who is the employer	Governance
Community Schools Community Special Schools Voluntary Controlled (VC) Schools Maintained Nursery Schools Pupil Referral Units	Torfaen County Borough Council as the local authority	Governors of schools in this category have an obligation to ensure that the Torfaen Corporate Health Safety & Wellbeing Policy and all other corporate procedures and arrangements are implemented in their entirety. These schools are expected to develop their local arrangements in accordance with these.
Voluntary Aided (VA) Schools	The governing body	These schools are advised to formally adopt the Corporate Health Safety & Wellbeing policy and other corporate policies and arrangements. If they do not adopt them they must develop their own which must be agreed by the local authority. NOTE. Where LA employed staff are working on these premises (e.g. cleaning staff) the LA has responsibility for their health and safety.

Key Health & Safety Roles & Responsibilities.

At a school level duties and responsibilities have been assigned to staff and governors as detailed below.

School Governing Body

The Governing Body are responsible for ensuring health and safety management systems are in place and effective. As a minimum these systems should adhere to the LA's health and safety policy, procedures and standards. A Link Governor with Responsibility for Health and Safety has been appointed to receive relevant information, monitor the implementation of policies and procedures and to feedback health and safety issues and identified actions to the Governing Body.

The school's health and safety governor is Mr D Bailey
The health and safety governor will:

- Liaise between the Headteacher and the Governing Body in respect of health and safety matters

- Carry out an annual check of health and safety management arrangements in the school using the corporate template and the bespoke school checklist annually.
- Liaise with the site manager and Head teacher to address all issues identified.

The Governing Body will receive regular reports from the Headteacher and or the Governor nominated for Health and Safety or nominated member of the R&R H&S committee in order to enable them to provide and prioritise resources for health and safety issues. Health and Safety is part of every full Governing Body

Where required the Governing Body will seek specialist advice on health and safety from the Local Authority Education Health and Safety Advisor.

Headteacher

Overall accountability for the day to day management of health and safety in accordance with the LA's *health and safety policy and procedures* rests with the Headteacher. Certain tasks will be delegated as set out in the arrangements section of this policy.

The Headteacher is responsible for:

- Co-operating with the LA and Governing Body to enable the health and safety policy and procedures to be developed, implemented and complied with.
- Communicating the policy and other appropriate health and safety information to all employees and others which are required to implement it
Ensuring effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions.
- Reporting to the Governing body on health and safety performance and any safety concerns/ issues which may need to be addressed by the allocation of funds or other measures.
- Ensuring that the premises, plant and equipment are maintained in a safe and serviceable condition.
- Reporting to TCBC any significant risks which cannot be rectified within the establishment's budget.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Ensuring that the Forward Planning section are notified and consulted with regards any works to be undertaken or change of use of premises Torfaen County Borough Council own or occupy via the Landlord's consent process,
- Ensuring that all construction contractors engaged (including data cabling, security and carpets) are registered to one of the SSIP (Safety Schemes In Procurement) member schemes.
- Co-operating with the requirements, guidance or directions issued by the Local Authority relating to matters concerning health and safety,
- Ensuring that sufficient assessments are conducted for significant risks arising from the school premises and activities,
- Acting as the Premises Responsible Person, in liaison with Property Services and the Corporate Health and Safety team
- Nominating a person to assist in discharging their premises manager duties as set out in Corporate Health Safety and Wellbeing Policy and ensure that they are trained to the corporate standard,
- Ensuring that health and safety is a core element at management meetings

- Ensuring that employees have access to the “Health and Safety Law – What you should know” poster or the associated leaflet.
- Ensuring jointly with the Service Area Health, Safety and Wellbeing Adviser that managers identify the training needs of their staff and ensure training needs are met on a risk prioritised basis.

Whilst overall responsibility for health and safety cannot be delegated the Headteacher may choose to delegate certain tasks to other members of staff.

Site Safety

Health and Safety is the responsibility of the Head Teacher but areas are delegated to caretaker M Griffiths and staff

Person competent to undertake H & S risk assessments

The person/s that has/have been trained to the corporate standard to carry out risk assessments are:

- L Perrett
- V Freebury
- K Bailey

Employee Safety Representative

Employers have a duty to consult with their employees, or their representatives, on health and safety matters. The following are the representatives for the school:

- Employee safety representative – V Freebury
- Representative of employee safety (non trade union rep) – K Bailey

Machinery/Plant Inspection and Maintenance Reports

Reports received by M Griffiths Caretaker and report outcomes and actions to follow to HT and SSSO during weekly meetings.

Responsibilities of employees

The Health and Safety at Work Act etc. 1974 requires all employees to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and arrangements at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for

safety or health reasons.

Staff Consultation and Communication

Annual training
Weekly staff meetings
Weekly briefing and week ahead information for all staff.

Part 3 - Arrangements and Procedures

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to a reasonably practicable level and to comply with the Authority's Corporate Policy on Health, Safety and Wellbeing and associated documentation.

1. Performance Monitoring

The Headteacher will report to the Governing Body on H & S performance.

2. Induction

All new employees will receive health and safety induction by Head Teacher, Deputy Head Teacher or SLT member prior to them commencing work. The induction will cover the organisation and arrangements of health and safety as outlined in this template. [Reference to corporate induction booklet](#)

See Appendix B – school induction checklist

3. Accident Reporting and Investigation

All accidents should be investigated and reported in line with the Corporate Arrangements on [Accident Reporting and Investigation](#).

The arrangements stipulate separate processes for work related and non work related incidents in school.

Staff accidents are reported to designated line manager / HT and recorded in accident book (kept in school office)

Pupil accidents are recorded in class accident log book and a 'Mr Bump' form sent home for parents' records.

Bumps to the heads are reported to parents/designated guardians ASAP who make the decision for actions to follow.

4. Asbestos (No Asbestos on site)

The School has an Asbestos Management Plan and an Asbestos Register in place which outlines how asbestos containing materials will be managed in line with the [Corporate Asbestos Policy](#).

- The Asbestos duty holder in the school is Head Teacher L Perrett
- The deputy duty holder in the school is Caretaker M Griffiths
- The Asbestos Register is located: spare office.

Staff are reminded not to drill or affix anything to the walls without checking with the duty holder that it is safe in terms of asbestos to do so. This will also include the insertion of drawing pins into the wall.

Any concerns in relation to the management of asbestos at the school must be reported to – N/A

All staff will be made aware of the emergency procedure in respect of the inadvertent disturbance of asbestos, which can be found in the asbestos management plan and register. – N/A

5. Contaminated Waste

Any contaminated waste would be kept in a sealed contained / place within the school and disposed of by appropriate contractor via LA approval.

6. Contractor Management

Any school planning to:

- carry out any work on the structure of the building
- install any cabling
- change the use of an area of the building work

must apply for [Landlord's Consent](#) from the Local Authority prior to commencing any work. The local authority will respond setting out any requirements to enable the work to take place.

No contractor is allowed to commence work on the fabric of the school building unless they have been issued with a “Daily Authorisation to Work” form. One of the requirements is that they have received asbestos awareness training and have viewed the asbestos register and are able to determine that there is no asbestos present or presumed in the area that may be disturbed by the work.

The person authorised to issue the “Daily Authorisation to Work” form is M Griffiths, L Perrett & K Bailey.

Contractors engaged by the LA to carry out building maintenance and repairs, and servicing under Duty of Care arrangements will have already been vetted by Property Services to ensure:-

- They are qualified and have the necessary competences to carry out the work in question
- They are financially viable
- They have asbestos awareness training
- They are affiliated to a company registered through S.S.I.P
- They have been subject to Disclosure and Barring Service checks
- They have been issued with permits to carry out “hot work” on the site, if appropriate.

When engaging our own contractors to carry out work, the Headteacher will ensure that details of the proposed works are submitted to the LA for approval via the LA Landlord Consent procedure. The works will be carried out in line with any advice received from the LA.

All contractors carrying out work on the fabric of the building MUST:-

- Sign in at reception
- Be affiliated to a company registered with S.S.I.P
- Have received asbestos awareness training
- Be shown and read the Asbestos Register and sign the “Daily Authorisation to Work” Form

7. Curriculum Safety

C.L.E.A.P.S.S provide information that can be used to inform the risk assessments in high risk areas such as Science and Design and Technology.

i. Science & DT

Science and DT is part of the Curriculum Policy. Staff will undertake a risk assessment in relation to equipment identified as risk of causing harm which will be shared with pupils at appropriate level and approved by a designated lead for Risk Assessments.

(no science policy, however risk assessment in place for the use of scientific resources which increase risk)

ii. Equipment to teaching and develop Health & wellbeing, physical skills and sports

The guidance on “Safe Practice in Physical Education and Sport” is used to inform the risk assessments in P.E

Set risk assessments for gymnastics equipment and other sports equipment are in place.
Dynamic and set class risk assessments

8. Guidance on the Administration of Medication

[Tracey Pead draft policy for schools - supporting healthcare needs v final formatted 12418.docx](#)

See policy supporting learners with medical needs and administration of medicine

9. Electrical Equipment

The school has entered into the LA’S Duty of Care Contract for the 5 yearly testing of the electrical ring main.

Items of portable electrical equipment are tested on an annual basis by arrangement through the LA under the Duty of Care arrangements.

Visual checks of items of portable electrical equipment and its associated cabling are carried out before the appliance is used.

Any defects with electrical items of equipment are reported to Admin / M Griffiths. The items are taken out of use until the item has been repaired or replaced.

10. Fire Safety

The head teacher is responsible for ensuring the school’s fire risk assessment is undertaken and implemented as documented in the Arrangements for Fire Safety in Torfaen County Borough Council [FireSafetywithinCouncilPremises.pdf \(torfaen.gov.uk\)](#)

A fire risk assessment of the school premises has been carried out by Risk Monitor. The assessment is reviewed every 3 years by Risk Monitor (earlier if the school is extended, refurbished or remodelled).

The school uses R.A.M.I.S to record the actions it has taken to address the issues that were raised in the initial fire risk assessment and to keep an action plan of the outstanding defects. The person responsible for updating the RAMIS system is M Griffiths under guidance from K Bailey.

- Fire evacuation procedures are in place. Fire Drills are carried out on a half termly basis.
- Weekly tests on the fire alarm sounder points and monthly emergency lighting flick test are carried out on a rotation basis by M Griffiths

- 6 Monthly tests are carried out by a competent engineer engaged by the Property Services team.
- The fire fighting equipment is tested annually by a competent engineer engaged by the Property Services team.
- Details of the above are all recorded in the Fire Log Book which is located in spare office
 - Emergency exits, fire alarm call points, assembly points etc are clearly identified by safety signs and notices.

Emergency contact and key holder details are M Griffiths – 07802351637
 L Perrett – 07851639581
 D Phillips – 07792138344
 K Bailey – 07973964634
 V Freebury - 07912378157
 Cllr D Thomas - 07889847411

The safe evacuation of persons is an absolute priority.

Personal Emergency Evacuation Plans (PEEP's) are carried out on pupils, members of staff or visitors that have an on-going disability – ie physical, visual or hearing impairment – and also in situations where there may be a temporary medical condition in which a person would have difficulty exiting a building quickly – eg people with a broken leg - and measures are put in place to ensure they can evacuate the premises safely.

Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable fire fighting equipment, if they have been trained to do so (– ie they have attended Fire Warden training within the last 3 years). Persons trained in practical fire fighting are:
 All fire wardens

Details of service isolation points (i.e. gas, water, electricity) Plant room

An inventory of flammable substances on site will be kept by M Griffiths & K Bailey

An arson risk assessment is carried out by fire service in accordance with corporate arson risk assessment template

11. First Aiders

A first aid risk assessment has been undertaken to determine first aid provision. The first aiders for this school are:

SEE TRAINING REGITER (admin office)

- K Bailey will ensure that refresher training is organised to maintain competence and that new persons are trained should first aiders leave.
- The first aid boxes are located:- Office / every classroom / medical room
- *First aid pouch from classroom taken to all other learning areas and on transport for visits.*
- Transport to hospital: Parent asked to attend. If not possible a member of staff would accompany.

12. Glass and Glazing

The LA has carried out a survey of the glazed areas assessed to be in vulnerable/critical areas. Safety film has been applied to any areas deemed to be in a critical area. When the glazing in critical areas needs to be replaced, arrangements will be made to replace the glass with safety glass.

13. Grounds

The school engages Morris' of Usk to carry out maintenance to the school grounds. Before P.E, games activities, sports day activities are carried out, a visual check of the grounds are carried out by M Griffiths to identify any hazardous objects – e.g. broken glass, used needles, dog excrement, etc

14. Hazardous Substances

Substances hazardous to health may be chemical, biological, dust or any other substance classified as toxic, harmful, irritant, corrosive, oxidising, dangerous to the environment as identified on the product safety data sheet. It also includes dust, fume and vapour arising from any products used or produced via a process.

M Griffiths will ensure that:

- an inventory of all hazardous substances used on site is compiled and regularly reviewed.
- material safety data sheets are obtained from the relevant supplier for all such materials.
- where required COSHH risk assessments are conducted and that these assessments are seen and understood by those staff that are exposed to the hazardous substance.
- suitable personal protective equipment (PPE) has been identified and available for use for both employees and pupils where required by the assessment.
- No hazardous substances will be used to support teaching and learning without an appropriate additional agreed risk assessment.

15. Handling and Lifting – inanimate loads

- The competent person to carry out manual handling assessments is M Griffiths

16. Paediatric Moving and Handling

Manual handling assessments in relation to paediatric handling are carried out by C Townsend

17. Health Surveillance

Health surveillance is carried out by occupational health where required by a risk assessment of the work activity in accordance with the appropriate Regulations.

18. Jewellery

No Jewellery for PE

19. Lettings

Lettings managed by K Bailey

20. Lone working

See lone working policy

21. Managing Pressure

See risk assessment

22. New and Expectant Mothers

Follow LA Guidance
See *risk assessments*

23. Noise

The Corporate Health and Safety Team carry out noise assessments in accordance with the Noise At Work Regulations 2005 when requested in relation to noisy activities. They will provide a report on whether controls are adequate and make recommendations

24. Outdoor Play Equipment and football posts

M Griffiths to check weekly / daily / annual external inspection by Play Inspection.

25. Smoking & Vaping

Smoking, including electrical cigarettes and vaping, is prohibited on the school site including its perimeter.

26. School Visits/Off Site Activities

(The school adheres to the current LA's Educational Visits Policy and uses the EVOLVE system) – to approve visits and alert the LA of residential, visits abroad and visits involving adventurous activities.

All DSO are Education Visits Co-ordinators – L Perrett, V Freebury, A Spencer, L Miggins, K Bailey, C Vevo & E Boshein.

27. Transport (Hiring transport for School Trips, Swimming Lessons, etc

Arranged by K Bailey. All transport companies used LA EVOLVE approved

28. Use of Display Screen Equipment

See policy

29. Vehicles on site

See site security – traffic management policy

30. Violence to Staff

See policy

31. Hand Arm Vibration

The Corporate Health and Safety team carry out assessments for hand/arm vibration in accordance with the Control of Vibration at Work Regulations 2005.

They will provide a report outlining if any hand tools, machinery and equipment on the site produces hand/arm vibration, suggest suitable control measures to prevent staff using the equipment from experiencing health issues associated with vibrating machinery and equipment, and make recommendations that staff using the vibration machinery and equipment receive training.

32. Legionella control

Legionella is controlled onsite through the monitoring programme, by arrangements with the Duty of Care Contract arranged through the LA (NEMCO). This includes monthly temperature monitoring, quarterly shower cleans, six monthly TMV servicing and two-yearly legionella risk assessments. All little used outlets are flushed weekly as part of the onsite weekly flushing regime carried out by M Griffiths.

33. Toilets

Managed by M Griffiths and cleaning staff

34. H & S related Training

Training matrix help by K Bailey

35. Work Experience

Risk assessment and induction carried out by head teacher or SLT

36. Working at Height

See policy



Classroom Checklist

Health and Safety
Executive


Questions you should ask:		Yes	Further action needed	N/A
Movement around the classroom (slips and trips)	Is the internal flooring in a good condition?			
	Are there any changes in floor level or type of flooring that need to be highlighted?			
	Are gangways between desks kept clear?			
	Are trailing electrical leads/cables prevented wherever possible?			
	Is lighting bright enough to allow safe access and exit?			
	Are procedures in place to deal with spillages, eg water, blood from cuts?			
	For stand-alone classrooms: <ul style="list-style-type: none"> ■ Are access steps or ramps properly maintained? ■ Are access stairs or ramps provided with handrails? 			
Work at height (falls)	Do you have an 'elephant-foot' stepstool or stepladder available for use where necessary?			
	Is a window-opener provided for opening high-level windows?			
Furniture and fixtures	Are permanent fixtures in good condition and securely fastened, eg cupboards, display boards, shelving?			
	Is furniture in good repair and suitable for the size of the user, whether adult or child?			
	Is portable equipment stable, eg a TV set on a suitable trolley?			
	Where window restrictors are fitted to upper-floor windows, are they in good working order?			
	Are hot surfaces of radiators etc protected where necessary to prevent the risk of burns to vulnerable young people?			
Manual handling	Have trolleys been provided for moving heavy objects, eg computers?			
Computers and similar equipment	If you use computers as part of your job, has a workstation assessment been completed?			
	Have pupils been advised about good practice when using computers?			
Electrical equipment and services	Are fixed electrical switches and plug sockets in good repair?			
	Are all plugs and cables in good repair?			
	Has portable electrical equipment, eg laminators, been visually checked and, where necessary, tested at suitable intervals to ensure that it's safe to use? (There may be a sticker to show it has been tested.)			
	Has any damaged electrical equipment been taken out of service or replaced?			
Asbestos	If the school contains asbestos, have details of the location and its condition in the classroom been provided and explained to you?			
	Have you been provided with guidance on securing pieces of work to walls/ceilings that may contain asbestos?			
Fire	If there are fire exit doors in the classroom, are they: <ul style="list-style-type: none"> ■ unobstructed; ■ kept unlocked; and ■ easy to open from the inside? 			
	Is fire-fighting equipment in place in the classroom?			
	Are fire evacuation procedures clearly displayed?			
	Are you aware of the evacuation drill, including arrangements for any vulnerable adults or children?			
Workplace (ventilation and heating)	Does the room have natural ventilation?			
	Can a reasonable room temperature be maintained during use of the classroom?			
	Are measures in place, for example blinds, to protect from glare and heat from the sun?			

This is not an exhaustive list and you should identify any other hazards associated with the daily use of the classroom in the space overleaf, including any further actions needed. If necessary, discuss this with your head teacher or employer.

Llantarnam Community Primary School
Nurture, Inspire, Achieve – To be the best we can be



Person completing induction:	
Name:	
Date:	
Job / Role:	
Safeguarding covers Child Protection and Health and Safety	
Child Protection	Tick
Professional duty of care and confidentiality – policy and sign	
Safeguarding policy / Location of safeguarding information board	
Safeguarding concern –Enquire, record &report -	
Disclosure - Thanks for trusting, explain the need to keep safe therefore must report. never question, report to DSP immediately. Record as stated.	
DSO – designated safeguarding officers, roles and responsibilities	
Health and Safety	
We all have a duty of care to keep the children and staff safe	
School Health and Safety policy provided	
COVID-secure – Currently there are no separate protocols. As with any illness. If too unwell to come in follow short term absence procedure. NB! Good hygiene, particularly handwashing and ventilation if significant amount of any illness is in school.	
Fire and Emergencies	
Procedures to follow if the fire alarm goes off Escape routes, exit points and assembly points <ul style="list-style-type: none"> - Plans of the school showing fire exit route and written instructions are displayed in all rooms - Disability arrangements - Fire registers and RED bags containing any medical provisions able to be contained unlocked 	
Fire doors must be kept shut and escape routes clear	
Security arrangements	
Entering the building – door security <ul style="list-style-type: none"> - Never open the door to someone unknown – get a member of staff 	
Signing in procedures	
Out of bounds areas explained (Kitchen / boiler room)	
Pupils to stay within the internal fenced area – never allowing them to cross the front of the school without an appropriate adult. Foundation Phase use the side door to access for first aid at play times.	
Emergency Lockdown Procedures	
A lockdown procedure is a standard health and safety procedure which would be used when there is a threat to the safety of students, staff and others in the school and when it is safer for everyone to remain in school than evacuate. The aim is to keep people safe by confining them to a secure place of safety. Situations where our lockdown procedure may be used include but are not limited to: <ul style="list-style-type: none"> • A potentially dangerous person or animal on the school site; • A dangerous situation in the local community that could affect the school; 	

<ul style="list-style-type: none"> • A nearby chemical incident or other risk of air pollution; or • An incident related to terrorism. <p>The Emergency Lockdown procedures are as follows: Current procedures should be displayed under your first evacuation notices in classes. Lockdown if alerted over staff radios with, 'LOCKDOWN' Staff lock external and internal doors. All under desks.</p>	
First Aid	
Named first aiders (posters / rota)	
Location of first aid equipment (PPA/medical room) show cupboard and recording system) Coded door for security C2468	
Reporting an incident -to staff member in charge – lunchtime supervisor / class TA/Teacher	
Recording (complete accident book and Mr Bump form to go home) (school students report to member of staff to record)	
Electrical hazards	
Care – taking care with electrical equipment (water)	
Reporting issues – any concerns report	
Medical	
Staff / student - Duty of care to know about pupil medical needs – class file/ page profiles / care plans	
We are a nut free school	
Staff Welfare	
Location of staff / adult toilets	
Breaks - (school students take breaks in an allocated classroom)	
Are there any health issues the school need to be aware of?	
Staff/students / volunteers professional conduct	
Professional Guides provided Education Workforce council	
LA – information security, code of conduct, social media	
School – confidentiality,	
Absence	
Staff / Student absence – reporting by 8am head/deputy Phone in by end of school each day to inform for the next unless a fit note in place	
Students – must inform college and us day before/morning of absence and let us know each day for the next.	
Sports clubs – let us know ASAP – take responsibility for informing parents	
Additional Information extra-curricular club leads / external child care provision	
Do they have safeguarding Level 1?	
Relevant and up to date First Aid training? - Reporting injuries / accidents	
Must be given an extra-curricular clubs file with policies	
Areas in the school permitted to use (no plant room or Kitchen)	
Policies	
If additional policies required see the office/line leader	

Induction lead (SLT) signature: _____

Inductee signature: _____

Flow chart roles and responsibility

