The Mulberry Primary School

○ Learning and Achieving Together ○

Health and Safety Policy

2026

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Next Review Date	***September 2027***

The Mulberry Primary School
Health and Safety Policy

Introduction
The "Health and Safety at Work etc. Act 1974" (HSWA) and subsequent regulations place obligations upon employers, their employees, and the self employed, in respect of measures to safeguard everyone involved in, or affected by, work activities.

These obligations have been developed during the years since the original HSWA and through the issuing of regulations and approved codes of practice.

This process of development may be expected to continue and has been given additional impetus through the embodiment into UK law of EC Directives, of which the "Management of Health and Safety at Work Regulations 1992" is a significant example.

This health and safety policy serves the dual purpose of drawing together into one document those procedures and guide-lines which have been developed within the school in response to the regulations that currently apply and a framework for future developments and updating that may apply as necessary.

Responsibility for the production, updating, and development of this policy lies with the Head Teacher, but the actual updating and amendment may be delegated.

All employees and contractors are required to be familiar with this policy, to understand it and to act in accordance with its requirements.

All employees and contractors have a legal obligation to work and act with due regard to the health and safety of themselves and others, to co-operate in complying with statutory duties, and not to intentionally or recklessly misuse anything provided by the school in the interests of health, safety and welfare.

This policy is issued with the authority of the Head Teacher and its requirements are binding upon all employees.

Safety Policy

Safety policy statement

The Head Teacher of The Mulberry Primary School fully accepts her responsibilities under the "Health and Safety at Work Act 1974" to provide the resources to ensure the health, safety and welfare of both staff and pupils.

The school is committed to identifying, then eliminating or controlling, any hazards encountered in the school or on the site.

The Head Teacher will monitor this safety policy and revise it as necessary.

The school is also committed to the safety of others, not employed by the school, who may be affected by the activities of the school, i.e. pupils.

This statement, together with the safety policy, will be communicated to all members of staff via the school's regular training sessions and through induction training for new staff. A copy of the policy is situated in the staff room. New members of staff are directed to this in their Induction Pack.

Signed *Headteacher*

Date *September 2025*

Signed *Chair of Governors, (optional)*
September 2025

Roles and responsibilities.

Governors

Whilst Governors do not have to actually implement the health and safety policy of the school, they do have a role in ensuring that the school has a suitable health and safety policy in place and that it is acted upon.

By ensuring that the health and safety policy is developed and implemented the Governors will be discharging their legal requirement of ensuring the health, safety and welfare of the school's employees and the health and safety of those not in their employment i.e. pupils, parents, visitors and contractors.

The Governors must also ensure that the senior school management operates safe school premises with safe equipment, materials and substances.

The Governors must identify and evaluate risks relating to accidents, health and school-sponsored activities and identify and evaluate risk control measures.

The Governors should also ensure that the policies and standards laid down by the LEA are adhered to.

To ensure that the above are in place it will be necessary for the Governors to periodically inspect the school and ask specific questions of senior school management to ensure compliance.

In addition the Governing Body undertakes to provide

- A safe place for staff and pupils
- Safe plant, equipment and systems of work
- Safe arrangements for handling, storing and transporting articles and substances
- Safe working conditions
- Adequate information, training, instruction and supervision
- Adequate welfare facilities

Head Teacher

In a primary school the Head Teacher retains overall responsibility for ensuring the health, safety and welfare of all the employees and the health and safety of pupils, visitors and contractors. The following duties normally relate to the Head Teacher but any of them may be delegated to suitable staff. Note that even if duties are delegated, overall responsibility rests with the Head Teacher to ensure they are carried out.

Head Teacher duties include activities organised on behalf of the school but being undertaken away from the school site.

The Head Teacher will:

take day to day responsibility for and manage all health and safety matters affecting the school;

ensure effective communications on health and safety matters exist between the school and the Education's Department Safety Advisers;

ensure compliance with health and safety law;

provide Governors with an annual report on matters affecting health and safety within the school;

together with school staff, assess and control the risks to persons, from hazards within the school, and any of its activities, wherever they are undertaken;

provide equipment and articles for the school that are adequate for their intended use, are correctly serviced and properly maintained;

ensure hazardous substances, i.e. cleaning substances, are properly used, stored and disposed of;

maintain first aid and accident reporting systems that are suitable for the school, and where necessary, carry out accident and incident investigations;

evaluate the need for health and safety training for school staff and arrange for its delivery;

ensure the co-operation of all staff at all levels of this policy;

bring to the attention of the Governing body or the LEA, any matter of health and safety that cannot be resolved or is of substantial or imminent danger to any person;

liaise with contractors, or their representative undertaking work on the school site, to ensure the safety of any persons exposed;

ensure arrangements for fire prevention within the school are adequate and that suitable arrangements are in place for testing the fire alarm systems, fire fighting equipment, emergency lighting etc. and that records are maintained;

ensure adequate fire drills are carried out and their results recorded;

keep the school's health and safety policy under review and bring any amendments to the notice of all staff;

ensure that adequate emergency procedures exist in relation to fire, gas leak, intruder etc.;

ensure that the school has access to competent health and safety advice.

All Employees

All employees are to be familiar with the school safety policy and:

ensure that they work in ways that are safe and without risk to themselves, the pupils other staff or visitors;

co-operate with those who have a duty to ensure health and safety by adhering to advice, instructions and procedures for health and safety;

and by reporting any unsafe practices which come to your notice;

participate with the school to improve the standard of health and safety.

Teaching Staff and Classroom Support Staff

All teachers and classroom support staff should:

Check classrooms regularly for any potential hazard or risk, including electrical plugs, sockets and equipment; radiators, furniture, extension leads and cables, the storage of sharp or potentially dangerous resources and equipment (e.g. drawing pins, scissors, paper trimmers, D.T. tools); uneven flooring; failure of lighting. The teacher will take any immediate steps to minimise any risk. All concerns should be reported to the Headteacher and details should be entered in the Facilities Manager's book which is kept in the main office.

Teach children safe routines and procedures and ways of behaving in school. This includes using the corridors and stairs safely and not running inside the building; the use of safe setting up and dismantling all P.E. equipment; using Science, D.T. and I.C.T. equipment safely.

Teach children about personal health and safety.

Take obvious health and safety precautions on any school trip. (All members of staff must familiarise themselves with the School Visits Procedures).

Curriculum Co-ordinators must ensure that resource rooms are organised safely and that curriculum policies include safety procedures.

Not take hot drinks into the playground, or give empty crockery to children. They should not lift heavy equipment or climb ladders on their own.

Teach children how to behave in case of fire.

Check that fire exits are free from obstructions when using a classroom with a fire exit.

Enter personal accidents in the Accident Book kept in the Main Office.

Facilities Manager

The Facilities Manager has very specific and important roles to play in the implementation of the health and safety policy for the school. He and his Assistants will make regular checks of his book in the Main Office and liaise regularly with the headteacher or other designated person on all matters of health and safety which relate to their jobs.

The Facilities Manager will ensure:

staff within their control are adequately trained or instructed to perform the duties for which they are employed;

the COSHH assessments have been carried out, up to date, and the assessment sheets available to staff who need them;

all staff using chemicals have been informed of the dangers from the chemicals they use and the control measures that are in place to prevent them from being harmed;

all staff using chemicals are informed of the first aid treatment required in the event of them coming into contact with the chemicals;

that waste disposal arrangements are made with regard to the health and safety of all staff and pupils;

test fire alarms once a week and complete the fire risk checklist regularly

risk assessments have been carried out on all hazardous activities undertaken by the department i.e. using ladders, entering boiler rooms etc.

PAT testing is carried out annually on all electrical equipment.

Administrative Officers

The Admin Assistants are responsible for ensuring that security arrangements are adhered to with regard to visitors to the school. All visitors should be asked the purpose of their visit and should use the signing in procedure and sticker ID. All parent helpers should sign in. All members of staff leaving the site must sign out.

Supply staff must also sign in and out using the signing in procedure and sticker ID.

Care must be taken in using I.C.T. equipment. In particular, Admin staff must not sit at a V.D.U. for longer than two hours without a break.

First Aiders : Appendix 1

Deal with all matters of First Aid
Administer medicines following procedures outlined in this policy.
Keep accurate records
Ensure that their First Aid qualification is kept up to date.

School Meals Supervisory Assistants

SMSAs ensure that the lunchtime environment is safe by:

Helping young children to carry hot food.
Ensuring that children follow safe routines in the dining hall.
Ensuring that wet play arrangements include at least one adult in each infant classroom and monitor each junior classroom to ensure that an adult is available.
Ensure that children in the playground do not go out of bounds or climb on forbidden territory.
Deal promptly with minor accidents and enforce the school's behaviour policy.

Kitchen Staff

Kitchen staff are responsible for ensuring safe and hygienic systems in the kitchen. (This includes the serving of food at the correct temperature.) They must comply with all health and safety rules specifically designed for the school kitchens in accordance with the D.S.O. policy.

Cleaners

Cleaning staff should:

Be aware of procedures for the use of chemicals and seek advice from the Facilities Manager.
Report potential risks and/or hazards to the Facilities Manager.
Minimise the immediate risks to other adults and children.

Children

As members of the school community, the children should be encouraged to:

Comply with the school's behaviour policy in all matters which affect health and safety.
Feel confident about expressing concerns relating to their safety in the school and during school activities outside it.
Report to the class teacher any concerns or worries about their environment, personal safety or faulty equipment.
Use the toilets with consideration for others, including the Facilities Manager and Cleaners.

Arrangements or procedures for ensuring the policy is met.

Procedures

1. Administration of medication
2. Animals in school
3. Pest Control
4. Asthma
5. Accident reporting
6. Blood, avoiding contamination
7. Chemical safety
8. Contractors
9. Electrical safety
10. Fire safety
11. First aid
12. Flammables
13. Health and safety assistance
14. Infection Control
15. Infestations
16. Inspections of the school / Auditing of the Safety System
17. Ladders and step ladders
18. Manual handling
19. Work Station Safety
20. Off site visits
21. Pregnant workers
22. Risk assessments
23. Safety training
24. Security
25. Stress
26. Sun Safety
27. Waste disposal
28. Arson Prevention
29. PATS Testing

1. Administration of medication

It is recognised that teachers do not have any obligation under their contract to administer medication to pupils and that such administration is on a voluntary basis. There is a requirement however under the DES to assist pupils with medical needs.

Administering medication in school.

The school accepts the need for some pupils to receive medication during school hours. To this extent, the following people will administer medication under the guidelines shown in this procedure. Members of staff named here have volunteered to administer medicine and have received the appropriate training in each case. They are not required to administer medicines without the required training.

People who are prepared to administer medication:
Dawn Hooper

Only medication prescribed by a doctor will be accepted for administration.

The medication will only be accepted with written authorisation from the parent or guardian and written instructions from the GP or hospital.

The written authorisation must contain clear instructions about the dosage and time of the administration.

A standard form will be issued by the school for this permission to be given. It contains a statement that the member of staff administering the medication does not claim to be any form of medical practitioner.

Medication will be administered in the presence of another member of staff.

The medication will be stored in a secure place; either the Head's office or the staff room fridge, if it is necessary to keep it cold.

This medication policy is brought to the attention of all parents in the school prospectus.

Some medical procedures relating to children with Special Needs require medical assistance involving procedures which enter body cavities and/or intimate areas, e.g. syringes, Epi-pens, suppositories, catheters, tracheotomies. In such cases a Child Health Care Plan would be completed by the school, in conjunction with the parent/carer, with the advice of the School Nurse/GP. The Child Health Care Plan will include the following details;

Named staff, child photograph, two family contact names/addresses/telephone numbers, GP and clinic/hospital contacts. A parental signature to this plan indicates consent to the gender of the named staff.

Relevant staff should use appropriate protective clothing (eg disposable gloves), ensure that medical supplies are appropriately stored, and have regard to the privacy and dignity of the child.

2. Animals in school.

Animals can play an important role in the education of children. Children can learn about their needs and characteristics. Only suitable animals should be used in the school and proper planning considered for their welfare, particularly during holiday times. Recognised publications should be used to determine suitable animals and should be available when keeping animals in school. This procedure is a guide to the precautions taken by the school.

Be aware that there are some animals and plants that cannot be taken from the wild.

Have a reliable reference book available on the animal such as those produced by the RSPCA.

Only obtain animals from reputable suppliers.

Ensure that children wash their hands before and after handling animals.

Animal houses to be kept clean and disinfected as required.

Do not allow contact between school animals and wild animals to avoid transmission of disease.

Do not allow children to bring dead or injured animals in to school.

If animals wander on to floors or tables wash afterwards.

Teach children how to handle the animals with care.

Feed animals correctly.

Any animal bites and scratches should be washed carefully. Seek medical advice if there is any risk of infection.

3. Pest Control.

The school has arrangements in place to guard against any pest infestations – wasps, mice etc. These are dealt with as a matter of urgency in accordance with LEA advice and procedures.

4. Asthma

Some children in the school have an asthmatic condition.

Guidelines for dealing with an asthmatic attack should be made known to all staff.

Details of all of the children in the school who have an asthmatic condition are contained in the school medical register which all staff have access to.

All teachers and support staff involved with the pupil should be aware of the location of each child's inhaler and where spare ones are stored.

5. Accident reporting.

All accidents are recorded in the school accident books.

More serious accidents to pupils and any accidents to staff, visitors, or contractors are notified to the LEA.

Notifiable injuries, as shown by the LEA, should be declared to the Health and Safety Executive local office and the LEA.

Where a child has suffered a head bump, the First Aider attending the child will inform the Office staff who will send a letter home to advise the parent.

More serious accidents should be investigated to try to prevent it happening again. This investigation should be documented.

6. Blood, avoiding contamination.

All staff should be familiar with this procedure before having to handle blood.

Wash hands first.
Put on disposable gloves.
Clean any wound as necessary or ask first aider to treat.
Dress any wound if necessary.
Dispose of the gloves and wipe or contaminated material in a plastic bag, seal if possible, and dispose of in the main bin. If there is a yellow bag system in place, use the yellow bag.
Wash hands thoroughly again.
Record incident in the accident book.

7. Chemical safety.

The most hazardous chemicals used in the school are likely to be the cleaning chemicals used by the cleaners or Facilities Manager. These should be kept locked at all times when they are not being used. Teachers should not keep their own small stock, or spray, for their own cleaning jobs.

Chemicals and cleaning chemicals should always be stored in their own container with the original label and warnings showing clearly on the container.

Never use food or drink containers to store chemicals.

Keep only small quantities of the chemicals.

Any spillages should be cleaned up at once.

Teach children to recognise the orange warning symbols, which they may come across on household containers, such as bleach, disinfectants, lavatory cleaners, oven cleaners, paint strippers etc., and warn of the dangers.

Ensure protective clothing is available when using chemicals.

COSHH assessments must have been carried out before using chemicals and the user informed of the dangers and control measures to be in place for that chemical. There should also be suitable first aid arrangements available for treating chemical splashes.

Reference: The Control of Substances Hazardous to Health Regulations.

8. Contractors on site.

Contractors on site need to be supervised by the Head Teacher, Facilities Manager etc. who should be aware of the school's responsibilities regarding contractors. Checks do need to be made for competence and insurance.

Ask the contractor for risk assessments.

The following guidelines should be followed.

Before any work commences, it is advisable to hold a meeting on site with the contractor to agree how potential problems can be avoided.

When using local contractors the school may take the advice of the school's Property Officer. This ensures that only suitable contractors are brought into the school to perform tasks.

Contractors should satisfy the following:

be capable of carrying out the work in a competent manner, either by qualification or experience;
can supply the resources to satisfactorily complete the job, without up front payment;
able to supply several satisfactory references, which should be checked;
is a member of the relevant trade association;
has sufficient, and up to date Public Liability Insurance, ask for a copy of the certificate and keep it on file, diary date the expiry to check for renewal;
has an up to date and meaningful safety policy;
has documented risk assessments;
agree to abide by the school safety policy and rules, in writing;
clearly state what work will be done, at what cost, and by when, in writing, before the work commences so that understanding and agreement can be reached.

If the above can be adhered to in all dealings with contractors it will greatly reduce the risk of problems or disputes. Remember, it is your site and they have to abide by your instructions.

All contractors must be issued with the current Asbestos register.

9. Electrical safety.

Most people will be well aware of the dangers associated with electricity and electrical equipment. Electricity is potentially the most dangerous thing in the school and must be treated with respect. The Electricity at Work Regulations impose certain duties on organisations to ensure the safety of those who may be affected by it. The following procedure should be adhered to in the use of electricity:

All portable electrical appliances should be tested as necessary.

Staff should be instructed visually to check each item of electrical equipment before it is used. Look for signs of burning, damaged cables, loose covers etc.

Any faults must be reported to the Head Teacher immediately and the equipment taken out of use until it is suitably repaired.

No one is allowed to work on any electrical circuitry or equipment unless competent to do so.

Be aware of the dangers of trailing cables and do not have trailing cables across walkways.

Four way extension blocks should be secured to the wall or computer trolley to prevent them being tangled in feet. This prevents tripping hazards and damage to equipment.

The fixed electrical installation should be tested at about five yearly intervals.

10. Fire safety.

The School has *Fire Safety Arrangements* in place. A copy is on display in the staff room. Please ensure that it is read along with the *Workplace Safety Organisation and Arrangements* also on display in the staff room.

Fire drills are carried out at least once per term. The time taken to evacuate the school is recorded. The result of the fire drill and any action points arising are reported to all staff.

The fire alarm system is tested by an approved contractor on a regular basis.

Any faults on the systems to be reported to the contractor immediately.

The break glass points they should be tested weekly from a different point each time.

Emergency lighting is regularly tested.

All records of the alarm system tests and fire drills are kept by the Facilities Manager.

Fire assembly points should be known by all and are clearly marked.

Registers must be taken to the assembly point to carry out a roll call.

Fire extinguishers are serviced regularly.

Fire exits are regularly checked to ensure that they are not blocked.

Fire exit doors to be checked regularly to ensue that they are in good condition and can be opened or are automatically released if on magnetic catches.

Fire signs are updated to comply with recent changes to regulations.

Fire Wardens are named in the *Workplace arrangements* and *Fire Safety Arrangements* procedures.

Only the Facilities Manager or his Assistants may use the Fire Fighting Equipment.

All staff, and particularly supply teachers, are made aware of the fire arrangements.

The school is a non-smoking site.

11. First aid

The school has more than 10 four day qualified first aiders, more than 10 one day trained first aiders and more than two first aiders trained in paediatric first aid to allow for cover during school visits. The school has a regular training programme that will include all remaining staff for the basic one day first aid training.

A list of the qualified first aiders is available in strategic places throughout the school. All staff, including supply teachers are made aware of the first aiders and their location.

First aid kits are available in the school and their contents checked and replenished as necessary by the nominated first aider, or whoever is nominated. Only first aid items may be held in a first aid kit. There must be no creams, lotions, tablets etc. in the kit.

Portable first aid kits are available, suitably stocked and taken on all visits away from the school.

In the event of a more serious injury, such as:

unconsciousness;
severe bleeding;
object stuck in throat;
deep cut that may require stitching;
suspected fracture;
severe asthma attack;
severe reaction to bites or stings;
swallowing or suspected swallowing of toxic substance;

Dial 999 and ask for an ambulance,
CALL PARENTS IMMEDIATELY.

12. Flammables.

The school does not keep quantities of flammables, particularly flammable liquids. Some cleaning items however are flammable and some highly flammable. Where these items are used, no large quantities will be stored. Deliveries and orders will kept to a minimum. Where such items are required in the school, they will be stored in a suitable, locked metal cabinet, in the cleaner's or caretaker's store.

13. Health and safety assistance.

To satisfy its legislative requirements, of having access to a competent person, the school seeks the assistance of the health and safety department of the Local Education Authority. This department will provide advice and guidance on health and safety law and what the school needs to do to comply with that law.

14. Infection Control

The LEA guidelines will be followed and advice will be sought from the LEA in each case.

15. Infestations.

Infestations of Headlice, threadworms: all parents of the class will be notified.

16. Inspections of the school / Auditing of the Safety System

The school is inspected regularly by the Head Teacher and the Facilities Manager for any defects that could lead to an accident or ill health of any occupant. These inspections are carried out normally once per term and the results briefly recorded in the school log or inspection book. The health and safety representative for the school is invited to accompany these inspections.

The Governors carry out safety inspections on an annual basis and submit a report to the Head Teacher for action.

The school conducts a regular safety audit with the LEA Health and Safety Advisor every two years at least.

In addition, the Premises Committee of the Governing Body regularly review the Health and Safety Policy and carry out Site Walks to detect any risks and identify risk assessments that are needed.

The purpose is to ensure the system remains effective. During the audit, the management procedures shown in the safety policy are checked to ensure that they are still put into practice and that the staff are actually aware of them.

As part of the audit, the auditor also walks through all parts of the school to look for failings in the system.

The safety system will be audited by:

The safety system will be audited every two years, normally during the Autumn term. A report is given to the Head Teacher for action.

17. Ladders and stepladders.

Extending ladders.

Where extending ladders are used, normally by the Facilities Manager, then proper instruction or training should have been received. It is recognised that this training could have been received during previous employment. Roof work, even retrieving balls, should not be undertaken during windy or severe weather. The school has a tower which must be used for all high level work. Training in erecting the tower must be organised by the Site Manager.

Stepladders, kick stools.

There are stepladders or kick stools provided around the school to prevent staff from using chairs for access to high shelving or putting up displays. Staff should receive basic instruction in the use of step ladders (please see the Facilities Manager or his Assistant) to ensure that they are aware that they must not have any degree of side loading and that the top step should not be stood on, unless it is designed for this, and has a suitable rail to support the user.

There should not be any chairs in storerooms.

18. Manual handling.

All staff are made aware of the risks associated with manual handling. Staff are advised to avoid manual handling as much as possible. Manual handling includes lifting, pulling, pushing, moving and carrying. Where there are manual handling tasks to be carried out then a suitable risk assessment will be carried out to determine if the risk can be reduced. This is particularly important where the school has disabled pupils who may need assistance for certain tasks.

Where a manual handling assessment for a pupil is needed, it is likely that specialist assistance will be required.

Where staff have to carry out manual handling operations then the appropriate level of training will be provided.

Seeking assistance with the task can often reduce the risks for simple handling tasks.

19. Work Station Safety.

The office is checked to ensure that trailing cables from computers do not cause tripping hazards.

A Display Screen Assessment is carried out to ensure that the staff are not exposed to risks from repetitive strain injury or work related upper limb disorder. The staff are involved in the assessment.

There should be adequate storage provided for files etc.

Space under the desk and open floor areas are not used for storage.

20. Off site visits.

The school has a School Visits Procedure file kept by every Year Group leader.

An off site visit is any visit where the children are taken away from the school site.

Risk assessments will be completed and documented for all off site visits. Where the visits are regular visits, such as to the church or swimming pool, the risk assessment will be completed then reviewed each term or year as necessary.

All LA or DCSF guidelines are to be followed before any off site visits take place. All necessary documentation is to be completed before the visit takes place.

Where activity providers are used then their competency is to be checked.

The risk assessment process determines the level of first aid cover on the visit.

First aid kits are always taken on the visit.

All arrangements for off site visits must be checked by the Head Teacher before the visit commences including risk assessments for swimming, museums etc.

21. Pregnant workers.

When a member of staff has become pregnant the school should be notified and an appropriate assessment carried out to ensure that the duties performed do not cause her, or her unborn child, any harm.

22. Risk assessments.

Risk assessments will be carried out by the school to comply with legislative requirements. The risk assessment will be lead by senior school management, but will include as many staff as possible. Risk assessment is better carried out by several people together rather than as an individual exercise. The risk assessment will look at the hazards encountered, who may be harmed by them, how they may be harmed, the control measures that are in place or need to be put in place. The findings of the risk assessment will be brought to the attention of staff and the assessment reviewed and revised as necessary. The review will take place at least annually but will also take place if there are changes that require it, such as building work being carried out at the school.

23. Safety training.

The safety training needs of the school will be considered by senior school managers and the appropriate training arranged for staff.

Safety training will be given to new or relief teachers as soon as they join the school. As an absolute minimum, this basic training should include the procedures for fire and first aid. They should also be made aware of this safety policy and the procedures for implementing it.

The Head Teacher will arrange refresher training as necessary.

24. Security.

Ideally, the school should have a dedicated policy on security. As a minimum, the following can be used.

It should be possible to make the school secure during the day. Doors should not be left open where this would allow access to people.

Visitors.

Visitors to the school should be directed to the main reception by signs outside.

Visitors, even regular visitors, contractors etc, should sign in at reception. The school has sticker ID that visitors are required to wear.

If unknown visitors are encountered in the school, or not wearing a valid sticker ID, refer to the intruder section below.

Visitors should sign out at the end of the visit.

Valuable equipment.

All valuable equipment (over £250) is security marked and an inventory compiled and maintained by the school Admin Officer and ICT technician.

Personal property.

Staff are responsible for the security of their own personal items. These can be deposited in the office or staff room during the day.

Pupils are discouraged from bringing valuables into school

Pupils can ask a member of the Admin Staff to look after small quantities of money they may bring in to school.

Parents are reminded to identify pupils' clothing by securing nametags to them.

Cash handling.

The school has a safe. The largest amounts of cash are likely to be the regular collections of dinner money. Cash should not be stored on the premises for longer than necessary. Dinner money cash is collected on a weekly basis by Securicor.

Intruders

The school has a secure entry procedure. However if any person succeeds in entering the school unlawfully, please note these points:
Any intruder will be challenged, i.e. "Can I help you? Are you looking for reception?
If the intruder is in a classroom help must be sent for from the Office or the alarm raised if there is any danger to pupils of staff.
Ensure that pupils are removed from the room if it is safe to do so.
The Headteacher will inform the police in all cases of unauthorised intrusion.

25. Stress.

The school recognises that stress can be a result of many factors, some of which may be exacerbated by work.

Stress is not a sign of weakness and should be discussed openly.

Staff should be encouraged to support one another.

Head Teachers and senior school managers need to be aware of the signs of stress and how to deal with it.

26. Sun Safety

Parents are encouraged to ensure that they apply sun screen to their children in hot weather. Children are educated as to the dangers of remaining in the sun for long periods.

27. Waste

The arrangements for removing waste from the school are reviewed annually to ensure they remain satisfactory. Consideration is given to the need for removing clinical waste in yellow bags which is removed by a specialist firm contracted by the school.

28. Arson Prevention

Premises can be targeted either deliberately just because they offer easy targets, (schools are particularly vulnerable), with most fires likely to be started by pupils, ex-pupils, or those with a knowledge of the school.

Be suspicious of small fires within the vicinity of the school, Small 'accidental' fires may be an indicator of something more destructive. Investigate any 'suspicious incidents' fully and record your findings.

Measure to reduce arson may include:-

- deter unauthorized entry to the site by limiting site entrances, providing appropriate boundary security and implementing controlled site access;
  palisade perimeter fencing is installed around the site
- thoroughly secure all entry points to the premises, including windows and the roof, but make sure that this does not compromise people's ability to use the escape routes;
  Site open and closed by site managers , ensuring all windows are closed. Security guard is employed in LRC who mans main entrance gates (West Green Road) and we have an automated timed gate system on the vehicle gate and pedestrian gate (Langham Road)
- ensure the outside of the building is well lit;
  There is external lighting across the site
- reduce the opportunity for an offender to start a fire by reducing concealed entrances or areas which offer cover;
- make sure you regularly remove all combustible rubbish;
  All external combustible materials are collected weekly
- do not place rubbish skips adjacent to the building;
  Rubbish skips are kept within a compound secure site
- do not allow combustible displays or storage on the internal windowsills of ground floor rooms;
  all classrooms/offices have cleared their internal windowsills
- secure all storerooms, staff restrooms, the head teacher's office and general office areas against intrusion at the end of the working day;
  The entire site is checked and locked down each evening by the site team
- secure flammable liquids so that intruders cannot use them;
  All flammable liquids are kept in secure flammable cabinets
- maximize the use of video surveillance;
  CCTV is operational across the whole site
- encourage staff to report people acting suspiciously;
  Security staff are employed to control our main entrance and mentors patrol regularly throughout the day
- promote good relations with neighbours who overlook your premises – they can be your eyes when the premises is unoccupied; and
  Neighbourhood watch is in practice
- do not park vehicles next to windows or doors opening into buildings.
  Vehicles are restricted, as much as possible, to the main car park

29. PATs Testing

The Health and Safety at Work Act 1974 and Electricity at Work Regulations 1989 require all electrical equipment, plant and machinery to be maintained in a safe condition without risk to the safety of operators and others e.g. visitors or members of the public.

This policy provides details how we ensure that electrical apparatus remains safe through periodic inspection and testing, and careful use.

1. Introduction

Portable electrical appliances are defined as electrical appliances which can easily be connected to and removed from an electrical supply. This will include electrical office equipment (e.g. computer displays, processing units, printers, trailing sockets, photocopiers, shredders, charger units etc), canteen equipment (e.g. kettles, toasters, cookers etc), or basically anything with a plug for a connection to a mains supply. (Seek advice where unsure).

2. Aims

The aim of this policy is to ensure that items of portable electrical equipment remain safe without risk of fire or electric shock. It aims to ensure a regular regime of inspection, testing, maintenance, repair and record keeping is enforced.

3 Application

This section applies to all premises, all portable electrical apparatus therein and all employees.

4. Legal and other references

Health and Safety at Work etc. Act 1974
Electricity at Work Regulations 1989
And associated codes of practice/standards and guidance notes.

5. Policy details

In order to ensure that portable electrical equipment remains intrinsically safe, inspection and test will be carried out as part of a Portable Appliance Testing Programme. These tests will be carried out annually by an external competent PAT testing company taking account of risk assessment and guidance produced by regulatory authorities (HSE). In addition, periodic visual inspection will be carried out locally within schools and department.
Refer to PAT inspection and test registers for further details.

5.1 Duties and responsibilities

The Site Manager is responsible for facilitating a testing programme, arranging PAT testing for all portable appliances, arranging or facilitating the repair or scrapping of portable electrical apparatus where PAT testing identifies a fault in such equipment, the upkeep of PAT test registers and ensuring that registers are available for inspection as necessary, ensuring that regular visual inspections of portable electrical apparatus are carried out by staff under their control, ensuring that any faulty electrical apparatus is removed from use pending it's repair or replacement.

All members of staff are generally responsible for visually inspecting portable electrical appliances for damage or signs of damage (frayed or damaged cables, burn marks on cables or plugs, coloured wiring visible or loose, etc), reporting any damaged equipment as soon as possible, remove any damaged equipment from use until it has been repaired and declared safe to use by a competent person (qualified electrician).

Many employers do not permit ANY personal electrical equipment within their premises. We have no intention of introducing such a total ban, but we insist that permitted items be tested in the same way as equipment owned by the school. Please contact 'site support' when you first wish to start using a personal item within the school, to arrange for it to be tested. If you are not prepared to allow the equipment to be tested (possibly because you are worried about damage that might be caused by the test), then we will have to insist that it be removed from the school. Equipment that poses a higher risk to our fire safety provisions will not be permitted, these include fan heaters. All permitted personal electrical equipment must be switched off and disconnected from the electrical supply when the user is not in attendance.

5.2 PAT Inspections and test registers

Registers will be created for all premises and locations by external PAT tester, which will be used to record all tests of equipment.

Test results as generated through testing process will be printed off and stored in a register (Inspection reports and certificates File 1) in the Facilities Management Office

These registers will be available for inspection at any time.

All newly introduced electrical equipment (unused) shall be recorded in the register and shall be given a thorough visual inspection before use. In due course this will be tested by a PAT tester.

Any second hand electrical equipment which has not been recently inspected and tested should be subjected to an electrical safety test before it is used.

Further details on PAT registers and testing procedures are given in the preface to registers.

5.3 Inspections and testing process

Testing and re-testing will take place annually
Full details of test procedures are given in PAT test registers.

5.4 ***Maintenance and repair of portable electrical apparatus***

Any item which cannot be readily repaired will be taken out of service pending its repair. Where it cannot be economically repaired it will be discarded and a replacement provided. All staff will visually inspect portable electrical apparatus before and after use and/or at regular intervals (at least quarterly) for any obvious defects. Refer to staff briefing sheet on visual inspection for more details.

5.5 Further information

Refer to portable electrical apparatus inspection and test registers for further information.

Appendix 1 : First Aiders

Three Day First Aiders	
Name	**Certificate Valid Until**
Denise Brown	December 2028
Dawn Burlingham	December 2028
Spencer Christie	June 2027
Sinead Condon	October 2029
Natalie Ducille	April 2029
Haptell Edwards	October 2026
Vivene Harris	October 2029
Yvette Henry	June 2027
Dawn Hooper	March 2029
Kelly Hooper	November 2029
Tsovinar Hovsepyan	November 2029
Jenny Johnson	March 2029
Shakira Kumrai	November 2028
Wioleta Linnert	December 2029
Anna Macyszyn	November 2029
Tseryl Miranda	September 2026
Junior Moses	November 2028
Samuel Owusu	November 2028
Bethan Robinson	December 2029
Milya Russo	April 2027
Rachael Smith	March 2029
Sonja Tolley	April 2029
Jackie Turner	April 2027

One Day First Aiders	
Name	**Certificate Valid Until**
Mohamed Abdullahi	November 2028
Michelle Akarsu	November 2028
Karima Aue	November 2028
Hayet Azzouz	November 2028
Wanda Banach	November 2028
Jushnara Begum	November 2028
Mona Begum	November 2028
Charlene Belle	November 2028
Donna Blackham	November 2028
Derek Boakye	November 2028
Neil Bracegirdle	November 2028
Eileen Burfoot	November 2028
Shaina Choudhury	November 2028
Kasha Cleary	November 2028
Besire Dervis	November 2028
Yeliz Dogacan	November 2028
Rebecca Dowling	November 2028
Matthew Edwards	November 2028
Manuela Errigo	November 2028
Kim Fordham	November 2028
Ben Franklin	November 2028
Michelle Freese	November 2028
Anita Gray	November 2028
Mihaela Hajipanayi	November 2028
Loula Hassan	November 2028
Kelly Humphreys	November 2028

Tanya Hylton-Hewitt	November 2028
Minnie Ismail	November 2028
Kanza Jbara	November 2028
Emma Johnston	November 2028
Mahasutti Jugurnauth	November 2028
May Labre	November 2028
Jazmin Majid	November 2028
Saleha Mangera	November 2028
Vajeera Meiyalagan	November 2028
Debbie Melvin	November 2028
Omar Merabet	November 2028
Jacqui Miller	November 2028
Sandrine Ndotoni	November 2028
Verona Nuha	November 2028
Nkem Nwaozuzu	November 2028
Pauline Peart	November 2028
Greg Powell	November 2028
Lisa Reid	November 2028
Daniela Ripoli	November 2028
Belle Roberts	November 2028
Adele Safe	November 2028
Micquel Samuels	November 2028
Adam Scanlan	November 2028
Bronte Smith	November 2028
Jayshree Tailor	November 2028
Kelly Taylor	November 2028
Mandy Taylor	November 2028
Karen Venis	November 2028
Caroline Yorke	November 2028