



**NEWPORT**  
COMMUNITY  
SCHOOL  
PRIMARY  
ACADEMY

# Health & Safety Policy

**Including:**

- **Security Policy**
- **Sun Awareness**
- **Lone Working**

**Date Adopted: March 2020**

**Author/owner: Local Governing Body**

**Anticipated Review: March 2021**

# HEALTH AND SAFETY POLICY

## STATEMENT OF INTENT

### 1. GENERAL

Newport Community School Primary Academy recognises its overall responsibility for the health, safety and welfare of all employees, students and others who may be affected by using the academy premises or participating in academy sponsored activities.

We regard the promotion of health and safety to be critical to our success and in supporting our aim “to provide a safe and healthy working and learning environment for students, staff and visitors”. Therefore we shall in so far as is reasonably practicable, comply with the requirements of the Health and Safety at Work Act 1974 and all statutory provisions associated with it and support staff in meeting their obligations under the Act.

High standards can only be achieved with the full involvement of the Academy community. The Head Teacher should be supported with a high degree of commitment from managers, teachers and supervisors at every level.

The Academy believes that by integrating sensible health, safety and welfare practices into all our work/educational related activities will form part of the good education of our students; this will effectively control and manage risks

The Academy will review the health and safety policy on a regular basis and bring any revisions to the attention of pupils and staff where applicable. This policy will be brought to the attention of staff through staff induction and via staff meetings and to the attention of children through assemblies or through class teachers.

## ORGANISATION

### 2. RESPONSIBILITIES

#### THE DUTIES OF THE ACADEMY’S GOVERNING BODY

In the discharge of its legal duty, the Academy, in consultation with the Head Teacher, will:

- make itself familiar with the requirements of the Health and Safety at Work Act 1974, associated legislation and Codes of Practices which are relevant to the work of the academy.
- It will appoint a “Competent Person” as defined by Regulation 7 of the Management of Health and Safety at Work Regulations 1999. This responsibility is carried out by the Devon Health and Safety Service, who will advise, consult, support and liaise with the Head Teacher and other relevant employees.
- The specific arrangements adopted will be guided by the Health, Safety & Wellbeing Service’s Health & Safety Guidance Notes for Academies.
- ensure that there is an effective and enforceable policy for the provision of health and safety throughout the academy to provide:
  - a safe place for pupils and staff to learn and 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 and welfare conditions
  - supervision, training and instruction so that all students and staff can perform their academy-related activities in a healthy and safe manner
  - necessary safety and protective equipment and clothing where appropriate

The Academy will also:

- periodically assess the effectiveness of this policy and ensure that any necessary changes are made
- monitor the effectiveness of health and safety management through appropriate level meetings and periodic practical reviews
- provide adequate resources, in so far as is reasonably practicable to meet the academy’s legal responsibilities , and
- 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.

## THE DUTIES OF THE HEAD TEACHER

The Head Teacher has day to day responsibility for health and safety performance and to take all reasonable practicable steps to secure the health and safety of students, staff and others using the academy premises or participating in academy sponsored activities.

The Head Teacher will take all reasonably practicable steps to achieve this through the health and safety co-ordinator, heads of the appropriate departments, senior members of staff, teachers and others as appropriate.

In particular, the Head Teacher will:

- Ensure that suitable and sufficient risk assessments of work activities are undertaken, that a written record of the significant findings of these assessments is kept and that these assessments are subject to regular review
- Co-operate with the *Governing* body to ensure that this policy and its associated arrangements are implemented and complied with
- Communicate the policy and other appropriate health and safety information to all relevant people including contractors
- Report to the Governing body on health and safety performance and to monitor both compliance with, as well as the effectiveness of, this policy
- Ensure that the premises, plant and equipment are maintained in a safe and serviceable condition
- Report to the Governing body any significant risks or policy requirements which cannot be met within the establishment's budget
- Identify the training needs of staff and hence ensure that they are competent to carry out their roles and are provided with adequate information, instruction and training
- Ensure consultation arrangements are in place for staff and their trade union representatives where appointed
- Monitor purchasing and contracting procedures to ensure health and safety is included in specifications and contract conditions
- Receive reports from enforcement officers and advisory bodies and, where appropriate, take relevant actions to address issues raised
- Promote a positive health and safety culture by leading by example

The Head Teacher, may delegate tasks to others and authorise others to undertake duties on their behalf, but will retain overall responsibility for the implementation and management of proper health and safety controls within the Academy on behalf of the Employing Body.

The role of Health & Safety Coordinator for the Academy is the Office Manager – supported by the Business Team

## THE DUTIES OF THE HEALTH AND SAFETY CO-ORDINATOR

In addition to the appointment of the Devon Health and Safety Service to act as the Competent Person and in addition to the general duties which all members of staff have, the health and safety co-ordinator has responsibility for the day-to-day maintenance and development of safe working practices and conditions for students, staff, and any other person using the premises or engaged in activities sponsored by the academy.

The Health & Safety Coordinator is to ensure that arrangements are in place to cover the foreseeable, significant risks to health and safety arising at the academy. To do this the Health & Safety Coordinator will:

- co-ordinate and manage the risk assessment process for the academy to allow the prompt identification of potential hazards.
- co-ordinate general workplace monitoring inspections and performance monitoring processes
- keep records of all health and safety related activities
- ensure staff are adequately instructed in health, safety and welfare matters in connection with their specific work place and the academy generally
- ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of students, staff and others are made safe without delay
- collate accident and incident information and, when necessary, carry out accident and incident investigations

- arrange periodic reviews and safety audits on the findings of the health and safety management system
- advise the Head Teacher of situations or activities that are potentially hazardous to the health and safety of staff, students and visitors
- carry out any other devolved functions assigned by the Head Teacher or Academy

## **THE DUTIES OF THE SITE MANAGER, CATERING MANAGER**

The Site Caretaker and Catering Manager have specific delegated tasks in relation to health & safety management within their areas. They must ensure that:

- Risk assessments are undertaken for the work areas for which they are responsible and that identified control measures are implemented.
- Appropriate safe working procedures are brought to the attention of all staff via appropriate instruction and training and are enforced effectively.
- They take appropriate action on health, safety and welfare issues referred to them, informing the Office Manager or Head Teacher of any problems they are unable to resolve within the resources available to them.
- The Site Caretaker will carry out regular inspections of the premises with the Office Manager and report / record these inspections discussing findings with the Head Teacher and the Governing Body where relevant.
- All accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated.

## **THE DUTIES OF TEACHERS / MEMBERS OF THE SLT TEAM**

Every school leader and teacher, so far as is reasonably practicable, is responsible at all times and in varying degrees, for the health and safety of all persons (including employees, students, visitors, volunteers, temporary staff, contractors and the general public) within their area of responsibility or control.

Each must be aware of and comply with relevant academy health, safety and wellbeing policies as well as the specific guidance applying to their specific work activities.

They must ensure that they:

- apply the academy's health and safety policy to their own area of work and be directly responsible to the Head Teacher for the application of the health and safety procedures and arrangements
- carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Office Manager for Premises related matters and to the Head Teacher for curriculum or teaching related risk assessments within the specified time frame
- ensure that all staff under their management are familiar with the health and safety procedures for their area of work and act accordingly
- liaise with the Head Teacher or Office Manager on matters of health and safety highlighted by staff, parents, visitors and pupils
- resolve health, safety and welfare problems that members of staff refer to them, and to liaise further with the Head Teacher on any problems to which they cannot achieve a satisfactory solution within the resources available to them
- carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required
- ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety
- ensure all accidents and incidents are recorded and investigated appropriately where applicable

## **THE DUTIES OF CLASS TEACHERS**

Class teachers are expected to:

- exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and carry them out

- follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Codes of Practice eg CLEAPS, if issued, and to ensure that they are applied
- give clear oral and written instructions and warnings to pupils where necessary
- follow safe working procedures personally
- require the use of protective clothing and guards where necessary
- make recommendations to their Head Teacher, Office Manager or Site Caretaker on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery
- integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with national Curriculum requirements for safety education
- avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation
- report all accidents, defects and dangerous occurrences to their Head Teacher or office Manager

School leaders and teachers manage the day-to-day health, safety and well-being of people by ensuring all the activities undertaken under their control comply with the Academy's health and safety arrangements. Sensible health and safety management is not necessarily about eliminating all risks but controlling them to a level as low as reasonably practicable and maintaining that control.

## THE DUTIES OF THE SITE CARETAKER

It is the responsibility of the Site Caretaker to ensure that arrangements are in place to manage all aspects of the academy's sites, buildings and premises in compliance with the health and safety policy and associated guidance. In addition, the Site Caretaker must ensure that all relevant risk assessments are recorded and kept up to date.

## THE DUTIES OF ALL MEMBERS OF STAFF

All persons employed by the academy, including official volunteers, have a duty to themselves, their colleagues, the academy, and the community they serve, to work in a safe and responsible manner.

To that end, they must assist the academy in achieving its health and safety objectives by:

- taking action to prevent work related accidents and ill health
- reporting unsafe processes, practices and equipment to supervisors or managers
- raising health and safety concerns with the Head Teacher, Office Manager or member of SLT
- reporting all health and safety incidents however minor to supervisors or managers
- following the appropriate safety rules and procedures relating to each work activity
- using the safe systems of work, control measures, protective clothing, equipment and devices where required
- not intentionally or recklessly interfering with, or misusing anything provided in the interest of health, safety and wellbeing
- co-operating with their manager in implementing the necessary health and safety arrangements and procedures as required

By setting a good example to others, always behaving in a responsible manner and never instigating or participating in any form of reckless behaviour will ensure that a safe and enjoyable working/learning environment is maintained for the good of all users of the academy.

## PUPILS

Students, in accordance with their age and aptitude, are expected to exercise personal responsibility for the health and safety of themselves and others to observe standards of behaviour and dress consistent with safety and/or hygiene and to observe all the health and safety rules of the academy and in particular, the instructions of staff given in an emergency.

They should use and not wilfully misuse, neglect or interfere with facilities or equipment provided for theirs and others health and safety.

## HIRERS, CONTRACTORS AND OTHERS

When premises are used for purposes not under the direction of the Head Teacher then the person in charge of the activities for which the premises are in use will have responsibility for the safe practices undertaken.

The Academy's Office Manager will seek to ensure that hirers, contractors and others who use the academy 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 academy premises or facilities are being used out of normal academy hours for an academy-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.

When the premises are hired to persons outside the employment of the Employing Body, it will be a condition for all hirers, contractors and others using the academy's premises or facilities to familiarise themselves with this policy, to comply with all safety directives and that they will not without the prior consent of the Academy:

- introduce equipment for use on the academy premises
- alter fixed installations
- remove fire and safety notices or equipment
- take any action that may create hazards for persons using the premises or the staff or students of the academy

All contractors who work on the academy premises are required to ensure safe working practices are followed by their own employees according to the appropriate legal requirements and must pay due regard to the safety of all persons using the premises.

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 is necessary to prevent persons in their care being put at risk from injury.

## ARRANGEMENTS

### 3. ARRANGEMENTS FOR IMPLEMENTING THE POLICY

#### RISK ASSESSMENT

The underlying process, which informs this policy, is risk assessment. Assessments of significant risks will be made in conjunction with those persons responsible for the activity/area affected and recorded in writing. It will be the responsibility of the Head Teacher, Office Manager, Catering Manager and Site Caretaker and relevant line managers and teachers to ensure that relevant risk assessments are maintained and kept up to date.

The Academy will follow the guidance contained within the Devon Health and Safety Guidance Notes for Academies. In addition, the following Academy specific arrangements are in place:

The underlying process which informs safety management is risk assessment. Assessments of significant risks will be made with those persons responsible for the activity/area affected and the significant findings of these decisions will be recorded in writing. This will be achieved principally by amending and adopting the model risk assessments provided by the Health, Safety & Wellbeing Service. Specifically the model risk assessments amended and adopted in order to identify suitable risk control measures will be as follows:

- RAA22 Whole Primary Academy
- RAA21 Whole Primary Curriculum
- RAA08 Fire
- RAA03 Building & Site
- RAA04 Caretaking, Cleaning & Maintenance
- RAA11 Kitchen Activities
- RAA13 Line Working
- RAA14 Moving & Handling



- RAA24 Security
- RAA27 Working at Height
- RAA30 Glazing

Other Risk Assessments carried out

Environmental Area

COSSH

Emergency use of AED

Grounds Maintenance

Platform Lift

Vehicle Safety

Risk assessments are available for all staff to view and are held centrally in the policies folder (onedrive). *Please speak to office staff if you do not have access.* Wherever possible, affected staff will be included in the risk assessment process. Staff and other affected parties will be briefed in the risk assessment findings.

Risk assessment records will be reviewed annually or sooner where necessary. This will be identified on the RAA model risk assessments.

- **Academy Partnerships:** Academy linked partners and hirers, will exchange health and safety policies and procedures with the Academy and ensure that the health and safety of all Academy staff and users will be protected to a level, which is reasonably practicable and equivalent in standard to that provided by the Academy. In particular, partners will be required to provide Academy staff and others, who might be directly affected, with sufficient guidance and advice on any risks or procedures that will be new or unusual in comparison with the Academy's routine activities.
- **Accident/Incident Reporting:** every injury must be reported and recorded in-line with the identified procedures. Any injury that needs medical attention or involves time off work must be investigated by the person in charge of the area or activity that the incident occurred.

All employee accidents must be reported to the Head Teacher who will in turn report numbers of accidents or the details of serious accidents to the Governing Body. This will be achieved by entering accident details onto the OSHENS on-line accident reporting system.

Accidents to pupils and other non-employees should be recorded in the accident book. Those accidents to students and members of the public which are work related, in that they have arisen out of a material defect or organisational failure, must also be reported to the *Head Teacher and then to the Governing Body* by entering accident details onto the OSHENS on-line accident reporting system.

Parents / carers will be notified immediately of all major injuries.

The Head Teacher will investigate accidents and take remedial steps to avoid similar instances recurring.

All accidents which fall within the scope of the Reporting of Diseases Injuries and Dangerous Occurrence Regulations 2013 will be reported to the HSE via the OSHENS on-line accident reporting system. This will be undertaken by the Health, Safety & Wellbeing Service.

For full details relating to accident reporting arrangements, reference should be made to the HSA001 Guidance Note.

- **Asbestos:** the Academy will take all necessary steps to avoid the possibility of uncontrolled release and exposure by carefully controlling building and refurbishment projects to its estate. The arrangements in place will be in accordance with statutory guidance and advice.

The arrangements for the management of asbestos on the site are detailed in the Asbestos Management Plan (AMP). This is located *in the School Office* (see the Site Manager).

The Asbestos Register is held in *the School Office* and will be made available to all staff and contractors prior to **any** work commencing on the fabric of the building or fixed equipment containing asbestos. No work can commence until permission to work has been given by the authorising manager named in the AMP.

The authorising manager (Site Caretaker) shall ensure:

- The AMP is reviewed annually and that any changes are approved by the Governing body
- That the Asbestos Register is consulted at the earliest possible opportunity in the planning process and that **all** work on the fabric of the building or fixed equipment is approved via the completion of the ASB1 form
- A visual inspection of those asbestos containing materials remaining on site is conducted and recorded on the ASB2 form according to the frequencies identified in the AMP. Any subsequent changes to asbestos containing materials on site will be recorded in the Register

All parties will ensure that any damage to materials known or suspected to contain asbestos should be reported to the Office Manager or Site Manager at the earliest opportunity.

For full details relating to the management of asbestos, reference should be made to the HSA004 Guidance Note as well as the Asbestos Management Plan.

- **Buildings/Premises:** we will ensure that our Academy is kept in a condition which is safe for staff, students and others who may be present, in accordance with statutory requirements, including statutory inspection and maintenance of workplace plant and equipment.
- **Consultation:** Members of staff with concerns should normally raise them with their Line Manager. Staff should feel free to contact the appropriate trade union appointed safety representative. The Academy welcomes the support of trade unions in health and safety matters and will continue to work and consult with safety representatives appointed by trade unions in the implementation of sensible health and safety practices.
- **Contractors:** contractors carrying out work for the Academy will be vetted for their health and safety performance. They will be required to act in accordance with this policy and the Academy's specified local arrangements. Contractors will be required to assess the risks to anyone who might be affected as a result of the performance of the contract. In particular, they will be required to make appropriate arrangements with the Head Teacher to ensure that the Academy's Employing Body and users are sufficiently and suitably informed and consulted on issues relevant to risk control. (see appendix below)
- **COSHH:** the Academy recognises its fundamental duty to provide safe systems of work, and a safe and healthy working environment. This is particularly important when staff are using substances and chemicals, some of which may be hazardous. We aim to reduce the risk of using hazardous substances by carrying out COSHH risk assessments and then establishing appropriate control measures.

Where it is consistent with the effective performance of the task in hand, every attempt will be made to choose the least harmful chemical possible.

The Site Caretaker shall ensure that:

- an inventory of all hazardous substances used within their area of responsibility is compiled and kept up to date
- Material Safety Data Sheets (MSDS) are obtained from the relevant supplier for all such materials
- risk assessments are conducted by the Site Caretaker to identify the safe working method and appropriate emergency procedures
- all chemicals are appropriately and securely stored out of the reach of children
- all chemicals are kept in their original packaging and never decanted into unmarked containers.

For full details relating to the control of hazardous chemicals, reference should be made to the HSA0010 COSHH Guidance Note.

- **Curriculum Safety:** all programmes of study require that children should be taught about how to identify and reduce risks in the way that they work and a balance must be achieved between independent learning and the supervision necessary to ensure safety. Staff will ensure that they are familiar with all risks that might arise from the tools, equipment, materials and processes they plan for children to use. Where a new risk is identified or a potential hazard such as a new piece of equipment or visiting animal etc. then a curriculum risk assessment form must be filled in prior to use or visit. This is available from the School Office.
- **Fire Safety:** the arrangements for fire prevention and dealing with an emergency are contained within the Academy's Emergency Plan document. 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 and minimise loss. (see Fire Safety appendices below)

- **First Aid:** the Academy is committed to providing sufficient numbers of first-aid personnel to deal with accidents and injuries. It will provide information and training on first aid to staff to ensure that statutory requirements and the needs of the Academy are met. (see First Aid Policy)
- **Inspection and Monitoring:** the Head Teacher/Office Manager will put in place the necessary arrangements for procedures to be examined and workplaces to be inspected to ensure that workplace precautions remain suitable and sufficient. The central component of this process is the undertaking and reviewing of periodic risk assessment and safety review document(s) for the Academy. Feedback from this process is to be referred to the Academy Governing Body.
- **Legionella:** we will take all necessary steps to avoid the possibility of infection by carefully controlling water supplies and associated infrastructure. The arrangements in place will be in accordance with statutory guidance and advice.
- **Lettings/shared use of premises:** the Employing Body will ensure that the hirer/tenant has public liability insurance and will share with the hirer/tenant all relevant Academy health and safety information. The hirer/tenant will be required to provide a copy of their risk assessment where their activities present a significant hazard either to the building itself or to the safety or health of the occupants within it. (see Lettings Policy)
- **Medication Arrangements:** there is no legal duty requiring the Academy to administer medicines. However, the Academy recognises that children with medical needs have the same rights of admission to the Academy and therefore the Academy has produced detailed arrangements for managing this. (see First Aid Policy for Administration of Medicines)
- **Moving and Handling:** any activities that involve significant manual handling tasks should be risk assessed and, where appropriate, training provided for staff. (see risk assessment)
- **Offsite Visits:** suitable and sufficient arrangements are in place in respect to any visits off the Academy premises. Sue Gibson is the Educational Visits Co-ordinator for the Academy. (see Residential and Off Sites Visits Policy)
- **Personal Safety:** certain personal safety issues may arise, such as lone working, work affecting new and expectant mothers, young people and volunteers. We will seek to ensure that such issues are appropriately risk assessed, controlled, supervised and managed. (see relevant personnel policies and risk assessment)
- **Training and Information** (see appendix below): training and development needs will be evaluated and appropriate briefing and training provided. Health and safety training will be available to employees and records maintained by the School Business Manager. The Devon Health and Safety information will be made readily available to employees.

From time to time, the Department for Education (DfE), the Health and Safety Executive (HSE) and other regulatory or advisory bodies will issue codes of practice on particular topics. The Head Teacher will normally incorporate such codes into this 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 will be required to demonstrate to the satisfaction of the Employing Body that he has already introduced codes of practice and methods of working which achieve a similar or higher standard of health and safety.

It is only by the adoption of safe methods of work and good practice by every individual that everyone's personal health and safety can be ensured. The Academy will take all reasonable steps to identify and reduce hazards to a minimum but all students and staff must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the academy premises or while taking part in academy-sponsored activities.

Detailed guidance and information about health & safety issues can be found in the Health, Safety & Wellbeing Service's Guidance Notes which are located in the OSHENS Document Library. The Health, Safety & Wellbeing Service also provide competent health and safety advice for Academy staff and can be contacted on 01392 382027 or on [healthandsafety@devon.gov.uk](mailto:healthandsafety@devon.gov.uk).

The Health and Safety Law poster is displayed in both the Staff Kitchen and in the Year 5/6 area.

All employees will be provided with:

- induction training in the requirements of this policy
- updated training in response to any significant change
- training in specific skills needed for certain activities as identified by the relevant risk assessment
- refresher training where required

Training records will be kept in the School Office where the Office Manager is responsible for co-ordinating health and safety training needs. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

Each member of staff is also responsible for drawing the relevant line manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence. All employees shall undertake work tasks as instructed and trained.

For full details relating to staff training, reference should be made to the HSA0055 Training Guidance Note.

## **MONITORING OF HEALTH AND SAFETY**

The details of monitoring Health and Safety can be found in the School's Health and Safety Policy.

The monitoring of Health and Safety is mainly recorded in two files:

Premises Files and other relevant files kept in the school office.

The Officer Manager and Site Manager and non-teaching staff governor (yearly) conduct termly health and safety checks.

The reports will be used as a basis for discussion at the Full Governors meetings.

Situations categorised as dangerous or life threatening will of course be dealt with immediately.

Both the termly and annual reports will inform annual maintenance work as well as the School Improvement Plan.

## **CONSULTATIVE MACHINERY**

The Health and Safety at Work Act provides for appropriate consultative machinery to be established by employers. Given Academy status it is appropriate for consultative machinery to operate at establishment level. The law requires that safety committees be established by employers at the request of and/or in consultation with Trade Union and Health and Safety representatives to cover appropriate areas of work in the Education Service.

Where one or more employees belong to a recognised Trade Union, the Union may appoint safety representatives to represent employees in consultation with the employer and to promote and develop measures to ensure employees' health and safety at work. In considering the number of safety representatives to be appointed, consideration should be given to factors such as the size of the establishment, numbers employed and the range of occupations involved. In large establishments, safety representatives may be appointed for each group of employees whereas in small establishments one safety representative to represent all Trade Unions may be sufficient.

Establishments are strongly advised to set up a Health and Safety Committee to consider and monitor Health and Safety matters. .

Health and Safety representatives are entitled to:

- investigate the causes of accidents, serious incidents and any potential hazards.
- investigate any employees complaint about health, safety or welfare at work.
- take up with the employer any matters arising from investigations.
- make representations to the employer about health, safety and welfare in general at work.
- carry out inspections.
- represent the employees in workplace consultation.
- receive information from inspectors.
- attend safety committees.

Regulations state that safety representatives may take such time off, with pay, during working hours as is necessary to carry out these functions and to receive such training as may be reasonable in the circumstances.

## HEALTH AND SAFETY POLICY

### LIST OF APPENDICES

Appendix A -	Management of Health and Safety
Appendix B -	Fire Notice/Intruder Alert Notice
Appendix C -	Evacuation Procedure
Appendix F -	Specific Health and Safety Personnel
Appendix H -	Safety Conditions for Contractors Working on School Premises
Appendix I -	Health and Safety Information for Contractors on Site
Appendix N -	Risk Assessment Sheet and Risk Assessment Advice
Appendix R -	Dealing with Telephone Warnings
Appendix U -	Lone Workers Policy
Appendix Y -	Subject Area Outcomes of Risk Assessments
Appendix Z -	Stress Management in Schools – Violence at Work
Appendix AA -	Policy on Sun Awareness
Appendix BB -	Security Policy

## **HEALTH AND SAFETY INFORMATION – MANAGEMENT OF HEALTH AND SAFETY, INCLUDING FIRE**

Head Teacher – Fire Safety Co-ordinator

Site Caretaker's duties:

- Morning – check of fire exits – clear if necessary – report infringements to SBM/Head.
- Evenings – clear combustible materials from building as far as practicable.
- Evenings – check computers, photocopier, TV are switched off.
- Ensure fire fighting equipment is checked weekly – notify Head Teacher when overdue.
- Carry out weekly fire alarm check and record in the Premises File.

Teacher's Responsibilities:

- Tidiness of classrooms, keeping combustible materials to a minimum.
- Switching off all electrical equipment when leaving.
- Ensuring that fire exits are kept clear and the fire door closed.
- Ensuring registers are returned to office.

To be recorded in the Premises File – in the school office

- Fire Drills – Administration Assistant
- Alarm checks
- Fire fighting equipment checks
- Training records
- Security problems including trespass
- Calls to the emergency services
- Security alarm callouts
- Accidental damage
- Emergency lighting tests
- Fire Risk Assessment
- Utility points
- Emergency Plan and Procedures
- Portable appliance testing
- Asbestos site check report
- Annual Service/Maintenance record

## Appendix B

**FIRE DRILL  
NEWPORT COMMUNITY SCHOOL PRIMARY ACADEMY**

# **IN CASE OF FIRE**

If you see a fire then set off the fire bells by breaking the glass in front  
of the alarm buttons

Tell a teacher or group leader immediately

The alarm bells will ring if there is a fire or fire drill

**SCHOOL – TEACHERS AND TEACHING ASSISTANTS, STAFF WITH  
RESPONSIBILITY FOR PUPILS, VOLUNTEERS**

- (1) Line pupils up at the fire exit door, silently.
- (2) Staff will lead pupils out in a line, silently.
- (3) Children must walk quickly.
- (4) Staff should lead the children out by the nearest safe exit.
- (5) Line up at the class assembly point if safe to do so. Teachers call the register and notify Head Teacher if someone is unaccounted for.
- (6) A Monitoring Centre will telephone the school to ascertain whether attendance of the fire brigade is necessary, while the Head Teacher or teacher in charge checks the entire building. Office staff will take the registers to the assembly points.
- (7) Everyone will stay at the assembly points until the Head Teacher or teacher in charge says that it is safe to return.

**OTHER SCHOOL USERS**

- (1) Make your way to the playground or front car park by the nearest safe exit.
- (2) The group leader should check that the room(s) are properly evacuated and telephone the fire brigade.
- (3) No one should return to the school building until told it is safe to do so by the group leader/Head Teacher/Site Manager.
- (4) The group leader must notify the Site Manager or Head Teacher of any incident.

**PLEASE MAKE YOURSELF FAMILIAR WITH POSITIONS OF EXITS, ALARM POINTS,  
FIRE EXTINGUISHERS AND FIRE BLANKETS**



**NEWPORT COMMUNITY SCHOOL**  
**PRIMARY ACADEMY**

# **INTRUDER ALERT**

If a member of staff identifies an unauthorised person on the school premises then the following should be considered:-

- Ask the intruder, if safe to do so, to leave the premises
- Notify a member of the Leadership Team of the intruder, if safe to do so
- Consider using the fire alarm system to remove pupils and staff from the building if safety for all is increased
- Dial 999 to ask for assistance

## **APPENDIX C**

### **EVACUATION PROCEDURE**

#### **Emergency Plan**

- Children and staff to evacuate school as per fire procedure.
- Office staff to collect class registration wallets, the school mobile phone, key to field gate, emergency contact numbers, signing in/out books and school plan – take to Head Teacher.
- The school can be evacuated to either Lampard Community School or Park Community School
- Use either Lampard Community School's or Park Community School's telephone to contact parents.
- One member of staff to stay at Newport School to liaise with Emergency Services.
- Where possible a mobile telephone to be taken outside to assist in contacting emergency services or parents.

#### **Closure of School**

The Head Teacher will make the decision to close the school with CEO and LGB chair and follow Emergency Plan Procedures.

Office staff to take the registers to the assembly points.

Head Teacher or senior member of staff to check building.

### LOCATION OF FIRE ALARM POINTS

Entrance Hall	Green ICT suite	Class 12
Deliveries entrance	Class 1	CAIRB exit
Main entrance foyer	Class 2	Nursery - A
Main kitchen exit	Class 3	Nursery - B
Hall – A	Class 4	Nursery – C
Hall – B	Class 5	
Fountain area	Class 6	
Y3 /4 toilets	Class 7	
Y1 /2 toilets	Class 8	

## APPENDIX F

### Specific Health and Safety Personnel

Chair of Governors                      David Cresswell

Head Teacher                              Annette Yates

Office Manager                            Julia Camp

Site Manager                               Paul Wait

Premises Lead Staff Team – Erick Muzzard and Terry Simmonds

Governors with health and safety responsibility:

Curriculum Leaders with special responsibilities for:

Technology                                -                                Amy Wilson

Science	-	Charlotte Davies
Art	-	Denise Kent Holman
PE	-	Dan Brewer
IT	-	Ed Sherwin
Appointed First Aiders	-	Dan Brewer Erika Serjeant Lauren Jacobs
Approved First Aiders	-	Most current teaching and support Staff – see records

## APPENDIX H

### **SAFETY CONDITIONS FOR CONTRACTORS WORKING ON SCHOOL PREMISES HEALTH AND SAFETY AT WORK ACT 1974**

Contractors must accept full responsibility for complying with the relevant provisions for the Health and Safety at Work Act 1974 and all relevant Regulations; Codes of Practice and Safe Working Practices in respect of work comprised in the Contract.

Contractors are required to read the following conditions and to observe the requirements of the School Safety Policy and Safe Working Practices/ Procedures and Fire Precautions.

#### **WORKING ON SCHOOL PREMISES**

1. Contractor's employees or sub-contractor's employees must report to **RECEPTION** on arrival at school premises and before starting work. Such employees must show identification and provide all information requested, including the nature of the work to be carried out and any hazardous substances/materials and/or plant, machinery, equipment likely to be brought into and/or used on school premises.

2. The playing of music through any device is **NOT ALLOWED** on school premises.
3. The school does not accept responsibility for any losses however caused to materials, tools, plant/machinery/equipment delivered. The school will endeavour, so far as is reasonably practicable, to keep materials in a safe place. Contractors must show that they are adequately insured to £5,000,000.
4. Permission must be obtained from the Head Teacher/office Manager/Site Manager before any work is commenced.
5. All and any foreseeable hazards/risks must be assessed and, where appropriate, measures taken to ensure the Health and Safety of the School and the Contractor's employees.
6. First Aid facilities are available. In the event of an accident, a School Accident Form must be completed by the contractor, or his representative, at the time of the accident.
7. The school investigates all accidents, or dangerous occurrences that may happen on its premises and the Contractor's employees will be required to co-operate fully in any such investigation.
8. Contractors should ask to see the school's asbestos register and seek permission if their work involves disturbance to any affected areas.

## **FIRE PRECAUTIONS**

9. Contractor's employees must familiarise themselves with the Fire Exits and the positions of Fire Extinguishers and Evacuation Procedure.
10. In certain circumstances, such as welding, it will be necessary for permission to work to be given before work can begin. Permission will be given by the Head Teacher and Site Manager.
11. All combustible materials must be removed from the work area on completion of work.
12. Any fire or dangerous occurrence must be reported to Reception immediately.
13. Smoking is not allowed on the premises.

## **SAFETY PRECAUTIONS**

14. All electrical equipment/tools/appliances etc must have been examined and made safe for use by a competent person according to the requirements of the Electricity at Work Regulations 1989 as specified by the Institution of Electrical Engineers, Schedule 16 before being brought onto school premises. In particular RCD's should be used for all electrical work.
15. All electrical connections to the school supplies must be carried out, or supervised, by an electrician who has been authorised by the school to do so.
16. All services must be isolated by, or authorised by, an electrician authorised by the school at the end of each day's work and before the Contractor's employees leave the premises.
17. No overhead work may be carried out without the permission of the Head Teacher or Site Manager. Suitable safeguards and safe systems of work must be instituted before overhead work is allowed to commence.
18. Openings must be free from obstructions and openings in the floors etc, must be hazard signed, in accordance with the requirements of the Safety Signs Regulations 1980 and safely fenced off.

19. Any lifting tackle brought onto the school premises must be accompanied by a current Certificate of Inspection. Safe Working Loads (SWL) must be clearly displayed.
20. The school's machines, tools or equipment must not be used by the Contractor's employees.
21. Scaffolding may only be set up by a competent person in compliance with the requirements of the Health and Safety at Work Act 1974; the Factories Act 1961; Construction (Working Places) regulations 1966 and all and any other relevant Regulations, Approved Codes of Practice etc.
22. The Contractor must provide his employees and personal protective clothing and equipment to the requirements of the Health and Safety at Work Act 1974; the Personal Protective Equipment at Work Regulations 1992 and any other relevant legislation.
23. No employee of the Contractor is allowed on any roof (inside or outside) of the school without the permission of the Head Teacher/School Business Manager or Site Manager. Crawl boards must be used where applicable.

### **CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH**

24. The Contractor, or his employees, is not allowed to bring any hazardous materials, substances or liquid onto school premises without the knowledge or permission of the Head Teacher/Office manager or Site Manager.
  - i. Before permission may be given, the requirements of the Control of Substances Hazardous to Health Regulations 1988 (COSHH) must be fully complied with by the Contractor and his employees.
  - ii. All persons who may be in the vicinity of hazardous materials, substances or liquids must first be provided with such information, instruction, training and supervision as is necessary to irradiate foreseeable harm or risk(s) to health.

### **LIABILITY FOR DELAY, ANY TIME LOTS DUE TO INFRINGEMENT OF THESE CONDITIONS, IS THE RESPONSIBILITY OF THE CONTRACTOR**

## **APPENDIX I**

### **NEWPORT COMMUNITY SCHOOL PRIMARY ACADEMY HEALTH AND SAFETY INFORMATION FOR CONTRACTORS WORKING ON SITE**

Contractors working on site should ensure that the guidelines below are followed a safe working area for **all**.

1. Please report to the Office Manager, Site Manager or Office Staff on entering the site.
2. Familiarise yourselves with the map listing fire, first aid, electric boxes and stop tap information in the school Office (Premises file).
3. Ensure you read the appropriate fire excavation procedure and first aid information cards.
4. Ensure you wear a school visitor badge at **ALL TIMES** when in school teaching hours.
5. Sign in and out and inform a member of the school personnel of your leaving and the current situation with the job.

6. Ensure that all Health and Safety laws and Codes of Practice are followed, especially Health and Safety Regulations Act 1974. Ensure adherence to Appendix G of the school's Health and Safety Policy.
7. Cone off your work area and ensure that the Head Teacher, Office Manager, Site Manager or Office Staff know where you are working.
8. Ensure that all tools are safely stored/used and that they are within the coned area. This site is subject to COSHH regulations.
9. Ensure that all hazardous substances are kept out of reach of children.
10. No vehicles should enter playground areas without prior permission.
11. **NO SMOKING** must be observed at all times.
12. Devon County Council requires that all contractors have a minimum Public Liability Insurance of £5,000,000

**THE SCHOOL WILL NOT BE LIABLE FOR THE LOSS OR DAMAGE TO CONTRACTORS  
EQUIPMENT/VEHICLES**



## NEWPORT COMMUNITY SCHOOL PRIMARY ACADEMY

### **RISK ASSESSMENT**

Below are some of the common risks and precautions in curriculum activities. More detailed advice is contained in the Academy's Health and Safety Policy and DfE curriculum advice etc. Subject leaders should ensure that other relevant staff are aware of the risks and precautions to be taken.

A curriculum risk assessment is available from Lesley Titmus in the school office for risks other than those stated below.

- ◆ Please give consideration to possible risks when handling:-

### **PLANTS**

- ◆ Always wash hands after handling plants.
- ◆ Never taste any part of a plant.
- ◆ Be aware that some seeds and berries are poisonous. Do not bring into school.

### **COOKING**

- ◆ Use cookery aprons and disinfect cookery tables using sanitising spray provided.
- ◆ Always wash hands before starting.
- ◆ Check children's allergies e.g. nuts, diabetes, before cooking.
- ◆ Avoid sharing objects e.g. spoons. Use disposable items whenever possible.

### **FORCES**

- ◆ When releasing things from a height be sure the children do not put themselves at risk. Do not use chairs to gain height.
- ◆ When using pulleys etc. ensure they are attached to a secure fitting.

### **TOOLS**

- ◆ Make sure children know how to use all tools properly.
- ◆ No craft knives or glue guns should be used by the children unless under direct supervision of an adult.
- ◆ All tools must be used in an appropriate area and with direct supervision of an adult.

### **AEROSOLS/COPYDEX**

- ◆ These should always be used in a well-ventilated area and only by an ADULT.
- ◆ Aerosols, including hair spray, should not be stored in classrooms. They should be given to the Site Manager for secure storage.

### **ELECTRICITY**

- ◆ Teach children never to misuse electricity.
- ◆ Teach children always to switch off the mains at the socket before attempting to unplug or plug in mains electrical equipment.
- ◆ Never bring in mains electrical items from home to use in school.

### **GLASS**

- ◆ Caution should be taken when using glass containers.
- ◆ These should not be used for painting activities.
- ◆ Broken glass should be wrapped in newspaper and given to cleaner/Site Manager for correct disposal.

### **ENVIRONMENTAL/OUTDOOR WORK**

- ◆ Do not let children work unaccompanied near the Go Wild Island, which could injure them e.g. brambles.
- ◆ Use a pooter to collect minibeasts etc.
- ◆ Always wash hands after handling plants or animals.

### **DEALING WITH TELEPHONE WARNINGS**

Terrorists frequently (but not always) give telephone warnings of bomb explosions. So, fortunately, do hoaxers whose threats are unfounded.

You may receive a warning that your premises are at risk. In such cases you will have to decide how to respond. In particular you will have to decide whether to evacuate your premises.

In all cases, whether or not you consider the treat to be credible, you should:

- Telephone the police immediately
- Evacuate the premises to a safe place
- Wait for advice

Dial 999 and police will respond. You should always consider their advice before a decision is taken to close or evacuate.

#### **Guidance on receipt of a bomb threat**

<http://www.cpni.gov.uk/security-planning/business-continuity-plan/bomb-threats/>

Most bomb threats are made over the phone and the overwhelming majority are hoaxes, often the work of malicious jokers, although terrorists do make hoax calls with the intent of causing alarm and disruption. Any hoax is a crime and, no matter how ridiculous or unconvincing, must be reported to the police.

Calls may be of two kinds:

- Hoax threats designed to disrupt, test reactions or divert attention
- Threats warning of a genuine device – These may be attempts to avoid casualties or enable the terrorist to blame others if there are casualties. However genuine threats can provide inaccurate information about where and when a device might explode.

#### **Principles**

Base bomb threat procedures on the following principles:

Ensure that all staff who could conceivably receive a bomb threat are trained in handling procedures or have ready access to instructions. This applies particularly to courts, banks, hotels, hospitals, news agencies, public transport organisations and those offering any sort of emergency service. Switchboard operators should be familiarised with procedures.

Draw up a clear list of actions to follow upon receipt of a call. Even though staff may be unable to assess a threat's accuracy or origin, their impressions of the caller could be important.

Consider that the member of staff who receives the threat may not be prepared – receiving such a threat may be the closest that many people ever come to acts of terrorism – so offer some basic advice for staff on handling a threat, for example:

1. Stay calm and listen.
2. Obtain as much information as possible – try to get the caller to be precise about the location and timing of the alleged bomb and whom they represent. If possible, keep the caller talking.

When the caller rings off, dial 1471 (if that facility operates and you have no automatic number display) to see if you can get their number.

3. Immediately report the incident to the Head Teacher or person in charge of school to decide on the best course of action and notify the police. If you cannot get hold of anyone, and even if you think the call is a hoax, inform the police directly. Give your impressions of the caller and an exact account of what was said.
4. If you have not been able to record the call, make notes for the security staff or police. Do not leave your post – unless ordered to evacuate – until the police or security arrive.

## Bomb Threat Checklist

# Bomb threat checklist

This checklist is designed to help staff to deal with a telephoned bomb threat effectively and to record the necessary information

### Actions to be taken on receipt of a bomb threat:

- Switch on recorder/voicemail (if connected)
- Tell the caller which town/district you are answering from
- Record the exact wording of the threat:

### Ask the following questions:

- Where is the bomb right now?
- When is it going to explode?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb?
- Why?
- What is your name?
- What is your address?
- What is your telephone number?

### Record time call completed:

- Where automatic number reveal equipment is available, record number shown:
- Inform the Security Co-ordinator of name and telephone number of the person informed:
- Contact the police on 999. Time informed:

The following part should be completed once the caller has hung up and the Security Co-ordinator and police have been informed:

• Time and date of call:

---

• Length of call:

---

• Number at which the call was received  
(ie your extension number):

---

#### About the caller:

• Sex of caller:

• Age:

---

• Nationality:

---

<p>✓ <b>Tick</b> where appropriate</p>	<p><b>Language</b></p> <p><input type="checkbox"/> Well spoken</p> <p><input type="checkbox"/> Irrational</p> <p><input type="checkbox"/> Taped message</p> <p><input type="checkbox"/> Offensive</p> <p><input type="checkbox"/> Incoherent</p> <p><input type="checkbox"/> Message read by threat-maker</p> <p><b>Caller's voice</b></p> <p><input type="checkbox"/> Calm</p> <p><input type="checkbox"/> Crying</p> <p><input type="checkbox"/> Clearing throat</p> <p><input type="checkbox"/> Angry</p> <p><input type="checkbox"/> Nasal</p> <p><input type="checkbox"/> Slurred</p> <p><input type="checkbox"/> Excited</p> <p><input type="checkbox"/> Stutter</p> <p><input type="checkbox"/> Disguised</p> <p><input type="checkbox"/> Slow</p> <p><input type="checkbox"/> Lisp</p> <p><input type="checkbox"/> Accent</p> <p>Type of accent</p>	<p><b>Background sounds</b></p> <p><input type="checkbox"/> Street noises</p> <p><input type="checkbox"/> House noises</p> <p><input type="checkbox"/> Animal noises</p> <p><input type="checkbox"/> Crockery</p> <p><input type="checkbox"/> Motor</p> <p><input type="checkbox"/> Clear</p> <p><input type="checkbox"/> Voice</p> <p><input type="checkbox"/> Static</p> <p><input type="checkbox"/> PA system</p> <p><input type="checkbox"/> Booth</p> <p><input type="checkbox"/> Music</p> <p><input type="checkbox"/> Factory machinery</p> <p><input type="checkbox"/> Office machinery</p> <p><input type="checkbox"/> Other (specify)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><b>Other remarks</b></p> <p>_____</p> <p>_____</p> <p>_____</p>
--	---	---

<div><input type="checkbox"/> Rapid</div> <div><input type="checkbox"/> Deep</div> <div><input type="checkbox"/> Hoarse</div> <div><input type="checkbox"/> Laughter</div> <div><input type="checkbox"/> Familiar</div> <div>If so, whose voice did it sound like?</div>	
	Signature: _____
	Date: _____
	Print name: _____

**NEWPORT COMMUNITY SCHOOL PRIMARY ACADEMY**

**LONE WORKERS POLICY**

- See Lone Workers Risk Assessment available from the school office
- All persons working alone on the premises must have access to a mobile telephone for use in an emergency, which generates an instant response from the emergency services.
- No lone workers must use ladders or steps above permitted levels.
- All lone workers should inform school management when working to ensure others are aware of their presence.

Additional Guidance is available from Guidance note HS0031 available through the School Office



**PHYSICAL EDUCATION**

- The teacher must be present to supervise when the apparatus is being set up and being put away.
- The children will be taught to carry apparatus correctly.
- They will be expected to use the apparatus in a sensible and safe manner.
- Teachers will check that apparatus is correctly linked and that mats are placed safely in landing areas.
- Children taking part in outside games lessons will be supervised at all times.
- Where an outside coach or a student is taking the children, the class teacher must also be present and is always responsible for the health and safety of all pupils.
- The children will be made aware of safety procedures and show how to evacuate the pool in an emergency, either through themselves, pool staff or Aquarius Swimschool staff.

**GENERAL SCHOOL SAFETY**

- The children will move around the building by walking. Teachers will ensure their classes file through the building in an orderly manner. The pupils will be reminded frequently of the need to be careful when opening and closing doors.
- Care will be taken with the placing of all carpets and furniture so that they do not constitute any risk.
- The children will be reminded never to place any items (e.g. pens, pen tops and pencils) in their mouths.
- Children should never be allowed to swing back on chairs.
- All staff should use the steps provided to gain height and not tables or chairs.

**USE OF SCHOOL EQUIPMENT**

- **THE PAPER CUTTERS** will be used by both adults and children.
- **SHARP KNIVES** (e.g. Stanley knives) to be used by adults only. Children's craft knives can be used on a board by KS2 pupils under supervision.
- **GLUE GUNS** can be used by KS2 pupils under supervision.
- **COMPUTERS** should be moved by adults. The teacher must ensure computer leads are left tidy so that they present no hazard.
- **The COOKER** is for adult use only or by children under strict supervision. Children in the cooking area must be supervised at all times.
- All the **ELECTRICAL EQUIPMENT** will be tested by the Site Manager each year.
- All the **PE APPARATUS** will be tested by outside contractors each year.

**OFF-SITE ACTIVITIES**

- The Governors will conform with the regulations provided by 'The Conduct of Educational Visits and Adventurous Activities' (available in the school office).
- the Head Teacher must be informed of all plans to take children off-site.
- Parents will be informed when transport is to be used. If private cars are used seat belts must be provided for the children.
- Car owners must have comprehensive insurance with a business insurance for carrying pupils.
- All accompanying adults must be aware of the safety requirements of the visit.
- Residential trips must be properly planned and details recorded of any medical needs for children on the visit. One teacher will take responsibility for the administration of medicines and carrying the First Aid equipment.
- All relevant SOE forms, together with risk assessments, must be carried out prior to the trip.

**HAZARDOUS SUBSTANCES**

- The Site Manager is responsible for the storage of cleaning materials.
- A number of lockable storage rooms for the use of the Site Manager have been made available.
- No toxic substances will be stored in classrooms. Only the non-solvent based Tippex will be used in the classroom. All other materials used by the children will be non-toxic.

**STRESS MANAGEMENT IN SCHOOL**

**RECOGNITION**

- This Governing Body recognises that stress creates many harmful effects for both the institution and for the individual and acknowledges its importance for resource management and for individual welfare.
- Stress is usually caused by situations over which people feel they have little control.

**MONITORING**

In this educational establishment the following will be monitored to give an indication of the on-going stress levels.

Examples:

- a. levels of sickness absence, frequency and duration.
- b. voluntary self-certification following all absence to establish any underlying causes in the establishment.
- c. turnover rates of staff.
- d. levels of early retirement and/or ill health retirement.
- e. reported incidents of actual or potential violence.
- f. less contact time.
- g. frequency of cover for absent colleagues.
- h. class size.

**STRATEGIES**

- The Academy is committed to reducing stress in the work force by effective management techniques and by providing an environment where stress can be positively discussed.
- The Academy will take steps to support activities designed to support positive health management in the school. The Governing Body adopts the County Council Policy – 'Return to work on a part-time basis for therapeutic reasons for all school/college based staff'.

**VIOLENCE AT WORK**

- The Academy will not tolerate acts or threats of violence and confirm the right of all those who enter a learning environment to do so free from fear of intimidation and malicious upset. Newport Governors will insist upon an investigation of all reported acts of violence and will give the fullest possible support to the proven victims of assault and abuse. Acts or threats of violence should be reported immediately to any member of the school staff. If the victim is not satisfied with the action taken, the matter should be reported to the Head Teacher or to the Chair of Governors.

**NEWPORT COMMUNITY SCHOOL PRIMARY ACADEMY**

**POLICY ON SUN AWARENESS**

**RECOGNITION**

- The Governing Body acknowledges that protection of the skin for children is particularly important.
- This policy has been designed to increase knowledge, influence behaviour and create an appropriate environment for pupils to stay safe in the sun.

**CURRICULUM**

Issues about sun awareness and sun safety will be integrated (at the appropriate level) into the school's curriculum (e.g. health projects, science activities).

**UNIFORM**

Baseball style and other types of sun hats are available from our uniform suppliers and can be worn to give protection from strong sunlight during mid-morning, lunchtime and afternoon breaks, as well as outdoor PE. Children, where appropriate, must wear sunhats to school.

**SUNSCREENS**

Sensible use of sunscreens will be permitted during activities which take place out of doors during school time. In addition, children will be encouraged to take advantage of any available shade from trees and buildings within the school complex. Children in the EYFS will be supported with application of sunscreen top up during the day.

Parents will be advised to put a high factor sunscreen on their child before school. Children are permitted to bring sunscreen for their own use in a labelled bottle.

**OUTDOOR ACTIVITIES**

Extra care will be taken when children are exposed to the sun's rays during outdoor activities such as PE, day trips and sports days.

Teachers and support staff will be notified of any revision to current guidelines and are encouraged to follow protection procedures noted in this policy.

In extreme heat children will be encouraged to take their water bottles outside. Lunchtime staff will direct children to shaded areas to play and monitor that children are not running around to overheating point. Lunchtime break outside may be shortened.

## NEWPORT COMMUNITY SCHOOL PRIMARY ACADEMY

# SECURITY POLICY

### 1. GENERAL STATEMENT OF POLICY

This policy is part of, and should be read in conjunction with, the Academy's Health and Safety Policy. The main aim is to ensure that quality learning and teaching takes place in a safe and secure environment.

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

The policy will be kept up to date, to ensure this, the policy and the way in which it has operated will be reviewed every year by the school governors.

### 2. ORGANSIATION

#### 2.1 Governors

The school governors are responsible for:

- a) ensuring that they are organised to exercise their responsibilities.
- b) resource allocation and approving training for security in consultation with the Head Teacher;
- c) arranging to monitor and review the policy, including the frequency and nature of reports from the Head Teacher;
- d) ensuring that security is included within the Health and Safety Policy and communications to parents where necessary;
- e) identifying their own training needs to enable them to understand their responsibility for managing security.

#### 2.2 Head Teacher

The Head Teacher is responsible for:

- a) ensuring that this policy works, is understood by all staff and is revised annually;
- b) ensuring that this policy is monitored as required by the Governing Body;
- c) identifying training needs and arranging for training (see 3.3 below);
- d) ensuring that regular routine security checks and an annual survey/risk assessment takes place;
- e) raising awareness of pupils to security and personal safety issues (see 2.5 below);

#### 2.3 Site Manager, Office Manager and Head Teacher are jointly responsible for and will:

- i. familiarise themselves with the necessary rules, advice and literature to ensure that they are able to perform the above duties;
- ii. ensure that advice, support and information is available;

- iii. ensure that, in planning and providing new/improved accommodation, full regard is taken to security in the planning and design stages.

#### 2.4 Individual staff members

All staff members have a responsibility for ensuring:

- i. the safety of the pupils in their care by not exposing them to unacceptable risks, protecting them from hazards, guarding them against assaults;
- ii. that property is safeguarded;
- iii. that they know when to contact the police;
- iv. how to implement the school's fire and emergency plan;
- v. their own actions do not expose themselves or colleagues to unacceptable risks;
- vi. carry out risk assessments prior to lessons and visits and outings and record them on teacher's planning forms or visit records.

#### 2.5 Involvement of Other Groups

The Head Teacher is responsible for the development of strategies for ensuring that parents, police and the community are fully involved and consulted about security issues; and as appropriate receive a copy of this policy.

#### 2.6 Pupils

The Head Teacher is responsible for ensuring the raising of pupils' awareness in relation to:

- a) their own personal safety and welfare and the safety of others in and out of school (e.g. swimming, health and safety of pupils, where to go when parent does not pick up etc).
- b) the safe use of the accommodation (e.g. anti-bullying campaigns, school councils, PSHE curriculum).
- c) the appropriate parts of this policy and the expectations the school has for the pupils to take responsibility and action.

#### 2.7 Information

### **3. ARRANGEMENTS**

#### 3.1 Risk Assessment

The Head Teacher will ensure that a formal security risk assessment takes place annually (and at any time a significant change occurs) and the risk assessment will be contained with the other risk assessments.

#### 3.2 Incident reporting

All security incidents should be reported to the Head Teacher and recorded in the Premises file (Appendix 3) which will be kept in the school office. Significant incidents should be reported to LGB

All staff should ensure that the security incidents to be recorded include trespass, vandalism, theft and burglary, fire, attacks on staff and pupils and drug and solvent abuse.

In addition, the Head Teacher will ensure that the appropriate accident report form is completed. Particular attention should be given to the completion of form PO20, Report of Violent, Aggressive or Threatening Behaviour.

### 3.2 Training

As part of his/her responsibility for training the Head Teacher will ensure that opportunities will be provided for:

- a) specific training on security issues within the school's overall improvement priorities; and
- b) training of new staff including temporary staff where necessary.
- c) this is a restatement of the commitment contained within the school's Health and Safety Policy.

### 3.3 Personal Security

The Head Teacher and governors will review measures for combating violence to staff and pupils. They will include:

- i. ensuring priority is given to personal security training where obtainable ie physical restraint training;
- ii. fully co-operate and notify all assaults to the police, including full co-operation with the police in the exercise of their legal powers;
- iii. ensuring appropriate legal advice is obtained from the County Solicitor following incidents in which the police will not prosecute;
- iv. sending formal letters to people who make threats or verbally abuse staff as appropriate;
- v. fully supporting staff who have been assaulted or suffered verbal abuse and facilitate access to the Employee Counselling Service;
- vi. ensuring appropriate investigation of all incidents of violence that take place.

## 4. **GENERAL**

No security policy will attain its desired end unless those whom it concerns are themselves committed to the need for positive care in their own work and instil into pupils and students a similar sense of responsibility for their own safety and that of others.

SW/280197/TMH



## Appendix 1

### SECURITY SURVEY AND RISK ASSESSMENT

School .....

Date.....

Low Risk	0	1	2	3	4	5	High Risk

#### COMMENTS

NB You should include a brief comment below if you make a high risk assessment of 4 or 5

#### Part 1: Incidence of Crime in last 12 months

Please retain any documents which will help substantiate your assessments

##### 1. Trespass

No cases of trespassers in school grounds

--	--	--	--	--

Trespassers commonly present in school grounds

1.

##### 2. Vandalism

No cases of vandalism reported

--	--	--	--	--

Frequent and costly vandalism of school buildings and grounds

2.

##### 3. Theft/burglary

No cases of theft or burglary

--	--	--	--	--

Frequent theft or burglary

3.

Low Risk	0	1	2	3	4	5	High Risk

#### COMMENTS

NB You should include a brief comment below if you make a high risk assessment of 4 or 5

##### 4. Fire

No arson attacks in the locality

--	--	--	--	--

Schools in the locality have suffered from arson attacks

4.

**5. Safety – attacks on staff or pupils**

No attacks or threats reported

--	--	--	--	--

Attacks inside school or in vicinity of schools

5.

**6. Drug/solvent abuse**

No problems reported

--	--	--	--	--

School or locality problem with drugs of solvent abuse

6.

	0	1	2	3	4	5	
Low Risk							High Risk

**COMMENTS**

NB You should include a brief comment below if you make a high risk assessment of 4 or 5

**Part 2: Environment and buildings**

Please retain any documents which will help substantiate your assessments

**1. Incidence of crime in surrounding area**

Locality has a low crime rate

--	--	--	--	--

Locality has a high crime rate as reported to police

1.

**2. School overlooked from roads and/or**

--	--	--	--	--

Unobserved grounds

2.

**housing**

Grounds clearly visible to public

--	--	--	--	--

**3. Boundaries, fences and gates**

Boundaries well defined with fences and gates to grounds preventing all but determined intruders

--	--	--	--	--

No fences or gates preventing unauthorised access

3.

**4. Clearly defined entrances**

Clear entrances with signs directing visitors

--	--	--	--	--

No clear entrances or multiple entrances

4.

Low Risk

0	1	2	3	4	5

High Risk

**COMMENTS**

NB You should include a brief comment below if you make a high risk assessment of 4 or 5

**5. Well organised reception area and visitors' control**

Pass system in operation with badges issued to all visitors

--	--	--	--	--

No system of recording visitors

5.

**6. Car parking**

Car parks well lit and overlooked

--	--	--	--	--

No safe place to park, car parks unlit and not overlooked

6.

**7. Condition and appearance of buildings**

--	--	--	--	--

Buildings badly kept and in a state of disrepair, graffiti covered and

7.

Buildings well kept and in good repair with no graffiti

--	--	--	--	--

vandalised

**8. Detached and temporary buildings**

No buildings detached from main block

--	--	--	--	--

Many detached buildings including temporary huts

8.

Low Risk

0	1	2	3	4	5

High Risk

**COMMENTS**

NB You should include a brief comment below if you make a high risk assessment of 4 or 5

**9. Recesses and internal courtyards**

No places for intruders to hide or break in

--	--	--	--	--

Numerous places for intruders to hide and break in unobserved

9.

**10. Secure exit doors**

Doors secure against all but the most determined intruders

--	--	--	--	--

Fire exit doors easily forced, inadequate locks

10.

**11. Secure windows and rooflights**

Windows and rooflights protected against burglars

--	--	--	--	--

Windows and rooflights provide easy access

11.

**12. Valuable equipment that is easily stolen and**

--	--	--	--	--

Many computers, keyboards, FAXs, camcorders etc

12.

**disposed of**

Few computers, TVs  
and video cassette  
recorders

--	--	--	--	--

Low Risk

0	1	2	3	4	5

High Risk

**COMMENTS**

NB You should include a brief comment below if  
you make a high risk assessment of 4 or 5

**13. Fire precautions**

Buildings have adequate  
fire compartmentation,  
fire/smoke barriers and  
fire doors

--	--	--	--	--

Large open areas with a  
lack of fire/smoke  
barriers and doors

13.

**14. Community ethos  
and support for school**

Strong community and  
parent support benefits  
security e.g. active PTA

--	--	--	--	--

Insignificant parent or  
community involvement  
and/or negative attitudes

14.

**15. Out of hours use of  
school facilities**

No reported problems  
and/or security benefit  
from out of hours use

--	--	--	--	--

Many security problems  
due to out of hours use,  
special risks e.g. bars,  
social clubs

15.

Low Risk

0	1	2	3	4	5

High Risk

**COMMENTS**

NB You should include a brief comment below if  
you make a high risk assessment of 4 or 5

### Part 3: Security measures

Please retain any documents which will help substantiate your assessments

#### 1. Schoolwatch scheme

Efficient system of reporting suspicious incidents e.g. paging via satellite link

--	--	--	--	--

No scheme in operation 1

#### 2. Pupil involvement

Successful youth action group or school council

--	--	--	--	--

No involvement in security 2.

#### 3. Waste bins

Waste recycling bins locked up every night

--	--	--	--	--

Unlocked mobile bins left around school 3.

#### 4. Security lighting

Lighting of all entrances, footpaths and building facades

--	--	--	--	--

No lighting 4.

	0	1	2	3	4	5	
Low Risk							High Risk

#### 5. Surveillance

Efficient surveillance e.g. CCTV cover covering perimeter or security patrols

--	--	--	--	--

No system 5.

#### COMMENTS

NB You should include a brief comment below if you make a high risk assessment of 4 or 5

**6. Intruder alarms**

System using passive  
infra-red detectors in all  
ground floor perimeter  
and detached buildings

--	--	--	--	--

No system

6.

**7. Fire detection**

Automatic system linked  
to fire brigade

--	--	--	--	--

No automatic detection

7.

Low Risk

0	1	2	3	4	5

High Risk

**COMMENTS**

NB You should include a brief comment below if  
you make a high risk assessment of 4 or 5

**8. Property marking**

All valuable property  
marked and kept in  
secure store or secured  
locally

--	--	--	--	--

No markings on property

8.

**9. Cash handling  
procedures**

Secure methods in  
operation

--	--	--	--	--

Procedures lacking

9.

## Security risk assessment score summary

Part 1 – Crime	<input type="text"/>	(0-30)
Part 2 – Environment & Buildings	<input type="text"/>	(0-75)
Part 3 – Security measures	<input type="text"/>	(0-45)
<b>Grand Total</b>	<input type="text"/>	<b>(0-150 points)</b>

### Part 4: General

Please retain any relevant records

Please tick appropriate box

#### 1. Has training been given in personal safety techniques to:

- a) Support Staff
- b) Teaching Staff
- c) Pupils/students

Yes	No
Yes	No
Yes	No

#### 2. Do you make use of personal emergency alarms (fixed or mobile) for:

- a) Administration areas/staff
- b) Teaching areas/staff

Yes	No
Yes	No

#### 3. Do you know the cost of the incidence of crime detailed in Part 1?

Yes	No
Yes	No
Yes	No

#### 4. Do you have your own written policy?

#### 5. Is an individual/committee or group responsible for co-ordinating security arrangements?

Any other comments?



Appendix 3

**DEVON COUNTY COUNCIL EDUCATION DEPARTMENT: SECURITY INCIDENT LOG**  
**SCHOOL NAME: .....**

DATE	TIME	EXACT LOCATION ON SITE	NATURE OF INCIDENT e.g. trespass, arson, personal assault, burglary, vandalism, intruder WITH BRIEF DETAILS	DISCOVERED BY	ESTIMATED COST TO PUT RIGHT – time and money	STATE IF EQUIPMENT DAMAGED OR LOST (E) OR PREMISES DAMAGE (P) OR PERSONAL INJURY (A) AND GIVE DETAILS	REPORTED TO POLICE YES/NO	COMMUNITY POLICE INFORMED YES/NO	CULPRITS KNOWN (K) CULPRITS UNKNOWN (U) CULPRITS ARRESTED (A)

**NB: Complete normal accident form BR29, BR41, PO20 and F2504**