



# **Pontesbury CE** **Primary School**

## **Health and Safety Policy**

**Reviewed: October 2024**

**Next review date: October 2025**

## Health and Safety Policy

The School Governors and Headteacher recognise their responsibility to provide a safe and healthy environment for teaching and non-teaching staff, pupils, visitors and contractors at the premises and those affected by the school's activities elsewhere. Within the ethos of self-regulation, the Governors and Head will ensure a safe place to work and a safe system of work.

At the forefront of this policy is the Church of England's vision for education 'Educating for life in all its fullness' and the school's vision 'Aim High, Climb Higher' (which is reflected by Psalm 121 "Lift up my eyes to the mountains— where does my help come from? My help comes from the LORD"). The following procedure and practice outlines how all our school community can support a safe working environment in which to promote the flourishing of children and adults in our school community (whilst ensuring that legislation and guidance are followed).

In carrying out this policy effectively, the Governors and Head will:

- seek the co-operation, through consultation and involvement, of all employees with a view to implementing the requirements of the Health and Safety at Work Act 1974, and associated legislations;
  
- maintain all places of work, including means of access and egress from such places, in a safe condition and ensure that work equipment and systems of work are maintained to be safe and without risk to health;
  
- provide and maintain facilities and arrangements for the welfare of employees and pupils, including adequate provision for first aid treatment;
  
- ensure safety and the absence of risk to health and to the general environment in connection with the use, handling, storage, transport and disposal of articles and substances, and to provide appropriate personal protective equipment where necessary;
  
- bring to the attention of all regular and temporary employees, pupils, visitors and contractors, at the school premises, sites and undertakings, their responsibilities with regard to their own safety and the safety of others who may be affected by their acts or omissions. This will involve the provision of such information, instruction, training and supervision as is necessary;

- identify, eliminate or reduce by control, hazard which exist at the place of work through workstation or work activity risk assessment, and bring such hazards to the attention of employees and others who may be affected. This will include the formulation and where necessary, practice of effective procedures for use in the event of serious risk or imminent danger.

### **Policy Review**

The Governing Body has nominated the Premises, Safeguarding, Security and Health and Safety Committee to be responsible for health and safety matters in accordance with the Terms of Reference of the committee.

The committee will liaise with the LA and other external agencies to ensure that the school procedures are in line with those of the LA and other sources of good practice.

The Headteacher will report to the Governing Body annually on health and safety issues and this Health and Safety Policy will be reviewed annually. Additionally, this Policy will be further reviewed should there be any substantive change to existing Health and Safety legislation.

This cover of this policy gives details of the date that this policy is due for review.

In addition to assist in the proper implementation of this policy they will:

- keep informed of legislation by ensuring adequate and appropriate advice through persons competent in health and safety matters and provide the necessary resources to ensure effective safety management. This will include monitoring health and safety performance on a regular basis with regard to places of work, work activities and, where necessary, contractor activities as well as keeping records;
- bring this policy statement and relevant health and safety arrangements not only to the attention of all employees, but other persons affected by the school's activities. The policy statement, organisation and arrangements will be reviewed and amended as often as necessary.

### **Access and egress**

The school premises will be organised in such a way to ensure that pedestrians and vehicles can circulate in a safe manner. All access routes will be maintained in a safe condition and free from any hazard likely to cause a person to slip, trip or fall. The cleaner in charge/caretaker will ensure that paths outside around the school

remain free from tripping or slipping hazards, spreading grit on paths when needed in icy conditions.

The internal main door and side gate are open between 08.45 and 09.00 and are monitored by a member of staff. Pupils are 'dropped off' at the door and walk into school.

Pupils are picked up from their classroom doors from 15:15. Parents are permitted on site to pick their children up from 15.10. At all other times the internal main door and side gate remain locked and can only be opened from the inside or by using a security toggle. The entrance is accessible to wheelchair users.

All visitors to the school are directed to the main door by the reception area. Access is controlled by staff within the school and access can be prevented if they have any reason to suspect the purpose of the visit or the identity of the visitor.

All other external doors remain locked at all times. Staff can access the front and rear of the building using a key-pad entry system. Suitable lighting is provided at the main entrance and at the rear doors.

Access to the roof areas is prohibited; the Headteacher or LA must authorise access to these areas and authorisation will only be given when a suitable and sufficient risk assessment has been undertaken and there are measures in place to prevent falls from height.

The boiler room and cleaners' cupboards will remain locked during the school day in order to prevent unauthorised access.

The Headteacher will inform new staff and volunteers of the arrangements in place for accessing the premises.

Staff are responsible for reporting any problems or deficiencies encountered in the access routes into school or to their place of work to the Headteacher or School Administrator who will then ensure that these are dealt with promptly. The Premises, Health, Safety and Security committee will inspect the access and egress arrangements as part of their annual health and safety audit.

### **Accidents and First Aid**

Accidents (except of a very minor nature) should always be reported to the Headteacher. First aid should only be carried out by any of the following qualified First Aiders on the staff who renew their certification every 3 years. Training dates and reminders are kept within the school's electronic diary.

<b>Name</b>	<b>Role</b>	<b>Certificate Type</b>	<b>Expiry Date</b>
Vicky Giles (Reynolds)	HLTA	2 day First Aid at Work (Requal)	21/02/2027
Nina Green	TA	2 day First Aid at Work (Requal)	19/03/2027
Beth Butler	TA	2 day Paediatric First Aid Training	16/04/2027

Georgina Cherrington	TA	2 day Paediatric First Aid Training	13/12/2025
Nicola Davies	Teacher	2 day Paediatric First Aid Training	07/02/2027
Vicky Evans	TA	2 day Paediatric First Aid Training	11/07/2027
Cassie Keyland	TA	2 day Paediatric/EFAW combined	27/02/2027
Beth Roberts	Teacher	2 day Paediatric First Aid Training	10/10/2026
Bianca Treacy	KA/TA	2 day Paediatric First Aid Training	26/06/2027
Lucy Brock	LA	1 day Emergency First Aid at Work	02/01/2026
Karen Chrimes	Teacher	1 day Emergency First Aid at Work	07/04/2027
Jodie Cooper	TA	1 day Emergency First Aid at Work	07/04/2027
Jocelyn Cripps	TA	1 day Emergency First Aid at Work	07/04/2027
Alison Davies	Teacher	1 day Emergency First Aid at Work	07/04/2027
Vicky Evans	WA/TA	1 day Emergency First Aid at Work	02/01/2026
Leah Gwilliam	TA	1 day Emergency First Aid at Work	02/01/2026
Lesley Hilditch	Teacher	1 day Emergency First Aid at Work	16/11/2025
Sarah Lewis	TA	1 day Emergency First Aid at Work	07/04/2027
Tom Lowrie-Hera	Headteacher	1 day Emergency First Aid at Work	02/01/2026
Mary Mansell	KA/WA	1 day Emergency First Aid at Work	02/01/2026
Nigel Morris	Teacher	1 day Emergency First Aid at Work	28/09/2025
Cheryl Oldham	TA	1 day Emergency First Aid at Work	02/01/2026
Amber Pittaway	Teacher	1 day Emergency First Aid at Work	22/06/2025
Charlotte Pope	Teacher	1 day Emergency First Aid at Work	02/01/2026
Nicola Randles	Admin	1 day Emergency First Aid at Work	02/01/2026
Charlie Rogers	TA	1 day Emergency First Aid at Work	07/04/2027
Amanda Smout	Teacher	1 day Emergency First Aid at Work	22/06/2025
Sally Steventon	KA/TA	1 day Emergency First Aid at Work	02/01/2026
Jo Thomas	CK	1 day Emergency First Aid at Work	07/04/2027
Bianca Treacy	KA/WA	1 day Emergency First Aid at Work	02/01/2026

### Asthma Lead & Training

There is a designated Asthma lead within school who receives training to ensure Asthma procedures are present and correct.

Name	Role	Certificate Type	Expiry Date
Nicola Randles	Admin	Asthma Training (delivered by school nurse)	Sept 2025
All Staff	Various	Asthma Training (delivered by school nurse)	Sept 2025

Anyone else should delegate First Aid to the staff above.

First Aid Equipment is kept in a clearly marked First Aid boxes in the office, by reception and by Year 5 classrooms. The Headteacher (in collaboration with first aiders) is designated to ensure that they are correctly stocked at all times.

First aid kits are available for taking on educational visits.

Accidents occurring to children should be entered into the digital accident book which can be accessed via an iPad. The person treating the injury is responsible for ensuring that the accident is recorded, including the time, place, cause and nature of the injury and any action taken. This person may need to consult other members of staff i.e. the teacher on playground duty. These are sent via email to parents/carers.

The accident book and near misses will be analysed at least annually at a meeting of the Governors' Health and Safety Committee and will consider action to prevent recurrence.

Injuries to the head will be assessed by a first aider, recorded and parents informed at the end of the school day using a sticker on the child. If possible, the parents will also be informed verbally.

In the case of more serious accidents, parents will be notified immediately and the emergency services contacted if necessary. It may, however, be sufficient for the parent to take their child to their G.P. or the local hospital. In this case, the accident will be reported to Shropshire Council via the Online Incident Form on Business World.

Emergency phone numbers of each child are kept in the ICE folders in the office and staffroom.

Accidents occurring to a member of staff or visitor should be reported to the Headteacher or in his absence the school administrator who will complete and submit a Shropshire Council Accident Report Form (DT6441) in accordance with the following Shropshire Council guidance:

1. For Employees Shropshire Council's Accident Reporting System (CARS) should be used via the Online Incident Form on Business World. This is in line with the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995 (RIDDOR).
2. For Non-employees e.g. visitors, parents and contractors the CARS form should be used.
3. For Pupils all accidents/incidents and near-misses need recording and records kept on the school premise. Due to the nature of the undertakings within schools

only accidents/incidents arising out of or in connection with the work activity will need reporting to the Local Authority via the CARS system.

Minor Injuries requiring minimal intervention and where no obvious contributory factors are identified which could have prevented a reoccurrence will NOT need to be reported to the Local Authority but a record will need to be kept on the premises. Some examples to illustrate are detailed below:

- Falling/tripping for no obvious reason resulting in a grazed knee.
- Cut finger on paper which needs a wet green paper towel.
- 2 children collide in playground resulting in a nosebleed, or bumped heads etc.
- Child running in playground bump into fence.
- Sitting on grass child fell backwards and bumped head.
- Behavioural accidents during playtime e.g. pupil to pupil collisions/fights do not need reporting to the Health and Safety Executive (HSE) or HR&D – Health and Safety Team but should be recorded and monitored within the school.
- Medical Conditions e.g. someone faints or falls unconscious due to being diabetic or an epileptic etc, are not reportable to the Health and Safety Executive (HSE) or HR&D – Health and Safety Team but should be recorded and monitored within the school.

Minor injuries should be recorded on the Pupil Accident Record Sheet or something of a similar nature. The following information must be recorded as a minimum to allow effective monitoring of trends.

- Date/time of accident
- Name of injured person
- Description of injury (cut)
- Where the accident happened (e.g. corridor)
- Cause of injury (e.g. tripped up step)
- Name of person completing record
- What treatment/advice given (wet paper towel or ice)
- Name of First Aider if different to the person filling in form

All other injuries to pupils will need reporting to the Local Authority using the CARS system e.g. fatalities, major injuries, dangerous occurrences, minor injuries and near-misses which arise out of or in connection with a work situation. (N.B. accidents or incidents leading to a 3-day absence (or more) are reportable for employees only).

### **The administration of medicines**

The following information provides a summary of the regulations and procedures set out in the 'Medicines in School' Policy.

While the School Governors have a duty to safeguard the health and safety of pupils when they are engaged in authorised school activities this does not imply a duty upon teachers to personally undertake the administration of medicines.

The School Governors request parents to ensure that the Headteacher be made aware in writing of any medical condition suffered by their child.

- Non-prescribed medicines and/or Prescribed medicines will not be administered in school without written consent of parents and the specific authorisation of the Headteacher. Parents of a pupil requiring medication during school hours (for '4 times a day' doses only) should complete a 'Parental Request for Medication to be Administered in School' form from the school office.
- Where permission has been given by the Headteacher for the administration of medicine, the smallest possible dose should be brought to school, preferably by the parent, with clear written instructions for administration, giving the name of the pupil, contents, dosage and date of prescription.
- Changes in prescribed medication (or dose) should be notified immediately to the school with clear written instructions of the procedure to be followed in storing and administering the new medication.
- A written record of the date and time of administration will be kept in the school office.
- A member of staff should not administer medication without the specific authorisation of the Headteacher or most senior member of staff present.
- No member of staff can be required to administer medicine or drugs to a pupil.
- The medicine will not be kept by the pupil but in a secure location out of reach of pupils.



- Inhalers used by asthmatic children must be readily accessible at all times of the school day. Children are encouraged to become responsible for their own inhaler and independent in its use.
- Where children are suffering from life threatening conditions, parents should outline clearly in writing, what can and can't be done in a particular emergency situation, with particular reference to what may be a risk to the child. Where applicable, staff will undertake training in line with Health Authority guidance.
- Parents are further required to indemnify authorised members of staff in respect of any liability that may arise regarding the administration of prescribed medicines in school.
- In emergency situations qualified medical assistance will be secured at the earliest opportunity.

### **Asbestos**

A survey of the school has been undertaken by an approved contractor as appointed by the LA in 2008. Details of the type and location of asbestos present in the premises are given in the asbestos register. The Local Authority is responsible for maintaining the asbestos register as required by the Control of Asbestos Regulations 2007 and the Headteacher is responsible for ensuring that the register is made available to any contractor appointed to carry out work in the school. The Premises, Health, Safety and Security committee will undertake an annual inspection of the register, ensuring that procedures in place are appropriate and that any remedial work required is undertaken as a priority.

### **Control of contractors**

Contractors carrying out remedial or new building works are appointed through the LA who will appoint LA approved contractors. Contractors must work to current health and safety legislation and procedures agreed with the LA. Close liaison will be maintained between the contractor, LA and Headteacher and the health and safety of the project regularly reviewed and monitored. Contractors will need to provide the Headteacher with copies of any health and safety plans for the project, risk assessments, coshh assessments and method statements.

Companies and individuals regularly contracted by the school generally will undertake low risk work and will include those appointed by the LA to service fire fighting equipment and the security alarm, and those appointed by the school to carry out PAT testing of electrical equipment.

All contractors working on the school premises during term time are required to report to the school office prior to starting work. Contractors will be made aware of

the asbestos register and must sign that they have taken account of the information and will operate within the guidelines set.

### **Control of Substances Hazardous to Health**

No substance will be used or generated within school unless an assessment has been made of the hazards and risks to health of that substance.

Where a substance has been identified which carries a significant risk to the health of staff, children or others then the school will endeavor to replace the substance with a less harmful one. If this is not possible then an assessment form, COSHH PS1 will be completed and suitable and sufficient control measures put in place to reduce the risk of harm occurring.

The Headteacher will work alongside Shrewsbury Cleaning Hub management service who will be responsible for carrying out the assessments and identifying the substances which could be hazardous to health and the control measures needed to reduce exposure to them, which will include the provision of appropriate information and training.

Copies of the COSHH PS1 forms will be available in each cleaning cupboard and electronically for reference by staff as necessary. Staff should use the substances in accordance with any information provided, including the control measures identified in the assessments, and in accordance with any training that they have received. All staff, volunteers and visitors to the school must be informed that they should not bring any substances onto the premises without informing the School Administrator who will be responsible for alerting the Headteacher so that an assessment can be undertaken.

Contractors will be required to undertake COSHH assessments on any products they might bring onto the premises or produce during the course of their work and provide copies of the assessments including details of the control measures needed to reduce exposure to their own operatives and to others on the school premises.

The Headteacher will be responsible for ensuring that there are suitable storage facilities available for the safe storage of any substances identified as hazardous to health and staff must ensure that such substances are returned to storage immediately after use. Particular attention must be given to ensuring that any substances identified as not suitable for use by children are used appropriately by adults and stored in locked cupboards inaccessible to children when not in use.

### **Food Hygiene and Safety**

Any member of staff who is involved in food preparation for children on a daily basis within school must acquire an up-to-date Level 2 Basic Food Hygiene Certification to ensure the correct catering procedures are upheld. These will need to be renewed every 3 years. Training dates and reminders are kept within the school's electronic diary.

Name/Position	Certificate	Expiry date
Jo Thomas (Cook)	RSPH Food Hygiene – Level 3	12/11/2026
Mary Mansell (KA)	RSPH Food Hygiene – Level 2	18/05/2025
Bianca Treacy (KA/TA)	RSPH Food Hygiene – Level 2	18/05/2025
Leah Gwilliam (TA)	Intermediate Food Safety & Hygiene – Level 2	14/02/2025
Vicky Evans (TA)	Intermediate Food Safety & Hygiene – Level 2	16/01/2025
Beth Butler (TA)	Intermediate Food Safety & Hygiene – Level 2	09/10/2024
Georgina Cherrington (TA)	Intermediate Food Safety & Hygiene – Level 2	11/10/2024

Risk assessments and policies for the kitchen are kept in the kitchen.

### **Fire**

The school is required to carry out an annual risk assessment under the Regulatory Reform (Fire Safety) Order 2005 – ‘Keeping Your School in Business’. This document details control measures in relation to fire prevention and safety.

The annual risk assessment carried out by an assessor who is classed as a ‘competent person’: a contractor who has been third-party certified and is on the register of fire risk assessors, eg. by: IFE, IFPO, IFSM, BAFE, etc. The contractor is selected from a list held by Property Services Group at Shropshire Council e.g. Unicorn.

### **Fire Awareness / Fire Extinguisher Training**

All staff are required to undertake Fire awareness / Fire extinguisher training every 3 years to ensure correct protocols in relation to Fire hazards are upheld.

Name/Position	Fire awareness training/fire extinguisher certificate held	Certificate expiry date
Tom Lowrie-Herz		
Sara Andrew		
Nicola Randles		
Jo Thomas		
Charlotte Pope		
Bianca Treacy		

## **Fire Drill – evacuation routes**

Reception - Through classroom external door – around back of school to ball playground

Year 1 - Through classroom external door – around back of school to ball playground

Year 2 - Through classroom external door – to ball playground

Year 3 - Through classroom external door – to ball playground

Year 4 - Through classroom external door – around back of school to ball playground

Year 5 - Through classroom external door – around back of school to ball playground

Year 6 - Through classroom external door – around back of school to ball playground

Staff Room: Through external door – around back of school to ball playground

Hall – Through external door - to ball playground

Kitchen staff - Through back door to kitchen, across car park round front of school to ball playground

Office staff - Through back door to kitchen, across car park round front of school to ball playground

## **Lone working**

Staff are discouraged from working alone on school premises. Wraparound staff are currently responsible for locking the school and always leave in pairs. However, it is recognised that staff may wish to stay late in exceptional circumstances and may wish to come into school during the school holidays or at weekends. In these instances, individuals should try to link up with other members of staff so that more than one person is present on site. Otherwise, individuals must inform a relative or friend when they are expected to leave school and return home and of the action that person must take if the member of staff fails to return home at the appointed time. Note that mobile phone signals are not reliable in school. All staff have access to the landline in the School Office for use in emergencies.

## **Manual handling**

The Headteacher will ensure that manual handling tasks are identified and ensure that suitable assessments are undertaken to determine those with significant risk to health. Priority will be given to eliminating the need for manual handling.

Staff should use the wheeled trolley, available in school, to assist them to safely transport workbooks etc. from the classroom to their car and into the boot.

A stacker trolley is also available for the transporting loads around the school.

Staff must not attempt to move or lift any item which is beyond their capabilities. Appropriate training in correct manual handling techniques will be provided for all staff at the earliest convenience.

### **PE equipment**

Gymnastic equipment is checked annually by an accredited contractor.

The Headteacher is responsible for ensuring that risk assessments have been carried out for the transportation, use, storage and maintenance of the equipment. All staff using the equipment must be informed of the measures, identified in the risk assessments, to control any risks to staff and children.

Staff must check equipment before use and inform the Headteacher of any obvious defects.

The Headteacher will inspect the equipment at least once every half-term to ensure that it remains in good condition and that it is stored appropriately. The results of the inspections and of any remedial action needed will be recorded.

### **Pregnant workers and nursing mothers**

The Headteacher will be responsible for carrying out risk assessments for pregnant staff in accordance with LA guidelines and for ensuring that appropriate action is taken to ensure that pregnant workers are not exposed to any significant risk either to themselves or to their unborn child. Pregnant workers and volunteers and nursing mothers may use the staff room for rest periods or feeding and, when informed, the school administrator will endeavour to ensure their privacy if required.

### **Risk assessments**

The Headteacher will ensure that suitable and sufficient assessments are undertaken for all risks to the health and safety of staff, pupils, volunteers and members of the public whilst on the school premises or if affected by off-site school activities. Where there is significant risk of harm occurring, then the hazard will either be eliminated or control measures put in place to reduce the risk. The risk assessment will be recorded and reviewed at least annually or sooner if there is reason to believe that the control measures are no longer appropriate.

The Headteacher will involve staff when carrying out the assessment. Staff will be informed of the outcomes of the risk assessments and of the control measures required and will be provided with any training identified in the assessment. Arrangements will be in place to ensure that all new staff are informed about the risk assessments and the need to follow the control measures identified.

## **Staff well-being**

Governors are committed to ensuring the well-being of staff. Staff will be given copies of the Well-Being guidelines and are encouraged to complete the stress risk assessment if they so wish.

The headteacher uses a wellbeing questionnaire annually to ascertain wellbeing of the staff. There is a wellbeing lead in school who works with the headteacher to monitor and improve wellbeing on a day-to-day basis/

## **Services and boiler room**

Incoming services are marked on a plan of the building located in the school office. All staff will be told where the mains cut-off points are located for the incoming gas, electric and water. The School Administrator will ensure that this information is made available to all new staff.

Staff are not authorised to deal with any problems associated with the incoming services but must contact the LA or service providers for advice.

Contact details for the service providers, in the event of any emergency, are displayed in the school office and school staff room.

The boiler room must remain locked at all times when not in use. It must not be used for the storage of any materials or equipment.

## **Site Security**

Access to the school is controlled as given above. The school has adopted the 'Safe School Initiative' and all reported instances of unauthorised access to the school grounds and buildings are recorded and, where necessary, reported to the LA or local police. All portable expensive items have been marked with 'Safewater' for identification in the event of theft. The Headteacher is responsible for ensuring that all new items are marked.

All staff are responsible for requesting information from anyone in the building who is not known to them as either a member of staff or regular volunteer and who is not wearing the school's visitors badge.

Where intruders are present outside the building supervising staff should, if in doubt bring children back into the building and inform senior staff in order to resolve the problem. Police will be called where there is concern.

Staff car parking is to the front and rear of the school. The gate will be opened by a member of staff at 08.00 and closed at 08.45. Anyone arriving after 08.45 or leaving before the end of the school day must be responsible for ensuring that the gate is closed securely after opening.

## **Smoking**

The school operates a no-smoking policy at all times throughout the school building and on all areas of the school grounds.

## **Storage of materials and equipment**

Materials and equipment must not be stored in such a way so as to become a hazard to anyone accessing the storage area or retrieving any items. Storage must be at an appropriate level relative to its weight and bulk and shelves must not be overloaded. Items must not be stored on or adjacent to heaters, close to any light source or in direct contact with any electrical cables. Corridor areas and fire escapes must be kept free of stored items. Staff are responsible for ensuring that storage within their own work area is safe. The Head teacher is responsible for ensuring that there is sufficient storage capacity throughout the school. All staff should avoid hoarding unnecessary materials and equipment so as to ensure storage is kept to a minimum.

## **Tools and equipment**

All tools and equipment used in school must be in good condition, well maintained and suitable for purpose. Staff must report any defective items to the School Administrator and ensure that they are removed from use.

Tools and equipment must be stored appropriately and, where necessary, out of reach of children.

If equipment is fitted with guards, such as guillotines, then staff must ensure these are correctly fitted prior to use.

Equipment such as photocopiers, computers and other electrical items will be serviced regularly. Staff are prohibited from carrying out any repairs or maintenance which requires specialist expertise. They are able to replace toners, printer cartridges etc. in accordance with manufacturers' instructions.

## **Traffic management**

The car park to the rear of the school is for staff only and is clearly signposted. Visitors to school are directed to use the car park at the front of the school and pedestrians are clearly directed to the entrance by reception. There are barriers between the pedestrian route into school and the car park to the front. Children and parents on foot are requested not to use the vehicular access.

Parents are requested to operate a voluntary one-way system when dropping off or collecting their children at the beginning or end of the school day; this is to help ease traffic congestion near the school.

When arranging transport for school visits, the school will ensure that bus companies approved by the LA are appointed. Accompanying staff will be responsible for ensuring that all children remain safely seated with seat belts securely fastened at all times during the journey.

The use of parents' vehicles for transportation of pupils during school hours is permitted providing the driver has a current DBS and full driver's license and the vehicle has fully comprehensive insurance and a current MOT certificate, if applicable; details must be checked by the Headteacher or School Administrator prior to use.

### **Use of premises outside of school hours**

Consideration will be given to the use of the premises outside of school hours by other organisations, including the FOPPS, local clubs and groups, in order to ensure their safety.

The Headteacher will be responsible for agreeing to the use of the school and will liaise with a representative of the user group to ensure that there are agreed procedures in place for fire/emergency evacuation, first aid provision, the safe use of the buildings, equipment substances and other facilities and for securing the school at the end of the session.

Where the premises are leased to a company or non-voluntary organisation then the school will require copies of their safeguarding policy, health and safety policy, insurances and any relevant risk assessments.

Out of school hours activities organised by the school will be subject to a risk assessment and a limitation, where necessary, on the numbers attending in order to ensure the safe evacuation of all personnel in the event of a fire or emergency.

### **Violence**

Violent behaviour on the school premises, from children, staff, volunteers, visitors or parents will not be tolerated. The school has adopted a behaviour policy and staff and volunteers should familiarise themselves with it.

The Head teacher reserves the right to prohibit anyone from entering the premises who may foreseeably be intent on violence and will call the police for assistance when necessary.

All acts of violence must be reported to the LA on the appropriate form.

The Premises, Health, Safety and Security committee of the governing body will seek advice from the LA regarding any violent incident and, if considered appropriate, undertake further investigation and whatever action is considered necessary to reduce the risk of a repeat incident.



### **Volunteers/parental help**

Parents and volunteers are encouraged to help in school. The school operates a safeguarding policy and anyone either helping with clubs or any other school activity must be police checked before hand and must hold a current DBS

The Headteacher retains the right to ask parents and volunteers to discontinue their work in school if their behaviour is not considered appropriate.

### **Wildlife area**

The boundary of the wildlife area is secured by a high hedge and fencing. Access is by a single gate which remains locked at all times when not in use. Warning signs indicate the presence of the pond area.

Unaccompanied children are not allowed into the wildlife. Any class teacher organising an activity within the area will be responsible for ensuring that the ratio of adults to children is appropriate.

### **Work at height**

Any work at height will require a risk assessment. Where possible, work at height should be eliminated or reduced. Staff must not use tables or chairs as a means of working at height e.g. when displaying work. An industrial grade step-ladder is available for use. This must be inspected before use and must not be used if found to be defective. The step-ladders are stored in a locked cupboard and should be returned to storage immediately after use. Step-ladders must not be left unattended or used whenever children are present. Step-ladders must not be used by anyone working alone.

Parents, volunteers and staff must not bring any step-ladders in from home.

Any remedial work requiring work at height must be carefully considered and appropriate working platforms provided. Access onto the flat roof of the school is not permitted unless a risk assessment has been undertaken and measures put in place to prevent falls.

Contractors will be required to provide suitable risk assessments as required by the Work at Heights Regulations 2005 and to comply with the hierarchy of fall protection as given in the regulations.

The Premises, Health, Safety and Security committee of the governing body will inspect any access equipment on site during their annual health and safety audit.

### **Young people at work**

The school welcomes and supports students on work placement. Any placements are arranged in writing following contact between the Headteacher and the relevant placement base.

A risk assessment will be undertaken for any young person and for any school child carrying out work experience. The placement base will be required to provide such information as the Headteacher requires in order to make the assessment prior to the commencement of the placement. The Headteacher will be responsible for accepting the young person or child on a placement and will only do so when satisfied with the information provided.

Names, positions and duties of persons responsible for controlling each of the following:

### **Health, Safety and Welfare Advice and training**

Health and Safety Team, Shirehall	Carol Fox – Manager 01743 252814
Nominated School Safety Liaison Officer	Tom Lowrie-Herz (Headteacher)

### **Fire**

Fire Safety Officer	Mr Tim Mason 01743 255684
Fire Safety Compliance Officer	Mr Chris Humphries 01743 258428

Nominated Fire/Emergency Evacuation Co-ordinator	Tom Lowrie-Herz (Headteacher)
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Nominated persons to contact emergency services	Mrs S Andrew (Administrator) Tom Lowrie-Herz (Headteacher)
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### **Risk Assessment and Premises inspection**

Governors Health and Safety Committee

### **Field Trips, Expeditions and Educational Visits**

Co-ordinator	Tom Lowrie-Herz (Headteacher)
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The school has an Educational Visits policy.

The school follows the Regulations and Guidelines for Educational Visits and Journeys which is available on the Shropshire Learning Gateway.

EVC Training must be completed every three years.

The co-ordinator completed training in July 2023

### **Portable Electrical Testing**

Portable electric testing is carried out annually. A record is kept in the administrator's office.

Co-ordinator Tom Lowrie-Herz (Headteacher)

Defective or unsafe equipment should not be used and should be brought to the attention of the Premises Officer or headteacher.

### **Controlling Substances Hazardous to Health and Manual Handling Assessments**

Co-ordinator Tom Lowrie-Herz (Headteacher)

### **Contact Telephone Numbers**

#### **Education Department**

Shelley Reid Lead Health and Safety Officer CYPSPD 01743 252818

#### **Council Safety Personnel (based at Shirehall)**

Carol Fox County Central Safety Manager – all Departments 01743 252814

**Security and Crime prevention**

Ian Bartlett Crime Prevention Officer

01743 253685

**Fire Safety Officer**

Tim Mason

01743 255684

**Site Security Policy**

Adopted by Governing Body:

Due for review: June 2025



# **Pontesbury CE**

# **Primary School**

  

## **Site Security Policy**

**Reviewed: November 2023**

**Next review date: November 2024**

## **Site Security Policy**

The School Governors and Head recognise their responsibility to provide a safe and healthy environment for teaching and non-teaching staff, pupils, visitors and contractors at the premises and those affected by the school's activities elsewhere. Within the ethos of self-regulation the Governors and Head will ensure a safe place to work and a safe system of work.

### **Policy Review**

The Governing Body has nominated the Premises, Safeguarding, Security and Health and Safety Committee to be responsible for site security in accordance with the Terms of Reference of the committee.

The committee will liaise with the LA and other external agencies to ensure that the school procedures are in line with those of the LA and other sources of good practice.

The Headteacher will report to the Governing Body annually on all health and safety issues and this policy will be reviewed annually. Additionally, this Policy will be further reviewed should there be any substantive change to existing legislation relating to the security of school sites.

This cover of this policy gives details of the date that this policy is due for review.

In addition to assist in the proper implementation of this policy they will:

- keep informed of legislation by ensuring adequate and appropriate advice through persons competent in health and safety matters and provide the necessary resources to ensure effective safety management. This will include monitoring health and safety performance on a regular basis with regard to places of work, work activities and, where necessary, contractor activities as well as keeping records;
  
- bring this policy statement and relevant health and safety arrangements not only to the attention of all employees, but other persons affected by the school's activities. The policy statement, organisation and arrangements will be reviewed and amended as often as necessary.

## 1. Roles and Responsibilities

Overall school security is the responsibility of the school Governing body. The Head Teacher is responsible for implementing the site security policy.

### **Governing Body**

The Governing Body has drawn up and agreed the Security Policy with the school community. The Health and Safety Committee meets termly and reviews the implementation of this policy as part of its annual timetable.

### **Head Teacher**

The Head Teacher is responsible for implementing the Site Security Policy. They will ensure that standard procedures are in place to minimise risk and that all staff are fully aware of the security arrangements and of their own responsibilities, receiving such training as is necessary to fulfil those responsibilities.

The Head Teacher should ensure parents and pupils are fully informed of the security policy and should be encouraged to help.

The school undertakes an annual review of security risk assessments and undertakes regular routine security checks. All crimes are reported to the Police. The Head Teacher reports regularly to the Governing Body.

As part of the 'Safer Schools' initiative. All defects, trespass or other criminal activities should be recorded on the site plan.

The Head Teacher is responsible for the security of the premises during the school day; in their absence the Deputy Head Teacher assumes this responsibility.

### **Staff**

Teaching and non-teaching staff should be fully cognisant of the security procedures and know how to:

- protect pupils from harm
- guard against assault
- safeguard property
- contact the police/emergency services

New staff are informed of the school's security policy and of their responsibilities before taking up their post as part of their induction process.

## **Caretaker**

They are responsible for the day to day security of the school, for example unlocking and securing the school site and buildings during the week. They are also responsible for the daily monitoring of the site security including the perimeter fence. Any concerns or breaches are immediately reported to the Headteacher.

The caretaker is also responsible for ensuring action under the Ice and Snow policy.

## **Pupils**

As the children progress through the school, they are made increasingly aware of the security procedures. They should be encouraged to assist with these procedures when possible. The pupils will be taught about personal safety and social responsibilities.

The Head Teacher must be informed of any special concerns regarding pupils (e.g. pupils on the Child Protection Register/ looked after children/those who may be abducted/ those who may run away and any who are subject to Care Orders) and parents and outside agencies have a responsibility to ensure that this information is shared with the school. Relevant teachers will be informed in confidence, of any pupils who require special care and sensitivity.

## **Parents**

The parents of pupils are kept fully informed of security procedures and of their responsibilities when visiting the school, in the:

- School policy on web and information about 'Safer Schools'
- Individual letters
- Updates via WEDUC

## **Police/Local Community**

Pontesbury School values co-operation from the local police and community in assisting security arrangements for the school site and the surrounding area.

The school communicates with the local police to the area and local residents are encouraged to report incidents directly to the police.



The headteacher meets annually for 'Safer Schools' meetings.

The Police are called immediately if there is an incident of a violent, aggressive or abusive nature, using the 101 number. The Police should be called immediately when a child goes missing, after an interior and exterior search has taken place.

Health and Safety Services, with assistance from the Police will keep local schools informed of current matters of concern, for example if a stranger is spotted loitering outside any local school.

## **2. Security Strategies for site**

### **Control of Access**

Pontesbury has a policy of welcoming visitors; however, we realise that problems can occur. To minimise the risk to the school community, especially the children, we have introduced procedures to limit access to the school site, inc. mag lock gates and clear signage around school.

### **School Grounds:**

School has large, wide natural borders in the form of hedges. Where there is no hedge, fencing/gates are used with clear signage re. visitors signing in at the school office.

All children enter the school grounds via the pedestrian side gates. During the school day, all gates are locked, during which time visitors and late arrivals should enter through the pedestrian gate, reporting directly to the office, signing-in and presenting credentials. Directions are clearly signposted.

Where Parents want to pass a message to the class teacher, a senior member of staff is on the gate from 8:45 and is available to speak with parents.

Parents are reminded not to park on the school car park. However, some parents have access agreements with the school.

Where practicable, parents/guardians want to meet with staff, formal appointments must be made with the office. When attending appointments, parents/guardians should enter through the main entrance and sign-in. If a stranger is seen on the school grounds, a member of staff should establish their identity and the reason for the visit. If the reason is not legitimate, the stranger should be asked to leave the premises and/or denied entry.

### **Access to the school buildings**

To prevent unauthorised or unknown visitors entering school, the perimeter fences remain locked once the pupils are on site. The pedestrian gate remains open and can be seen by the office staff.

All office doors are locked when not in use and all cloakroom/external doors closed at the end of break times.

All visitors to the school will have to report via the administration office, which is clearly signed.

In the first instance, a member of admin staff will meet visitors; they will be asked for relevant ID, to sign in and give the reason for their visit. Visitors will be asked to read the safeguarding information on display when signing in and then will be presented with a visitor badge. A member of admin staff will then escort visitors to the member of staff requested – or asked to take a seat in the entrance waiting area while the member of staff is contacted. The member of staff then comes to collect the visitor. All visitors are expected to sign-in and wear a badge before they are allowed into the main part of the school. No visitor is given unrestricted access to the school; this includes parents. All children and staff are alert to unrecognised adults in school.

Children should report strangers to the nearest member of staff. If a stranger is noticed in school, staff should establish his or her identity and reason for the visit.

If, at any time, an unsatisfactory reason is given, or proof of identity cannot be produced, then the member of staff concerned should ask for assistance from the nearest colleague. The unauthorised person is asked to leave and escorted from the premises, as they are committing a trespass. If that person refuses, becomes aggressive or damages property, no attempt should be made by staff to eject the intruder and the police should be called immediately.

Parents have permission to enter the school premises. However, they should act as any other visitor to the school, complying with the appropriate school arrangements. They should not roam at will around the school, enter classrooms or interfere with members of staff carrying out their professional duties.

If parents / carers wish to take their child/children out of school during the school day, they should report to the administration office area. A request to take a child out of school should normally be made in advance in writing on a form requesting leave of absence. When they collect their child, a member of staff will go to the class to collect the child, while the parent / carer remains in the entrance area and signs the child out.

## **Trespass**

Pontesbury School is a public building but is not a public place to which any member of the public is entitled to have access.

Any person who enters without permission is a trespasser; trespassers are asked to leave.

If a parent is causing a disturbance, becoming abusive or violent towards a pupil, member of staff or another parent, the Head Teacher/Deputy Head might revoke the parent's permission to be on the premises by taking the following action.

- The parent can be asked to leave
- If the parent still refuses to leave willingly, the Police are called.
- A formal letter from the Head Teacher/LA or Governing Body, confirming the parent's permission to visit the school has been revoked for a fixed period.

The police should be called immediately if there is an incident that is causing concern of an aggressive, abusive or violent nature.

### **Entering the main school building (start of day)**

All children enter by the front entrance with the exception of EYFS who enter the site via the pedestrian gate then the side gate where they walk around the school to the EYFS classroom. If a child arrives after 9:00am, they should report to the office. All parents are asked to wait outside the school building. The main gates open at 8:45 and parents / carers drop their children off at this point and the children make their way into school.

### **Leaving the main school building (end of day)**

At the end of the day, a member of staff opens the gates for Parents/Carers at 3:10pm to enable them to come and collect their children.

It is the responsibility of teaching staff to ensure the safe dismissal of their classes. Children will indicate the parent collecting them at the end of the day.

Parents will inform their child's class teacher of changes to collection arrangements via the school office. Children will remain with the class teacher until these amendments are confirmed.

No child is allowed to leave unless teaching staff are sure they are safe.

Year 6 have written permission from parents/carers to walk home. Once the pupil leaves the school grounds, they are no longer the responsibility of the school. However, the school welcome Year 6 children to return to school if they are unsure/feel-unsafe.

### **Dismissal for After School Clubs**

When clubs that take place after school finish, it is the responsibility of staff leading club to ensure the safe dismissal of their clubs. Children will indicate the parent collecting them at the end of the day.

Children are either dismissed from the playground door or, in the case of sporting/other events from the field or playground.

Where there are changes to collection arrangements, staff will be informed via the office. Children will remain with the class teacher until these amendments are confirmed.

Where children are joining Afterschool club at the end of the activity club, it is the responsibility of the club leader to ensure the child arrives at Afterschool club.

Children (such as Year 6) with written permission from parents/carers are permitted to walk home by themselves as they would at the end of the school day. This is from school clubs only and not Afterschool club.

### **Entering and Leaving Before and AfterSchool Club**

For Breakfast club, parents can come onto the school via the side gate for drop off. Once inside, pupils are signed in on register. At 8:45, children are dismissed to their classrooms.

At the end of the school day, the Infants are taken by classroom staff to the setting. Junior children make their own way to the setting.

When collecting, parents / carers access the playground door via the side gate. Parents then ring the intercom to collect their child. Afterschool club staff can see people approaching and ensure they are the correct adult to collect the pupil.

### **School Buses**

Parents of children who are required to use school transport have responsibility to inform the school when their child is to use the school transport.

Parents report this via the office prior to the week commencing before Monday morning. Where there is discrepancy or doubt, the child will always remain in school and parents contacted by phone.

The responsibility for safety on the school bus is the transport provider. The transport provider reserves the right to manage behaviour on school transport and may choose to ban children from their vehicles if children do not behave appropriately.

The school will direct queries relating to the management of school transport to the transport provider and the Local Authority.

The school will ensure effective supervision of children to and from the school bus.

## **Collection/Arrival of pupils outside of normal collection arrangements**

Parents of children being collected for during the school day should report to the school office and complete the appropriate book detailing the reason for removal from school.

Children arriving at school after normal registration should complete the registration book to detail the reason for their child's absence.

## **Security of Personal Property**

Children should not bring anything of value to school. Individual staff are responsible for their own property.

## **Security of Equipment and Cash**

Main items of school equipment, for example computers, TVs, videos, are security marked using Smartwater. Portable ICT equipment (e.g. laptops, digital cameras) are not to be left unattended in an insecure classroom or office. Such items must be locked away.

All monies collected by staff must be sent to the school office immediately for recording and banking. Money is banked as soon as possible. The school has a safe for the storage of money. When dealing with sums of money, the personal safety of staff is paramount and staff should never place their own personal safety at risk.

## **Security of Buildings**

An effective, police-monitored intruder alarm is in operation. This is always set when the school is empty.

CCTV has been installed on the site which acts as a deterrent and records up to a month's worth of footage.

It is the responsibility the Caretaker/cleaner in charge to ensure that all classrooms and offices are secure, the external doors and windows closed and locked, and equipment switched off, before leaving the premises. The Caretaker/cleaner in charge is also responsible for locking the gates and setting the intruder alarm at the end of the day.

## **Safety of Key Holding Staff**

Key holders called to the school premises in answer to the intruder alarm must not enter the school premises unaccompanied. School staff must call 101 to ask for police who will attend if the intruder alarm sounds to ensure that it is safe to enter the

site. If no reason for the alarm presents itself, they will set the alarm and leave the school.

The Head Teacher, the Deputy Head Teacher, Administrator and Caretaker are designated key holders and are responsible for the security of the building.

### **Caretaker**

It is the responsibility of the Caretaker/cleaner in charge to check daily that all locks and catches are in working order, that the emergency lighting is working and that the fire alarm has no faults. The operation of the intruder alarm will also be checked, regularly maintained and results documented.

Before leaving the premises, the Caretaker has a duty to ensure that all the windows are closed, that the doors are locked and secure, blinds/curtains are closed that the intruder alarm is set and that all gates are locked.

### **Contractors in School**

When contractors are working on site, the following precautions should be taken:

1. The school will provide all contractors with relevant information regarding the building, such as the local asbestos management plan, asbestos locations, fire and emergency plans and details of first aid provision.
2. When on the school site, contractors must sign in. Badges identifying the company for which they work, should be worn at all times.
3. Contractor work on site will be subject to a specific risk assessment detailing how segregation between workers and pupils will be achieved. If contractors have to work in areas where pupils are present, pupils will always be under the direct supervision of a school staff member.
4. Contractors will be expected to comply with acceptable and expected behaviour policy towards pupils.

### **Access Outside School Hours**

On occasion, staff, pupils or contractors require access to the school out of normal school hours, in the evenings or at weekends and in the holidays.

Pontesbury School is aware that some staff are working on the premises before and after school and their security has to be safeguarded.

No person should be in school on their own, if at all possible. If this is unavoidable, all the doors should be locked and the staff member should have access to a (mobile) phone and have a buddy system in place. Specific risk assessments and

procedures for lone working are in place within the school and are reviewed annually.

Curtains and blinds should always be closed in the evening, but especially if staff are working late.

## **Fire**

At Pontesbury School, we acknowledge that one of the most serious threats is arson and to reduce the risk, we take the following precautions:

1. Automatic fire detection and fire alarm are in place throughout the school. These are tested regularly and the results documented.
2. Fire drills take place each term. All fire exits are kept clear at all times and neither left open, nor locked from the inside.
3. The school grounds are kept clear of litter and movable objects that could be used to start a fire. The school refuse bins are secured.

## **Bomb Threats**

Any warning the school receives about such a threat is treated seriously, with the safety of the pupils and staff paramount. If a bomb threat is received the school should be evacuated immediately according to the fire and emergency plan and the emergency services informed. Staff must also follow the Critical Incident Plan.

Staff should be vigilant at all times and report anything suspicious, for instance suspect packets, unrecognised vehicles in the car park or persons in unauthorised areas.

## **Lockdown Procedures**

Lockdown Procedures are detailed in a separate policy which provides clear systems in place in the event of any external or internal incident that poses a threat to children and staff within the school e.g. civil disturbance, intruder threat, pollution, etc.

## **Lone Working**

It is best practice to avoid lone working. Where it cannot be avoided and should staff need to work alone on the school site, it is important that all staff are aware of the risks and control measures to mitigate these risks.

Staff will be asked to complete the Lone Working Agreement and Record Sheet before and after each Lone Working session to agree that you have understood the risks involved and will adhere to the control measures.

## **Reporting Incidents**

All incidents of crime and losses are recorded, including information on the date, time, location, cost, staff, parents involved, action taken, and so forth. The Police and LA are notified.

A review of incidents over the year is distributed to the Governors as part of their monitoring responsibilities (see H&S Committee Annual Planner) and/or reviewed in Safer Schools Meetings every year with the Crime Prevention Officer.

## **Injury**

Shropshire Council Health and Safety team must be informed of any serious injury caused to a pupil or member of staff. Where anyone on site has to attend hospital, this is recorded using the corporate health and safety recording system (CARS) via the Online Incident Form on Business World.

## **Conclusion**

It is the responsibility of all staff to ensure that procedures agreed in this safety policy are complied with. In the event of an incident occurring, an enquiry into the incident will be carried out by the Senior Leadership Team and then discussed with staff. An evaluation of the effectiveness of procedures will be made and the policy will be amended if necessary.

This policy will be evaluated during each academic year and Governors and parents informed of any changes. The pupils will be regularly reminded of aspects of this policy during school assemblies and as part of classroom practice.

Policies and documents related to this Health and Safety Policy, inc. Site Security Policy are:

- Child Protection
- KCSiE Online Safety Policy
- Behaviour
- Anti-Bullying
- Medicines in School
- Administration of Medicines



- Attendance
- Educational Visits
- Asthma
- Fire Policy (inc. Fire Risk Assessment)
- Emergency Response and Business Recovery Plan