



First Tower School

Health & Safety

Procedures 2021

| | |
|-----------------|---------------|
| Date: | November 2019 |
| To be reviewed: | July 2020 |
| Reviewed: | May 2021 |

Health and Safety Policy 2021-22

Contents

| | |
|---|----------|
| Introduction | Page 2 |
| Our aims | Page 2 |
| Health and Safety Committee | Page 3 |
| Organisation and Responsibility. | Page 3/4 |
| Head Teacher | Page 4 |
| Health and Safety Lead (Deputy Headteacher) | Page 4 |
| Senior Leadership Team (SLT) | Page 4 |
| Classroom Teachers/Support Staff | Page 5 |
| Caretaker | Page 5 |
| Pupils | Page 5 |
| Students/Visitors/Volunteers | Page 6 |
| Curriculum Safety | Page 6 |
| Arrangements | Page 6 |
| Staff Induction | Page 6 |
| Risk Assessments | Page 6 |
| Fire Safety | Page 6 |
| Security | Page 6 |
| Safety Training | Page 7 |
| Health & Safety Checks | Page 7 |
| Working at Heights | Page 7 |
| Educational Visits | Page 7 |
| Supervision | Page 7/8 |
| Physical Intervention | Page 8 |
| Stress and Staff Wellbeing | Page 8 |

| | |
|--|----------------|
| Violence at Work | Page 8 |
| First Aid | Page 8 |
| Medication | Page 8 |
| Accident Reporting and Investigation | Page 9 |
| Asbestos Management | Page 9 |
| Substances Hazardous to Health | Page 9 |
| Water Hygiene | Page 9 |
| Electrical Equipment (fixed & portable) | Page 9 |
| VDU's / Display Screens | Page 9 |
| Food Handling | Page 10 |
| Hot Liquids | Page 10 |
| Tools and equipment | Page 10 |
| Visitors and Contractors | Page 10 |
| Housekeeping, cleaning & waste disposal | Page 10 |
| Vehicle/Pedestrian Traffic | Page 10 |
| Lettings/shared use of premises | Page 10 |
| Smoking | Page 11 |
| Out of Hours Access | Page 11 |
| H&S around Animals | |

Introduction

It is our policy to carry out our activities in such a way as to ensure so far as is reasonably practicable, the health, safety and welfare of our employees and all persons likely to be affected by our activities including the general public where appropriate. We will co-operate and co-ordinate with partnerships, contractors, sub-contractors, employers, Education Department and the owners of premises and land where we are commissioned to work in order to pursue our Health and Safety Policy aims.

This policy statement complements and should be read in conjunction with the Education Department Cooperate Occupational Health and Safety Policy and Workplace Health and Safety Procedures, it records the school's procedures for implementing the Education Department compliance guidelines from the Health and Safety at Work (Jersey) Law 1989. This policy meets the minimum requirements of the Workplace (Health, Safety and Welfare) Regulations 1992 and is considered best practice.

This policy shall be used in conjunction with;

- Fire safety and evacuation guidelines
- First Aid Policy
- Risk Assessment Information
- The Staff Handbook
- Lone Worker Policy
- Safeguarding Policy
- Critical Incident Policy
- Outdoor Learning Policy
- Educational Trips
- Playframe Policy
- PE Policy
- Online Safety Policy
- Physical Intervention
- Intimate Care Policy

Our aims are to:

- Provide and maintain a safe and healthy working environment ensuring the welfare of all persons
- Maintain control of health and safety risks arising from our activities
- Comply with statutory requirements as a minimum standard of safety
- Consult with all staff on matters affecting their health, safety and welfare
- Provide and maintain safe systems, equipment and machinery
- Ensure safe handling, storage and use of substances
- Provide appropriate information, instruction and supervision for everyone
- Ensure staff are suitably trained and competent to do their work safely
- Continually develop a safety culture to remove or reduce the possibility of accidents, injuries and ill-health
- Assess risks, record significant findings and monitor safety arrangements
- Review and revise safety policies and procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements

- Develop and maintain a positive health and safety culture through regular communication and consultation with employees and their representatives on health and safety matters

This will be achieved by an ongoing commitment to the health, safety and welfare of all pupils, staff and visitors through the provision of appropriate and effective advice, support information and guidance on health and safety matters. This will facilitate a healthy and safe environment where everyone's potential can be maximised.

All members of staff must co-operate fully with measures the school will be taking to comply with the relevant statutory provisions and in implementing this Health & Safety policy, in order to ensure that their working environment, together with those of their colleagues and pupils, are as safe and healthy as possible.

Health & Safety Committee

Will contribute to the strategic direction of First Tower Primary School and be active participants in the delivery of school's objectives and mission statement.

The Team shall consist of;

- The Deputy Headteacher (H&S lead)
- School Administrator
- Caretaker
- Representative from each Phase
- Lead Teaching Assistant

Additional members will be included where appropriate to discuss safety matters relating to specific areas of work/curriculum. The group will meet at least half-termly as appropriate in order to ensure there is clear direction. An agenda will be prepared and minutes taken which will be circulated to staff and displayed on the H&S noticeboard in the staffroom. H&S matters will also be a standing item on the agenda of half termly SLT meetings and information will be disseminated to staff via weekly Staff Briefings, Line Manager Meetings and emails. All staff should log any H&S maintenance requests via email for the attention of the caretaker and cc the Deputy Headteacher. The DHT/H&S Lead will meet weekly with the caretaker to discuss and action.

Organisation and Responsibilities

The Leadership team is responsible for the strategic overview of health and safety including that of ensuring full implementation of the Schools Health and Safety at Work Policy. **This will be achieved by ensuring there is an effective plan for safety that sets clear areas of responsibility and achievable standards for all the school staff.**

The best means of developing and progressing this policy, thus providing effective management of health & safety, is to establish a site management team, led by a senior leader. The role of the team will be to ensure there is a good communication link between the Head Teacher, Property Holdings, Department for Education H&S Lead and members of staff generally. Its terms of reference are to:

- Identify and develop practical arrangements for health and safety
- Develop strategies/arrangements to actively monitor their enforcement
- Consider /access any safety issues for new equipment or in anticipation of organisational change
- Ensure effective remedial action has been considered and implemented to comply with statutory requirements
- Identify opportunities for further improvement to safety arrangements

- Carry out a review of the policy and its arrangements annually and recommend necessary improvements on general strategic matters of health and safety
- Carry out annual internal audits

A clear intention is to seek continual improvement through the development of a safety culture built on a common understanding of safety and a commitment by all staff to meet their challenging goals.

Head Teacher

The Head Teacher has the day-to-day responsibility of managing and enforcing First Tower's Health and Safety Policy. Where necessary the Head Teacher/Senior Leader will initiate, support and assist all staff in the risk assessment process and take appropriate steps and make the final decision on any safety question where matters are unable to be resolved satisfactorily through delegated responsibility arrangements within this policy.

The **Deputy Head Teacher** will assume these responsibilities in the absence of the Head Teacher.

Health and Safety Lead

As Health and Safety Lead their role is to promote safety awareness so that the other members of staff are familiar and clear as to their duties and responsibilities stated in this Health and Safety Policy. They will also be responsible for convening meetings of the Health & Safety Committee, ensuring that minutes are taken and stored in a place accessible to all interested parties. The Health & Safety Lead will also provide/arrange assistance and support for staff to ensure that risk assessments are carried out. They will endeavour to keep up-to-date with safety regulations and through the Health & Safety Committee initiate steps that ensure arrangements for health and safety at First Tower School conform to both current regulations and best known practice.

Senior Leadership Team (SLT)

The nature of the school's activities can be diverse from an operational point of view and essential activities and priorities may vary between key stages and subjects. SLT will be responsible for initiating/undertaking/assisting in the risk assessment process in areas and for tasks relating to pupils and other members of staff in their sphere of operation.

They will ensure their designated zones are inspected regularly to identify hazards and bring any concerns to the attention of the Head Teacher/ Health & Safety Committee. Where significant hazards are identified a formal risk assessment process will be initiated to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the risk. Relevant staff will be informed of any significant findings that will also be recorded and filed in the HT office for audit inspection.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health and safety is not compromised. This may require immediate intervention actions – such as restricting access to the hazard before reporting the matter to the Headteacher or Health & Safety Lead.

Classroom Teachers/Support Staff

Have responsibility for initiating/undertaking/assisting in the risk assessment process in areas and for tasks relating to pupils and other members of staff in their sphere of work. They will inspect their work/designated areas regularly to identify hazards and raise concerns with their line manager and/or the Health & Safety Lead. Where significant hazards are identified a formal risk assessment process will be initiated to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the risk. Staff members, under their instruction, will be informed of any findings that will also be recorded and filed for audit inspection.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health and safety is not compromised. This may require immediate intervention actions – such as restricting access to the hazard before reporting the matter to the SLT/Head Teacher. Classroom Teachers/Support Staff will also assist in the implementation of other safety arrangements considered necessary to comply with health and safety regulations and codes of practice as may be determined from time to time and approved by the Head Teacher.

Caretaker

The Caretaker has a key role to ensure that the school premises are kept clean, secure and maintained in a safe condition. This is achieved by undertaking tasks as defined in the job description or additional tasks as determined by arrangement with the Head Teacher. The Caretaker is also responsible for the supervision of cleaning staff, materials and any equipment they use. They will be responsible for undertaking/assisting in the risk assessment process in matters relating to their work and that of other members of staff. This will include responsibility as first point of call and active liaison with contractors who are aware of the Health and Safety Policy and arrangements.

It is expected that particular work undertaken by the Caretaker will identify quickly areas that threaten the safety of themselves, pupils or other members of staff.

The Caretaker will inspect specified designated areas regularly to identify hazards and will bring any concerns to the attention of Head Teacher/Health and Safety Lead. Where significant hazards are identified a formal risk assessment process will be undertaken to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control risk. Relevant staff will be informed of any findings that will also be recorded and filed in the School Office for audit inspection

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health and safety is not compromised. This may require immediate intervention actions – such as restricting access to the hazard before reporting the matter to the Head Teacher or Safety Co-ordinator. The Caretaker will also assist in the implementation of other safety arrangements as considered necessary to comply with health and safety regulations and codes of practice, as may be determined from time to time and approved by the Head Teacher.

Pupils

All pupils must be encouraged to follow all safe working practices and observe all school safety rules.

All pupils will:

- follow all instructions issued by any member of staff in the case of an emergency;
- ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- inform any member of staff of any situation which may affect their safety or that of others.

Students/Visitors/Volunteers

All Students/Visitors/Volunteers must be inducted to follow all safe working practices and observe all school safety rules. They will receive a full induction from the Volunteer Lead and will be required to read the relevant policies and sign the volunteer agreement document.

Curriculum Safety

It is the responsibility of all staff to ensure that they are teaching within any safety guidelines issued by the Education Department for curriculum coverage (e.g. Science/DT/PE/Art). Subject Leaders should produce a risk assessment for their subject before any hazardous activities are completed or resources are used.

Arrangements

The Headteacher will ensure that those appointed and charged with responsibility for implementing First Tower School's Health and Safety at work Policy and its arrangements will be adequately trained to fulfil their delegated responsibilities. Where specialist knowledge is required advice will be sought from Department for Education Health and Safety Lead to advise/assist directly or where appropriate identify other component persons to provide support.

Staff Induction

All staff will have a thorough induction with a Health and Safety Update/Refresher at least once per academic year. They are also issued with a Staff Handbook giving full details of school policies and procedures, including all aspects of Health and Safety. All staff are expected to read and sign to confirm that they have a secure knowledge of the policies and procedures. All policies are available to everyone from the school website.

Risk Assessments

Activities which require a risk assessment must be completed using the school format and sent to the Educational Visits Lead well in advance of the activity in order for it to be checked and approved. When taking children off site a pre-visit check must be made by the person completing the risk assessment.

Fire Safety

Refer to Fire Evacuation Procedure and Fire Marshal information.

The Headteacher or Deputy Headteacher will ensure a fire risk assessment is carried out to comply with Fire Safety regulations. This assessment also considers detailed arrangements on procedures to be followed in the event of a fire emergency. The risk assessment will be reviewed annually or in the event of change and significant findings, will be processed onto a priority action plan of remedial steps to be taken.

Security

The security of the school is monitored continually by the staff and pupils, who report any issues directly to the Headteacher/SLT/Caretaker. Entry is via the main entrance which is a locked door operated by the office staff. During the school day all gates are locked. Visitors/Parents are to report to the office and sign in/out. A visitor badge is to be worn on school premises at all times. The lanyard will be green if they have a DBS check and can be unaccompanied, or red which indicates no DBS check and these visitors must be escorted at all times. All staff **must** challenge unidentified/unknown people on school premises. Children will only be dismissed to named Parents/Careers unless otherwise notified.

Safety Training

Designated members of staff attend the required training courses such as safe-handling, Fire Marshall and Critical Incident.

Health & Safety Checks

Will be carried out on a continuous basis so that physical type hazards are identified as soon as possible. Any issues will be collated into a 'Job List' and distributed to those people who are required to action them.

The Caretaker will conduct daily checks of the outside areas and sign the daily checklist whilst address any Health and Safety concerns noted.

Working at Heights

Head Teachers/SLT/Leaders/ Teachers/Support Staff must not instruct staff under their charge to undertake any work at height task unless a suitable and sufficient risk assessment has been carried out and properly recorded. Closer supervision must be exercised at all times when asking vulnerable persons to undertake work at height tasks. These will include young persons, student placements and new or expectant mothers.

All staff are instructed not to undertake any work at height task unless they have been authorised to do so and have been informed of the risk assessment findings, trained and instructed as appropriate.

While not an exhaustive list such work at height tasks may include the following:

- Storing and/or retrieving materials
- Placing and/or removing displays at height
- Cleaning windows and light fittings
- Maintenance tasks

Risk assessments will be passed onto a Senior Member of Staff for signature before commencing the task then filed for future staff reference and audit inspection. All relevant staff will be informed formally of the risk assessment findings. Arrangements must be made to ensure new or temporary employees are informed of risk assessment findings before being asked to undertake any work at height task.

Access equipment (ladders) are available and checked on an annual basis, however, before use, staff must carry out a safety check to ensure they are fit for purpose. Ladders are located in the DT room (y5/6), the staffroom (Y3/4) and the office toilet (Y1/2). **Staff must not use ladders without another adult to assist. Chairs and tables must not be used to stand on.**

Educational Visits

A member of the school leadership team has been appointed and trained as Educational Visit Leader. Staff refer all visits through this person who ensures that relevant checks have been made. Only qualified staff are eligible to transport children in the school minibus.

Supervision

- Children are supervised at all times during the school day. Teaching staff are responsible for their classes of children during all curriculum time.
- Staff teaching duties begin at 8:30am when the children come into class.
- Breakfast Club staff are responsible for supervising children from 7.30-8.30am.
- Teaching staff are responsible for the safe dismissal of pupils at the end of the school day.
- During lunchtime the children are supervised by Lunchtime Supervisors.
- During break time teaching staff will follow the playground rota to provide adequate supervision of all children.
- Pupils attending out of school activities are under the supervision of the staff delivering the sessions. These members of staff will maintain a record, using parents' consent forms to identify which children will be collected by an adult and which children are allowed to leave school unsupervised. They will ensure that only children authorised to do so leave the premises without a "collecting adult".
- Ratios for visits must be maintained at all times –1:4 for Early years 1: 10 for KS1 and 1:12 for KS2

Physical Intervention

Arrangements regarding physical intervention are set out in the Physical Intervention Policy.

Stress and Staff Wellbeing

School staff retention is essential to providing consistent high quality education to pupils. Staff need to be happy, have a manageable workload and the right support at all levels in order to thrive in a school. All staff need to be able to recognise signs of stress and what they can do to deal with it and how they can avoid it. We have 2 qualified 'Mental Health First Aiders' and posters displayed for staff to recognise when they may be feeling overwhelmed, stressed or anxious. First Tower makes a great effort to foster a culture of happiness and wellness. We are totally committed to ensuring staff stay happy and well so that they can provide the best education for our pupils.

Whilst expecting that all staff do their directed hours in school, we recognise that the number of hours in school is not a measure of commitment to school. SLT pay careful attention to the organisation and timings of:

- PPA (Planning, preparation and assessment) time
- Curriculum release time to cope with busier periods for different areas of responsibility
- Training
- Support staff are rarely expected to attend staff meetings, if they do they are paid additionally
- Staff meetings do not happen in weeks where there is a requirement for teachers to lead parent consultations (twice annually). They finish promptly by 5pm.
- Extra curricular clubs - teachers are not obliged to run extra-curricular clubs

Additional wellbeing initiatives used in school:

- An extra 30mins PPA per week
- Limited duties
- PPA coordinated with year group partner
- Staff meeting time given to write reports
- Agendas and date changes for meetings are sent well in advance
- Birthdays celebrated
- Consideration for staff to attend special events and family medical appointments
- Ensuring the staffroom is a pleasure to sit in as far as possible
- Staffroom treats
- Social events
- Free flu jabs
- Free access to counselling out-of-hours
- Monitoring of working hours at school

First Aid

All staff are offered basic first aid training once every 3 years. There are lists of qualified 'First Aid at Work' first aiders in all classrooms, offices and corridors. There should always be at least one on the school premises at any one time. First aiders attend retraining courses as required. See "Qualified First Aiders at Work" list. The SLT are responsible for ensuring that the appropriate number of appointed persons and facilities provided for first aid are maintained.

Staff are responsible for requesting additional items (e.g. ice packs), when they use their supply. Staff are responsible for ensuring a well-stocked first aid kit is taken on all off-site visits.

The Caretaker is responsible for checking, replenishing and ordering first aid supplies.

Accident Reporting and Investigation

All first aid administered during playtimes **must** be logged with the **date/child's full name/incident and action** on the clipboard for each playground. First aid administered in the classroom or on visits should be logged on T/shared in the first aid log (excel spreadsheet). Any **serious incidents** must be logged with the School Administrator and an accident report completed and submitted to the Department.

Any accident to a member of staff/children/visitors/members of the public requiring an ambulance and/or hospitalisation are recorded on Department for Education accident form and logged with the Department.

Near-miss incidents

What is a **near miss**? An unplanned event happening, that does not result in an injury/illness or damage but had potential to do so. Something has occurred that did not result in injury/illness or damage but could have. The key is that something happened.

Any near-miss incidents must be recorded on the near-miss log on Teacher Shared.

This record is monitored regularly by SLT to identify any recurring issues or areas that may be causing accidents or injury.

Medication

We recognise that children with short-term illness where medications such as antibiotics have to be administered may need to bring medication to school. Before bringing medication to school, parents/carers **must** complete an authorisation form. Any medication that is required to be administered only 3 times a day, should not be brought to school (unless required by the doctor). Medication should be administered in line with the instructions authorised and **must be logged** in the 'Medication Log' by the member of staff administering it. Any medication brought to school **must** be stored in the main office first aid cupboard and locked away. Any member of staff can administer the medication, but they must make themselves familiar with the individual dosage requirements.

No medicines to be stored in classrooms with the exception of inhalers/epi-pens.

Asthma/Anaphylaxis

Asthma inhalers should be stored in an accessible, labelled container in the classroom and always taken to PE lessons and off-site visits. During off-site visits, inhalers must be kept by the child at all times. Class Teachers are responsible for informing parents when they have been used.

Specialist training will be undertaken by designated staff if required to support a child with a specific need e.g. Emergency Epilepsy Medication/Epi-Pen.

Any pupils with an inhaler, epi-pen or a chronic medical condition **must** have a care plan e.g. diabetes.

Staff must advise of any medication that they are taking which may affect performance and keep these safely.

Please also refer to the GoJ Administration of Medication at School Policy.

Asbestos Management

Asbestos management on site is controlled by the Nominated Responsible Person (Caretaker). The asbestos register as issued by the JPH is located in the school office and is to be shown to all contractors who may need to carry out work on site. Contractors must sign the register as evidence of sighting prior to being permitted to commence any work on site. Under no circumstances must staff drill or affix anything to walls that may disturb materials without first checking the register and/or obtaining approval from the nominated responsible person.

Any damage to any structure that possibly contains asbestos, which is known or identified during inspection, should be immediately reported to the Caretaker/Headteacher and/or the asbestos nominated responsible person who will immediately act to cordon off the affected area and contact JPH for guidance. Any contractor suspected to be carrying out any unauthorised work on the fabric of the building should be immediately stopped from working and immediately reported to the Caretaker/Headteacher.

Substances Hazardous to Health

We follow the guidance issued in Control of Substances Hazardous to Health (COSHH 1999) and any hazardous materials are stored securely in the Caretakers locked external store area.

Teachers/cleaning staff store all cleaning materials safely, out of reach of children.

Any new materials brought into school, must have a COSHH sheet and risk assessment completed. These need to be shared with the Caretaker and DHT (H&S lead) to add to the COSHH files. The School Administrator should ensure that any items ordered have an up-to-date COSHH and risk assessment on file. All items ordered by school will be labelled COSHH compliant.

Water Hygiene

Monthly water checks are completed by JPH to control the risks of legionella bacteria and scalds. Caretaker to undertake water flushing weekly during periods of school closure.

Electrical Equipment (fixed & portable)

Staff should be vigilant when using electrical equipment and check for obvious defects such as frayed wiring / loose plugs. Any personal electrical equipment brought into school must be visually checked over and recorded by the Caretaker before use.

Any defective equipment must be reported to the Caretaker/Health and Safety Lead.

Annual P.A.T. testing is organised by JPH.

Display Screens

Personnel who make significant use of VDUs have been provided with a copy of the Department for Education guidelines for working with display screen equipment and must complete an annual user self-assessment.

Health concerns to be reported to the Health & Safety Lead.

Food Handling

All staff handling and preparing children's food / snack will undergo food and hygiene certification.

Hot Liquids

Any hot liquids that are transported around school must be in a safe insulated mug with a lid.

Tools and equipment

Tools/equipment used by the Caretaker are safety checked before use and replaced where necessary. Tools/equipment used by the children are checked before use and children are supervised.

Visitors and Contractors

All visitors and contractors sign in when entering the site and sign out on leaving. They are informed about any health and safety matters and are briefed with regard to Child Protection/Safeguarding.

Housekeeping, cleaning & waste disposal

Tidiness, cleanliness and efficiency are essential factors in the promotion of good health and safety. The following conditions are to be adhered to at all times:

- All corridors and passageways are kept free from obstruction
- Shelves in storerooms and cupboards are stacked neatly and not overloaded
- Floors are kept clean and dry, and free from slip and trip hazards
- Emergency exits and fire doors are not obstructed in any way
- Supplies are stored safely in their correct locations
- Rubbish and litter are cleaned and removed at the end of each working day
- Poor housekeeping or hygiene conditions are immediately reported.
- The school is cleaned daily by contract cleaners (Complete Facilities).
- Rubbish bins are emptied by the Parish of St. Helier on Monday/Wednesday/Friday.
- Wet floors are highlighted with the use of appropriate signage.
- Glass and sharp objects must be placed immediately in the designated external bin.
- Paths are cleared of snow and gritted as this reduces the risk of accidents.
- Paper Recycling bins are located in each class.
- A bin for confidential documents to be shredded is located in the meeting room and communal area outside the staffroom.

Vehicle/Pedestrian Traffic

There is a 20 mile per hour zone outside the school during school start/finish times, 30 mile per hour at all other times. The public carpark is the school's designated parent/visitor carpark. From the carpark a pavement is available to walk to the crossing where the crossing patrol safely crosses children to and from the school site. The school carpark is accessed via barrier with parking for staff and members of the school community with a medical need.

Lettings/shared use of premises

Lettings are managed by the School Secretary and Department of Education Guidance is followed.

Lettings – informed of areas and equipment that will be made available. Own staffing requirements, first aid and cleaning arrangements to be made. School fire arrangements are visible in school to follow. School will be responsible for any school fetes and fundraising events. Public entertainment licence will be sought if and when required.

Smoking

Smoking is prohibited on all Department for Education sites.

Lone Working

There is an assumption that all staff will be present in school during the day, unless they notify their line manager of an illness. There is a fob entry system that logs staff in/out of the building. When entering/leaving the premises, the fob system **must** be used. **Staff should also sign in and out on the in/out boards.** The fob entries will be monitored half-termly by SLT for staff wellbeing purposes.

Any staff working in the school during weekends or holidays should notify family as to their whereabouts and their expected time of return. Staff should carry a mobile phone if possible to ensure that they can contact someone in case of an accident. They are required to sign in and out and to ensure that the school is secure when they are in the building. All staff are fully aware of the GoJ Lone Worker Policy. Staff are responsible for ensuring the school is secure when they leave.

All staff who leave the premises during the working day should inform the school secretary or Headteacher of their expected arrival time back on the premises. The Lone worker policy requires that anyone off the premises for appointments, meetings, home visits etc. should be contactable if they do not arrive back at school at the determined time. This is to ensure the safety of the individual. **The member of staff has a responsibility to contact the school and explain that they are going to be later if necessary to prevent undue levels of concern.**

Sun Safety

Pupils should be encouraged to wear hats during the summer term. Parents are encouraged to ensure pupils wear sunscreen and pupils, where appropriate can reapply this during the day. Small children may be supported with this, **but only using the sunscreen provided by the parent.**

Manual Handling

Incorrect manual handling is one of the most common causes of injury at work. It causes work-related musculoskeletal disorders (MSDs), which account for over a third of all workplace injuries.

Manual handling injuries can happen anywhere people are at work. Heavy manual labour, awkward postures, manual materials handling, and previous or existing injury are all risk factors in developing MSDs.

At First Tower we will make every effort to:

- **avoid** the need for hazardous manual handling, so far as is reasonably practicable;
- **assess** the risk of injury from any hazardous manual handling that can't be avoided with the help of staff
- **reduce** the risk of injury from hazardous manual handling, so far as is reasonably practicable.

All staff should ensure that they

- follow systems of work in place for their safety;
- use equipment provided for their safety properly;
- cooperate with their employer on health and safety matters;
- inform their employer if they identify hazardous handling activities;
- take care to make sure their activities do not put others at risk.

Animals in School

A risk assessment will be undertaken prior to any animal being brought into the school. Parents will be notified prior to planned activities involving animals and consent for the activity sought where appropriate.

Children will not have unsupervised access to any animal and will be told how to behave around the animal and handle it safely. Where the school has been notified that a child has an allergy to an animal, they will be kept away from the animal as appropriate. Children will be required to wash their hands after handling any animals.

Animals in school grounds

The school does not allow parents/carers to bring their dog onto school premises when they drop off or collect their child.