

# Graham James Primary Academy



## Health & Safety Policy

Agreed by Governing Body: September 2019

Next Review Date: July 2020

The health, safety and welfare of pupils, staff & the wider community within our Primary Academy is of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The governing body, along with the LA, takes responsibility for protecting the health, safety and welfare of all children and members of staff.

## STATEMENT OF INTENT

- The Governing Board at Graham James Primary Academy recognise their corporate responsibility under the Health and Safety at Work Act to provide a safe and healthy environment for teaching and non- teaching staff, pupils and other people who come onto the premises.
- The Governing Board will take all reasonably practicable steps within their power to fulfil this responsibility.
- The Governing Board shall:
  - Appoint and record the name of the Health & Safety Governors
  - Appoint and record the name of the Health & Safety Officers
  - Provide a safe place for staff and pupils to work including safe means of entry and exit; and will
  - Provide plant, equipment and systems of work, which are safe;
  - Provide safe arrangements for the handling, storage and transport of articles and substances;
  - Provide safe and healthy working conditions, which take account of all appropriate:
    - (i) Statutory requirements;
    - (ii) Codes of practice whether statutory or advisory;
    - (iii) Guidance whether statutory or advisory;
  - Provide supervision, training and instruction so that all staff and pupils can perform their school-related activities in a healthy and safe manner.
  - All staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities and which will be given before an employee commences any relevant work.
  - Wherever training is required by statute or considered necessary for the safety of staff, pupils and others, then the governing board will ensure that such training is provided.
  - Pupils will receive such training as is considered appropriate to the school-related activities, which they are carrying out.
  - Provide necessary safety and protective equipment and clothing, together with any necessary guidance, instruction and supervision; and
  - Provides adequate welfare facilities.

## REVIEW

The Governing Board will review this policy statement annually and update, modify or amend it as it considers necessary to ensure the health, safety and welfare of staff, pupils and others.

Signed .....(Chair of Governors) Date .....

Signed .....(Headteacher) Date .....

## RESPONSIBILITIES

**The Governor/s responsible for Health & Safety at GJPA are: Mr Bradley Lane & Mr Terry Myers**

### Head Teacher

The Head Teacher has responsibility for:-

- Day-to-day management of all health safety and welfare matters at Graham James Primary Academy;
- Ensuring that health safety and welfare inspections are carried out;
- Ensure that compliance files and reports are updated and acted upon in a timely manner;
- Submitting regular health safety and welfare reports to the Governing Body;
- Ensuring that action is taken on health safety and welfare issues;
- Passing on information received on health safety and welfare matters to appropriate people;
- Carrying out accident investigations;
- Identifying and facilitating employee training needs through health and safety training matrix;
- Maintaining and developing their own knowledge and training in the effective day to day management of health safety and welfare (level 3 qualification)
- Liaising with governors and the employer on policy issues and any problems in implementing the Safety Policy;
- Co-operating with and providing necessary facilities for trades union safety representatives;
- Providing necessary facilities for all employees to be consulted on health safety and welfare matters;
- Ensuring that any contractor(s) appointed to deliver services or carry out work is competent to do so.

### All Employees

All employees have a general responsibility, as far as reasonably practical, to ensure the health safety and welfare of themselves and others who may be affected by anything they do or fail to do. In particular employees have a responsibility for:

- Checking that classrooms/work areas are safe.
- Checking equipment is safe before use.
- Ensuring safe procedures are followed.
- Ensuring protective equipment is used when needed.
- Bringing problems to the relevant manager's attention.
- Safeguarding all children at Graham James Primary Academy

- Not putting themselves or others at risk

In addition all employees have a responsibility to co-operate with the employer on matters of health and safety.

## Volunteers

Volunteers (such as parent-helpers, etc.) have a responsibility to act in accordance with Graham James Primary Academy policies and procedures for health safety and welfare and to report any incident or defective equipment to a member of staff immediately.

Volunteers are also expected to act only under the supervision of a qualified employee.

## Safeguarding/Child protection

The Designated Safeguard Lead (DSL) at GJPA is:	Mr Richard Turner (Deputy Head Teacher)
Deputy Designated Safeguard leads at GJPA:	Mrs Petra Back, Mrs Julie Conroy & Mrs Karen Lane
The Designated Safeguarding Governor at GJPA is:	Mr Terry Myers (Vice Chair of Governors)

The named person (DSL) with responsibility for child protection in our school is Mr Richard Turner (Deputy Head Teacher), who liaises with a named governor (Mr Terry Myers – Vice Chair of Governors). We will follow the procedures for child protection drawn up by the LA and the Governing Body.

- At Graham James Primary Academy (GJPA) Safeguarding/ Child Protection is embedded and the safety of children is of paramount importance.
- If any teacher suspects that a child in their class may be the victim of abuse, they should not try to investigate, but should immediately inform one of the people named above about their concerns.
- When investigating incidents or suspicions, the person responsible in the school for child protection works closely with social services/ Thurrock MASH (Multi Academy Safeguard Hub). We handle all such cases with sensitivity, and we attach paramount importance to the interests of the child.
- We require all adults employed in school to have their application vetted by the police, in order to check that there is no evidence of offences involving children or abuse.
- All the adults in our school share responsibility for keeping our children safe. We may, on occasion, report concerns which, on investigation, prove unfounded. It is better to be safe than sorry, and we trust that parents, while they will naturally be upset, will nevertheless accept that the school acted in the child's best interests.

***Safeguarding and promoting the welfare of children is everyone's responsibility***

## Security

- While it is difficult to make the school site totally secure, we will do all we can to ensure that the school is a safe environment for all who work or learn here. We review security measures regularly, and draw upon the advice of experts (e.g. police officers, fire officers, architects and other consultants).
- We require all adult visitors who arrive in normal school hours to sign the visitors' book in the reception area, and to wear an identification badge/ lanyards at all times whilst on the school premises.
- Access into the school is via the main reception – the main door is security coded and is closed at all times. Only staff have access passes to open the door.
- School gates are locked at 8.55am (KS2) and 9.00am (KS1 & EYFS) and not opened again until the end of the school day.
- Teachers will not allow any adult to enter their classroom if the school visitor's badge does not identify them.
- If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the head teacher immediately. The head teacher will warn any intruder that they must leave the school site straight away. If the head teacher has any concerns that an intruder may cause harm to anyone on the school site, s/he will contact the police.
- To further secure the school site – a new fence on the school field has been approved and installed (July 2019) which as a result makes GJPA a single school site with clear physical boundaries between us and the other schools on the joint field.

## Site Maintenance & safety

- At Graham James Primary Academy, there is a dedicated Site Manager (Mr Charlie Cruickshank) and an Academy Manager (Mrs Beverley Burgess) who will oversee site maintenance and safety. Current regulations will be adhered to in order for the safety of all within the Graham James Primary Academy community.

## Safety of children

- It is the responsibility of each teacher to ensure that all curriculum activities are safe. Similarly, curriculum coordinators will always be vigilant for hazards concerning equipment or activities related to their area of responsibility. If a member of staff has any concerns about pupil safety, they will not carry out the activity and bring them to the attention of Senior Leadership Team (SLT) before that particular activity next takes place.
- We do not take any child off the school site without the prior permission of the parent. This is always done in accordance with all the Health and Safety procedures normally in place for trips or visits. All

trips will be planned and approved via the EVOLVE trips and visits system. (Please be aware - As part of the induction pack to parents there is a consent form to sign that enables staff to take children out in the immediate local area around School without seeking individual consent).

- If an accident does happen, and it results in an injury to a child, the teacher will do all s/he can to aid the child concerned. We keep a first aid box in the main school office and a midday first aid point for minor injuries at lunchtimes. There are many staff at the school who have been trained in first aid. There will always be a member of staff on site who has been trained in first aid during school hours.
- Should any incident involving injury to a child take place, they will be taken or sent to the Office. If it is a more serious injury a first aider will be sent for and emergency first aid administered in situ. If necessary, a member of staff will be instructed to telephone for emergency assistance. Parents are informed immediately of all serious accidents and emergencies.
- We record in the school injuries log book all incidents involving injury, the First Aider assesses the children and informs the parents accordingly (PLEASE NOTE – Not all minor injuries will be reported to parents/ carers). Should a child be quite seriously hurt, we contact the parents through the emergency telephone number that we keep on file. We update these numbers regularly, but it is essential that parents inform us when contact details change.
- There may be rare occasions on which it is necessary for staff to restrain a pupil physically, to prevent him or her from inflicting injury to others, causing self-injury, damaging property, or being disruptive. In such cases, only the minimum force necessary may be used, and any action taken must be only to restrain the pupil. If restraint has been required, a written report will be made. This will then be recorded. (All staff at GJPA are aware of the 'Use of reasonable force' – July 2013, Department for Education).
- In the event of a child/ member of staff being taken in or suffering an injury during class time, the School has a system of 'Help Cards'. These are pre-prepared cards that any child can bring to the office and hand to another adult to make them aware of a problem in class that requires adult assistance.
- Physical Education (PE) – Parents/carers are responsible for supplying their child with the correct PE kit which is suitable for the weather conditions/ fit for purpose. Parents/carers are also responsible for determining if their child is able to safely take part in physical education due to illness/ medical needs (Any decision must be communicated to the academy as alternative arrangements could be made in order to include all children within Physical Education e.g. role of the official). The class teacher/ member of staff will constantly risk assess in order to manage the safety and well-being of the children in their care and will make decisions that are in the best interest of the child (e.g. if the child can take part/ what role the child can adopt in the lesson etc). In the interests of health and safety, children must not wear any jewellery within PE lessons – please refer to the 'Physical Education and Jewellery Policy – 2019' for further information.

## **Arrangements for the Supervision of Students**

### **Opening Times**

- The school gates will be open from:- 8:45am for Reception, KS1 & KS2
- Little J's, Reception & KS1 – Children must be handed over by an adult to the class teacher/ member of staff.

- Children in KS2 can be brought to the KS2 gate (by year 6 classrooms) where they will be greeted by a member of staff and the child will walk to the main playground. Parents/ Guardians are not allowed past the KS2 school gate during morning arrival (If you wish to speak to a class teacher/ TA, please liaise with the school office).
- School starts at 8:55 (unless children are booked in and attending breakfast club) –therefore Reception/KS1 gate and KS2 gate will be locked at 8.55am – if children arrive to school once the gates have been locked, they will have to enter the school via the main office.
- The school day finishes at 3pm for Little J’s Nursery and 3.15pm for Reception/ KS1 & KS2 – children and their parents/carers are expected to leave the site promptly and must not re-enter. Unless a child is attending an after school club.
- Children in Little J’s, Reception and KS1 are expected to be collected by an adult. If the adult collecting the child is unknown to the school, the children will not be released to them. Therefore, please communicate with the class teacher/ school office if collection arrangements are changing.
- Children in KS2 (years 3 – 6) will be dismissed by the class teacher/ TA at 3.15pm without being handed over to a parent/ carer. Parents/ carers are to advised to make arrangements which they feel are best for their child. (please note – KS2 parents will have access to KS2 classroom dismissal doors at 3.10pm if they wish to collect their child from the classroom at 3.15pm).

### **Supervision arrangements**

- Breakfast club runs from 7:45am until 8:45am
- Break times are staggered throughout the morning session. The class teacher and/or class TA are responsible for supervising playtime.
- Lunch times are supervised by Midday Assistants (MDA).
- After-school clubs are many and varied and are supervised by members of staff, parents (with staff supervision) and external agencies. They run from 3.15pm until 4.15pm. Pupils attending after-school clubs are picked up at 4:15pm from the agreed collection point or, if parents have given written permission for a KS2 child, they walk home (Please note – timings may be different – please refer to the original letter for exact timings of the extra-curricular club).
- If a child has not been collected from school - they will remain with their class teacher/ TA until 3.30pm. After 3.30pm, children will be taken to the school office who will contact the key contacts (going through priority order until contact with a named person is achieved). If there is a pattern of constant lateness when collecting a child/children – the case may be referred to Thurrock Social Care on the grounds of safeguarding.

## The health and welfare of staff

- The school takes very seriously the need to safeguard the health and welfare of all our staff. This includes their professional development. We also pay particular attention to the assessment and prevention of work-related stress, thus complying with health and safety law. If a member of staff is experiencing stress at work, they should inform the head teacher without delay.
- The school will not tolerate violence, threatening behaviour or abuse directed against school staff. If such incidents do occur, the school will take the matter very seriously, and take action in line with the 'Parent Code of Conduct' Policy.

In the event of any parent/carer or visitor of the school breaking this code then proportionate actions will be taken as follows:

- In cases where the unacceptable behaviour is considered to be a serious and potentially criminal matter, the concerns will in the first instance be referred to the Police. This will include any or all cases of threats or violence and actual violence to any child, staff or governor in the school. This will also include anything that could be seen as a sign of harassment of any member of the school community, such as any form of insulting social media post/s or any form of social media cyber bullying. In cases where evidence suggests that behaviour would be tantamount to libel or slander, then the school will refer the matter for legal advice/ action.
- In cases where the code of conduct has been broken but the breach was not libelous, slanderous or a criminal matter, then the school will arrange a formal 'School based meeting' (See policy for further details/ information).

## Educational visits

School trips are an integral part of learning at our school and afford many children opportunities which are outside their usual experiences. The school takes very seriously its responsibilities for ensuring the safety of children whilst on school trips. For this reason, all school trips are planned using the EVOLVE planning, approval and management trips and visits system (in line with Thurrock LA guidelines). Trips and visits will not take place if approval is not granted.

### - Educational visits and VOLUNTEER AGREEMENT

Many trips/ visits cannot take place without the support of volunteers. We are very lucky that we have many supportive parents/ carers that offer their time and support: Volunteers have an important role to play in the success and safety of many school trips. Before a parent/carer can volunteer on a trip, they will need to read and agree to the 'Volunteer Agreement' (Please see 'Trips & Visits' Policy for further information).

## First Aid

<b>First Aiders (2019/2020 Academic year):</b>	See Appendix 1 for up to date list
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### ▪ First Aid Coordinator

Mrs Lesley Ward is responsible for overseeing the arrangements for first aid within the school. The First Aid Coordinator's duties include ensuring that:-

- First Aid equipment is available in the school.
- A sufficient number of personnel are trained in first aid procedures
- First Aid qualifications are, and remain, current.

This person will also regularly check first aid logs for indications of recurrent or frequently reported types of injury.

### ▪ First Aiders

The first aiders listed above will provide first aid treatment for anyone injured on site during the school day. They will also provide, as appropriate, first aid cover for:-

- Trips and visits
- Extra-curricular activities organised by the school (e.g. sports events, after school clubs, parents' evenings, school organised fund raising events etc.)

### **First aid cover is not provided for:-**

- Contractors
- Events organised by third parties, fetes, evening clubs, etc.

First Aiders are responsible for ensuring that First Aid Logs are completed for all treatment given and that the necessary details are supplied for the reporting of accidents (see Reporting of Accidents section)

### Treatment of Injuries

- The school will rely on the knowledge and experience of its trained first aiders in order to administer appropriate treatment to injured persons.
- In emergency situations the first aider will call (or instruct another member of staff to call) 999 and request that an ambulance and paramedics attend.
- And, in the case of student injuries, with the parents or legal guardian.

## **Suspected Head, Neck and Spinal Injuries to Students**

- In the event of a suspected head, neck or spinal injury to a student it is the policy of this school, in addition to the normal first aid procedures, that the student's parent/guardian is contacted and informed of the injury.
- The attending first aider, in consultation with the parent/guardian, will decide the appropriate course of action in each case. The first aider will ensure that treatment is not delayed by difficulties in contacting the parent/guardian.
- In any case where there is any doubt about the student's wellbeing, the first aider is expected to contact the Health Service Helpline for advice or phone for an ambulance as appropriate.

## **Significant Injuries**

- Any other serious injury will be notified to the parents/guardians by the quickest means possible (normally by phone). In addition to the procedures above the school will notify parents/guardians of any other significant injury by way of: A telephone call.

## **Escorting Pupils to Hospital**

When it is necessary for a student to be taken to hospital they will be accompanied by a member of staff – unless the student's parent/guardian is in attendance.

The member of staff will stay with the student until a parent/guardian arrives and responsibility is transferred.

## **Medicines**

At Graham James Primary Academy we fully understand our responsibility to support pupils with medical and mental health needs.

Most pupils will at some time have a condition requiring medication. For many, the condition will be short term – perhaps the duration of a short absence from school. However, although a child may soon be well enough to be back at school, medication may perhaps still be required during the school day for a short period of time. In such cases, parents will be expected to visit, perhaps during the lunch break, to administer the medication themselves (after first reporting to the office). Please note – prescription medication can be administered by the school office (See information on next page).

Where children have long-term medical needs, we will do everything we can to enable them to attend school regularly. A Risk Assessment and staff training may have to take place.

Staff involved in administering specific medication, such as an epi-pen or asthma Inhalers, will receive training, usually from the school nurse. All medication should be clearly labelled with the child's name.

## Medicine in School

**Graham James Primary Academy does not allow students to carry or manage their own medication.**

Medicines will only be administered at school when it would be detrimental to a student's health not to do so. The school will store and dispense medication to students as long as:-

- It is prescription medication which has been prescribed by a medical practitioner with written instructions for its use; or
- It is non-prescription medication which has been supplied by the parent/guardian with written instructions for its use; and
- Written parental consent has been given.

The school does not keep or dispense any other medication other than salbutamol for use with the emergency asthma kit (see below).

Medication brought into school must be clearly labelled with the student's name, dosage, method of administration and be in-date.

Medication will be available to identified students at all times of the school day.

## Dispensing Medicine

All requests for the dispensing of medication must be accompanied by a consent form completed (can be obtained from the school office), signed and dated by the student's parent or guardian.

Member of the Office team are responsible for receiving medicines, checking consent and dose information, checking "use by" dates and dispensing medication.

All medication will be kept in a secure location and in the conditions required by the medication supplier.

Medication may only be dispensed by a member of staff who hold an up to date first aid qualification. A record will be kept of all medication dispensed. The medication log will be checked before dispensing medication (to prevent accidental "double-dosing").

Medication for personal use by members of staff must also be kept in a secure location and not be left in the classroom where students could gain access to them.

Staff must not share their medication with any student.

## Facilities for Medical Procedures

The School office is available for medications and medical treatments to be administered.

## Training

The First Aid Co-ordinator will ensure that sufficient staff are suitably trained in the administration of medication and support of students with medical needs.

The responsible person will keep a record of all medical needs training.

## Accidents/Incidents

- **Reporting Officers:** The following members of staff have access and authority to report accidents and incidents:

Head Teacher: Mrs Petra Back

- Staff are required to report all accidents/incidents to a reporting officer within a 3 day timescale.
- Students are required to report all accidents/incidents to a member of staff straight away.

The Reporting Officer will record incidents using the systems below.

## Accident/Incident Reporting Systems

At Graham James Primary Academy we record all significant accidents and incidents. A significant accident is:-

- Any incident resulting in an injury to a member of staff
- Any incident resulting in an injury to a visiting member of the public
- Any incident resulting in an injury to a contractor on the school site
- Any incident resulting in an injury to a student which was (or might be) due to
  - The condition or layout of the premises or facilities
  - The condition of any equipment in use
  - The level (or lack) of supervision
  - The level or quality instruction or training provided
  - Any "Dangerous Occurrence" as listed in the schedule to the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR)
  - Any "Occupational Disease" as listed in RIDDOR.

Any minor accident/ incident which does not meet the above criteria will be recorded on a simple “Day-Log” which will be kept in the school

### **Near Misses**

Where an incident occurs which could have resulted in injury – but didn’t – a record will be kept in a Near Miss Log. The Near Miss Log is kept by the Head teacher

The Near Miss Log will be reviewed termly by the Head teacher in order to identify any areas of concern, which may require attention. Any near miss incidents that have been recorded will be reported by the Head teachers to governors.

### **The Primary Academy Curriculum**

- We teach the children about health and safety in order to equip them with the skills, knowledge and understanding that will enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard as part of the normal school curriculum, for example, through the science curriculum, we teach children about hazardous materials, and how to handle equipment safely.
- We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in PSHE lessons, and we reinforce these points in design and technology, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons.
- Health and safety issues also arise when we teach care for the environment, and awareness of the dangers of litter. Children in Key Stage 2 receive both drugs education and sex and relationship education.
- We believe that everybody in our school can and should promote everybody else's safety, so we teach children to spot hazards in the classroom or around the school, and inform their teacher.
- Our school promotes the spiritual welfare and growth of the children through the RE curriculum, through special events, such as harvest festivals, and through the daily act of collective worship.
- Each class has the opportunity to discuss problems or issues of concern with their teacher or in regular ‘Buddy’ assemblies.

### **Primary Academy Uniform**

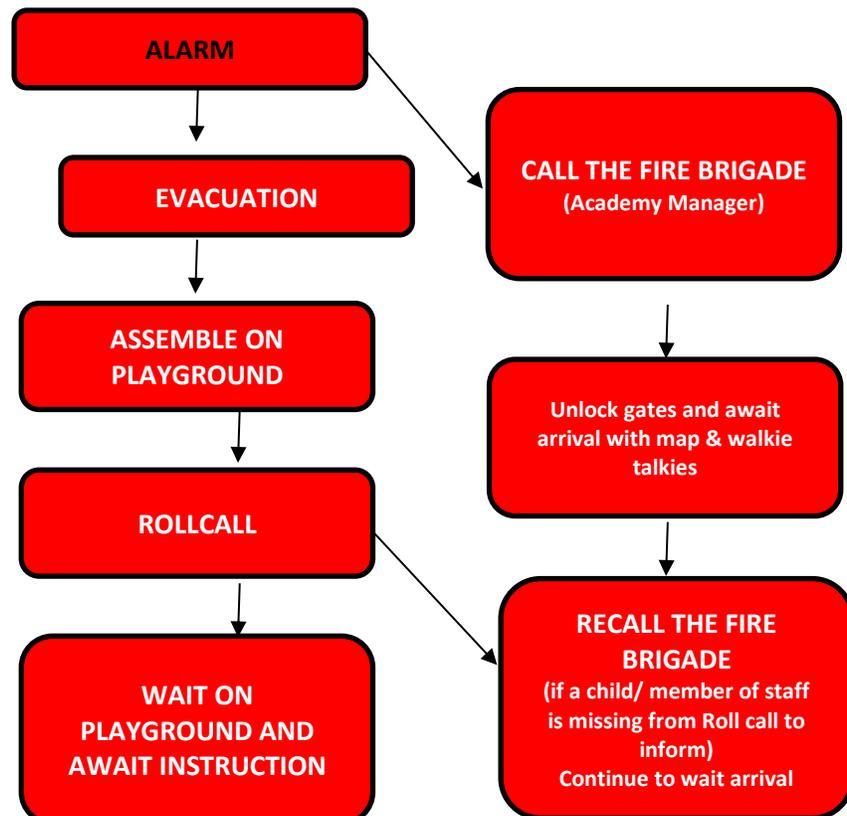
- It is our policy that all children wear the school uniform when attending school, or when participating in a school-organised event, even if outside normal school hours. We agree the requirements for school uniform with parents, and we review these requirements regularly.

- We always take a sensitive approach where regulations regarding uniform conflict with a child's religious or cultural beliefs. We do not discriminate on grounds of race, creed or gender.
- It is the responsibility of the head teacher to ensure that the school uniform policy is enforced. It is, however, not our school policy to exclude children from the school if they, for whatever reason, do not have the proper school uniform.
- We ask parents to equip their children with the necessary uniform and school equipment. If a child repeatedly attends school without the correct uniform, we will inform parents and request that they make sure their child leaves home with the proper uniform on. If a parent is in financial difficulties, and this results in a child not having the correct uniform, or not having adequate equipment, our school will do all it can to support the parent. We ask parents to discuss their child's appearance with us if there are any religious issues involved that we might be unaware of.
- On grounds of health and safety, the only jewellery permitted is one pair of simple stud earrings and/or a wrist watch. Children must not wear Smart watches (e.g. Apple watch). **All jewellery must be removed during PE and games.**

## Fire

To prevent panic and ensure the safe, orderly and efficient evacuation of all occupants of the Academy using all the exit facilities available and to get the mind attuned to reacting rationally when confronted with a fire or other emergency either at school or elsewhere. The following notes have been produced as a routine fire procedure. Members of the staff should appreciate that the first consideration must be the evacuation of the pupils to a place of safety.

### SEQUENCE



## **ALARM**

ANYONE (CHILD OR STAFF) discovering a fire should immediately sound the nearest fire alarm. In the EYFS/ KS1 the children should be taught to inform the nearest teacher.

The function of the alarm signal is to warn every person in the building that a state of emergency has arisen and that drill procedure should be put into operation at once. It should be given in such a way as to be completely distinguishable from any other school signal.

Any defects in the fire alarm system which come to light should be reported immediately to the head teacher.

## **EVACUATION**

On hearing the alarm, pupils should stand to attention by their desks, and when instructed by the teacher or adult responsible for the class, of the exit route to be followed, should leave the classroom in single file. Classes should then proceed at a steady uniform pace to the place of assembly, the teacher following at the rear, closing the door of the classroom and all other doors on the escape route.

The senior member of the staff present, on hearing the alarm should go at once to the top of the playground in a conspicuous position and remain there until s/he has received a report from all sections.

Special arrangements regarding fire drills should be included in the 'Care Plan' of children with a physical disability and children of a very nervous disposition.

The attendance registers, visitor book and pupil signing out book, at the time of the alarm, should be taken to the Assembly Point by an administrative officer or, if during registration, by the class teacher as quickly as possible so that an accurate roll call can be taken.

Any unnecessary noise should not be permitted during the evacuation in order that any instructions given can be heard.

A designated person from the office (Academy Manager) should wear a brightly coloured jacket and wait at the entrance to the Academy, or a suitable safe place, to inform and direct the fire services on their arrival. The designated person should be in possession of a site plan, a walkie-talkie and all contact details (box).

Anyone not actually in class when the alarm sounds, e.g. in the toilets, staff rooms, passages, etc should go immediately direct to the assembly point and join their appropriate class or group. Any cooks, cleaners, administrative and other staff, on hearing the alarm should go immediately to the assembly point.

No-one must be allowed to re-enter a building to retrieve their clothing, books, etc., until permission is given by the Fire Brigade or, in the case of drill, by the Head Teacher/Senior Teacher.

## **ASSEMBLY**

The place of assembly is the playground.

At the place of assembly, each individual class and body of people should take up a pre-determined position and stand in a compact group.

## **ROLL CALL**

Once at the designated assembly point, an immediate count should be taken, each responsible person should report immediately to the Head Teacher "all present" or otherwise (if a child/ children are missing from the count, the person in charge (Headteacher) must be informed and this information passed to the fire marshal - (Academy manager – who will recall the fire brigade with this information). Only if a child/children are missing will a full roll call take place to determine who exactly is missing. Each responsible person should report immediately to the Head Teacher "all present" or otherwise. *If anyone is missing an immediate second call to the Fire Brigade is required to report that not all persons have been safely evacuated.*

## **CALLING THE FIRE BRIGADE**

All outbreaks of fire, however small, or any suspected fire, should be reported immediately to the Fire Brigade, by the quickest means available. It will be the duty of the Academy Manager to ensure that the Fire Brigade is called. It is important that there should be no delay in transmitting the call.

## **NOTICES**

A Fire Instruction Notice will be located in each room (On the back of the main entry door, or as near to the door as possible)

## **SPECIFIC GROUPS**

New Intake; as soon as practicable after the commencement of a school term all new entrants, staff and pupils, should be conducted over all primary and secondary escape routes, shown the alarm points and be instructed in the fire routine procedure. As soon as is practicable after the beginning of the term, a test fire drill should be held.

## TEST FIRE DRILLS

Normally test fire drills should be held at least once per term, preferably every half term. They should not be allowed to become stereotyped, as the situation under actual fire conditions may vary widely.

A record of all Fire Drills should be maintained.

## Invacuation

**INVACUATION – The process of getting everybody inside and safe, securing the building**

Most of us automatically picture terror incidents or unprompted attacks when we think about invacuation.

It's true that this sort of incident would necessitate invacuation, but there are other situations in which it might also be implemented.

Invacuation might be required if:

- Inclement weather.
- There is local air pollution due to a nearby fire or chemical release.
- There is a dangerous animal (usually a dog) in the grounds.
- There is an incident or civil disturbance in the area that might affect the school.
- There is an aggrieved, disturbed or intoxicated person trying to gain access to the school (this could be a parent or a stranger).
- There is an intruder on the site.
- There is an internal threat from a student.

Invacuation could be triggered if there is an urgent imminent threat, or as a precaution because of a threat in the vicinity.

When invacuation is needed:

1. A clear signal will be given that pupils, staff and visitors can identify as an invacuation signal. (Hand bell rung)
2. If pupils are outside, staff should immediately line them up on the bell and return immediately back to class.
3. Information will be passed via the internal communication methods (e.g. phone, personal message)
4. Everyone should remain where they are until the all-clear is given by a member of the SLT.

## **Internet safety**

We regularly use the Internet in school, because it has many educational benefits. In order to minimise the risk of children coming across unsuitable material, we provide constant supervision, and we use only a filtered service, selected links, and child-friendly search engines. Parents are asked to sign authorisation for their child to use the Internet. We also seek parental permission before using photographs of children in newsletters and other publications (permissions are sought prior to the children starting at Graham James Primary Academy).

Staff are aware of the fast changing world of ICT and the Internet and are aware of the potential risk to our children. Staff will do all they can to teach children how to keep safe in these situations.

All members of the Graham James community have access to 'Safer Schools' which is an 'app' which keeps staff up to date with current ICT trends and dangers. This product will be regular promoted in order to upskill as many as possible in the forever changing world of internet safety.

## **Theft or other criminal acts**

The teacher or head teacher will investigate any incidents of theft involving children. If there are serious incidents of theft from the school site, the head teacher will inform the police, and record the incident in the incident book.

Should any incident involve physical violence against a teacher, we will report this to the Health and Safety Executive, and support the teacher in question. The matter may be reported to the police depending on the circumstance.

## **Monitoring and review**

The governing body has a named governor with responsibility for health and safety matters. It is this governor's responsibility to keep the governing body informed of new regulations regarding health and safety, and to ensure that the school regularly reviews its procedures with regard to health and safety matters. The governor in question also liaises with the LA and other external agencies, to ensure that the school's procedures are in line with those of the LA.

The governing body, in consultation with professional advisors, carries out regular risk assessments, with the object of keeping the school environment safe.

The head teacher implements the school's health, safety and welfare policy on a day-to-day basis, and ensures that all staff are aware of the details of the policy as it applies to them. The head teacher also reports to governors annually on health and safety issues.

This policy will be reviewed at any time on request from the governors, or at least once every two years.

**Appendix 1 – First Aiders**

<b>Name</b>	<b>Location</b>	<b>Qualification held</b>	<b>Date of Renewal</b>
Lesley Ward	Office	First Aid at Work	November 2021
Robin Williams	3RW	First Aid at Work	February 2021
Richard Turner	Office	Emergency First Aid at Work	June 2021
Josie Ingram	Office	Paediatric	September 2022
Nicola Tolan-Wheeler	Office	Paediatric	March 2020
Sandra Cranfield	Nursery	Paediatric	October 2019
Karen Lane	Nursery/ EYFS	Paediatric	June 2020
Sarah Fairhurst	Reception class	Paediatric	June 2020
Zoe Spears	Mid-Day Assistant	Paediatric	February 2022
Andrea Whiting	Reception class	Paediatric	April 2020
Chloe Evans	Nursery	Paediatric	October 2020
Shelley Cootes	Nursery	Paediatric	January 2021
Jo Hall	Reception class	Paediatric	June 2021
Lucy Trew	Nursery	Paediatric	June 2020

