



Mount Pleasant Junior School

Policy Document



Policy for:	Health and Safety
Overarching area:	SCC Health and Safety MPJS Health and Safety Safeguarding
Date:	March 2023
Review Date:	March 2024

Southampton City Council Health and Safety Policy



Statement of Intent

Southampton City Council recognises and accepts that it is responsible for complying with health and safety legislation and ensuring the health safety and welfare of its employees and others who may be affected by its activities. The Council seeks to provide and maintain so far as is reasonably practicable by the implementation of this Policy its Arrangements and Procedures, risk management and through information, instruction and training. The Council will provide:

- Roles, responsibilities and accountabilities of all staff and at all levels within the Council are clearly defined and understood in order to secure corporate and individual compliance with relevant H and S legislation.
- A positive health and safety culture and a health and safety management system that ensures health and safety at work.
- Plant and systems of work that are made safe and without risks to health through the appropriate implementation of this Policy, Arrangements and Procedures to manage the associated risks.
- Arrangements for the use, handling, storage and transport of substances and articles are made safe and without risks to health through the appropriate implementation of this Policy, Arrangements and Procedures to manage the associated risks.
- Information, instruction, training and supervision that is necessary to ensure adequate health and safety at work.
- Places of work that are made safe and without risks to health and methods of access and egress that are safe and without such risks through the appropriate implementation of this Policy, Arrangements and Procedures to manage the associated risks.
- A working environment that is made safe and without risks to health together with adequate arrangements for welfare at work through the appropriate implementation of this Policy, Arrangements and Procedures to manage the associated risks.
- Adequate resources for carrying out of this policy.
- By ensuring that everyone is aware of their accountabilities and responsibilities through the Policy, Arrangements and Procedures.
- Systems for identifying and assessing all hazards and risks associated with their activities and putting in place adequate control measures.

Mike Harris
Acting Chief Executive

Southampton City Council

Signed:

Dated: 28/06/2022

Cllr Satvir Kaur
Leader of The Council

Southampton City Council

Signed:

Dated: 28/06/2022

This Health and Safety Policy is signed on behalf of the Council's Executive Management Team.

Review due: May 2023

This statement must be displayed on notice boards. A full copy of this policy including Organisation and Responsibilities, Arrangements and Safe Working Procedures, can be found on the Health and Safety Intranet.

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1.0. Introduction

- 1.1. The Health and Safety Policy Statement of Intent on the front page is signed by the Chief Executive and Leader of the Council and sets out the Council's commitment towards health and safety.
- 1.2. This Health and Safety Policy sets out the Organisation and Responsibilities required to implement the Health and Safety Statement of Intent (see section 2 and 3 Organigram).
- 1.3. This Policy must be read in conjunction with the Council's Arrangements for 'Managing Health and Safety'.
- 1.4. The Arrangement – Managing Health and Safety sets out the Council's systems for managing health and safety and is based on the Health and Safety Executive (HSE) guidance document HSG 65 'Managing for Health & Safety', which Southampton City Council has adopted. Managers and headteachers in SCC Maintained schools must read and implement this Arrangement.
- 1.5. The '[Risk Assessment](#)' microsite sets out the Council's procedure for undertaking a risk assessment 'and is vital to ensuring the management' of health and safety.
- 1.6. Safe Working Procedures have been developed to support this policy, they reflect the requirements set out in various Health and Safety Regulations *and other statutory provisions*. Safe Working Procedures (SWPs) are key to the development of management systems and the controls required to manage the risks identified by risk assessment. Managers/head teachers in SCC Maintained schools and staff must read and implement SWPs that are applicable to their role.
- 1.7. This Policy, its Arrangements and Safe Working Procedures can be found on the Corporate Health and Safety Intranet Site by going to [Health and Safety](#) where other health and safety information can be found pertinent to the Council.

Organisation and Responsibility

2.0. The Leader of the Council and Cabinet Members have overall responsibility for:

- 2.1. Ensuring the decisions they make take into account this Council's health and safety policy and any applicable statutory provisions.
- 2.2. Appointing a cabinet member to have responsibility for monitoring the operation of the Council's health and safety policy.
- 2.3. Ensuring that adequate resources are made available for carrying out of this policy.
- 2.4. Ensuring the Chief Executive and the Council Executive Management Team, follow their responsibilities detailed within this Health and Safety Policy, its Arrangements and Safe Working Procedures, holding them to account if they do not.

- 3.0. Elected Councillors have overall responsibility for:**
- 3.1. Ensuring the decisions they make take into account this Council's Health and Safety Policy and any applicable statutory provisions.
- 4.0. The Chief Executive and the Council Executive Management Team have overall responsibility for:**
- 4.1. Providing leadership to ensure that health and safety is effectively managed within the Council.
- 4.2. Ensuring the decisions they make take into account this Council's Health and Safety Policy and any applicable statutory provisions.
- 4.3. Being informed of, and alert to, relevant health and safety risk management issues.
- 4.4. Ensuring a health and safety strategy is in place for the ongoing development of health and safety management systems.
- 5.0. The Service Director – Legal & Business Operations has been appointed as the Director with responsibility for health and safety at work. The Service Director - Legal & Business Operations will:**
- 5.1. Provide leadership on behalf of the Executive Management Team on health and safety matters for the Council.
- 5.2. Ensure that the operation of the health and safety management system provides effective planning, organisation, control, monitoring and review of health and safety within the council.
- 5.3. Chair (or ensure appropriate deputy for) the Health and Safety Board (see section 15.0)
- 5.4. Be kept informed about any significant health and safety failures, and of the outcome of any investigations into their causes through the Council's reporting procedures.
- 5.5. Ensure escalation and communication in the council as appropriate
- 6.0. Each Executive Director is Responsible for:**
- 6.1. Providing leadership on health and safety matters for their Service areas.
- 6.2. Ensuring that the operation of the health and safety management system provides effective planning, organisation, control, monitoring and review of health and safety within their Service areas.
- 6.3. Appoint a manager(s) to become the 'Responsible Person' for each property in their portfolio.
- 6.4. Ensuring Service Directors/ Divisional Heads of Service/Heads of Service/Senior Managers/Head teacher Senior Managers, Heads of Service and Head Teachers, follow their responsibilities detailed within this Health and Safety Policy, its Arrangements and Safe Working Procedures, holding them to account if they do not.
- 6.5. Ensuring managers are competent to perform their role.
- 6.6. Ensuring that Heads or Service undertake Joint Consultative Group meetings at least on a quarterly basis.
- 7.0. Service Directors/ Divisional Heads of Service/Heads of Service/Senior Managers/Head teacher is responsible for:**
- 7.1. Ensuring that the operation of the health and safety management system provides effective planning, organisation, control, monitoring and review of health and safety within their service area/school.
- 7.2. Preparing implementing and maintaining a local health and safety policy (including organisation and arrangements) where appropriate (i.e. schools, care homes and services with more complex operations), aimed at complying with the requirements of this health and safety policy within their areas of responsibility.

- 7.3. Ensuring Managers and teachers, follow their responsibilities detailed within this Health and Safety Policy, its Arrangements and Safe Working Procedures, holding them to account if they do not.
 - 7.4. Ensuring staff are competent to perform their role.
 - 7.5. Holding Joint Consultative Group meetings at least on a quarterly basis.
 - 7.6. Appoint a 'Responsible Person' for every service property within their control, and ensure they are aware of their duties (including Corporate Property Standards), have sufficient ability, resources and training to be able to carry it out properly (In any premises where there are employees of more than one Hub, the relevant Senior Managers must liaise in making the appointment).
- 8.0. All Managers, Teachers, Supervisors, Responsible Persons and Employees with Management/ Supervisory Roles are responsible for:**
- 8.1. Ensuring that the operation of the health and safety management system provides effective planning, organisation, control, monitoring and review of health and safety within the Section.
 - 8.2. Informing their line management of any breaches of the Health and Safety Policy, its Arrangements or Safe Working Procedures.
 - 8.3. Ensuring staff are competent to perform their role.
 - 8.4. Holding Joint Consultative Group meetings quarterly where appropriate.
 - 8.5. Manage property assets and services in compliance with Health and Safety legislation, the Equalities Act and Corporate Property Standards.
 - 8.6. Ensure compliance with all statutory workplace inspections managed either directly or via Property Services.
 - 8.7. Liaise with the appropriate service provider (i.e. Property Services) and building occupants to establish where the lines of responsibility lay for the management of property assets and services (note: there may be a crossover of duties between the Responsible Person and manager so these two roles must liaise with each other).
 - 8.8. Ensuring that on-line records of statutory servicing, maintenance and testing for the site are accessed periodically to check accuracy.
- 9.0. Employee Responsibilities – It is the duty of all employees while at work:**
- 9.1. To carry out their duties in line with the Health and Safety Policy, its Arrangements and Safe Working Procedures.
 - 9.2. To take reasonable care for the health and safety of themselves and of other persons who may be affected by their activities.
 - 9.3. To co-operate with the Council to ensure that any relevant statutory provisions are complied with.
 - 9.4. Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.
 - 9.5. To report all accidents, incidents or near misses to their immediate supervisor.
 - 9.6. Report any unsafe work situation or equipment defects to their immediate supervisor.
 - 9.7. To use any equipment or substance provided in accordance with any training or instruction given.
- 10.0. The Corporate Health, Safety and Employee Wellbeing Manager (H,S&EWM) is responsible for:**
- 10.1. Supporting the Executive Director with responsibility for Health and Safety to ensure the Council is meeting its legal and moral obligations with regard to the health, safety and wellbeing of its employees and those affected by the Council's activities.
 - 10.2. Managing corporate health and safety objectives and ensure objectives are planned and implemented.
 - 10.3. Ensuring performance is regularly monitored and reviewed.

- 10.4. Review health and safety compliance data/reports in order to monitor performance.
- 10.5. Provide leadership for health and safety across SCC, working with and co-ordinating health and safety teams and advisors across SCC and providing support to Senior Managers.

11.0. The Corporate Health and Safety Service is responsible for:

- 11.1. Ensuring that Management is aware of its responsibilities and requirements to comply with relevant statutory provisions and codes of practice and to identify where they are not compliant.
- 11.2. Providing competent occupational health and safety advice to all areas of the Council and maintained schools in line with the Council's policies and procedures.
- 11.3. Create and maintain the Council's Health and Safety Policy, Arrangements and Safe Working Procedures in conjunction with Council staff.
- 11.4. Audit and monitor compliance with this Policy, Arrangements and Safe Working Procedures, Advising and reporting on areas of health and safety management that are lacking, inconsistent or not in accordance with good practice to SCC.
- 11.5. Advise and support Hubs/Services/Teams where necessary on production of risk assessments and localised procedures.
- 11.6. Identify health and safety training in coordination with the Learning and Development Service.
- 11.7. Carry out and support Senior Managers to carry out accident investigations and to implement and monitor corrective actions.
- 11.8. Carry out inspections as required.
- 11.9. Undertake audits based on the management system to ensure it is being implemented across the Council.
- 11.10. Attend Joint Consultative Groups as required.
- 11.11. Liaise regularly with SCC trade union health and safety representatives.
- 11.12. Act as the point of contact when liaising with enforcement authorities.
- 11.13. Keep abreast of and bring to the attention of those they support any relevant legislation changes.
- 11.14. Provide reports to the health and safety governance groups on trends identified from accident reporting, inspections, audits and any general observations based on enquiries.
- 11.15. Issuing periodic health and safety bulletins on changes to legislation, updates to the Health and Safety Policy and SWP's, training/briefing sessions, and results from accident investigations, audits and inspections.

12.0. The Occupational Health Service is responsible for:

- 12.1. The provision of an appropriate level of expertise, to assist the authority maintain a healthy workforce.
- 12.2. Advising on candidates' fitness for work to undertake the duties concerned.
- 12.3. Advising managers of the prognosis for the return to work or continuing absence of their employees.
- 12.4. Providing pro-active health promotion services and expert advice to Clients and employees to help the workforce to stay healthy.
- 12.5. Providing health surveillance activities to enable the council to meet its statutory obligations.

13.0. The Property Division is responsible for:

- 13.1. Carrying out their Construction Design and Management (CDM) duties as required. This will include reviewing contractor's health and safety competence against a recognised standard prior to allowing contractors onto any construction related framework.

- 13.2. Carrying out contractor inspections to ensure compliance with Section 3 of HSWA 74 where they are contracted to do so and in accordance with SWP Control of Contractors.
- 13.3. Ensure that all work undertaken on behalf of the Council, by contractors, is undertaken with the appropriate levels of health & safety built in where they are contracted to do so.
- 13.4. To ensure that all contract documentation adequately addresses health & safety performance and that suitable monitoring arrangements are established to ensure the required level of performance is met where they are contracted to do so.
- 13.5. To ensure that compliance testing and inspection regimes related to property, which are listed within SWP Property Management and Compliance, are delivered in accordance with the SWP.
- 13.6. To action any necessary works arising for such inspections and statutory inspections in discussion with the relevant manager/headteacher.
- 13.7. To maintain accurate records and of required tests, inspections and certificates for those areas falling within the providers remit monitor.

14.0. The Responsible Person

- 14.1. Comply with the requirements set out in Safe Working Procedure Property Management.

15.0. The Health and Safety Board

- 15.1. The Board is chaired by the Service Director - Legal & Business Operations (or nominated deputy) and has the overall responsibility for monitoring, advising and ensuring compliance with the Council's Health and Safety Policies. The Board will review the management of health & safety within SCC, make decisions in terms of any necessary funding and provide direction and support where required. The purpose of the Board is to;

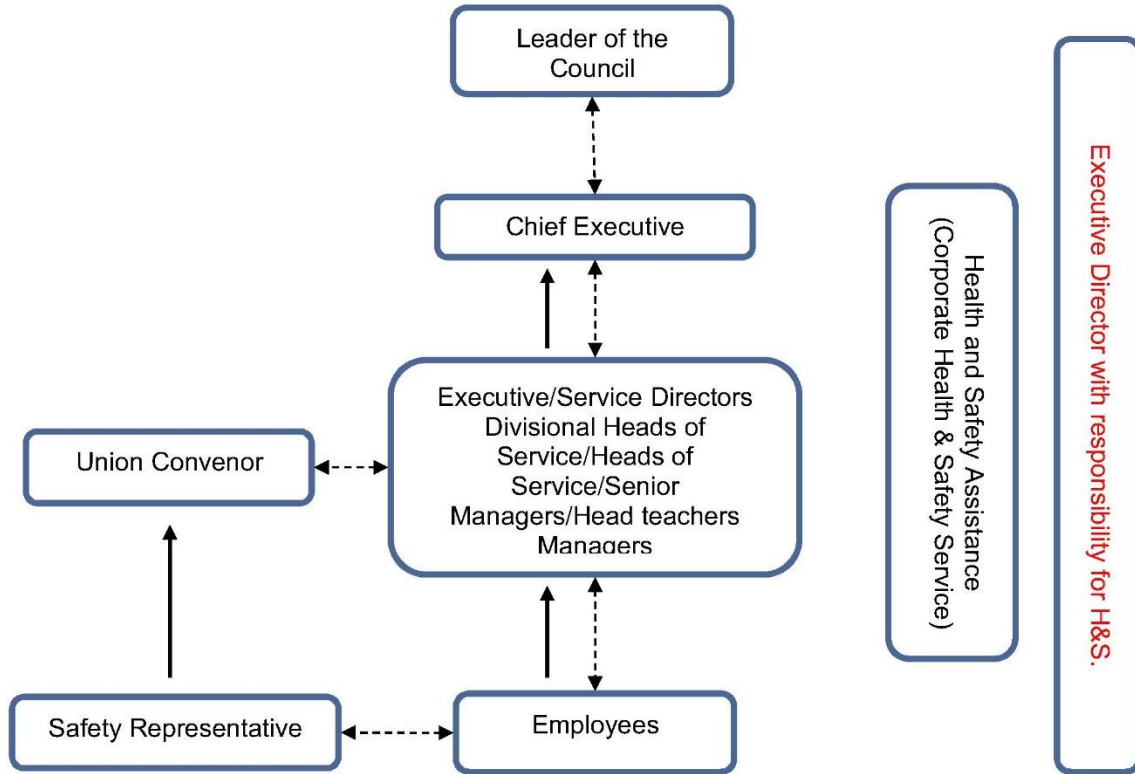
- 15.1.1. Monitor the compliance of the Health and Safety Policy, its Arrangements and Safe Working Procedures.
- 15.1.2. Lead the development and implementation of corporate plans to drive improvements in Health and Safety performance and practice; taking into account statutory requirements and the Council's Health & Safety Policy.
- 15.1.3. Commission reviews into health and safety and advises the Council Management Team of any outcomes and actions the board need to consider.
- 15.1.4. The board reports relevant information, outcomes and assurance to the executive management team (EMT).

- 16.0. **Joint Consultative Groups (JCGs)** – The Council operates a system of JCGs which are forums for Trade Union and Management to discuss issues which include health and safety. They must exist at Head of Service and School Level at least quarterly (each term for schools) and be made up of management and trade Union Safety Representatives. Depending on the level of risk and where there has been a request to hold one, JCGs may be required at Team and Sub-Team levels. [Link to Terms of Reference.](#)

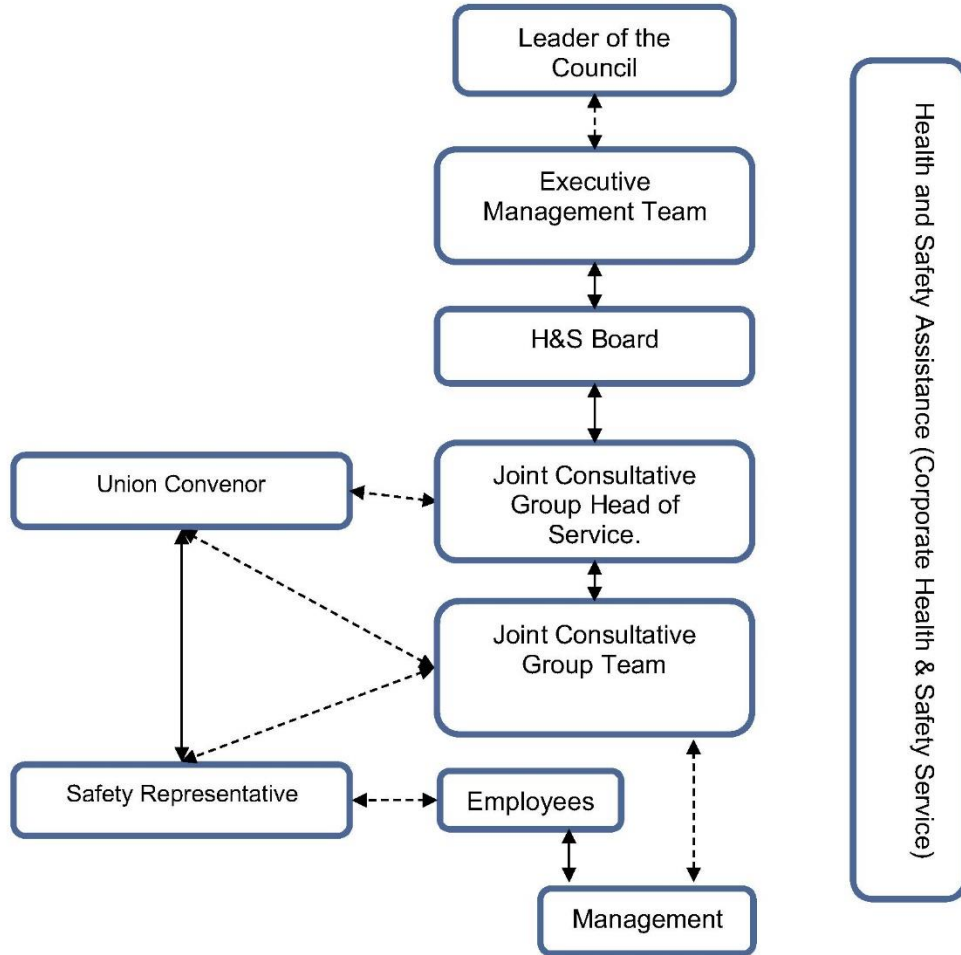
- 16.1. The following rules are to ensure JCGs are meaningful and flow;
 - 16.1.1. Each level of JCG must feed into the next level of JCG for example Team to Service.
 - 16.1.2. JCGs must be held at least quarterly.

- 16.1.3. For an issue to be raised at a JCG, the person raising the issue must first be able to demonstrate they have raised the issue with the relevant line manager and if necessary the second line manager though to Head of Service. A paper must then be submitted to the chair of the JCG stating clearly, what the issue is, who they have consulted and what outcome they are seeking.
- 16.1.4. Escalate any H&S issues of a corporate nature to the Health and Safety Board that cannot be dealt with at service level for their consideration.

17.0. Organigram showing Health and Safety Management reporting lines of responsibility and dotted lined of communication



18.0. Organigram showing Health and Safety consultation reporting lines and dotted lines of communication



Version Control

This Safe Working Procedure is issued and managed by Corporate Health and Safety Service.

Version		Amendments
Number	Date	
1.00	1975	
2.00	N/K	
3.00	N/K	
4.00	N/K	
5.00	N/K	
6.00	2006	
7.00	Oct 2011	
7.01	Sep 2012	
8.00	Oct 2014	
8.01	Oct 2014	Change of directorate from Environment and Economy to Place.
8.02	Jan 2015	Amendments to Board of Directors
8.03	Sep 2015	Amendments to Corporate Management Team
8.04	July 2017	Policy updated to show new council structure
8.05	April 2018	Policy updated for signing by Interim Chief Executive
8.06	June 2018	Policy updated for signing by new leader of the council
8.07	Jan 2019	Policy updated for signing by new Chief Executive
8.08	June 2019	Policy updated to reflect governance links, S5, S15
8.09	Aug 2020	Policy updated to reflect organisational changes.
8.10	May 2021	Policy updated for signing by new leader of the council
8.11	May 2022	Policy updated for signing by new leader of the council and to reflect organisational change.
Review Conducted		Next Review Date
June 2011		June 2012
Sept 2012		Sept 2013
Jan 2015		Jan 2016
Sep 2015		Sep 2016
July 2017		July 2018
April 2018		July 2018
June 2018		June 2019
June 2019		June 2020
August 2020		August 2021
June 2021		June 2022
May 2022		May 2023

School Specific Health and Safety Policy

Mount Pleasant Junior School

Health and Safety Statement of Intent

Mount Pleasant Junior School recognises and accepts that it is responsible for complying with health and safety legislation and ensuring the health safety and welfare of its employees and others who may be affected by its activities. The school seeks to provide and maintain so far as is reasonably practicable by the implementation of this Policy its Arrangements and Procedures, risk management and through information, instruction and training. The school will provide:

- Roles, responsibilities and accountabilities of all staff and at all levels within the school are clearly defined and understood in order to secure corporate and individual compliance with relevant H&S legislation.
- A positive health and safety culture and a health and safety management system that ensures health and safety at work.
- Plant and systems of work that are made safe and without risks to health through the appropriate implementation of this Policy, Arrangements and Procedures to manage the associated risks.
- Arrangements for the use, handling, storage and transport of substances and articles are made safe and without risks to health through the appropriate implementation of this Policy, Arrangements and Procedures to manage the associated risks.
- Information, instruction, training and supervision that is necessary to ensure adequate health and safety at work.
- Places of work that are made safe and without risks to health and methods of access and egress that are safe and without such risks through the appropriate implementation of this Policy, Arrangements and Procedures to manage the associated risks.
- A working environment that is made safe and without risks to health together with adequate arrangements for welfare at work through the appropriate implementation of this Policy, Arrangements and Procedures to manage the associated risks.
- Adequate resources for carrying out of this policy.
- By ensuring that everyone is aware of their accountabilities and responsibilities through the Policy, Arrangements and Procedures.
- Systems for identifying and assessing all hazards and risks associated with their activities and putting in place adequate control measures.

Signed:	
Headteacher:	Emma Kerrigan-Draper
Dated:	February 2023

Signed:	
Chair Of Governors:	Rashid Brora
Dated:	February 2023

This statement is displayed alongside the Health and Safety at Work Act poster. A full copy of the SCC template policy including organisation and responsibilities, arrangements, council safety policy and safe working procedures, can be found on the Councils Health and Safety Intranet.

Health and Safety Representative

The Health and Safety Representative is a member of the school staff, the School Business Manager. Functions of the Health and Safety Representative include:

- To keep all staff up to date concerning health and safety matters.
- To collate all documents and publications relating to health and safety and make them available to all members of staff.
- To inspect all areas of the school regularly and advise the Headteacher of any action that should be taken.
- To investigate accidents, hazards or dangerous occurrences in the workplace and make representations to the Headteacher.
- To accompany the Headteacher, health and safety governor and Site Manager on joint formal inspections of the premises.

The appointment of the Health and Safety Representative does not absolve any individual from their personal responsibility.

Staff

- All staff must be aware of the contents of this document and assume responsibility for carrying out its recommendations.
- It must be stressed that the responsibility of all is the safety and well-being of the pupils.
- Discharge of that responsibility may result in pupils being withdrawn wholly or partly from activities which may be dangerous to themselves or others.
- The common law on negligence requires teachers, particularly Headteachers, to use the same standard of care for pupils as would have been exercised by a reasonably prudent parent. All staff must ensure that they are aware of the procedures to be followed in the event of emergency, accident or illness.
- All staff must ensure, as far as is reasonably practicable, the safety of the pupils in their care.
- Staff should therefore establish safe procedures within their working areas to minimise risks to themselves and to pupils.
- Although the overall responsibility is held by the Headteacher, the teacher in charge of pupils has the responsibility for the safety of those pupils. Children must therefore be adequately supervised at all times.
- Employees who become pregnant, or develop a medical condition which may affect their ability to carry out their duties, must alert the Headteacher in order that a risk assessment be put in place to protect and assist them. Any person becoming unfit for the work must not return to it until the Occupational Health Unit deems them fit enough.

Site Manager

- The Site Manager is responsible for the security, ventilation, heating and cleanliness of the premises, and for the safe storage of cleaning materials and tools. Guidance on the safe storage of materials in school can be found in the COSHH safety manual. In addition, COSHH assessments are now available centrally through the Corporate Health and Safety Unit using a database system for assisting with COSHH assessment called SYPOL. It is also the responsibility of the Site Manager to ensure that fire-fighting appliances and bells are checked regularly.
- The school clocks should be checked weekly and altered as necessary.
- All hazards in the buildings and the playground must be reported to the Health and Safety Representative immediately. Obstructions should never be left in or around school.
- In addition, the Site Manager will inspect buildings and site on a daily basis and report to the Health and Safety Representative as necessary.
- The Site Manager will take part in the termly formal health and safety inspection and risk assessment schedule.

First Aiders

Annually, all staff are trained on aspects of medical care, including:

- Asthma Care
- EpiPen administration.
- Care relating to specific children with complex, or life-threatening, conditions in school at the time.

The school also has identified, designated First Aiders. The names and photographs of first aid trained staff are displayed around the school on the safeguarding posters.

The training cycle is maintained and monitored by the Health and Safety Representative.

Key responsibilities of First Aiders include:

- Dealing with accidents and minor injuries, including reporting and recording these. These will either be recorded internally and in the case of pupils, shared with the parents or, in the event of more significant injury, reported on the Local Authorities web based accident report form. This is monitored by the Health and Safety Officer at Southampton City Council and is subject to audit.
- Administering medication to pupils in accordance with their Individual Health Care Plans.
- Caring for children who become ill during the school day, including parent liaison.
- Re-equipping and stocking classroom medical 'Grab Bags'.
- Ensuring that appropriate medication and basic first aid kits are prepared for school trips and visits.

Although parents are responsible for providing sufficient, in-date medication for their children, First Aiders check and inform parents of concerns over the level of stock and whether it is usable.

Occurrences of Violence or Abuse

Occurrences should be recorded on the appropriate local authority incident forms. If the abuse or violence is from an adult the Headteacher will either write to the parent, or ask them to come in for a meeting. The Headteacher has the right to ban the adult from the school premises, liaising with Southampton City Council Legal Services and the Police.

Parents who are known to be violent or aggressive will not be welcome onto the school premises, for the protection of staff and pupils and the setting of appropriate models of behaviour for pupils.

<https://scc.info-exchange.com/ViolenceIntimidation>

Head of Kitchen

The Head of Kitchen (City Catering) is responsible for maintaining safe working conditions and procedures in the school kitchen and for the safe storage of all kitchen machinery and utensils. Additional responsibilities include:

- Ensuring kitchen staff training records are kept up to date and any training requirements are followed at the earliest opportunity.
- Ensuring that any smell of gas must be reported to the Headteacher immediately.
- Ensuring all hazards in the kitchen and dining area are reported to the Headteacher immediately.
- Ensuring kitchen staff are aware of COSHH assessments for all cleaning products.
- City Catering are responsible for ensuring their staff receive full Health and Safety training.
- The School Business Manager is responsible for ensuring that the kitchen staff are aware of school specific Health and Safety policies.

Supervision

An adult employee of Mount Pleasant Junior School or Southampton City Council must always exercise the supervision of the pupils. However, it is recognised that pupils are sometimes supervised by voluntary helpers, students, parents or governors in school. In these cases the class teacher still carries overall responsibility. They must therefore exercise careful judgement about the kinds of situations and activities that are entrusted to individuals (Regulated Activity). Clear instructions must always be given by the class teacher in such situations. Pupils should never be left unsupervised inside or outside the classrooms.

Start and End of Day

Senior Leaders are on duty outside at the start and end of the school day at the times listed below. This supervision does not include the use of play equipment.

08:40 – 08:50

15:20 – 15:30

These times may be subject to change dependant on advice from agencies, for example the DfE or PHE during a pandemic. In this event, separate policies and procedures will determine any changes.

Breaktime

A duty rota is drawn up every year by the senior leadership team. Teachers are responsible for covering their duties, in the case of planned absence. In cases of illness SLT will ensure that absences are covered. Nine staff are on duty during break.

- Members of staff must only take hot drinks with them whilst on duty in the playground in specially sealed travel mugs, where the lid cannot easily come off.
- Teachers and Teaching Assistants follow a rota of supervision for all outside areas. Teachers ensure that supervising adults are in place before leaving their classes.
- Staff on playground duty will arrive promptly wearing a high visibility jacket with a walkie talkie, check the channel as they are taken.
- During wet play at break times children are supervised by a Teacher, or a Teaching Assistant, with local arrangements made within phases.

First Aid bags are kept in designated areas, minor injuries dealt with and recorded by staff on duty. Any more complex injuries will be referred to the school office.

Lunchtime

Staff on playground duty will arrive promptly wearing a high visibility jacket.

Supervisory staff are allocated to different areas of responsibility and oversee the provision of suitable play equipment. Supervisory staff will supervise pupils during the lunch break, including supervision of play and of eating. Members of the Leadership Team are on duty every lunchtime, ensuring that all children take their midday meal and supporting those staff on duty. Any hazard to pupils or potentially dangerous situations must be reported to the Headteacher by those staff on duty immediately.

During wet Play at lunchtime two of three classrooms per phase are used to accommodate all pupils. One classroom will show a movie and have quiet colouring or drawing whilst the other will have board games. Children are supervised in each room by those staff on duty.

First Aid bags are kept in designated areas, minor injuries dealt with and recorded by staff on duty. Any more complex injuries will be referred to the school office.

General Supervision of Pupils

Pupils are always in the vicinity of a supervising adult who is responsible for their safety. As children progress through the school, they are developed as independent learners and given more opportunities to exercise their personal responsibility, within a safe and supervised environment.

If any child is collected late three times their parents must have a meeting with the Headteacher and safeguarding concerns may need to be reported as part of the school's Child Protection Policy.

Whilst awaiting collection, pupils are supervised by school staff.

Site Staff

Site staff are responsible for ensuring that all cleaning substances are returned to their proper storage place following use. When cleaning, staff must follow safe cleaning practices as instructed by the Site Manager, in accordance with the guidelines laid down in the COSHH assessments.

All hazards in the buildings and the playground must be reported to the Site Manager immediately. Obstructions should never be left in or around school.

Pupils

Pupils are expected to take reasonable care of themselves and to conform to health and safety procedures, which have been established to maintain a safe environment.

All pupils in the school are asked to be constantly aware of hazards. They are encouraged to report any risk to the Health and Safety Representative, a teacher, or the Headteacher.

Contractors

The school uses local authority approved contractors, or its own appointed contractors, for works to the school site. The Headteacher will ensure that contractors maintain adequate arrangements to protect school staff, pupils and visitors from any hazards generated by their work whilst on site.

Contractors will be required to sign to indicate they have read the asbestos register and seen the asbestos plan of the school before carrying out any work.

Computers

All staff and children should take regular breaks when using the computers for extended amounts of time. The Government recommend that staff take a 5 to 10 minute break for every 50 to 60 minutes working on a computer. The break means doing a different type of work for that time. The computer screens for children and staff should be at eye level to avoid injury. Children and adults should sit with feet flat on the floor to avoid injury.

Adults should remove the plug from the socket on the laptop trolleys and remove the laptops to avoid the children getting an electrical shock. All computer wires should be tucked away safely to avoid accident and injury.

E-Safety

E-Safety is a discrete, as well as a constantly integral, part of the school curriculum and covered as part of the Safeguarding and Child Protection Policies. Details on the teaching and learning of E-Safety, including the School Council's E-Safety Charter, are included in the Health and Happiness Curriculum Guidelines.

Risk Assessments

At school, there are two types of risk assessment:

- On site: daily managing the ongoing risks that hazards on the school site present e.g. gym mats.
- Off site: planning trips and visits away from the school base or one-off events at school which change the hazards within the school.

Risk Assessments

Risk Assessments; on site (S:\SITE MANAGER\Risk Assessments)

Risk Assessments in schools should be completed using the guidance provided within [Young Southampton website health and Safety pages](#).

All members of staff are made aware of the risk assessments, which are subject to regular review as part of the termly Health and Safety Audits. School users are alerted to particular aspects of health and safety as necessary by:

- Signage
- Teaching
- Supervision

All safe working practice directives are available on [Southampton City Council's website](#).

Risk assessments are in place for:

- Arrival/Departure and parking on the school site
- Children's garden and gardening
- Classrooms and teaching in classrooms
- Dining, Children's lunchtime, dining hall
- Lone working
- Office, Administration
- Offsite and Educational Visits
- PE
- Playground equipment
- Site Manager/Site Staff
- The School Hall

Adhoc Risk Assessments may also be completed, for example a maternity Risk Assessment.

External risk assessments

When children leave the school site for trips and visits, or visitors to the school site would significantly change the health and safety profile, a Risk Assessment is made and registered on the EVOLVE website. This 'bought' service is monitored by the Hampshire County Council Outdoor Education and Learning Team. Trip leaders upload risk assessments to the site, which are then checked by the schools' Evolve School Coordinators (EVCs) and then approved by the Headteacher.

The Headteacher is informed before any class, or group of children, goes off site. All educational visits must be planned with the Headteacher well in advance, in accordance with school off-site policy and the Hampshire Guidelines on 'Off-Site Activities and Hazardous Pursuits', which have been adopted by Southampton City Council.

Pupils must not be transported in private vehicles without adequate insurance cover. Staff complete an insurance cover form, demonstrating that they are adequately qualified and covered to transport pupils.

Pupils travelling in coaches should sit at all times and wear the seat belts provided. An adult must sit next to the emergency exit. Pupils must always be counted on and off the coach by the teacher in charge.

The teacher in charge with any off-site activity must comply with the procedures within EVOLVE and the school trip risk assessment following the guidelines regarding pupil to teacher ratio (contained in the risk assessment), line of communication (e.g. mobile phone) they must leave full details with the school office.

General Safety - Safeguarding

- Pupils are taught and expected to, at all times, behave in a reasonable and sensible manner in order to prevent accidents in school.
- It is the responsibility of every teacher to ensure that the pupils in their care know the hazards present in the school situation and know what is expected of them. Clear, unambiguous instructions are given.
- The working environment of each classroom is planned with safety in mind. Unused chairs should be kept under tables and pupils must be taught to pick up any items which they have dropped on the floor. Trailing electrical leads are avoided, or managed safely with lead mats.
- Glass should never be used where plastic would suffice. Glass bottles and thermos flasks are not brought to school.
- Spillages are to be cleared up immediately and the floors kept dry with appropriate signage used to indicate a risk: Safety cones or signs are placed on any slippery floors or other temporarily hazardous areas.
- Pupils must wear shoes to walk around the building, including to and from the hall.
- Pupils are not permitted to leave the school site during school sessions unless accompanied by a known adult and parental permission is in place.
- Teachers taking pupils off-site must do so in accordance with agreed school procedure, and with the prior permission of the Headteacher.
- The correct use of equipment, e.g. scissors is taught. Particular care and supervision needs to be exercised when pupils are using potentially dangerous equipment e.g. glue gun.
- Certain subjects within the curriculum carry their own particular hazards. These are detailed in the school's written curriculum guidelines and pupils are briefed in detail on these matters when the need arises.
- No pupil is to stand on furniture to gain access to a height.
- No pupil is to use a staple gun.
- No pupil will be asked to carry heavy or potentially dangerous materials.
- Hot drinks will be transported within school in covered cups. Uncovered mugs or cups containing hot drinks must remain within the staffroom when pupils are in school.
- Pupils will be encouraged to replace all equipment and materials in their proper places, which will be modelled by the staff in school
- Care should be exercised when lifting equipment. No-one should attempt to lift anything which is beyond their individual capability. The Site Manager carries out regular lifting and carrying of loads and receives manual handling training. Manual handling assessments should be carried out for all lifting tasks e.g. moving boxes of photocopying paper.
- Children must not be asked to carry heavy or awkward items which prevent them from holding a handrail while walking up or down stairs.
- Fire doors should never be secured open unless their closure is managed automatically as part of a fire detection system.
- No item relating to health and safety should be tampered with unnecessarily or maintained by an unauthorised person i.e. fire extinguishers.

- Names, addresses and contact numbers of all pupils and staff are available in the school office. This system is managed securely.
- The school is a “No Smoking Zone” in all parts of the site and buildings, this includes e-cigarettes or vapes.
- Within the school community there are members with severe food allergies and permission needs to be gained from the Headteacher before any foodstuffs are brought into school. Most notably, foodstuffs containing nuts are to be avoided.

At Mount Pleasant Junior School no private vehicles are allowed in the playground during school hours, without prior agreement. No staff cars or motorbikes should be parked in the playground. There are times when maintenance vehicles need to access parts of the school premises and specific guidance is included within this section.

Uniform and Clothing - Adults

As part of the Staff Code of Conduct, staff are expected to dress in professionally appropriate clothing and footwear, this is to reflect an appropriate professional model as well as ensure practical health and safety.

In relation to Health and Safety, staff are expected to wear closed in footwear.

Uniform and Clothing - Pupils

As a member of the school community, pupils are identified by their uniform. This uniform fulfils a sense of belonging as well as offering practical clothing to ensure health and safety.

In specific relation to health and safety, pupils are expected to wear:

- School shoes, which are closed in, flat and securely fitted.
- No jewellery other than studded earrings and a watch.
- Clothing which enables them to move freely and is not overly tight or restrictive.
- Weather appropriate clothing, for example a warm coat, gloves and hat for winter.

On Site Vehicle Movements

There is separate vehicular and pedestrian access to the school site and these are clearly marked.

When vehicles have to enter or cross areas of the school site that are frequented by pupils and other pedestrians (e.g. grounds maintenance, contractors) drivers have to report beforehand to the school office.

Staff oversee such movements where there is the likelihood of pedestrian presence (e.g. break times, outside sports activities). Pupils are told what to do when vehicles are moving around the school site.

Clubs and Lettings

Schools Extra-Curricular Clubs

The Headteacher and senior leadership team must be properly consulted before any such activity takes place. Parents must be informed in writing about finishing times and by text if as a result of school cancellation at short notice. Pupils who are not collected on time should be supervised by a member of staff. Teachers taking clubs must ensure that pupils do not leave the premises until the supervised activity officially ends. Teachers must complete a register of pupils attending the clubs and return this list to the office.

Lettings

Extra-curricular clubs run by outside agencies for Mount Pleasant Junior School pupils are responsible for handing over to school staff any child who has not been collected.

These clubs are run in accordance with our safeguarding and child protection policies so that staff have read, understood and agreed to our procedures and policies.

Clubs that are held at school for the wider community which may or may not include Mount Pleasant Junior School pupils follow the Lettings Policy.

This means that we have checked:

- DBS of staff in place
- Child Protection and Safeguarding policy
- Insurance
- Anything else as required and defined by the latest KCSiE document.

MEDICINES IN SCHOOL

This policy deals with the safe handling and storage of medicine at school. The administration of medicine is covered in detail by the medical policy: 'Supporting Children with Medical Conditions'.

When administering medicine, the Administration Staff:

- Follow the Supporting Children with Medical Conditions Policy.
- Use the schools Individual Healthcare Plans and the Records of medicines administered forms.

Safe Storage

Medicine is kept in an area which is not accessible to pupils without supervision such as asthma inhalers in medical grab bags in the classroom.

Restricted Access Storage: Controlled and prescription drugs are in a locked cabinet.

Refrigerated Storage: Prescription medicine requiring refrigeration is kept in a fridge which is not accessible to pupils without supervision.

ACCIDENTS AND EMERGENCIES

The procedure for serious medical emergencies and minor medical incidents is detailed in the 'Supporting Children with Medical Conditions' Policy.

Procedure in the Event of a Missing Child

1. Inform the Headteacher or member of the Senior Leadership Team immediately: log time.
2. Headteacher organises search of building and grounds.
3. Headteacher informs parents.
4. Headteacher decides if the police need to be informed, this may happen ahead of informing the parents.
5. Staff will not pursue a child, as pursuit may place the child in further danger. Staff will maintain a watching brief.

Emergency Evacuation Procedure

In the light of a range of potential threats, the school has two procedures designed to protect and preserve life: lockdown and evacuation.

The following pages describe our procedures:

Action in the Event of a Fire - Evacuation Procedure

On hearing the alarm:

- **The senior member of staff in each classroom** should assemble their children and escort them to the assembly point by way of the nearest Fire exit.
- **Assisting staff in each classroom**, prior to leaving, should ensure that the classroom and immediate area are evacuated, and ensure their children are evacuated.
- **Senior Leaders/Leaders** will go to the evacuation point to manage roll call ensuring children in their care are evacuated.

Classes should line up in year group order, from left to right: Years 3, Years 4, 5 and 6. Springwell outreach, Chris Packham class should line up to the left with the Year 3's.

PAVILION	Fence/Assembly Point			
	LEFT TO.....	RIGHT	
	YEAR 3	YEAR 4	YEAR 5	YEAR 6
	3T	4E	5H	6M
	3G	4H	5M	6Y
	3K	4C	5B	6P
	CHRIS PACKHAM (SW)			

- Once teachers/leader have verified all children are present in their class they should hold up their hand to indicate all are present and correct.
- If a child/adult is missing, discreetly but urgently advise the most senior leader.
- Admin staff will take:
 - Class Registers
 - Contact book
 - Mobile phone
 - Gate/padlock key
 - Visitor book
 - Entry sign printout

Ensuring that the children are safe and that your own personal safety and that of your colleagues is not endangered is your priority, if checking the areas detailed above is likely to put yourself, your children or anyone else in danger then you should exit the building immediately.

What pupils or visitors should do if they discover a fire.

- Anyone who discovers a fire should activate the nearest call point away from the fire
- Pupils should inform the nearest adult of the location of the fire and leave the building by the nearest exit.
- Visitors should exit the building by the nearest exit, informing the nearest member of staff on the way out of the location of the fire.
- If contractors manage their own signing in/out sheets they should bring that to the evacuation point.

In all instances, School Business Manager and/or Site Manager and other Fire Marshalls will also ensure the site is clear.

IN THE EVENT OF A REAL FIRE 999 WILL HAVE TO BE CALLED – THIS IS NOT DONE AUTOMATICALLY.

Do not delay - personal belongings should not be collected.

Staff will remain with the children in their charge throughout the evacuation and when assembling in the playground.

Where a class is split the staff in charge of each group is responsible for taking the children to the assembly point.

If the nearest Fire Exit is unsafe, use the next clear Fire Exit.

Administrative staff will proceed to the assembly points and distribute the class registers to the senior staff member with each class. The visitor book and signing in/out sheets will also be taken to ensure all visitors to the school have been accounted for. The Fire Brigade welcome folder will also be taken and given to the Fire Brigade when they arrive.

The Welcome folder contains details of how to communicate to parents, normally text messaging, how to advise parents to collect their children (Maytree Infant School), and Local Authority emergency numbers.

The Head teacher will take overall charge of the assembly point; in the event the Head Teacher is not available one of the members of the SLT or LT will take charge, whoever is next in charge.

Fire Marshalls will establish the Zone that is affected by the emergency by first checking the Fire Zone Board. The Marshall will then proceed to the zone to verify that there is a need to call the emergency services, as long as it is safe to do so.

Fire Marshalls will take one of the Checking Zone Cards found in reception and will check the area shaded on the card to ensure it is clear of persons, as long as it is safe to do so. Following their check, the Marshalls will go to the assembly point to report.

- There are 3 cards relating to 4 zoned areas of the school;
 - o The first 3 Fire Marshalls that go to reception will take a card each and check the shaded areas are clear of persons.
 - o If more than 3 Fire Marshalls arrive the other Marshalls are to assist at the assembly point and prepare for the fire brigade.
 - o If less than 3 Marshalls report, the present Marshall/s should cover all zones should it be safe to do so.

The Fire Marshall will then await the arrival of the Fire Brigade and will communicate any knowledge to them and give them the Fire Brigade welcome folder.

Under no circumstances should anyone enter the building until told to do so by the Fire Officer in charge, and then only with the express permission of the Head teacher or senior staff member in charge.

If no fire marshal is present, the most senior member of school will take control of the internal checks as detailed above, this may be by delegation.

Bomb Threat

In the event we have a call to school advising of a possible bomb on site, the receiver of the call should:

- Complete the Bomb Threat Checklist present by every phone that receives external calls (3 x admin phones).

- Advise Senior Leaders
- Contact police to advise and for instruction
- In the event of an evacuation use the fire alarm
- In the event of a lockdown see below
- Site Manager/Business Manager/Senior Leaders to check school for children in toilets or other areas that they may be isolated
- Site Manager/Business Manager/Senior Leaders to check school for suspicious packages
- Any staff who finds or suspects a suspicious package should report them to the Site Manager/Business Manager/Senior Leader as soon as possible, do not touch the package

School may be evacuated (see below) or may be in lockdown (see below)

Warning whole school of a bomb threat or lockdown process

In the event of a bomb hoax or hostile intruder the school may be evacuated or placed in lockdown dependant on the situation and/or advice from the emergency services.

If a LOCKDOWN:

The most senior leader will decide upon the action to take, **ACTION**, **PREPARE** or **STAND DOWN** according to a RAG status below.

Upon Lockdown a **RAG** code is used in this school:

Code type	Action to be taken	Signal
CODE RED:	ACTION: All students into their classrooms, and students outside to come into school, wait in class under tables. Adults to accompany children into classes. Doorjammer is applied to base of door to keep it fixed closed. Wait for further information.	Continous ringing bell for 1 minute or longer; Shout CODE RED
CODE YELLOW:	PREPARE: All students gather in classes, any students outside to come into school and to go to their class, adults to accompany. Wait for further information.	Members of staff will advise adults and pupils; advise CODE YELLOW.
CODE GREEN:	STAND DOWN: Classes will be advised to stand down. Do not stand down unless advised.	Members of staff will advise adults and pupils; advise CODE GREEN.

Should you feel the situation warrants it call emergency services.

Other Actions

Code RED and Code YELLOW:

Admin, Site or Leaders to ensure that all external doors are securely closed and locked once all children are in the building.

Doorjammers are provided in all rooms with inward opening doors.



1

Insert the flat part of DoorJammer all the way under the door.



2

Twist the screw **left (clockwise)** until the foot is firm against the floor.



3

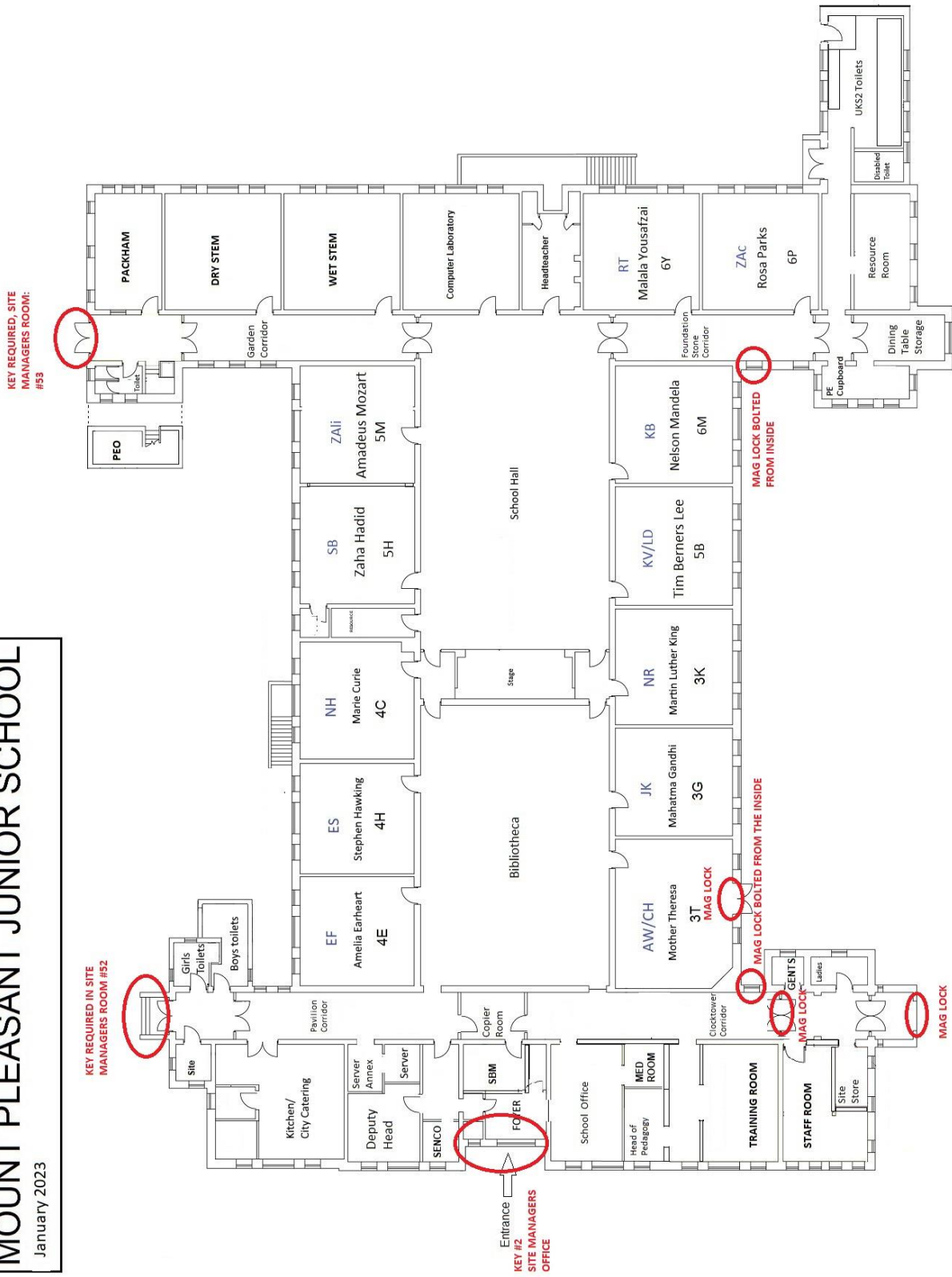
Pull the handle to ensure door is secure.

A key is required for two doors as marked; this can be found in the office key lock up. Site Staff and Business Manager also has a copy.



The map on the following page shows the location of the doors:

MOUNT PLEASANT JUNIOR SCHOOL

January 2023



The checklist on the following page details the process to be followed.

Responsibility	Situation A Intruder on site outside of school building	Situation B Intruder on site inside school building	Lockdown Status
Person warning	Bell Sounds – long ring at least one minute (SBM room and SENCO room)	Bell Sounds – long ring at least one minute (SBM room and SENCO room)	Code RED
Person warning	Dial star (*) 99 – repeat “code red”	Dial star (*) 99 – repeat “code red”	
Person Warning	Dial 999	Dial 999	
Admin/Site/SLT	Check Hallways, direct all children to nearest classroom or safe room	Check Hallways, direct all children to nearest classroom or safe room	
Admin/Site/SLT	Lock doors leading to rear playground. Push doors, not handles to ensure locked. Keys 52 and 53 in site Managers Key Safe		
Admin/Site/SLT	Close door to MUGA area, rattle handle and push to ensure locked.		
Admin/Site/SLT	Barricade Hall doors to separate school. Seek safety in Headteachers office or nearest room.	Barricade Hall doors to separate school, if able. Seek safety in Headteachers office or nearest room.	
CLASS ADULTS	Barricade the room entrance by putting a door jammer under the door.	Barricade the room entrance by putting a door jammer under the door.	
CLASS ADULTS	Turn off all lights	Turn off all lights	
CLASS ADULTS	Set all mobile phones to silent	Set all mobile phones to silent	
CLASS ADULTS	Adults and students should be silent	Adults and students should be silent	
CLASS ADULTS	Adults and students should sit on the ground under tables	Adults and students should sit on the ground under tables	
CLASS ADULTS	Adults and students are not to leave class until advised to do so	Adults and students are not to leave class until advised to do so	
Admin/Site/SLT	Appraise situation	Appraise situation	
ALL	Wait until the all clear CODE GREEN is announced before returning to pre-lockdown status	Wait until the all clear CODE GREEN is announced before returning to pre-lockdown status	Code GREEN
Admin/Site/SLT	Dial star (*) 99 announce CODE GREEN	Dial star (*) 99 announce CODE GREEN	
ALL	Reverse lockdown actions	Reverse lockdown actions	
ALL	Register all children and adults	Register all children and adults	

If a Total Site Evacuation:

The fire alarm will be sounded as normal, all normal fire drill procedures are to be followed and all children and staff will be present at the collection point. Ensure appropriate staff members have a gate/padlock key.

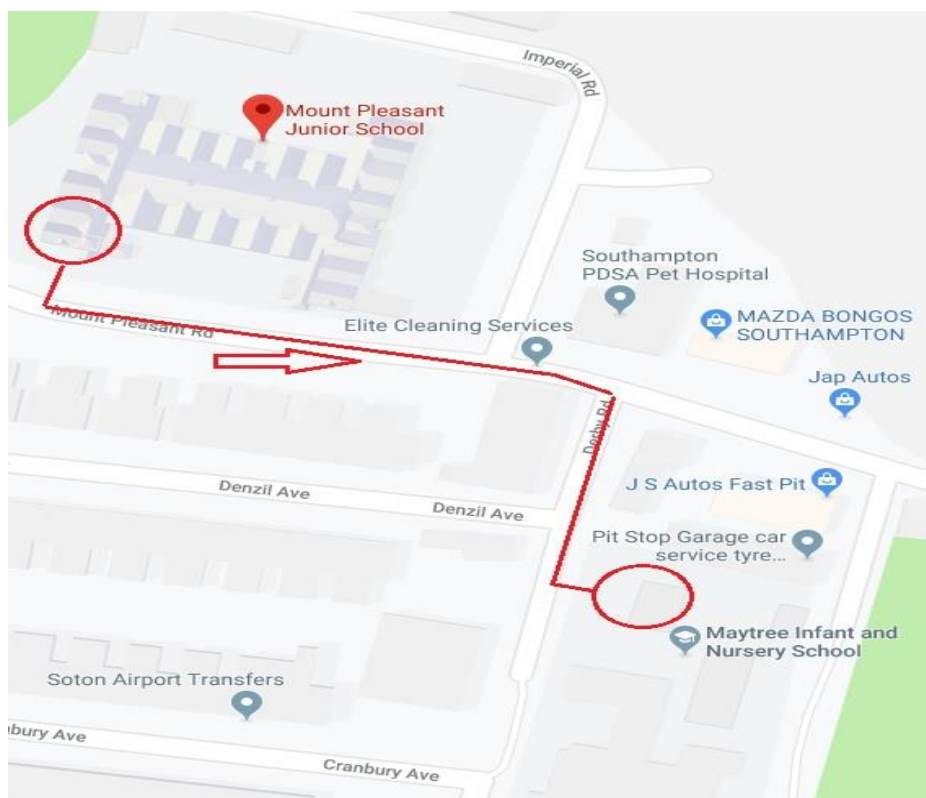
Once registration has been called a total site evacuation may be the result. In this event the school will contact Maytree Infants and Nursery School.

A chosen representative will remain behind to advise the emergency services, this should be the Site Manager or Business Manager.

Maytree Nursery and Infants School have agreed for us to use their facilities. In the event of a total site evacuation call Maytree Nursery and Infants School on the following number:

02380630522

Leave school through the main entrance and head down Mount Pleasant Road following the map below:



Contacting Parents

If parents need to be contacted they can be contacted via Tucasi communications, Marvellous Me or by phone. Details on how to access Tucasi can be found in the Fire Brigade Welcome pack or the contact book that is brought out in the event of an evacuation. All systems can be accessed remotely.

The Business Managers drive (BusinessManagerShare) contains passwords for all systems. The Business Manager and Headteacher can access this via TEAMS.

The Business Continuity document contains details on how to access relevant systems.

Staff Awareness

All staff will receive a copy of the H&SPolicy as part of their induction and will be required to attend an annual awareness presentation.

Staff who have not attended a presentation and/or who do not have a copy of the latest procedures should make this known to their Line Manager.

SAFETY: ELECTRICAL, GAS, ASBESTOS, HOT WATER AND WORKING AT HEIGHT

a) Electrical

Care with electrical appliances must be exercised at all times. Pupils must be warned of the dangers.

Pupils must never be left unsupervised when operating potentially dangerous electrical appliances such as glue guns or ovens.

Pupils must only operate mains plugs and switches under very close supervision.

Defective equipment, plugs, sockets, leads and other accessories must be reported to the Site Manager or Business Manager immediately. The Headteacher ensures that there is an annual check of electrical appliances by a qualified operator. Each electrical item should have a legible valid test label with the date of test shown.

Members of staff should not bring electrical equipment into the school without first checking with the Site Manager or School Business Manager.

SWP: Electrical safety in the workplace

b) Gas

Gas appliances are located in:

- The Boiler Room:
 - padlocked at all times, auto shut-off present, no access by unauthorised personnel
- The main school kitchen:
 - No access by unauthorised personnel, auto shut-off and kill switches present.
- The school office, safe room:
 - Gas proving valve, shut off point
- Outside the MUGA, boys changing rooms

SWP: Gas Safety

c) Asbestos

The asbestos register is held in the school office all contractors must refer to and sign the register.

Staff should not drill into walls or floors at all. Refer to the Site Manager/Business Manager at all times.

SWP: Control of Asbestos

d) Hot water/Water Quality

Water temperature is checked monthly as part of the Statutory Terms Servicing from tap outlets around school.

Hot water must leave the boiler at no less than 60oC and return with minimal temperature loss.

All taps that children can access must have temperature regulators fitted to bring the temperature down to around 40oC but should not be cool or tepid.

Staff to advise the Site Manager if hot water taps are uncomfortably hot, cold or tepid.

No kettles or wall mounted boilers to be placed in child accessible areas.

SWP: Control of Legionella

e) Working at height

Site staff are trained to work at height, the ladders are only to be used by trained staff, i.e. the Site Manager or Assistant Site Manager.

Teachers and support staff can use the foot stools in school or the low step ladder only. Items such as chairs or tables or anything else not designed for working at height should not be used.

Remove any equipment that you feel is not fit for purpose or defective.

SWP: Working Safely at Height

SAFE PRACTICE WHEN WORKING LATE AND ALONE AT SCHOOL

Staff occasionally need to work late at school. Site Staff, the Headteacher, Senior Leaders and School Business Manager and trusted contractors are most frequently in the school buildings on their own and are therefore more vulnerable to assault. The same situation applies to staff working very early in the mornings, at weekends, or during the holidays.

The provision of effective communication e.g. telephone, or mobile phone:

School landlines are located in the majority of rooms throughout school, all can be used to dial an external number.

Personal mobiles should have critical phone numbers, such as the Headteachers, Business Manager and Site Managers programmed in.

Ensure that another responsible person is informed of the location of the lone worker and how long the work is expected to take. This enables the alarm to be raised should the lone worker not return by the stated time.

Avoid carrying out the more hazardous tasks when there is no-one readily available to raise the alarm in an emergency e.g. work at height (particularly involving the use of ladders, putting up displays). Contractors working alone must have agreed practices in place.

Outside lighting partially illuminates the area around some of the building. The main entrances to the building are accessed via keys and a card reader.

The lone worker should be aware of emergency procedures such as Kestrel Guards phone number.

02380666760.

SAFE PRACTICE FOR OUT OF HOURS CALL OUT

Kestrel Guards are the first attendees of any out of hours call outs following activation of the intruder alarm. If a member of staff needs to attend school late at night the most likely cause will be the activation of the alarm system.

The following procedure is recommended:

1. Upon arrival at school ensure that the police or Kestrel Guards are present. Do not enter the building alone.
2. When the police or Kestrel Guards arrive, enter the school with them.
3. Request that the police or Kestrel Guards stay with you and check the building.
4. If the cause cannot be determined, contact the alarm company for an engineer to come and re-set the alarm. There is no requirement by Southampton City Council for any member of staff to remain alone in the building during the night waiting for an engineer to re-set the alarm. It is deemed reasonable to arrange for the engineer to visit the school early the next morning. Kestrel Guards can facilitate this.
5. Re-secure the school and leave the school site. Kestrel Guards can facilitate this.

TRAINING

The school purchases e-training modules through iHasco for Health and Safety training, these modules include:

- Fire Awareness (Education)
- Fire Warden (Education)
- Health and Safety

ADDITIONAL INFORMATION

Additional information is to be found in the Curriculum Guidelines, Job Specifications and other school policies and on the Southampton City Council website.

In addition, the following publications are available in school:

- **Off-Site Activities:** EVOLVE
- **Hazardous Pursuits:** EVOLVE
- **Risk Assessments:** S:\SITE MANAGER\Risk Assessments

The following sources of expert advice are also available:

SCC Safety Office	023 80833464
Environmental Safety Officer	023 80223855
Community Health	023 80296904
School Nurse	023 80538738
Southampton General Hospital	023 80777222
Kestrel Guards	023 80666760

MONITORING THIS POLICY AND GUIDELINES

All aspects of health and safety are tracked and recorded. These include:

Item	Where held
Termly Fire drills and records of evacuations:	B:\H&S\Fire\Evacuation reports
Daily site checks:	S:\SITE MANAGER\Compliance checks
Weekly/monthly site checks (SM/SBM):	S:\SITE MANAGER\Compliance checks
Statutory Compliance visual checks, weekly/Monthly	S:\SITE MANAGER\Compliance checks
Monthly SM and SBM H&S meetings:	Online : H&S audit visual checks
WGB health and safety reports (reported to Governors).	Standing agenda within Whole Governing Body meeting minutes
Annual formal health and safety inspection with health and safety Governor:	S:\SITE MANAGER\Health & Safety\Governors Audits
First Aider training certificates:	On wall in first aid room
IHASCO online health and safety training registers	Online, iHasco suite.

Regular health and safety monitoring, both formal and informal, is described within this document. The main persons involved are the Headteacher, Site Manager, and Health and Safety Representative and the health and safety Governor.

All staff will be invited to contribute information before the formal termly inspection via the Health and Safety notice board in the staff area.

This policy is reviewed annually however, in the event of any incident or accident where procedures do not appear to be satisfactory, the policy will be reviewed accordingly.