

ROWAN GATE PRIMARY SCHOOL



HEALTH & SAFETY POLICY and PROCEDURES

(updated November 2023)

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HEALTH AND SAFETY POLICY STATEMENT

SECTION A - STATEMENT OF INTENT

The Health & Safety at Work Act 1974 imposes a duty of care on employers in all workplaces. The Governing Body has a high regard for health & safety and consider it essential to provide a safe working environment for all users of the site. The Governing Body will ensure compliance with statutory requirements and guidance issued from the LA in respect of Health and Safety.

This policy ensures that the Governing Body, through its delegated powers, promotes, establishes and consolidates such measures as are reasonably practicable to foster the safety, health and welfare at work of all employees, visitors and young persons when on the premises or engaged on offsite activities.

It is understood that good health and safety management encourages safe practices and improves morale.

The Governing Body will make certain that all staff are aware of their responsibilities towards health and safety by ensuring that training and good communications throughout the organisational structure are maintained.

Signed

Sam Baker
Chair of Governing Body

SECTION B - RESPONSIBILITIES

Local Authority

The LA has overall responsibility for Health and Safety and therefore will provide direction regarding legislation and the County Council's own policy on Health & Safety. They will also give guidance or support, as necessary, to help ensure the Governing Body can meet their Health & Safety obligations.

The School Governors

The School Governors have a responsibility to ensure:

- ☐ That the school staff and premises comply with the LA's Health & Safety policy and practices.
- ☐ The school produces a Health & Safety policy which is reviewed annually.
- ☐ The school promotes a positive attitude as well as appropriate procedures for dealing with Health & Safety.
- ☐ The school management implements the Health & Safety policy.
- ☐ That the performance of the Health & Safety policy is monitored, through the Health & Safety Sub-committee meetings and reported back to the Full Governing Body.

The Head Teacher

The Head Teacher has the following responsibilities:

- Health & Safety Co-ordinator ("competent person").
- Have an overview and responsibility for Health and Safety.
- Liaise with Governors, LA and other agencies.
- Monitor, review and initiate procedures relating to Health and Safety.
- Ensuring staff are aware of the systems in place regarding Health and Safety.
- Ensuring that all relevant Health & Safety information is distributed to relevant personnel.
- Ensuring that there is a safe and secure working environment.
- Receiving and dealing promptly with complaints about safety issues.
- Ensuring that staff, pupils and other visitors (incl. contractors) adopt safe working practices and generally conduct themselves in such a way that they will not injure themselves or others.
- Ensuring emergency evacuation procedures are in place and that records are maintained.
- Establish arrangements for regular Health & Safety audits, conducting risk assessments in all areas of the school.

- Ensuring that the Senior Site Supervisor arranges all statutory inspections and undertakes school based checks of the premises and its equipment.
- Ensuring that requirements of any enforcing authorities (Fire Prevention Officer, HSE and Environmental Health Officer) are properly addressed.
- Ensuring that adequate first aid provision is made.
- Ensuring that all accidents/incidents covered by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 are reported and investigated correctly.
- Responsible for ensuring staff are adequately trained and records of training are kept.
- Keeping a record of staff whom have received and read the Health & Safety policy.

Health & Safety Governors

The School has four appointed Health & Safety Governors who will link with the Senior Site Supervisors and Mr G. Zoboky (Site Supervisor) to ensure that the schools comply with this policy and fulfils all Health & Safety assessments and checks necessary.

The Health & Safety governors will report to the full governing body.

All Staff

All Staff have a responsibility for the health and safety of themselves, visitors and young persons. They also have a duty, under The Management of Health and Safety at Work Regulations 2006, to report to their line manager any shortcomings in the employer's health and safety arrangements. All staff are required to ensure that:

- They carry out their duties in accordance with this Health & Safety policy.
- They co-operate with all matter relating to Health & Safety.
- They do not misuse any equipment provided for their safety.
- They use and plant, equipment and resources appropriately.
- Report all accidents, incidents and near-misses.
- All risks are fully assessed and controlled.
- All H&S risks or incidents shall be recorded as soon as practical using the online reporting system We are Every / Every. This is a recording and monitoring tool used by the school and is accessed via laptops / tablets and mobile phones with access granted through line management.

SECTION C – ARRANGEMENTS

In the absence of a nominated responsible person the Head Teacher or member of the Senior Leadership Team will undertake the responsibility for overseeing the following specific tasks covered under this policy:

Task	Task
Access Equipment	Laboratory Apparatus & Equipment
Accident Reporting and Recording	Legionella
Administration of Medicines	Lettings
Alcohol, Drugs and Smoking	Lone Working
Asbestos	Manual Handling
Bullying/Harassment/Violence/Racism	New/Expectant Mothers
Catering	Noise
Cleaning	Outdoor Play Equipment
Contractors	Outdoor Activities
COSHH	PE Equipment
Crisis Management	Personal Protective Equipment
Design and Technology	Personal Safety
Display Screen Equipment	Planned Checks and Inspections
Educational Visits	Premises Security
Enforcing Authorities	Provision of Information
Equipment for SEN pupils	Radon
Fire Procedures	Repairs and Maintenance
First Aid	Riding for the Disabled
Grounds Maintenance	Risk Assessments
Hazard Reporting	Severe Weather
Health & Safety Audit and Review	Stage Lighting/Sound beam
Health & Safety Training	Stress
Hydrotherapy Pool	Supplies
Hygiene	Team Teach
Induction of Staff	Vehicles
Insurance	Visitors
Jewellery	Waste Management

ACCESS EQUIPMENT

The use of Powered Access Equipment, Mobile Access Platforms and Tower Scaffolds is only permitted following guidance from the Senior Site Supervisor where the safe use of stepladders is deemed inappropriate for the task at hand.	Senior Site Supervisor
The person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment of stepladders is:	Senior Site Supervisor and Site Supervisors
The person authorized to use stepladders is:	Senior Site Supervisor and Site Supervisors

ACCIDENT REPORTING AND RECORDING – EMPLOYEE

Any employee who has an accident or an injury will need to complete an 'Accident/Injury Procedures' form as soon as possible after the event, on line using the Northamptonshire reporting procedure.

Accident/Injury Procedure Form	
Accident/Injury Procedure Forms can be accessed on line via a computer using – https://www.reportincident.co.uk/Northamptonshire staff to put their email as: mfuller@rowangate.northants.sch.uk	Office/ Staff room
It is the responsibility of the member of staff who was involved in the accident/received an injury to complete the Accident/Injury Procedure Form on line.	Staff member concerned
The Accident/Injury Reports will then be sent directly to the Head Teacher who will read, acknowledge and then forward the form onto NCC	Head Teacher
ACCIDENT REPORTING AND RECORDING The first aider who has treated a child or member of staff should complete the pupil accident log which will then be passed to the Head Teacher. All playground incidents i.e. bullying, fighting, verbal abuse, etc. are to be logged on CPOMS which is an electronic system	
Access to CPOMS is via :	Individual users If difficulty accessing contact Mrs Rhodes or Mrs Fuller
It is the responsibility of the member of staff who dealt with the incident to complete the CPOM Incident log.	
The person responsible for following up incidents is:	Designated Safeguarding Leads /Head Teacher
Near Miss Forms	
Hazards or Near Misses should be recorded by	All Staff
Near Miss Forms should be given to	Senior Site Supervisor or Site Supervisor

ADMINISTRATION OF MEDICINES

No member of staff should administer medication unless they feel confident about the procedures and have received training from the school nurse.

NO medication will be dispensed without a consent form signed and dated by the parent/carer giving specific permission.	
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Prescribed medication (in its original container) must have the pupils name and stated dosage. Non-prescribed medication, i.e. paracetamol, still requires a letter signed and dated by the parent/carer giving specific permission.	
Parents should bring medication to the school themselves or ask the taxi or bus escort to do this on their behalf. Medication should not be transported in pupil's school bags.	
Pupils are given medication in their classroom	
The person responsible for dealing with the administration of medicines, keeping records of consent forms & drug charts, safe storage of medication, safe disposal of medicines which are no longer required/out of date, and providing support along with training in medication is:	Nominated trained members of staff – see list attached.
If the incorrect medicine or dosage is given to a pupil, the SLT should be informed, then the parent/carer should be informed. The School nursing team should be informed and they will seek advice from Toxicology services and advise.	
The person responsible for placing an 'X' on the drug chart, should medication not be administered, and then noting the reason in the pupil's Health Care Plan or Record Diary is:	Nominated member of staff
The person responsible for undertaking and reviewing the Health Care Plans of pupils with medical needs is:	School Nurse / Head Teacher
Pupils requiring medication such as asthma inhalers and Bucal Midazolam or Thermaladahide for epilepsy must have access to them at all times. Therefore, staff taking pupils on off-site activities should ensure that they collect the medication from the class safe before leaving school. NB: The nominated member of staff should be given 24 hours notice so arrangements can be made with staff.	Class Staff
The appointed persons responsible for administering Buccal Midazolam or Thermaladahide are:	See attached List
When a new dosage or different medication is prescribed the school will receive from the doctor the new medication/new dosage. Staff are not to alter dosage. The new medication/new dosage should be received from the GP	

ALCOHOL, DRUGS & SMOKING

The abuse of alcohol or drugs is a safety hazard and if there is any suspicion that a member of staff or visitor is under the influence of either, then this must be reported to the Head Teacher who will take the appropriate	
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disciplinary action.	
During outdoor activities, the person responsible for checking the site and remove any items/evidence of alcohol or drugs use is:	Activity Leader / Forest School Leader
Smoking, including vaping within the school site is prohibited. The person responsible for reviewing the Smoking policy is:	Laura Clarke
The person responsible for informing all job applicants of the Smoking policy will be:	The Leadership Team

ASBESTOS

The person responsible for making arrangements for dealing with asbestos in compliance with the County Council's policy, and ensuring that the premises asbestos register is consulted by visiting contractors and other relevant persons is:	Senior Site Supervisor and Site Supervisors
The 'Managing Asbestos in Buildings' register is kept in the office of:	Site Supervisor
The person responsible for ensuring that the register is kept updated following work on the fabric of the building is:	Senior Site Supervisor / Site Supervisor

BULLYING/HARASSMENT/VIOLENCE/RACISM

Please refer to the 'Antibullying & Harassment Policy'. The person responsible for reviewing this policy is:	Head Teacher
Violence, racism and harassment in both physical and verbal forms will not be tolerated within the school, either between employees or between employees and non employees.	
Employees shall report all incidents of this type to their line manager. Appropriate action will, in the first instance, be taken by the school.	
Disciplinary action will be taken against employees being the source of such behaviour.	

CATERING

The person responsible for registering the food premises with the local Environmental Health Officer of the District/Borough Council is:	Kingswood Catering and Dolche Meals
The person responsible for monitoring the preparation of food, the nutritional standards of meals, and the maintenance of satisfactory hygiene standards is:	Kingswood Catering at RGW and RGE Dolche Meals at SCross

CLEANING

All members of staff are responsible for arranging to clear up spillages, which occur whilst they are in charge of the area concerned. Other spillages, leaks or wet floors should be reported to their Senior Site Supervisor or Site Supervisor who will arrange for them to be dealt with.

The premises will be cleaned by contracted cleaners daily. Though the responsibility for ensuring the work environment is kept clean and tidy is applied to all staff.	
The person responsible for training and supervising the cleaning staff is:	Contract Manager Norse
The person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment of powered cleaning equipment is:	Contract Manager Norse
Persons authorised to operate and use the power cleaning equipment are:	Contractors
A member of staff who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to:	Senior Site Supervisor / Site Supervisor

CONTRACTORS

The person responsible for organising, liaising and managing contractors as well as informing them of known hazards on site, i.e. asbestos, is:	Senior Site Supervisor./ Site Supervisor
The person responsible for ensuring contractors produce a method statement and risk assessment addressing both the hazards they will present to school, staff, young persons and others and detail the controls that will be adopted to protect them is:	Senior Site Supervisor /Site Supervisor
Only contractors who have been deemed suitable to work within the school environment will be appointed to undertake work.	Senior Site Supervisor

COSHH (CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH)

Risk Assessments identifying hazardous substances used in the school are maintained by the following people:

Cleaning Chemicals supplied by NORSE	Contract Manager Norse
School Supplied cleaning materials	Senior Site Supervisor / Site Supervisor
Science	Site Supervisor
Design and Technology	Site Supervisor
Art	Site Supervisor

All hazardous substances will be stored safely in locked cupboards.	
The person responsible for carrying out substance assessments of cleaning chemicals, taken from material safety data sheets, and making them available to cleaning operatives is:	Contract Manager Norse

Site

BUSINESS CONTINUITY PLAN

The person responsible for reviewing the Business Continuity Plan annually is:	Head Teacher
<p>The plan covers Incident Management, Business Continuity, Recovery and Resumption of Normal School Activity and should be considered in conjunction with the Critical incident policy</p> <p>This Plan will be activated in response to an incident causing significant disruption to the School, particularly the delivery of key/critical activities.</p>	Head Teacher and planned staff

BUSINESS CONTINUITY PLAN & LOCK DOWN POLICY

The person responsible for reviewing the Business Continuity Plan and Lock down policy annually is:	Head Teacher
<p>These policy covers</p> <p>Bomb Threats/Suspect Packages</p> <p>Civil Disturbances/Terrorism</p> <p>Death of a pupil or member of staff</p> <p>Deliberate Act of Violence i.e. knife, firearm</p> <p>Emergencies in Peace Time i.e. flooding, collapse of buildings</p> <p>Infectious Disease Control</p> <p>Major Fire</p> <p>Pupil(s) or staff being taken Hostage/Abducted</p> <p>Serious Vandalism</p> <p>Transport related Accident involving pupil(s) and/or staff</p> <p>Water Supply Disruption</p>	

DESIGN & TECHNOLOGY – MOBILE KITCHEN

The person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Class Teachers
The person responsible for ensuring adequate cleaning of the equipment is carried out AFTER EACH USE is:	All Classes

DISPLAY SCREEN EQUIPMENT

The school is required to carry out a risk assessment of	
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workstations to identify 'Users' of display screen equipment, thus complying with the "Health & Safety (Display Screen Equipment) Regulations".	
The person responsible for carrying out display screen equipment risk assessments is:	User
The person responsible for implementing the requirements of the risk assessment is:	Site supervisor

EDUCATIONAL VISITS

The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits in the United Kingdom, including overnight stays is:	Deputy Head Teacher and N Zemcugova, Assistant Head
The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits Abroad, including overnight stays is:	Deputy Head Teacher
The person responsible for completing the risk assessment on line via the Plumsun system is	Class Teacher or Level 4

ENFORCING AUTHORITIES

The person responsible for co-ordinating visits and recommendations; co-ordinating action and report matters requiring authorisation/action to the Governing Body or LA is:	Deputy Head Teacher
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EQUIPMENT FOR SPECIAL EDUCATIONAL NEEDS PUPILS

The person responsible for ensuring that all hoists used for moving people are inspected every 6 months and serviced every 12 months by a Zurich and kept in good working order is:	Senior Site Supervisor / Site Supervisor
The person responsible for ensuring that slings and specialist seating/chairs are laundered regularly and kept in a hygienic condition is:	Class Teachers
The person responsible for ensuring that all wheelchairs and standing frames are inspected and serviced annually by a competent person and kept in a safe good working order on a day to day basis is:	NHFT
The person responsible for ensuring that other special needs equipment is kept in good working order and serviced is:	NHFT

FIRE PROCEDURES

The person who discovers a fire will raise the alarm immediately. On hearing the fire alarm pupils, staff, visitors and contractors will leave the building by the nearest safe route and make their way to the MUGA muster point at RGW or the KS2 hard play area at RGE. Pupils will leave the building with the member of staff	All staff are responsible for closing their classroom doors and windows on exit.
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who has been teaching them. Any pupil not with a class will join the first group they meet and stay with them.	
The person responsible for the roll call is:	(1) SLT (2) Class Teachers
The person responsible for calling the fire brigade is:	(1) Receptionist (2) PA to Head
The person responsible for collecting the Signing In/Out Sheets on exiting is:	(1) Receptionist (2) PA to Head
The person responsible for informing staff, visitors and pupils that it is safe to re-enter the building is:	(1) SLT Head Teacher (2) Deputy Head
The person responsible for meeting the fire brigade on their arrival and liaising accordingly is:	(1) SLT Head Teacher (2) Senior Site Supervisor / Site Supervisor
The person responsible for arranging, recording and monitoring fire drills at least once per term is:	Senior Site Supervisor / Site Supervisor
The person responsible for carrying out weekly inspections of call points and monthly inspections of emergency lights, means of escape, arson prevention and fire extinguishers and recording in the Fire Precautions Log Book is:	Senior Site Supervisor / Site Supervisor
The person responsible for arranging remedial works to the call points, emergency lights, fire extinguishers is:	Senior Site Supervisor / Site Supervisor
The competent person responsible for carrying out and updating the Fire Risk Assessment for the premises is:	Senior Site Supervisor / Site Supervisor
The person responsible for ensuring that Fire Notices are displayed adjacent to call points and that Fire Procedures are kept up-to-date is:	Senior Site Supervisor / Site Supervisor
The contractor responsible for the servicing of fire fighting equipment i.e. extinguishers is:	CFS Fire
The contractor responsible for the servicing of the fire alarm system i.e. main panel, detectors and emergency lighting is:	CFS
Teachers who come to school during holiday times must sign in and out. The person responsible for ensuring that a register is available to sign is:	Senior Site Supervisor / Site Supervisor

FIRST AID

The person responsible for ensuring that the school is provided with an adequate number of qualified First Aiders is	Head Teacher
The person responsible for ensuring first aid qualifications remain up-to-date is:	Jane Rhodes
The person responsible for ensuring that first aid cover is provided for staff working out of normal school hours is:	Head Teacher
The person responsible for ensuring a list of qualified First Aiders is displayed in the main office, staffroom	Senior Site Supervisor / Site Supervisor

and classrooms is:	
First Aiders will ensure persons injured or ill at the school are adequately treated and where necessary make appropriate special arrangements. All First Aid treatments will be recorded. Parents will be informed of any injury or illness.	
It is essential that First Aider's wear plastic gloves when dealing with bodily fluids, ie. blood.	
The person responsible for ordering first aid supplies and replenishing boxes in line with the Approved Code of Practice is:	Senior Site Supervisor / Site Supervisor
The person responsible for checking the contents of the first aid boxes in the minibuses termly is:	Senior Site Supervisor / Site Supervisor
Travelling first aid kits should be appropriate for the circumstances in which they will be used.	
The name and telephone number of the nearest hospital with accident and emergency facilities is:	Kettering General Hospital 01536 492000
Procedures for First Aid Personnel, Training, Equipment, Facilities, Transferring Pupils to Hospital, Accident/Incident Reporting, Blood-Borne Viruses, etc are set out in the First Aid Policy. The person responsible for the annual review of this policy is:	Senior Site Supervisor / Site Supervisor & Health & Safety Subcommittee

GROUND MAINTENANCE (Tractors/Machinery/Tools/Weedkilling)

The contractors responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment of grounds maintenance equipment are:	Countrywide
The contractors responsible for maintenance of the land used for Forest Schools are contracted by:	Wellingborough Council

HAZARD REPORTING

Health & Safety can only be effective if staff play an active part. Therefore, all staff should:

- Make sure they are aware of, and adhere to, all school procedures.
- Check that their working area is safe for them and others who may use it.
- Report Hazards and 'Near Misses'.

All employees must verbally report any hazards or 'near misses' that could be a cause of serious or imminent danger, e.g. damaged electrical sockets, broken windows, suspected gas leak, wet or slippery floors, immediately, to: Staff member identifying the issue shall follow up with reporting on <i>we are every / every</i>	Senior Site Supervisor / Site Supervisor
The person responsible for initiating a risk assessment of hazards identified and any remedial action decided upon as well as completing a hazard reporting form is:	Senior Site Supervisor / Site Supervisor
Where accidents are found to be caused by faulty plant,	Senior Site Supervisor

equipment, premises or unsafe systems of work action must be taken to remove or isolate the hazard and warn people until the necessary modifications or repairs can be made.	/ Site Supervisor,
Completed Hazard Report forms will be reviewed by the Health & Safety Committee termly.	

HEALTH & SAFETY REVIEW

The person responsible for carrying out an annual review of the Statement and its implementation in the school is:	Senior Site Supervisor / Health & Safety Governor
The person responsible for compiling and implementing the annual Health and Safety Action Plan, including action for improvements in the appropriate development plan is:	Senior Site Supervisor / Health & Safety Committee
Employee absence statistics (i.e. non-confidential) for the purposes of performance measurement are kept by:	School Business Manager

HEALTH & SAFETY TRAINING

<p>The person responsible for drawing to the attention of all employees the following health and safety matters as part of their induction training is:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Health and Safety Policies <input type="checkbox"/> Health and Safety Handbook <input type="checkbox"/> Codes of Safe Practice and Guidance <input type="checkbox"/> Education Visits Policy <input type="checkbox"/> Staff Handbook <input type="checkbox"/> Premises Asbestos Register <input type="checkbox"/> Risk Assessments <input type="checkbox"/> Fire and other Emergency Arrangements <input type="checkbox"/> Accident Reporting Arrangements <input type="checkbox"/> First Aid Arrangements <input type="checkbox"/> Safe Use of Work Equipment <input type="checkbox"/> Procedures for Hazardous Substances <input type="checkbox"/> Good Housekeeping, Waste Disposal and Cleaning Arrangements <input type="checkbox"/> Hazard Reporting and Maintenance Procedures 	Staff Mentor Assistant Head Teacher Deputy Head Teacher
The person responsible for co-ordinating the provision of the health and safety training needs of teaching and support staff, in consultation with their line managers, and the employees concerned is:	Deputy Head / Assistant Head Teacher
The person responsible for reviewing the effectiveness of health and safety training is:	Health & Safety Governors
Employees who feel that they have need for health and safety training of any kind should notify, in writing:	Deputy Head

HYDROTHERAPY POOL

The person responsible for the maintenance and cleanliness of the Pool is:	Senior Site Supervisor / Site Supervisor
The person responsible for carrying out water temperature checks and arranging water test sampling is:	Senior Site Supervisor / Site Supervisor
The person responsible for ensuring that Life Saving qualifications remain up-to-date is:	PE Co-ordinator
It is the responsibility of each Life Saving member of staff to have read and understood the Normal and Emergency 'Pool Operating Procedures' which are on the wall in the hydropool and held in the Wellingborough Site Supervisors Office.	

HYGIENE

The contractor responsible for supplying and emptying sanitary bins in toilets are:	PHS
All staff changing soiled children, washing out soiled clothes or coming into contact with blood must use the plastic gloves provided.	
Nappy sacks are removed to the central bin by:	Senior Site Supervisor / Site Supervisor
The central bin is emptied by:	PHS All Clear

INDUCTION OF STAFF

The person responsible for giving a copy of the Health & Safety policy and obtaining a signature once the policy has been read is:	Assistant Head Teacher
The person responsible for overseeing any particular training needs in relation to Health & Safety is:	Senior Site Supervisor / Site Supervisor
The person responsible for inducting staff and ensuring that they are aware of rules regarding personal possessions, smoking, fire procedures, discretion and child protection is:	Assistant Head Teacher

INSURANCE

The school has insurance via Marsh Insurance Brokers :

Insurance Company	Details
Zurich Insurance	Employee Public Liability Insurance Policy No. KSC-242102-1673
Equity Red Start	Group Motor Insurance Policy No. CV/CV-26239680/17/06

JEWELLERY

The only jewellery acceptable to be worn by pupils are	
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stud earrings. Any other jewellery items worn will result in pupils being asked to remove them.	
Pupils wearing earrings will be asked to remove them or cover them up before taking part in PE, Games or Swimming.	Class Teacher.

LEGIONELLA

Legionella are bacteria that can multiply in artificial water systems (storage tanks, pipework, taps and showers) and then spread eg in spray from showers and taps. A comprehensive risk assessment is required to be carried out bi-annually by an approved contractor.

The person responsible for overseeing scheduled monitoring checks as detailed in the risk assessment and record the findings in the Site Log Book is:	Senior Site Supervisor / Site Supervisor
The person responsible for organising and overseeing any relevant contractual works is:	Senior Site Supervisor / Site Supervisor
Regular training for Legionella awareness for Site Supervision staff is arranged:	Senior Site Supervisor / Site Supervisor

LETTINGS

The person responsible for co-ordinating lettings of the premises in accordance with NCC guidelines, is:	School Business Manager
The person responsible for informing other users of the building of the presence of any hazards which have not been rectified, fire precautions, first aid procedures and security practices is:	Senior Site Supervisor / Site Supervisor / FORGs lead
The person responsible for checking that the premises are left in reasonable order by other users before locking up is:	Senior Site Supervisor / Site Supervisor / FORGs lead
The person responsible for checking that the premises are locked at the end of the school day is: After a FORG Event After a Governors Meeting	Cleaning Contractors Senior Site Supervisor / Site Supervisor / School Business Manager

LONE WORKING

It is recognised by the Governing Body that there are instances of lone working i.e. holiday times. The following control measures have been identified:

The Senior Site Supervisor will ensure that the Head Teacher has been given a list of which days and hours are being worked during holiday periods on each site.	
Staff who come to school during holiday times must sign in and out. The person responsible for ensuring that a register is available for signing is:	Senior Site Supervisor / Site Supervisor
The main entrance door is to remain locked at all times to prevent access by unauthorised persons.	

The Senior Site Supervisor and Site Supervisors will have their mobile telephone with them at all times.	
For hazardous tasks a risk assessment should be carried out to determine whether specific work activities present risks and whether these can be managed. The person responsible for these risk assessments is:	Senior Site Supervisor / Site Supervisor
In the event of an accident/assault/illness/fire the Senior Site Supervisor / Site Supervisor should inform the Head Teacher as soon as practicably possible. The Head Teacher will then determine what action, if any, is necessary.	Senior Site Supervisor / Site Supervisor
The Head Teacher, Deputy Head Teacher, Business Manager, Senior Site Supervisor or Site Supervisor may, at times, be on the school site in a lone working situation. They will ensure that the main door is kept locked and that they have their mobile telephone with them at all times.	
When the school is operating – the Deputy and Assistant Heads can alert the school office that they need assistance in their office via the panic alarm system. Pushing the panic alarm system will activate a long continuous sound in the school office. When this system is triggered, the office staff will alert the next senior management leader to intervene and offer support.	

MANUAL HANDLING

Injuries can be caused by incorrect lifting and handling of object(s) (which need not be large or heavy) or people.

Both generic and where appropriate specific risk assessments are undertaken for all potentially hazardous handling activities, including objects and people.	
The handling of people requires specific training. The person responsible for co-ordinating training is:	Sarah Faulkner
The person responsible for ensuring that the sack barrow is maintained in a safe condition is:	Senior Site Supervisor / Site Supervisor
The person responsible for identifying hazardous manual handling activities involving <u>objects</u> and arranging for their elimination or risk assessment is:	Senior Site Supervisor / Site Supervisor
The person responsible for identifying hazardous manual handling activities involving <u>people</u> and arranging for their elimination or risk assessment is:	Sarah Faulkner

NEW AND EXPECTANT MOTHERS

The school recognises the fact that new or expectant mothers are at an increased risk of a) injury to themselves and their unborn child b) injury to others who may be affected by their actions.	
The person responsible for carrying out a risk assessment of new or expectant mothers (when notified) is:	Assistant Headteachers/Senior Site Supervisors
The school will take such steps that are reasonably practicable to remove or reduce identified risks that may affect the health & safety of new or expectant mothers.	

NOISE

Any employee concerned about the noise levels at work should report the matter to:	Senior Site Supervisor / Site Supervisor
The person responsible for remedial action or for an assessment to be made to the Health & Safety Committee is:	Senior Site Supervisor / Site Supervisor

OUTDOOR PLAY EQUIPMENT

The outdoor play equipment is provided only for children who are members of the school under appropriate supervision.

The person responsible for the termly inspection of the equipment and safety surfacing and to whom any faults should be reported immediately and who will take it out of use if necessary is:	Senior Site Supervisor / Site Supervisor
The persons responsible for ensuring that the equipment is adequately supervised when in use are:	Class Teachers Class Support Staff

PE EQUIPMENT

The person responsible for selection, inspection, training, supervision, safe use and risk assessment is:	Class Teachers Class Support Staff
The persons responsible for regular (daily) visual inspection of PE equipment are:	Class Teachers
The contractor responsible for annual full inspection and report of Main Hall PE Equipment is:	Universal Services
The person responsible for termly inspection of PE equipment is:	Senior Site Supervisor / Site Supervisor

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Suitable PPE will be provided free of charge, where identified as necessary in a risk assessment. All employees are responsible for informing their line manager as soon as they become aware of a need to repair or replace PPE, which they use.

The persons responsible for inspecting PPE termly and replacing personal protective equipment when it is worn out are as follows:	
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Science	Subject Leaders
Art	Subject Leaders
Cleaners	Contract Manager
Mobile Food Tech	Subject Leaders
Catering	Kingswood Catering at RGW and Dolche at Stanton Cross
Off Site Activities (Forest School) identify replacement Replace PPE	Forest School Leaders /Parents
Each of the above members of staff are responsible for making arrangements for laundering soiled PPE (e.g. overalls, aprons).	
Site facilities	Senior Site Supervisor / Site Supervisor

PERSONAL SAFETY

The person responsible for ensuring that staff are adequately trained in matters relating to personal safety is:	Head Teacher
Violence, threatening behaviour and abuse against school staff or other members of the school community will not be tolerated. Any such incident should be reported to the Head teacher and the police	
CCTV is in operation currently on the exterior of the building, and certain areas within the building	
Any employee seeing an unidentified person should act in accordance with agreed procedures as set out in the Personal Safety policy.	

PLANNED CHECKS AND INSPECTIONS

The person responsible for ensuring statutory inspections and checks are carried out and recorded is:	Senior Site Supervisor / Site Supervisor
Staff must not bring onto the premises any portable electrical appliance unless they have been authorised and the appliance has been portable appliance tested. The person responsible for authorising their use on the premises is:	Head Teacher/Senior Site Supervisor / Site Supervisor

PREMISES SECURITY

The Health & Safety Committee along with the Head Teacher will be active in monitoring security within the school. The effectiveness of measures in place will be reviewed periodically and take account of security of the school when not in use, access to the school and the safety of its occupants.

The persons responsible for unlocking and locking the building, arming and disarming security alarms, etc is:	Senior Site Supervisor / Site Supervisor /Cleaning Contract Supervisor/ Senior staff
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The person(s) who has/have been trained to deal safely with intruder alarm call outs is:	Senior Site Supervisor / Supervisor/ SLT
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PROVISION OF INFORMATION

The person responsible for distributing all health and safety information received from the Education Department and elsewhere and for the maintenance of a health and safety information reference system is:	School Business Manager/Senior Site Supervisor / Supervisor
Records of employee signatures indicating that they have received, read and understood health and safety information, are kept:	On the schoolbus site/PA to Head/Clerk to Governors
The person responsible for ensuring new employees will be informed of all relevant health and safety information as part of the induction process is:	Head & Deputy Head
The body responsible for deciding on the appropriate circulation of each document is:	Health & Safety Committee
The person responsible for ensuring documents are displayed for a minimum of two weeks on the health and safety noticeboard and keeping it up-to-date is:	PA to Head/Clerk to Governors
The Health and Safety Law Poster is sited:	In the staff room
The person responsible for maintaining the Health and Safety Law Poster is:	Senior Site Supervisors

RADON

Radon is a radioactive gas which may be present in the ground below buildings. Where it occurs in high concentrations and enters into a building, it can pose a risk to health for occupants who are subject to high exposure over long periods.

The person responsible for siting radon monitors in accordance with NCC guidance, completing the serial number information sheet, returning the monitors and liaising with NCC is:	Senior Site Supervisor
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REPAIRS AND MAINTENANCE

Any person encountering any damage or wear and tear of the premises which may constitute a hazard should follow the hazard reporting procedure.

Defective furniture should be taken out of use immediately using an asset movement form and reported to:	Senior Site Supervisor / Site Supervisor
The person responsible for ordering repairs which are the responsibility of the School is:	Senior Site Supervisor/ Site Supervisor

RISK ASSESSMENTS

Risk assessments shall be undertaken for all activities which present a potential to cause harm. The risk assessment will identify the hazard, the risk and the

controls which are present or remedial action planned to reduce the likelihood of injury/ill health. Only persons deemed competent to carry out risk assessments have been authorised to do so by the Head Teacher.

When planning any lesson or activity a risk assessment must be made and detailed conclusions recorded. Risk Assessments are completed on line using the Plumsun system.	Class Teachers and Level 4 staff
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The persons responsible for carrying out Risk Assessments for the following activities are:	
Asbestos	Nominated contractor at the time
Caretaking Activities ie. Working at Height/Window Cleaning	Senior Site Supervisor / Site Supervisor
Contractors	Site Manager / Site Supervisor
COSHH	Norse/Senior Site Supervisor / Site Supervisor
Display Screen Equipment	Senior Site Supervisor / Site Supervisor
Drama performances in school hours	Class Teachers
Educational Visits	Class Teachers/Level 4's
Extra-Curricular Activities	All Staff
Fire	Senior Site Supervisor / Site Supervisor
Legionella	Contractor
Manual Handling (objects)	Senior Site Supervisor / Site Supervisor
Manual Handling (people) (Pupil Personal Evacuation Plans are to be made available to when required)	Senior Site Supervisor / Site Supervisor
New & Expectant Mothers (Where Notified)	Senior Site Supervisor / Site Supervisor
PE Activities in school hours	PE Co-ordinator
PE Activities – extra curricular	PE Co-ordinator/
Slips, Trips & Falls	Senior Site Supervisor /Site Supervisor
Stress	Head Teacher

Where risk assessments are not in place an action plan must be developed stating when they will be in place.

SEVERE WEATHER

During periods of severe weather arrangements for maintaining safe access on car parks, pathways and	Senior Site Supervisor / Site Supervisor
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playgrounds (i.e. clearing snow and ice) will be determined by:	
The person responsible for making the decision to close the school (after consultation with the Head Teacher) due to severe conditions is:	Chair of Governors
The person responsible for advising NCC of the school closure is:	Head Teacher
The person responsible for informing staff of a school closure using mobile text communication is	Head Teacher
The person responsible for contacting transport to advise them of school closure is:	Receptionist/Office Staff
The Head Teacher, Deputy Head and Senior Site Supervisor / Site Supervisor should try and make there way to school for normal opening time to advise those staff who could not be contacted and deal with any pupils that should arrive.	
The Head/Deputy Teacher has a responsibility to keep pupils indoors in bad weather (i.e. heavy rain) if there is any question of their safety being at risk.	

STAGE LIGHTING/SOUND BEAM

The person responsible for inspection, maintenance and setting up of stage lighting is:	Contractor
The person responsible for supervision and safe use of stage lighting is:	

STRESS

The person responsible for considering the effect on staff when implementing systems, deploying staff and allocating responsibilities is:	Head Teacher
The person responsible for ensuring that such provision is made for staff suffering stress having access, by way of referral, to professional help is:	Head Teacher
The person responsible for monitoring absence owing to stress related illness is:	School Business Manager

SUPPLIES (Purchasing, Procurement and Deliveries)

The body responsible for ensuring that all equipment and material purchased or procured for use in the school complies with current legislative requirements and standards is:	Governing Body/Finance & Personnel Sub-Committee
The person authorised to place orders for supplies and/or to accept gifts or donations to the school is:	School Bursar/ Business Manager
The person responsible for ensuring that supplies and delivery arrangements do not compromise the health and safety of staff, pupils, visitors, etc, is:	School Business Manager
The person responsible for assessing any revenue	School Business

implications of the necessary maintenance of donated items is:	Manager
The person responsible for overseeing the checking of orders when they arrive to ensure that there are no missing items is: Any missing items found will be reported to the respective supplier as soon as possible after delivery has been received.	School Bursar/School Business Manager Senior Site Supervisor / Site Supervisor
The person responsible for ensuring the portorage of received orders around the school is:	Senior Site Supervisor / Site Supervisor

NORFOLK STEPS

The person responsible for arranging Norfolk Steps training and monitoring its effectiveness is:	Heads of Schools Allison Walker-Bray/Aldam Mills
Following physical intervention staff must complete a 'Numbered Physical Intervention Form' and complete an entry within the CPOMS Electronic Incident log. The Forms are located in:	The Behavioural Management file in the School Office
The person responsible for reviewing and signing the completed form is:	Head teacher, Deputy head and Behaviour Team
The person responsible for upload the completed Physical Intervention form onto the incident on CPOMS is:	PA to the Head teacher
Completed 'Numbered Team Teach Incident Forms' will be archived with a copy of the Behavioural Management Policy of the same period. The period of archive is 75 years.	

VEHICLES

The **HEAD TEACHER** is responsible, in conjunction with the '**DRIVER**', for ensuring that vehicles kept or hired by the school are operated in accordance with the law and with NCC policy and procedures. School owned, hired or leased minibuses or coaches are only to be used for journeys approved under the procedure.

All staff who transport a pupil(s) in their own vehicle must seek permission from the leadership team and provide a copy of their driving licence and insurance certificate to: It is the DRIVER'S responsibility to provide the bursar with a copy of their annual insurance certificate as well as admitting penalty points received on their licence in order that the Governing Body can decide whether authorisation should continue.	School Business Manager
The person responsible for displaying a list of approved	School Business

staff who are authorised by the Governing Body to transport a pupil(s) is:	Manager
Staff must always have another member of staff in the car with them when transporting a pupil(s) unless authorized to the contrary by the Head Teacher.	

The person responsible for maintenance, servicing, defects and MoT renewal of the minibuses is:	Senior Site Supervisor / Site Supervisor
The person responsible for carrying out weekly checks of the minibuses as well as weekly cleaning the interior/exterior is:	Senior Site Supervisor / Site Supervisor
The person responsible for carrying out daily cleaning of the interior of the vehicle	Last user
The person responsible for arranging insurance, road fund licence and funding of the minibuses is:	School Business Manager
The person responsible for organising MIDAS training, retaining a list of approved drivers:	School Business Manager
Staff must always have another member of staff in the minibus with them when transporting a pupils.	
The person responsible for ensuring blank vehicle check sheets are available in the mini buses is:	Senior Site Supervisor / Site Supervisor

VISITORS

On arrival all visitors should report to Reception where they will be issued with: <input type="checkbox"/> a Visitors identification badge and fob (which details the schools designated safe guarding leads and procedures) <input type="checkbox"/> Visitors will sign in the visitors book and will sign to acknowledge safeguarding procedures	Receptionists
All visitors shall be accompanied by a member of staff unless they have been given authorisation to be on site unaccompanied.	Receptionists
Any person in school without a red or yellow lanyard should be approached by staff, ask their business in school and referred back to reception.	

WASTE MANAGEMENT

Waste is placed in appropriate bins within the building and removed each day by the cleaners to the designated storage area prior to removal by a Refuse Service Contractor.	
Paper and Cardboard for recycling are placed in appropriate bins within the school and removed at the end of each week by Recycling Monitors or Senior Site Supervisor / Site Supervisor to the designated storage area prior to removal by a Refuse Service Contractor.	
The person responsible for ensuring the safe storage of waste in appropriately sited secure containers and that	Senior Site Supervisor / Site Supervisor

the containers are chained to prevent them being moved and set on fire by arsonists is:	
All members of staff are responsible for reporting accumulation of waste or large items of waste that require special attention to:	Senior Site Supervisor / Site Supervisor
The person responsible for the safe and appropriate disposal of any <i>hazardous substance</i> is:	Senior Site Supervisor / Site Supervisor
The person responsible for the safe and appropriate disposal of any <i>clinical waste</i> is:	Senior Site Supervisor / Site Supervisor
Any glass or crockery breakages should be carefully placed, by staff, in newspaper, double wrapped and sealed before safe disposal by:	Senior Site Supervisor / Site Supervisor
The person responsible for the annual review of this Health & Safety Policy is:	Senior Site Supervisor / Site Supervisor

This Policy was reviewed and updated in November 2023 and will be reviewed annually.

Addendum (1)

STAFF WHO ARE CURRENTLY TRAINED TO GIVE MEDS

Wellingborough

BANANAS-W Sophie Roberts	
Linda Jones Kirsty Wallace	x2 Admin meds; Gastrostomy feeding; Buccal; oral suction
APPLES-W Clare Avery/ Michelle Rosam	
Becky York Jamie Carlo	x2 buccal
ORANGES-W Sarah Mellor	
Tahmina Miah + 1	X2 Admin meds x2 Gastrostomy
PINEAPPLES-W Sarah Faulkner	
Dawn Benham Maija Simsone	X2 gastrostomy feeding
STRAWBERRIES-W Dawn Parker	All 4 staff -
Fran Maslen Nina Jones Linda Mills	Admin meds (2) Gastrostomy Oxygen; suction Ventilator (2)
CHERRIES-W –Ginny Merison	Admin meds
Hayley Heeds	Admin meds
KIWIS-W Nia Partridge	
Amy Tilley Martina Pavlikova	X2 Buccal X2 Gastrostomy Feeding
GRAPES-W Lauren Green	Admin meds
Shana Elsworth	Admin meds
PEARS-W - Emily Dilkes	
Zoe Clark Rebekah Allebone	X2 Admin meds X2 Gastrostomy feeding X2 oxygen, suction X2 paraldehyde

Stanton Cross:

LEMONS – Beata Kaminska	
Beata Kaminska Emma Wilson	X2 Admin meds
BLACKBERRIES – Emma Larson, Gemma Young	
Sarah Freeman Debbie Brown	X2 Admin meds
GRAPES – John Ettridge	
John Ettridge Jeannette Beqiri	X2 Admin meds

(2) ADDENDUM TO OUR HEALTH & SAFETY POLICY INTRODUCTION

INTRODUCTION

This addendum to the Rowan Gate Health & Safety Policy relates specifically to COVID-19 and the actions required by both employers and employees to maintain a safe system and place of work.

COVID-19 SCOPE

This policy applies to all our employees, pupils/students, contractors and visitors.

COVID-19 Policy Statement

The Governors and Senior Leadership Team (SLT) recognise that there is a legal duty of care towards protecting the health and safety of its employees and others who may be affected by our activities during the COVID-19 pandemic.

In order to discharge our responsibilities, we will collectively:

- Bring this Policy Statement to the attention of all staff;
- Carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing the risk of COVID-19;
- Communicate and consult with our staff on matters affecting their health and safety;
- Comply fully with all relevant legal requirements and government guidance;
- Eliminate risks to health and safety, wherever possible;
- Encourage staff to identify and report hazards in relation to COVID-19 so that we can all contribute towards improving safety;
- Ensure that procedures are in place at all locations for dealing with the virus;
- Maintain our premises, and provide and maintain safe plant and equipment;
- Only engage contractors who are able to demonstrate due regard to health and safety matters and who are effectively managing the risks from the virus;
- Provide adequate resources to control the risks arising from our work activities in relation to the virus;
- Provide adequate training and ensure that all employees are competent to do their tasks safely;
- Provide information, instruction, training and supervision for employees;

and

- Regularly monitor and revise policies and procedures as guidance changes.

This policy addendum will be reviewed and revised as necessary to reflect changes to the School's activities and any changes to legislation or government guidance and in any case not later than 1st July 2020.

Any changes to the policy will be brought to the attention of all employees.

Signed: Sam Baker, Chair of Governors

Dated: 23.11.23

Signed: Laura Clarke, Head Teacher

Dated: 23.11.23

Medication training RG 2022-2023

Administering meds		Class	Pupils
RGW	Kim Cooper	Apples	
	Fran Maslen	Strawberries	
	Amy Tilley	Limes	
	Ginny Merison	Cherries	
	Jeannette Beqiri	Grapes	
	Shana Elsworth	Pears	
	Debbie Brown	Peaches	
	Beata Kaminska	Peaches	
	Rhiannon Haydon-Shorrock	Bananas	
	Rachel Stuart	Pineapples	
	Linda Mills	Strawberries	
	Nicole Jones	Blackberries	
	Samara Page	Kiwis	
	Allison WalkerBray	Red Grapes	
RGE	Becki Stock	Pineapples-E	
	Michelle Stannard	Plums-E	
	Donna Howe	Limes-E	
	Kirsty Fortuin	Peaches-E	
	Julia Jones	Apricots-E	
RGT	Terri Chadbon	Apples-T	
	Anna Silsby		
			Any new pupils?
Gastrostomy			
RGW	Tahmina Miah	Oranges	Rafe S
	Karen Thiart		
	Samara Page	Kiwis	Jaylen O
	Vicky Jackson		
	Karlygash Lucas	Strawberries	Oliver B
	Linda Mills		
	Fran Maslen	Strawberries	Laynie D
	Nina Jones		William S
	Zoe Clarke	Apricots	Leo Alder
	Julie Sadler		
	Rhiannon Hayden-S	Bananas	Neo Cole
	Natachi Akaji		
RGE	Shirley Thorpe	Pineapples-E	Mason G
	Becky Stock		
			Any new pupils?
Buccal			
RGW	Amy Tilley	Limes	Renee A
	Emma Wilson		
	Fran Maslen	Strawberries	Caddy P
	Linda Mills		

	Tracey Murray	Strawberries	William S
	Nina Jones		
	Karlygash Lucas	Strawberries	Kyra B
	Clare Richards		
			Any new pupils?
Paraldehyde	Samara Page	Kiwis	Jaylen O
	Vicky Jackson		
	Fran Maslen	Strawberries	Laynie D
	Linda Mills		
Oxygen/ Oral Suction	Samara Page	Kiwis	Jaylen O
	Vicky Jackson		
	Fran Maslen	Strawberries	Oliver B
	Linda Mills		
	Tracey Murray	Strawberries	Evelyn D
	Nina Jones		
	Natachi Akaji	Bananas	Neo Cole
	Rhiannon Hayden-S		
Epi-pen			
RGW	Shana Elsworth	Pears	Lance H
	Samara Page	Kiwis	Hamid K
RGE	Donna Howe	Limes-E	Phoenix F
	Clair Bellamy	Cherries-E	Austin K
	Becky Stock	Pineapples-E	Joel B