

Oaklands School

HEALTH, SAFETY AND WELFARE POLICY

Introduction

This document indicates the School's organisation and arrangements for implementing Essex County Council's Learning Services Directorates Health, Safety and Welfare Policy in Oaklands School. It was initially approved by the Proprietors in October 2007. The further updated versions have been approved in September 2008, January 2009 and September 2010.

Statement of Intent

Oaklands School is committed to high standards of health, safety and welfare and will take all reasonable steps to ensure the Learning Services Directorate's Health, Safety and Welfare Policy, Codes of Practice and other health and safety advice and guidance are implemented.

PART 1

Organisation and Arrangements

Responsibility for the implementation of the policy by the Proprietors, Headmistress, Health and Safety Co-ordinator, other Line Managers/Co-ordinators, class teachers and all employees is as specified in the Learning Services Directorates Health, Safety and Welfare Policy. The Deputy Head will carry out the duties of the Headmistress in her absence, as nominated.

1.1 The Principal

The Principal recognises his health and safety responsibilities, as set out in the Local Management of Schools Scheme as controller of the premises. He is also guided by the Managing Health, Safety and Wellbeing in Foundation, Voluntary Aided and Independent Schools' document (by Essex County Council Health, Safety and Welfare Advisory Service).

He should:

- take reasonable steps to make sure that the school buildings, grounds, equipment and materials are safe and do not put the health, safety and welfare of persons at risk whilst they are on the premises
- ensure that appropriate arrangements are made by the School to comply with statutory requirements, the Health, Safety and Wellbeing Policy for Schools and the Council's health and safety standards
- ensure that anyone appointed to undertake construction and maintenance work on the school premises is competent to do so
- play an active part in monitoring health and safety standards in the School, by requiring the Headmistress to provide an annual Health and Safety Report that should include:
 - a) school health and safety inspections, monitoring check and incident investigations
 - b) health and safety audits, internal monitoring and investigations
 - c) health and safety investigations and inspections carried out by enforcing bodies, eg Fire and Rescue Service, Environmental Health
- institute a Health and Safety policy and advise employees of it
- ensure that there is an appropriate organisation within the School for implementing the Health, Safety and Welfare Policy

- ensure that a senior member of staff/competent member of staff is designated as Health and Safety Co-ordinator for the School
- ensure that all employees are competent and have the capability to carry out their role/function
- ensure that there are arrangements for monitoring services such as gas and electrical systems and equipment
- ensure that staff are trained in their health and safety responsibilities.

1.2 The Headmistress is responsible for ensuring that:

- a Health and Safety Committee is established and meets at least once a term
- the County Council and Schools Health, Safety and Welfare Policies are brought to the attention of all staff
- a copy of each Code of Practice is kept in the administrative office/staff room of the School; that other copies are distributed to relevant members of staff and that a record of distribution is maintained
- the provisions set out in the Codes of Practice are implemented
- the Health and Safety Co-ordinator carries out risk assessments, records results and implements control measures
- there are arrangements in place for managing risks arising from the School's activities or premises which are not covered by the Council's Health and Safety standards
- health and safety monitoring is undertaken in the School through:
 - an annual internal monitoring checklist
 - termly inspections of the premises resulting in Action Plans
 - accident, near-miss and ill-health investigations
 - inclusion in performance management reviews, where appropriate
 - establishment of an annual Health and Safety Action Plan, which is agreed by the Senior Leadership Team for prioritising different health and safety objectives
- accidents are investigated and reported using the established procedures
- opportunities are identified to improve health, safety and welfare within the School and that the health, safety and welfare responsibilities in relation to procurement and the management of contracts are carried out and recorded
- health and safety concerns/improvements are included on team/staff/Governing Body meeting agendas
- new staff are provided with health and safety information, instruction and training by their Line Manager and the Health and Safety Coordinator, as part of their induction programme
- the investigation and monitoring of sickness absence arising from work related ill health or injury is carried out
- there are arrangements in place to enable staff to report hazards
- an Educational Visits Co-ordinator, who has attended a recognised training course, is appointed within the School
- procedures for identifying and acting upon failures by any employee to achieve adequate health and safety performance are in place
- the Principal receives a Health and Safety Report (at least annually).

1.3 The Health and Safety Co-ordinator is responsible for:

- Establishing arrangements for dealing with health and safety matters such as:
 - Dissemination of health and safety information to all staff
 - First Aid and Administration of Medicines
 - Accident reporting
 - Emergency evacuation procedures

- Ensuring accidents, hazards, health and safety concerns are investigated
 - Ensuring health and safety matters raised by staff are dealt with
 - Maintaining a central file of Codes of Practice
 - Maintaining a central file of other relevant information
- Co-ordinating all aspects of health, safety and welfare policy and practice and ensuring that the school's Health, Safety and Welfare Policy reflects current priorities, is monitored, reviewed and revised as necessary
 - Liaising with safety representatives or other means of consulting with employees
 - Ensuring that health and safety standards accessed via the schools infolink are made available to relevant employees
 - Ensuring that other health and safety information is communicated to relevant staff
 - Ensuring that relevant health and safety information is provided to visitors, temporary and agency staff, voluntary workers, contractors and those who may use the site
 - Ensuring the implementation of the safety policy is monitored and ensure that corrective action is taken when necessary
 - Ensuring 'reportable' accidents are reported to the Health and Safety Executive via the Principal
 - Ensuring that the Headmistress and Senior Leadership Team are kept informed of Health, Safety and Welfare issues by including them on the agenda of management meetings
 - Ensuring that any matter concerning health and safety, welfare or fire which is brought to their attention by any employee and/or pupil is dealt with as soon as is reasonably practicable, and in accordance with agreed procedures
 - Ensuring that the installation of school and office equipment meets acceptable standards, and is safe and without risk
 - Ensuring regular inspections of plant equipment and materials are carried out, that faulty equipment is not used, and that appropriate remedial action is taken
 - Attending courses to improve her knowledge of Health and Safety and pass relevant points onto the staff: i.e: Fire Legislation
 - Advising the Headmistress of any matters relating to health, safety, welfare or fire which cannot be resolved
 - Supporting the Headmistress in co-ordinating the development, review and revision of the School's health and safety standards
 - Preparing an action plan for health and safety (termly and annually)
 - Ensuring that health and safety training needs are identified and met
 - Ensuring that fire precautions procedures are implemented (including fire drills)
 - Ensuring all middle managers have access to competent advice and assistance on health and safety and welfare matters.

1.4 Line Managers/Co-ordinators of teaching staff

Line Managers/Co-ordinators of the teaching staff are responsible for implementing the Health, Safety and Welfare Policy within their area of responsibility/control.

In particular, teaching Line Managers/Co-ordinators will need to ensure that:

- Codes of Practice appropriate to their area of responsibility are brought to the attention of all staff within the area and complied with
- Identify opportunities to improve the health, safety and welfare within the School and promote risk awareness and the development of safe behaviours
- Appropriate safety signs or notices are displayed
- Relevant health and safety information is communicated to staff
- All accidents occurring in the area are reported; the causes are investigated; and an accident report form is completed

- Reasonable arrangements for allowing safety representatives to carry out their functions are complied with
- Health and safety needs of staff within the area are identified and met, or reported to the Headmistress and Health and Safety Co-ordinator
- Staff are aware of all the safety procedures (fire, first aid, accident and hazard reporting)
- New employees receive appropriate health and safety information, instruction and training, including safety procedures within the area/School as appropriate
- Assessments for all risks to health and safety are carried out and significant findings recorded, with appropriate preventative measures completed, in accordance with the codes of practice relevant to the area (including requirements of particular subject areas)
- Ensuring there are procedures for identifying and acting upon failures by any employee (including managers) to implement the Health, Safety and Welfare Policy and procedures
- Health and Safety is included as an agenda item at team meetings when necessary.

1.5 Classroom/Specialist teachers

The health, safety and welfare of pupils in the classroom or appropriate teaching area, are the responsibility of the classroom/specialist teacher. These rules also apply to student teachers who must be aware of their responsibilities by a professional tutor, and to support staff, such as teaching assistants.

A classroom/specialist teacher is expected to:

- check the safety of his/her teaching area/classroom at the beginning of each day/session
- know the emergency procedures in respect of fire and first aid and the special health and safety measures to be adopted in his/her own teaching areas and to ensure that they are applied
- be aware of, and follow, health and safety codes of practice and guidance
- exercise effective supervision of pupils and ensure that they know of the general emergency procedures in respect of fire and first aid and the special safety measures of the teaching areas
- give clear instructions and warnings as often as necessary (notices, posters and hand-outs are not enough)
- ensure that pupils' items such as coats, bags, cases are safely stowed away
- integrate all relevant aspects of health, safety and welfare into the teaching process and if necessary give special lessons on health, safety and welfare
- follow safe working procedures personally
- ensure such precautions as protective clothing, guards and special safe working procedures are used when necessary
- make recommendations on health, safety and welfare matters to the Health and Safety Co-ordinator.

1.6 Other Line Managers (not teaching staff)

Other Line Managers in schools, such as site managers, or the office manager are responsible for the implementation of the Health, Safety and Welfare Policy for Schools in their area of control. This includes:

- Ensuring, in their area of control, that risk assessments are carried out, recorded and the control measures implemented
- Undertaking risk assessments relating to which directly managed staff are exposed (this will include stress risk assessments)
- Ensuring the health and safety monitoring is undertaken in their area of control through:
 - Annual internal monitoring;
 - Inspections;

- Accident, near-miss and ill-health investigations;
- Performance management reviews;
- Identifying the training needs of staff to enable them to meet required competencies
- Ensuring all new employees to the area receive a health and safety induction
- Ensuring all relevant health and safety information is communicated effectively to the correct staff
- Ensuring procedures for identifying and acting upon failures by any employee to implement the Health, Safety and Welfare Policy and Procedures.

1.7 The School Educational Visits Co-ordinator is responsible for:

- supporting the Headmistress and Proprietors with visits approval and other decisions
- assigning competent people to lead or otherwise supervised a visit
- assessing the competence of leaders and other adults proposed for a visit. This will commonly be done with reference to accreditations from an awarding body. It may include practical observation or verification of experience, which can be done through ECC.
- organising thorough induction of leaders and other adults taking pupils on a specific visit. This includes holding a list of checked volunteers.
- making sure that Criminal Records Bureau disclosures are in place as necessary, in liaison with the Headmistress
- maintaining their own competence through attendance on EVC training and refresher training (every 3 years)
- ensuring thorough understanding of the School's educational visits policy among the school's staff
- working with the Group Leader to obtain the consent of parents and to provide full details of the visit beforehand so that this consent is obtained on a fully informed basis
- checking the organisation (eg preparation, roles, providers, activity, travel) as well as the risk management of each school visit
- organising the emergency arrangements and ensuring there is an emergency contact for each visit
- monitoring all aspects of the planning of visits to ensure they meet the Council's requirements (further details available on <https://educationalvisits.essexcc.gov.uk>; telephone 01245 430942)
- submitting electronically residential, overseas and adventurous visits to the County Educational Visits Adviser
- keeping records of individual visits, including reports of health and safety incidents
- reviewing systems and, on occasion, monitoring practice.

1.8 Caretaker

The Caretaker is responsible for the premises and ensuring appropriate standards of health and safety are maintained: Specific responsibilities include:

- supervising caretaking and grounds maintenance staff and monitoring health and safety standards in their area of activity; ensuring such work is carried out safely and without risks to health; ensuring they are provided with relevant health and safety information including the Health and Safety Policy and Codes of Practice
- ensuring arrangements are in place with regard to fire precautions in liaison with the Health and Safety Coordinator
- recording fire alarm tests
- liaising with contractors (with the Proprietor and Health and Safety Coordinator) to ensure appropriate 'co-operation' and 'co-ordination' between the school and the contractors as required by the Management of Health and Safety at Work Regulations; to help make

contractors aware of any special risks to children and staff which might arise out of their work

- to assist the Parents' Association at fundraising functions to help ensure good health and safety management and awareness.

1.9 Midday Assistants

All Midday Assistants are responsible for ensuring that the Health, Safety and Welfare Policy is implemented in their area/s of work.

They are responsible for the safety of the pupils during the morning breaktimes and the midday period. They must exercise effective supervision of pupils and know the procedures in respect of fire and first aid.

1.10 Office Staff

The Office staff are responsible for ensuring that the School's Health, Safety and Welfare Policy is implemented in the School Office.

1.11 Pupils

Pupils have no particular responsibility in the implementation of the School's Health and Safety Policy, but are nevertheless expected to:

- exercise personal responsibility for the safety of themselves and others
- observe the safety rules of the School and in particular the instructions of staff given in an emergency
- use and not wilfully misuse, neglect or interfere with any item provided for safety.

1.12 All Employees

The Health, Safety and Welfare Policy can only be successfully implemented at Oaklands with the full co-operation of all members of staff. All employees therefore have the following responsibilities:

- a) to take reasonable care for their own health, safety and welfare and that of other persons affected by their acts or omissions
- b) to be aware of, and follow, health and safety codes of practice and guidelines
- c) ensure, that if they organise projects/activities involving pupils or other non-employees, risks are assessed as part of the planning stage and control measures are implemented
- d) to use work equipment provided correctly, in accordance with instructions and training
- e) to report to the Health and Safety Co-ordinator and/or Caretaker any hazards or work situations they identify and any inadequacies in health and safety
- f) to report, using prescribed procedure, all accidents, reportable diseases, ill-health, dangerous occurrences and near misses
- g) to take part in any health and safety training identified as necessary by the Headmistress or Health and Safety Co-ordinator
- h) to understand that they are responsible for contributing to the safety education of the pupils through the formal and informal curriculum
- i) to understand that they are responsible at all times for the effective supervision and safety of pupils under their care. This includes ensuring that pupils follow health and safety instructions.

2. School Organisation and Arrangements Notice

The school organisation and arrangements for implementing the Health and Safety Policy have been entered on the above Notice from the Learning Services Directorate's Health and Safety Policy. It will be updated as necessary and displayed on the office and staffroom notice boards.

3. Codes of Practice

The Learning Services Directorate's Code of Practice is held centrally in the School Office. Other copies are distributed to each age group within the school, and specialist teachers. These are the detailed 'arrangements' for implementing the health and safety policy and have been drawn to the attention of the staff. These codes of practice form the basis of risk assessments at Oaklands.

4. Health and Safety Monitoring

Monitoring is carried out as specified in the Learning Services Directorate's Health and Safety Policy. The "internal monitoring checklist" is completed annually and is reported to the Proprietors.

Oaklands School

HEALTH & SAFETY POLICY

PART 2

PROCEDURES AND IMPLEMENTATION

1. Duties and Responsibilities

In further pursuance of this policy the School:

- Ensures that employees and public liability insurances are current.
- Has established a Child Protection Policy, which all staff are familiar with and adhere to. This policy complies with DFES guidance “Safeguarding Children in Education”.
- Has established a Health and Safety policy and procedure for the Breakfast Club and the Tea Time Club in accordance with DFES/Ofsted guidelines.
- Takes steps to safeguard the health and welfare of all the staff. The School will not tolerate violence or threatening behaviour directed against any school staff. If such incidents occur, the School will take the matter very seriously.
- Has established a number of procedures to establish a coherent and operational Health and Safety System.

In addition, all employees must:

- Read the School’s Health and Safety Policy, Codes of Practice and any information deemed necessary by the Health and Safety Co-ordinator and Headmistress.
- Close all windows and switch off all heaters and computers at the end of the school day: not wedge open fire doors; keep escape routes free from obstruction.
- Remember that Form Teachers are responsible for ensuring that all children know the correct way to leave their classroom and other rooms used during the day (including the toilets) if they hear the fire alarm.
- Be familiar with the location and operation of all fire-fighting equipment: report any concerns about its maintenance to the Health and Safety Co-ordinator, as all fire-fighting equipment, smoke detectors and alarm systems are covered by annual maintenance contracts.
- Be familiar with the locations and contents of First Aid boxes, reporting to the Health and Safety Co-ordinator if they are not maintained and replenished in accordance with the Health and Safety (First Aid) Regulations 1981.
- Not use, repair or touch equipment or substances that they are not properly trained and qualified to use.
- Ensure that power points are switched off and plugs removed from sockets when not in use and covered by protectors; that there are no trailing wires, computer leads etc.
- Ensure that all stairs, steps and passageways are kept free from obstruction and slippery surfaces: all spillages must be wiped up immediately.
- Ensure that pupils and adults do not run inside the buildings; accidents occur if people are coming round doorways or corners. This is part of the School Behavioural Policy.
- Always use a safety ladder when retrieving anything above normal reach (manual handling awareness)
- Remember that they are responsible for the Health and Safety of visitors.
- Always inform the School Secretary if they are leaving the school premises at unscheduled times, and remember to sign in and out on the daily register kept in the School Office.

- Ask the Health and Safety Co-ordinator about any health and safety matter about which they are uncertain.
- Send any unwell child to the School Office where a qualified First Aid staff member will administer any treatment as may be deemed necessary. If the child needs to go home, a member of the office staff will contact the parent. The child's name should be entered in the book when leaving the School.
- Must record any accidents in the Accident Book in the School Office. Any child requiring hospital treatment should be recorded on the RIDDOR form, which will be completed and sent off by the Health and Safety Co-ordinator, together with the ECC Incident Form which will be sent to ECC.
- If they hold responsibility for a special subject e.g. PE, Science, ensure that their Policy includes safety procedures and that other members of staff are aware of these procedures.
- Include all relevant aspects of safety into the teaching process, and, if necessary, give special lessons on safety (e.g. PE, Science, and PSHE).
- Be aware of the dangers of carrying children, however young, in any part of the school, especially on stairs/steps. This should only be done in exceptional circumstances and must not put other members of the class in danger.

2. Monitoring and Reporting

2.1 General Inspections

- A general inspection of the School should be carried out at least once a term by the Health and Safety Co-ordinator. The Headmistress should be present during one of these inspections.
- These inspections are to ensure the Codes of Practice have been properly implemented and to identify and record any hazards on the premises.
- An Action Plan should then be completed and circulated to the appropriate people, including the Principal.
- Annual inspections should be carried out on the following equipment: PE equipment, climbing frames, outdoor play equipment, fire extinguishers, portable electrical appliances, fire alarms, emergency lighting, heating appliances and hot and cold water systems.
- Other routine inspections are detailed in the specific Codes of Practice/Standards.

2.2 Hazard Reporting

- Members of staff should report any hazard as quickly as possible to ensure that they get dealt with appropriately.
- A Hazard Report Book is kept in the School Office, which is checked daily by the Caretaker and Health and Safety Co-ordinator.

2.3 Codes of Practice

- These are general codes covering all types of school activities together with subject specific codes, and specific codes dealing with wider issues such as violence.
- Guidance in the Codes of Practice is periodically updated. The Health and safety Co-ordinator should ensure that these are communicated to the relevant persons and a copy kept on file in a central location (school office).

2.4 Risk Assessment

- The ECC Codes of Practice contain the hazards, risks and control measures needed for the majority of school activities.
- By following the advice in the codes it is recognised that the risk assessment has been considered by the staff and recorded.

- Appendix 4 – Primary Risk Assessment – should be completed by the Headmistress, certifying that all staff members have seen Code of Practice 25, and that all precautions and safe working procedures are in place.
- Any additional Appendixes should be completed by the Health and Safety Co-ordinator.
- Separate risk assessments must be undertaken for any activity not covered by the codes or where the school deviates from the advice given.
- The EYFS staff conduct, monitor and update risk assessments of all the areas of the School they use with their children. This includes their classrooms, play areas and specialist rooms such as the hall, studio, ICT and Science Rooms.
- Routine risk assessments (e.g. manual handling, managing violence, finger trapping, stress, use of computers, lone working and manual handling) need to be reviewed annually. These documents are kept in the School Office and completed by the Health and Safety Co-ordinator. All staff have access to a copy.
- Assessments should be checked before an activity takes place to ensure that it is still valid.

2.5 Accident Reporting

- There are three means of reporting accidents:
 - 1) School Accident Book – minor accidents/injuries to pupils (seen and signed by the H&S Coordinator).
 - 2) Separate ECC Incident Form – must be completed for more serious injuries to staff, pupils, visitors etc and sent to ECC. Completed Incident Forms for Early Years Foundation Stage pupils must also be sent to Ofsted and the local Child Protection Agency. This includes any serious accident, injury or death of any child whilst in the school's care.
 - 3) Report HSE (RIDDOR) – more serious accidents which are legally reportable to HSE. Involve the injured person being taken directly to hospital from the school site. Excludes pupil accidents during playtime unless caused by a defect in premises or equipment, or inadequate supervision. Normal form to be used. Accidents to employees that result in 3 days off work are also reportable under RIDDOR.
- The Health and Safety Co-ordinator completes a detailed Accident analysis on a termly basis. Copies are sent to the Headmistress and Principal. Any trends are identified and discussed.
- More information regarding the reporting and investigating and monitoring of accidents can be found in the First Aid section of this policy.

2.6 Internal Monitoring

- The Health and Safety Co-ordinator should annually complete the “monitoring form” on line. The form seeks to ensure that the school has implemented various management systems and Codes of Practice.
- An action plan is automatically generated.

2.7 Health and Safety Audits

- This is conducted by the County Health and Safety Unit at the end of the first year and thereafter every 5 years.
- On receipt of an audit report, the Headmistress with the assistance of the Health and Safety Coordinator will prepare an action plan, which will be forwarded to the Principal and then the Schools Health and Safety Team.

2.8 Courses/Training

- Health and safety induction for new members of staff should follow ‘The Induction Training Checklist’ which should be retained as part of the employees training record.
- Managing Health and Safety in Schools’ – run every Autumn Term by ECC. To be attended by the Health and Safety Co-ordinator.

2.9 Premises

- The School must ensure that regular maintenance checks are undertaken by a competent organisation of:
 - hot/cold systems for Legionella
 - gas appliances/boilers
 - intruder alarm
 - electrical equipment
 - outdoor play equipment
 - gymnastics equipment
 - local exhaust ventilation systems
 - exterior lighting
- Evidence of all work and Certificates/Registers must be retained.
- The Principal should liaise with Chartwells to check that they are complying with, and implementing, all the necessary health and safety requirements in the kitchen.
- The Health and Safety Co-ordinator has arranged for a Caretaker's Book/Hazard Log to be kept in the School Office for problems needing attention or repair to be recorded. The Caretaker prioritises jobs depending on their high/medium/low rating. This book is available to all staff. It is regularly checked by the Health and Safety Co-ordinator.

2.10 Fire Register

- A fire register must be retained in the School Office with the results of all fire drills recorded.
- Further details about 'fire safety' appear later in this policy.

2.11 Asbestos

- An asbestos register, provided by a competent asbestos contractor following a survey of the School, should be kept by the Principal.
- All contractors who may damage/break the fabric of the building should study and sign the register before commencing work.

2.12 Ladder Register

- A ladder register is required for all access equipment.
- All ladders should be visually inspected every 6 months and results recorded in the ladder register by the Caretaker.

3. Fire Prevention and Drills

- The health and safety of pupils, staff and visitors in the School shall be the first concern of all employees. All members of staff are expected to be vigilant at all times, to take every safety precaution within their power, and to report to the Health & Safety Co-ordinator any dangerous condition not within their control.
- The Principal, Health and Safety Co-ordinator and Caretaker must ensure that the fire alarm is checked regularly at different call points on rotation and that a half-termly fire practice, at least, is held in the School, and that the School is inspected when required by the Fire Brigade. All drills and inspections are recorded in the appropriate log-book, which are all kept in the Fire Safety Information File in the School Office.
- The Health and Safety Co-ordinator ensures that fire drill procedure notices are displayed in each classroom and working area and that children are aware of the correct fire drill procedure.
- Since emergencies can arise on the first day of school as readily as on any other school day, orientation programmes for staff and pupils shall include instruction in the school emergency plan and in the use of emergency equipment. Particular attention should be given to:

1.	How to raise a fire alarm;
2.	Location of the nearest fire extinguisher for each classroom;
3.	Location of the nearest fire alarm box or bell for each classroom;
4.	How to use all types of fire extinguishers in the building;
5.	The usual exits, line of travel, or emergency procedure that pupils shall be expected to follow;
6.	The alternative exits, line of travel, or emergency procedure which pupils will be expected to follow in case the usual exit and line of travel are blocked;
7.	Where First Aid supplies are located, and where other emergency equipment is kept.

- Emergency exit information shall be posted in each room by the Health and Safety Co-ordinator. Such information shall be printed clearly in large letters in a card posted next to the corridor door of the room.
- Staff must ensure that gangways, corridors, fire doors and escape routes are kept clear at all times.
- Enough fire drills shall be held during each school term to satisfy the Headmistress that pupils and staff thoroughly understand the procedures and evacuation routes. The fire alarm shall be rung for drills and for a genuine fire. Every drill should be considered as genuine and actioned with urgency and solemnity. Teachers are responsible for instructing children in their charge.
- A report shall be made after each fire drill in the Fire Book located in the Fire Safety folder in the School Office. The report shall give the date, time of day, the total time for evacuation of buildings, a general evaluation of the drill, and shall include any unusual conditions associated with the drill. Special mention shall be made of equipment, alarm systems, exits, or other circumstances, which in any way limit the complete safety of the School.

- **If you start or discover a fire:**

1. Raise the alarm.
2. Switch off all electrical equipment and close all windows and doors near the fire.
3. Ensure that the school secretary, a member of the Senior Management Team or the Headmistress calls 9-999 on the school telephone for the Fire Brigade.
4. Return to any children who are in your charge immediately.

- **If you hear the fire alarm:**

1. Children should stop talking immediately and line up at the door.
2. Switch off all electrical equipment and close all windows and doors behind you.
3. Leave by the nearest safe exit in a quiet, orderly manner, avoid panic.
4. Assemble on the playground in register order and call your register. Hold your hand up for the Health and Safety Co-ordinator/Headmistress to see that all the children in your charge are accounted for.
5. Individual children in different parts of the building should go straight to the playground and join their class.
6. Any children having extra lessons (e.g. special needs, reading, piano, computer, etc) must be taken direct to the playground by the specialist teacher.
7. Keep all exits clear.

Note: The School should be completely vacated within **3 minutes** of the first sounding of the alarm.

- **Assemblies/lunchtimes etc:**

If the alarm rings during assemblies or lunch time, all children in the Hall are to be taken to the playground by teachers on duty or other adults via both exits from the Hall in order to vacate the building as quickly as possible.

Some children may already be in the playground; they should line up quietly and sensibly in their classes and wait for their teacher and registration.

- **Registers:**

It is vital that all registers shall be available for roll call. All class registers are kept in the school office in wall files to the left of the door. They **MUST** be sent down after registration every morning and afternoon. In the event of a fire drill a member of the office staff is responsible for collecting the registers and taking them to the playground and field for distribution to the teachers.

Extra-curricular club staff are also advised to complete their club register each session so that they are aware of who is present and the number of children they are responsible for. Fire alarm information is provided within the Extra-curricular Club Handbook, which is given to all extra-curricular club staff.

- **Use of the Field:**

Children working in the Garden Room and Science Room should assemble on the School field when hearing the fire alarm. One of the School Secretaries will be responsible for bringing the relevant class register to the teacher. Once called, this secretary will inform the Health and Safety Co-ordinator /Headmistress that all children are present in these classes.

- **General Points**

Fire fighting equipment must be kept free of obstruction and readily available. Any instructions for safe operation provided by the manufacturer should be consulted before goods are used and a demonstration obtained if necessary.

Doors marked FIRE DOOR must be kept CLOSED and NOT wedged open. Corridors and staircases must provide safe circulation and routes of escape in emergency. The use of such spaces for storage is NOT PERMITTED.

Doors marked FIRE DOOR or FIRE EXIT, all corridors and staircases must be kept free of obstruction, to provide safe circulation and routes of escape in an emergency.

4. First Aid

Oaklands School has a number of teachers and support staff qualified as Appointed First Aiders, and between 3-5 staff members who hold an upgraded First Aid qualification, as Trained First Aiders and approximately nine paediatric trained First Aiders. They are all qualified to give emergency aid as and when needs arise.

Our First Aid provision meets and indeed exceeds the recommendations of the National Code of Practice of the Health and Safety Executive.

Purposes

1. The provision of First Aiders is a statutory requirement of Section 2(3) of the Health and Safety at Work Act 1974.
2. Provision of First Aid for emergencies helps ensure a safe working environment for all staff and pupils, both in School and on School trips.

Guidelines

1. Staff should be aware of the First Aid facilities in the School. All the First Aid boxes are checked regularly by a competent member of staff designated by the Health and Safety Coordinator. Any shortages, which arise between times, should be reported to the office or Health and Safety Coordinator.
2. First Aid boxes containing the necessary First Aid equipment are available in:
 - The Garden Room
 - School Office
 - Lower Kindergarten
 - First Floor Toilet (at top of stairs) and three outside toilets
 - Music Practice Room (at end of new corridor)
 - Transition Area
 - Oaktree House
 - Studio
 - Medical Room
 - 1 mobile First Aid Bag for playground/field use + 2 bags for outings.
3. A notice on the front of each First Aid Box displays information about the nearest First Aider.
4. A full list of qualified First Aiders is posted in the School Office and the Staff Room. Such First Aiders can be called upon to administer emergency aid, when the School's Trained First Aiders are unavailable.
5. A Trained First Aider should only be called out of a lesson for a serious emergency.
6. All injuries must be dealt with in a trained manner. If children are distressed their class teacher should be called.
7. If a Trained First Aider deems it necessary, the office staff will telephone for emergency services first, and then inform the parents that an ambulance has been called. The office staff can obtain immediate "contact" information using the "Personal and Medical Form" database.
8. If parents are unable to accompany the ambulance, a member of staff will follow by car and meet parents in the Accident and Emergency Department. A member of staff may need to travel in the ambulance with the injured child. In these circumstances, arrangements will be made by the Senior Management Team to organise collection of this staff member once the parents have arrived at the hospital.
9. Any accident causing any injury must be recorded in the Accident Book, which is kept in the School Office. The following information should be included:
 - The name of injured person
 - Nature of accident
 - When and where and how it occurred
 - Who reported it / was supervising
 - Treatment given.

All accident forms are kept in a filing cabinet in the School Office and read and co-signed by the Health and Safety Officer. Any investigation/advice/additional information is recorded on the form by the Health and Safety Co-ordinator. The Garden Room have a

separate Accident Book to record accidents, but must still record any major injuries and head bumps in the Accident Book kept in the School office. The Early Years department follows the School's procedure of Accident Reporting as described in 2.5 in this policy.

10. If a child has suffered a head injury, he/she will be issued with a Head Bump letter to take home. These letters are kept in the School Office, and signed by the individual class teachers.
11. Children who are genuinely ill during lesson times should be sent to the School Office and the parents contacted. They should be looked after in the School Office until the parent/carer arrives. The child will be kept under close supervision and kept as comfortable as possible.
12. The School emphasizes that parents have the prime responsibility for their child's health and must provide annual/up to date information about their child's medical conditions by completing a confidential Personal and Medical Information Form (including allergies, vaccinations etc) with emergency telephone numbers and GP's number at the beginning of each academic year. All information is stored on the office database programme. The parents have the responsibility to advise the school of any changes to this information during a school academic year.
13. The School recognizes that there is no legal duty that requires staff to administer medicines. Consequently, staff managing the administration of medicines should receive appropriate training and support from health professionals and feel confident in this role. The Health and Safety Co-ordinator arranges First Aid training when necessary for staff members, including Epipen training and other specialist first aid procedures relevant to the needs of the pupils.
14. Medicines can only be administered to children once the "Permission to Administer Medicine Form" has been completed by a parent. Any medicines administered by a First Aider to a pupil on behalf of a parent should be noted in the School's Medicine Log. These medicines must be kept locked in the first aid cabinet in the School Office, or in the fridge by the staff room which is in an adult only area. All medicines must be clearly labelled with name and dosage.
15. Staff may only administer medication to the child if it is prescribed by a GP and if the request to do so is from the child's parent/carer on the required form.
16. Staff have the right to decline such a request if they are in any way uncomfortable with this, especially if it involves technical knowledge or training.
17. If for any reason, a child refuses to take their medication, staff will not attempt to force them to do so against their wishes. In these circumstances, the Health and Safety Co-ordinator and class teacher will be informed and the child's parent/carer immediately notified.
18. Parents of a child requiring emergency health care e.g. suffer anaphylactic reaction, are requested to complete an Emergency Health Care Plan. This sets out an appropriate individual procedure. If the child requires an epipen to be administered, the parents will be required to sign the 'School Agreement Protocol' form. This is a contract between the Headteacher and the parents regarding the health care of their child.

The School should then:

- copy the Health Care Plan to the relevant staff, ie form teacher

- inform the staff where all the medication is kept
 - ensure one set of medication is taken by a staff member on all trips off the school site
 - train staff in the proper and safe use of the medication
 - reassure staff that those who act in an emergency are acting within the scope of their employment and are indemnified provided they follow the recommended guidelines or act as a reasonable person would in the circumstances.
 - display photographs of any children requiring specialised treatment following an allergic reaction, are displayed in the School Office, Hall and Staffroom
 - establish an 'Allergies' Register to be kept in the school office, containing the Health Care Plan (and the 'School Agreement Protocol' Form where necessary) for each child
 - ensure that extra curricular and peripatetic staff are aware of the child's medical needs.
19. All soiled materials should be deposited in the Clinical Waste Bins in the Medical Room, the Year 6 girls toilet or the downstairs staff toilet.
 20. Should an emergency arise on the school field, the member of staff can contact the School Office via the walkie-talkie system or a mobile phone to summon a First Aider, or additional help as soon as possible.
 21. Staff will be advised by the Health and Safety Office for First Aid qualification, re-qualification Emergency Aid Training, and any related/specialist First Aid Training e.g.: epipens.
 22. All qualified First Aiders are covered by insurance for liability.
 23. The School ensures that there is at least one person who has a current Paediatric First Aid Certificate in each of the Early Years Foundation Stage working areas, who is on the premises at all times when children are present. There must also be at least one person on EYFS outings who has a current Paediatric First Aid Certificate. Such paediatric training is consistent with the guidance set out in the Practice Guidance for the Early Years Foundation Stage.
 24. Information regarding Infectious Diseases is displayed on the office Notice Board. The School can contact the local District Health Authority for advice if necessary. Letters are sent to parents should an outbreak of a disease occur which the School considers to be of a serious threat to the school population (e.g.: German measles – pregnant mothers). The Health and Safety Co-ordinator obtains an annual update on childhood/infectious diseases and 'exclusion' times for reference.
 25. Major injuries must be reported and recorded so that they can be investigated and future accidents prevented. The relevant Accident Forms (RIDDOR) should be completed if necessary.
 26. A bed is available in the Medical Room if an injured/ill child is unable to be transported to hospital immediately. The washbasin and toilets in Medical Room will be available for use by the patient and First Aider supervising the child.
 27. Teachers organising educational visits include first aid in their Risk Assessment. The same procedure for administering medicines on a school visit applies.
 28. An asthma register has been established and is updated annually/when necessary throughout the year. All necessary medicine is kept in a designated safe place known to the child, parent and staff member.

Administering Medicines to Pupils

More detailed information regarding the health and safety procedures for administering medicines to pupils can be found in the 'Managing Medicines Policy'.

Health – Infectious Diseases:

If a child has to go home prematurely due to illness they should remain at home until they are better for at least 24 hours, or according to the times indicated on the list of infectious diseases. If a member of staff becomes ill at work, similar restrictions on their return apply. In some circumstances parents of other children will need to be informed e.g. German measles.

The local District Health Authority is responsible for all aspects of pupil health. They employ a Medical Officer for environmental health. In some cases infectious diseases are notifiable. The Health and Safety Co-ordinator uses the Health Authority for clarification on such issues. Ofsted will be informed by the School if a child in the Early Years Foundation Stage is believed to be suffering from a notifiable disease. The School will act on any advice given by the Health Protection Agency in these circumstances, and inform Ofsted of any action taken. A list of the Protection Agency's list of notifiable diseases is located in the School's First Aid Policy file.

5. COSHH

The Health & Safety Co-ordinator has established two COSHH registers. Substances used in the School by staff and children are kept in the register in the Resources Room. The Caretaker has his own COSHH register.

6. Security

- The school has made arrangements for dealing with the use of premises outside normal working hours.
- The school has made arrangements/improvements to the security system to prevent unauthorised access to the school.
- The school requires all adult visitors who arrive in normal school hours to sign the Visitors Book in the school office and to wear an identification badge at all times whilst on the school premises.
- The school requires all adults employed in school to have their application vetted by the local police in order to check that there is no evidence of offences involving children or abuse (CRB Check).
- Further details are available in the School's Security Policy.

7. School Visits/Off Site Activities

School Trip/Off Site Activities

- The Health & Safety Co-ordinator ensures that the School's adventure holiday activities are supervised by qualified staff, that the School holds a copy of the Centre's Health and Safety Policy, that the insurance and legal position has been covered and the relevant risk assessments carried out and recorded.
- All adventurous and overnight visits are authorised on line by ECC.
- In addition the Oaklands Educational Trip Procedure Booklet covers both day trip procedure and overnight stays. Copies can be found in the School Office and Staffroom. All staff must follow this procedure when organising a trip. (This procedure follows the DFES and ECC guidance "Health and Safety of Pupils on Educational visits".)
- All risk assessments for educational visits are carried out by the Group Leader. Guidance for risk assessments is included in the Educational Visits Policy. All year groups

throughout the School include staff:pupil supervision ratios, with explanation, in their risk assessments.

- The Health & Safety Co-ordinator ensures that swimming activities are supervised by correctly qualified staff and that the School holds a copy of the Loughton Pool's Health and Safety arrangements.
- The staff are insured (business use insurance from Royal Alliance Insurance Company plc) to transport children, with their parents' permission, to venues in the local area for sports matches and school events.

8. Coaches

The following safety measures will be taken on all coach journeys:-

- Pupils are only allowed on the coach under teacher supervision.
- All children must be seated before the coach starts to move.
- Children should sit well back in their seats and wear seat belts.
- Children must not leave their seat once the coach is moving.
- Children who are prone to travel sickness must be seated near the front.
- Bags should be stored under the seat or in the parcel shelf – not in the aisle.
- Adequate adult supervision will be provided to meet legal requirements.
- In exceptional circumstances parents will be allowed to accompany children e.g. serious medical condition.
- Adequate arrangements will be in place for First Aid cover.

The School requires each coach company to provide their insurance details and a list of their named drivers. This information is updated every six months.

9. School Kitchen

Pupils are not permitted entry into the kitchen at any time. The kitchen area, and staff are governed by Chartwells Work and Safety Regulations. School staff should respect these standards and abide by their rules.

10. The School Day

Arrival

- All the school doors are opened at 8.30am
- All parents are advised by letter that all children should arrive in school by 8.45 am for registration.
- The School recommends parents not to leave their children in the school grounds before 8.30 am as the school cannot accept responsibility for supervising children before that time, unless they are attending Breakfast Club which is open from 7.45am.
- All teachers should be in their classrooms for 8.30 am as they are responsible for supervising pupils from 8.30am onwards.
- Parents are informed which entrances to use at the beginning of the day.
- If any child arrives late at school, they should go to, or be taken to the School Office, so that a member of the office staff can alter the register accordingly.
- If any child needs to leave the school early, (e.g. unwell, dentist appointment), they must first report to the School Office so that a member of the office staff can record their departure in the 'Pupil Signing Out' Book.
- Teachers should make sure that pupils are aware of and are following these procedures.

Arrangements for dismissal and collection at the end of the school day are as follows:-

- Lower Kindergarten children should be collected at 12 noon.

- Garden Room children should be collected at 12 noon or 3.00 pm.
- Transition Woodpeckers should be collected from the front Transitions' door, and Transition Robins and Owls from the rear Transitions' fire door at 3.00 pm (or 3.25 pm if a request has been made for them to wait for an older sister).
- Year 1 children should be collected at 3.10 pm from the main door (or at 3.25 pm from the 'late room' if a request has been made for them to wait for an older sister).
- Year 2 children should be collected at 3.15 pm from the main door (or at 3.25 pm from the 'late room' if a request has been for them to wait for an older sister).
- Children from Years 3, 4 5 and 6 should be collected at 3.30 pm from the main door or from the School gate on Albion Hill which is always supervised by a KS2 member of staff.
- Parents are requested to arrive promptly to ensure the safety of their children, and the smooth running of the dismissal procedure.
- **ALL** teaching staff must accompany their own class to the main school door or other dismissal point at the end of the school day and supervise their collection.
- If children have not been collected by ten minutes after these collection times, they are taken to Tea Time Club. Children are therefore under adult supervision all the time.
- A daily staff rota operates for supervising the 'Late Room' and for Gate Duty, to maximise the safe dismissal of all children from the school premises. In addition, a rota also operates for supervising the younger children to extra-curricular clubs. All staff are given up to date lists of all extra-curricular club participants.

11. Playground Safety

Pupils may only use the playground equipment when properly supervised. All pupils are taught the School's playground rules and the Adventure Playground Rules. The latter are displayed in each classroom, and feature in the Staff Handbook. These rules must be reinforced periodically during the school year.

- Opening mechanism of gates to be regularly checked.
- Regular checks should be made on fencing and edging stones.
- Surfaces should be kept free of weeds, moss and leaves to avoid slipping.
- Holes for tennis posts should be regularly checked and then covered.
- Holes for tennis posts should always be covered when not in use.
- Lines on the playground should be marked with non-toxic paint.
- Overgrowth from neighbouring gardens should be kept trimmed.

Playground Supervision

1. The School operates a 'staggered playtime' system to control the number and size of children playing in the playground or on the field at any one time. Playtime is as follows:-
 - 10.20 – 10.40 Garden Room and Lower Kindergarten
 - 10.45 – 11.05 Transitions, Years 1 and 2
 - 11.10 – 11.30 Years 3, 4 5 and 6
2. Lunch and playtime supervision is organised on a rota basis, to ensure that each playtime is supervised by an adequate number of staff, including a trained First Aider. The supervision rota is known to all staff. Copies are displayed on the staff notice board and in the school office. The number is governed by the number and size of the children e.g.: Garden Room and Lower Kindergarten have four members of staff on duty. Playground rules are displayed in the playground. Where a pupil breaks these rules, they may be given sanctions. (See behaviour management policy.)

3. At the end of each playtime and lunchtime, each class is collected from the playground or meet on the path by their class teacher or learning support assistant and taken safely back to their classroom.
4. The use of playground equipment (e.g. skipping ropes) is closely monitored by the staff. Adventure Playground rules are displayed in every school classroom and the PE teacher and class teachers teach and revise these rules with the children periodically during the school year.
5. Staff in the playground or on the field and Garden Room staff in the paddock area are in contact with the office via a walkie-talkie system. This also applies to outdoor P.E. activities taken on the field. If a member of staff is supervising children in a remote part of the school site, they should ensure they take a mobile phone with them.
6. If it is too wet for the children to play outside, lunchtime supervisors and the member of staff on duty will supervise the children in classrooms, ensuring that all children are under the direct supervision of an adult. 'Wet play' activities or videos are available in all classrooms.

12. Extra-curricular activities

- Registers are kept for each club.
- At the end of every club/activity session, the teacher in charge must **accompany all pupils to the front door or the School gate in Albion Hill**, so that he/she can check that all pupils are collected by a parent or person known to them. Any children who have not been collected within ten minutes should then be personally accompanied by the teacher to the **Tea Time Club** if their parent has signed a Tea Time Consent form. Otherwise, the child must remain in the care of the teacher or Headmistress until the parent arrives. The child may be left in TeaTime Club if there are vacancies, at the discretion of the club teacher and the agreement of the TeaTime staff.
- The teacher should check that all windows are closed and lights switched off in the room in which he/she has been teaching before going home.
- All Extra-Curricular Club Consent Forms are kept in the School Office.
- Every Extra Curricular Club staff member is expected to read the 'Extra Curricular Club Handbook for Staff' which contains more detailed information on Health and Safety issues during club sessions.

13. Policy of Wearing Hats and Sunscreen

The School understands the dangers posed to children by over exposure to the sun.

Aims

1. The aim of the policy is to advise staff; parents and pupils on the wearing of hats and the application of sun cream during sunny weather.

Hats

1. **Each pupil is required to have a school sun hat and must wear this during break times or when outside** during the school day.
2. The School has a stock of hats, which can be purchased by parents.
3. Each hat must be clearly marked with the pupil's name.

Sun Cream

4. Our staff do not apply sun cream to children at the School.

5. It is therefore a requirement that parents are responsible for making sure that their child has adequate protection from the sun whilst at the School.
6. Children in Lower Kindergarten to Lower II must have a suitable water resistant sun cream applied to them before attending school each day during the Summer Term.
7. Parents of children in Upper II to IVth Form must either comply with point 6 above, or make sure their daughter brings suitable sun cream into school each day to apply herself during the Summer Term.
8. Pupils are expected to behave appropriately when bringing in or using sun cream. Any pupil who misuses sun cream whilst at school may be required to have it applied to her before coming into school, and will be prevented from bringing it in to school.

Staff should encourage children to drink plenty of water in hot weather. Staff should also ensure that areas of shade are available for children to play in.

14. Hygiene Policy

Hygiene

The school recognises the need to maintain the highest possible standards of hygiene in and around the premises so as to minimise the risks posed to children, staff and visitors.

Personal Hygiene

Staff will adhere to the following examples of personal hygiene:

- Wash hands before and after handling food or drink
- Wash hands after using the toilet
- Keep long hair tied back
- Take any steps likely to minimise the spread of infection
- Encourage children to adopt these same routines

Hygiene in the Premises

Staff will help to maintain a generally clean and tidy environment. The Oak-Tree Schools Management Group employ a cleaning firm to ensure that the premises are cleaned daily, especially toilets and working surfaces. Soap and hand drying facilities for staff and children should always be present.

Spillages

Any blood, vomit, urine or faeces should be cleaned up immediately and disposed of safely and hygienically. Children will be kept clear of the area whilst cleaning is in progress.

First Aid and Hygiene

Staff administering first aid must always wash their hands before and after administering any treatment to a child.

Kitchen Hygiene

The school kitchen is under the supervision of Chartwells. However, the lunchtime staff and some teachers serve food at lunchtime. They wear plastic gloves, have long hair tied back, and follow Chartwells Health and Safety procedures. If cooking is done as an activity in class, all surfaces and equipment involved must be thoroughly cleaned before and after the session.

Arrivals

Any dogs must be on a lead on the premises and owners are responsible for removing any excrement from the grounds. Any other pets/animals are only allowed with the prior knowledge and permission of the Headmistress.

15. Drugs, Alcohol and Smoking Policy

Drugs

Illegal drugs are prohibited on the school premises at anytime. If staff, children or volunteers break this rule, it will be treated as a very serious disciplinary matter.

Alcohol

Staff or volunteers who arrive at school clearly under the influence of alcohol will be asked to leave immediately and disciplinary procedures will follow.

Smoking on School Premises

Various current Acts, Regulations and Codes of Practice impose restrictions when smoking during the carrying out of activities and procedures might lead to obvious and immediate dangers and hazards.

The mounting evidence linking smoking with increased risks to health, including that of passive smoking, has been carefully considered by the staff.

The School has a duty to ensure, in so far as is reasonably practicable, that the working environment of staff, pupils and visitors is safe and healthy; thus it has a duty to protect non-smokers from involuntary inhalation of tobacco smoke.

A survey of all staff indicated that a substantial majority is non-smoking and that some smokers favoured restrictions upon smoking on and within School premises, therefore:-

- To provide a smoke-free environment for pupils
- To guarantee non-smokers the right to work in a smoke-free environment, while recognising the needs of any staff who smoke
- To encourage the setting of positive role models for pupils

The School buildings and grounds have been declared a NO SMOKING area

Implementation:

- Smoking is not allowed within the School buildings or school grounds.
- Staff wishing to smoke may leave the buildings when not working, but are requested to smoke where pupils cannot see them
- Smoking is not allowed at any evening or weekend function; this must be agreed if parts of the building are used by other organisations
- All potential new members of staff should be informed of the Policy and agree to abide by it
- Visitors should be informed of the Policy when they arrive.
- No Smoking notices are displayed on the school site.

16. Healthy Eating Policy

- The School recognises the importance of healthy eating and a balanced and nutritious diet. Chartwells provide a variety of foods throughout the week, catering for vegetarian and religious options/preferences. Children are provided with fruit as a mid-morning snack on two days of the week. Children are encouraged to drink water throughout the day
- The School ensures that those staff responsible for the preparation and handling of food must be competent to do so. Food handling courses are arranged for the appropriate staff.

- If parents provide a packed lunch for an outing, the School should inform them about what can be stored safely in a 'cool bag' and about appropriate food content.
- The School recognises that it must notify Ofsted if two or more EYFS children develop food poisoning after eating on the premises.

17. The Curriculum

- Ensures that the children are taught about health and safety as part of the normal school curriculum in order to equip them with the skills, knowledge and understanding that will enable them to live positive, successful and healthy lives, e.g. in geography, science, PSHE, DT, PE.
- Raises the children's safety awareness in order to spot hazards in the classroom or around the school.
- Provides opportunities for children to discuss health and safety issues at school council meetings and class circle times.
- Promotes a healthy lifestyle through a nutritious school lunch menu, various PSHE topics and our physical education programme.
- Provides constant supervision during ICT lessons. Parents are asked for written authorisation for their child to use the Internet. We also seek parental permission before using photographs of children or their work on the school's website or in newsletters or other publications.

Further detailed arrangements for implementing this policy in line with ECC can be accessed on the Health and Safety pages of the Schools infolink, via the A to Z Managing Risks (by selecting the appropriate letter).