

CHERRY GARDEN SCHOOL HEALTH AND SAFETY POLICY STATEMENT OF INTENT

Cherry Garden School recognizes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- Providing a safe and healthy working and learning environment
- Prevent accidents and work related ill health
- Meeting our legal responsibilities under health and safety legislation as a minimum
- Assessing all risks to anyone who could be affected by our curriculum and non-curriculum activities and putting into place measures to control these risks
- Ensuring safe working methods and providing safe work equipment
- Consulting with employees and their representatives on health and safety matters
- Monitoring and reviewing our safety arrangements and prevention measures to ensure they are effective
- Setting targets and objectives to develop a culture of continuous improvement
- Ensuring adequate welfare facilities exist throughout the school
- Ensuring adequate resources are made available for health and safety issues, so far as responsibly practicable

Health and safety management procedures will be adopted and responsibilities appropriately assigned, to ensure that above commitments can be met. All Governors, staff and pupils will play their part in its implementation.

Name: _____
(Chair of Governors)

Signature: _____

Name: _____
(Headteacher)

Signature: _____

Introduction

Cherry Garden is a school for pupils with complex needs and severe learning disabilities aged 2-11 years. Some pupils may use wheelchairs and have a range of specialist aids. Some pupils are extremely active and have challenging behaviours.

The school building is on two floors with one staircase and a lift to the first floor. There are two playgrounds one is completely soft surfaced and the other is partially soft surfaced.

The LEA in accordance with other employees has produced a general policy in respect to H & S at work. This policy also contains specific arrangements necessary within Cherry Garden for carrying out this policy. The H & S policy can be found in each class's school handbook.

In each policy LEA establishment the key Health and Safety manager (KHSM) has the responsibility for producing a statement on H & S at work.

The KHSM is:

- Headteacher
- Deputy Headteacher
- School Business Manager (*H&S Representative*)
- Premises Officer

1) RESPONSIBILITIES

THE GOVERNING BODY

The responsibility for ensuring that health and safety procedures within the school are adequate rests with the governing body. The governors will ensure that all necessary procedures are devised, implemented, monitored and reviewed to ensure compliance with these procedures and that they remain appropriate.

In particular:-

- make arrangements to ensure that the school complies with all relevant legislation particularly the HASAWA and management of Health and Safety at Work Regulations 1999.
- have in place procedures to identify hazards and evaluate risk control methods
- create a management structure and periodically monitor its effectiveness,.
- ensure a governor attends any health and safety briefings held by the LEA.
- Ensure health and safety is on the agenda at Governing Body meetings.
- Sufficient funds are set aside with which to operate safe working practices

The Governing Body will provide, in co-operation with the LEA where responsibilities for premises and plant are shared:-

- A safe environment for pupils, staff, visitors and other users of the premises
- Safe arrangements for transportation, storage and use of articles and substances following COSHH guidelines
- safe and healthy conditions that take account of:

- statutory requirements
- Approved Codes of Practice
- DFE or LEA guidance
- adequate information, instruction, training and supervision
- provision of all necessary safety and protective equipment

HEADTEACHER

Reporting to the Governing Body, the Headteacher has the overall responsibility for ensuring that the Health and Safety Policy is effectively implemented and that proper resources are made available in order to achieve this.

- They will plan ahead as necessary to make human, financial and other resources available to secure a high standard of health and safety management, taking competent advice on matters of health and safety where relevant.
- They provide the final authority on matters concerning health and safety at work.
- The Headteacher will make decisions on health and safety issues based in proper assessment of any risks to health and safety, and will ensure the control of those risks in an appropriate manner.
- They will delegate specific responsibility for the implementation and monitoring of the Health and Safety Policy to the School Business Manager.

THE SCHOOL BUSINESS MANAGER

The School Business Manager, working in conjunction with professional advisors as appropriate, will advise the Headteacher/ Deputy Headteacher on health and safety policy. Acting for and on behalf of the Headteacher, they have the responsibility for implementing and monitoring the policy..

The School Business Manager achieves this by ensuring that:

- This policy is clearly communicated to all relevant persons.
- Appropriate information on significant risks is given to visitors and contractors.
- Appropriate consultation arrangements are in place for staff and their safety representative.
- All staff are provided with adequate information, instruction and training on health and safety issues relating to use of the building and management of equipment within the building
- Additional responsibilities for health, safety and welfare are allocated to specific individuals and they are informed of their responsibilities and have sufficient experience, knowledge and training to undertake them.
- Risk assessment of the premises and working practices are undertaken.
- Safe systems of work are in place as identified from risk assessments.
- Emergency procedures are in place and Southwark Emergency planning template is adopted and reviewed termly.
- Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
- Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- Arrangements are in place to inspect the premises and monitor performance.

- Accidents are investigated and any remedial actions required are taken or requested.
- The activities of contractors are adequately monitored and controlled.
- A report to the Governing Body on the health and safety performance of the school is completed termly.

OBLIGATIONS OF THE PREMISES OFFICER

The premises officer has delegated responsibility for security and premises related issues and will:-

- co-operate with the SLT and ensure that he effectively monitors the condition of the premises
- reports defects immediately so that appropriate remedial action can be taken
- Regularly tests the fire alarm system and records findings in accordance with statutory maintenance regulations.
- Ensures all statutory maintenance requirements are updated regularly and maintenance schedules kept up to date.

OBLIGATIONS OF THE KITCHEN MANAGER

The Kitchen Manager is responsible for the safe operation of the catering facilities and must:

- Be familiar with the school Health and Safety Policy.
- Be aware of risk assessments for all catering activities.
- Ensure that all kitchen staff are instructed and informed to work in accordance with these documents.
- Inform the School Business Manager or Headteacher of any potential hazards or defects.
- Be familiar with the current Food Safety legislation and the implications so far as the school is concerned.

School staff must not use the catering facilities and equipment without the prior agreement of the Headteacher and Kitchen Manager.

OBLIGATIONS OF CLASS TEACHERS

Class Teachers are expected to:

- Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- Follow the health and safety procedures applicable to their area of work.
- Give clear oral and written health and safety instructions and warnings to pupils as often as necessary.

OBLIGATIONS OF ALL EMPLOYEES

Staff will be required to:-

- take reasonable care of their own health and safety and that of anyone else who may be affected by what they do or fail to do
- co-operate with all health and safety arrangements
- report any defects or other health and safety matter that they are aware of
- use correct equipment, tools and safety protective clothing.
- Exercise good standards of housekeeping and cleanliness

OBLIGATIONS OF CONTRACTORS

- All contractors who work on the premises are required to identify and control any risk arising from their activities and inform the Headteacher of any risks that may affect the school staff, pupils and visitors.
- All contractors must be aware of this school health and safety policy and emergency procedures and comply with these at all times.
- In instances where the contractor creates hazardous conditions and refuses to eliminate them or take action to make them safe, the Headteacher or their representatives will take such actions as are necessary to protect the safety of school staff, pupils and visitors.

STAFF TRAINING & DEVELOPMENT

- The Headteacher is responsible for annually assessing the health and safety training needs of all staff and for arranging any identified training.
- All new staff will receive specific information and training as part of the school Induction process.
- All staff will receive fire awareness training on an annual basis.
- Health and safety will be a regular agenda item for staff meetings and on the September INSET day in each new school year.

STAFF CONSULTATION

- Health and safety will be a standing agenda item for staff meetings;
- A formalized annual review of the policy will be undertaken and staff asked for their input;
- Staff will be encouraged to report any H&S concerns by contacting the school nominated Health & Safety Person currently the School Business Manager
- Copies of up to date H&S manual and copies of all risk assessments and policies will be kept electronically on Fronter the staff shared server.

2) COMMUNICATIONS

Staff should complete the 'Incident/Accident' form for any immediate Health and Safety concerns. This form is kept in the all classrooms as well as DH and HT office. Staff can use the folder in the entrance area covering 'risk assessment, hazards and concerns' for non-urgent concerns. Feedback re: health and safety inspections and audits will take place at whole school staff

meetings. General maintenance concerns will be addressed by the premises officer book in main reception. For more serious maintenance concerns talk to the business manager or in her absence the Headteacher.

3) ACCIDENTS/INCIDENTS/INJURIES

Accident reporting is a legal requirement under Health and Safety Regulations. Certain incidents have to be reported to the Health and Safety Executive. Where this is the case, the Health and Safety Advisors at Tooley Street will do this on your behalf on receipt of your reports. This would include some categories of accident/ incident/ near misses that require reporting to the HSE (RIDDOR 1999). Staff should be aware of RIDDOR reporting of injuries, diseases and dangerous occurrence regulations and speak to Senior Leadership team if they are unclear of an incident that needs to be reported under RIDDOR. Health and Safety Advisors at Tooley street would be able to advise the school and would undertake any RIDDOR reporting on behalf of the school.

Cherry Garden incident forms can also be used for accidents, incidents and causes for concern for staff and pupils (initial report/minor injuries). Significant injuries to staff, pupils or visitors and dangerous occurrences (i.e. bite that breaks the skin) must be reported immediately to the LEA on Forms HS1 Staff and Third party HS2 Investigation Reports, HS3 Pupils Accidents these forms must be completed and sent to Southwark within 48 hours . These are kept in a box file in the Headteachers office.

Where a child has an accident which involves a bump to the head the first aider needs to monitor (support from school nurse if available) informing the HT/DH immediately. Parents need to be informed straight away of the incident and any action taken if needed. If there are any signs of associated symptoms an ambulance needs to be called immediately and parents contacted again.

4) FIRE PRECAUTIONS AND EMERGENCY PROCEDURES (see Appendix 2)

A fire risk assessment will be carried out (a minimum of every 18 months or sooner if there are any significant changes in the schools arrangements) and an emergency action plan prepared. The responsible person shall be the School Business Manager who shall ensure that actions are taken as identified by the assessment.

The Premises manager shall be responsible for carrying out fire alarm call point tests on a weekly basis. The fire log book shall kept by the premises manager and the results of tests recorded.

A full fire drill will be carried out once a term. The staff and pupils will leave the building and assemble at their fire assembly points. Staff checks on the fire exit route and assembly points will be made every half term. A record will be kept in the fire log book.

Emergency exits, assembly points and assembly point instructions shall be clearly identified by safety signs and notices. Staff should only use fire extinguishers if trained in how to operate them safely. If trained, they should only use the extinguisher if confident to do so and not put themselves at undue risk, ensuring the alarm is raised BEFORE attempting to tackle a fire.

5) Emergency and Business Continuity Plan

The school has an Emergency and Business Continuity Plan which is adopted from the Local Authority Template

6) FIRST AID

First Aid boxes are located in every classroom, the staffroom and the medical room. Each class must take their first aid box with them whenever they participate in activities outside school. There are seven qualified first aiders in the school. A list of these is on displayed in each classroom and in main staff areas

A named first aider will periodically check and reorder first aid supplies. Any omissions and shortages should be reported to the deputy head.

The first aider is the first person called if there is an accident or other concern and they are responsible for managing the situation. Advice / verification from the senior leadership team may be needed for more serious incidences. If a child has to be taken to hospital, they will be accompanied by a member of staff who will remain with the child until their parents/carer arrives at the hospital. Medical information on the child needs to go with the adult to the hospital. This can be obtained from the child's register or can be printed off in the office. A green hospital bag accompanies the adult and child to the hospital (gloves, wet wipes and tissues are inside).

If a child is taken ill during the school day the class teacher needs to consult the HT or DH who make an informed decision and ask the office to contact the parents if appropriate. Advice may also be sought from the school nurse.

7) HOT LIQUIDS

Kettles must not be kept in the classroom unless agreed by Head teacher. All hot drinks must be kept out of reach of the children. When more than one drink is carried through the building you should use a bowl.

8) HOT WEATHER

Children will wear protective clothing and sun creams as appropriate. Plenty of drinks should be given to the children, especially after playtimes.

9) ELECTRICAL EQUIPMENT

An annual electrical safety check is carried out and all items are clearly marked. The premises officer will carry out a monthly visual check of all equipment. Any unsafe equipment will be repaired or removed and disposed off.

The Premises Manager is responsible for ensuring that the fixed wiring system is inspected every 5 years by a competent person and any identified remedial work is undertaken without delay.

All staff should monitor the condition of plugs, cables and electrical equipment and should report any faulty equipment to the Premises Manager.

The use of multi-adaptors is to be avoided as is the use of extension leads unless they are fully unwound and correctly protected. The school also encourages staff and pupils to conserve energy at all times.

10) GAS SAFETY

All gas appliances (boilers, kitchen equipment etc.) will be annually maintained and serviced by Gas Safe Registered Engineers. The Premises Manager will be responsible for ensuring regular servicing and any maintenance issues are adequately addressed

11) MEDICAL TRAINING (See Appendix 1 Medical)

12) LONE WORKING

- Lone workers can be defined as anyone who works by themselves without close or direct supervision.
- Outreach Team, Premises Officers, Caretakers and Cleaning Staff may be regular lone workers but teachers and other staff may also work in isolated classrooms / offices after normal school hours or during holiday times.
- Any member of staff working after hours must notify the premises officer/ school business manager or member or headteacher of their location and intended time of departure.
- Lone workers should not undertake any activities that present significant risk of injury for example: working at height, using chemicals,
- Ensure that there are suitable systems (including procedures/protocols) in place to supervise,
- Monitor and track the whereabouts of lone workers.
- Ensure that lone workers are suitable trained, have adequate access to first aid provision and means of raising the alarm.
- Ensure suitable escalation processes in the event of an emergency situation are established.

In the event of the Premises Manager being called to the school out of hours, during the night or on dark winter evenings a risk assessment is in place that he advises a family member at his house of residence he is due to visit the school due to the intruder alarm (ADT notification).

Comment [SM1]: Remove reword

Southwark Lone working procedures have been adopted as a guide and will be followed in respect of lone working and home visits.

13) MANUAL HANDLING AND LIFTING

The Headteacher/ School Business Manager will ensure that any significant manual handling tasks are risk assessed and these tasks eliminated where possible.

No member of staff should attempt to lift or move any heavy furniture or equipment themselves, but must ask the Premises Manager and School Business Manager for any assistance. Staff that undertake manual handling activities must be suitable trained.

All staff assisting pupils with physical disabilities must be trained in the safe handling techniques (see manual handling policy).

Staff working with pupils who may require physical interventions will have CPI training on a bi - annual basis. They would also refer to the school Manual Handling policy

14) DISPLAY SCREEN EQUIPMENT

The School Business Manager is responsible for ensuring that DSE self -assessments are completed **for administrative staff** and teaching staff who regularly use laptop or desktop PCs.

Staff are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces.

15) WORKING AT HEIGHT

Working at height is defined as any activity where a person is at risk of falling. This includes working at ground level, above or below.

- All activities that require working at height must be risk assessed prior to the activity by a competent person.
- Staff are not permitted to work at height unless they have attended a minimum of working at height awareness training.
- The Premises Manager is responsible for the purchase and maintenance of all ladders in the school
- All ladders should conform to BS/EN standards as appropriate.
- All ladders must be regularly inspected and findings documented.
- The Premises Manager is also responsible for completing risk assessments for all working at height tasks in the school.
- Staff are reminded that 'working at height' applies to all activities which cannot be undertaken whilst standing on the floor.
- If decorations need to be hung or displays created then a step stool or small stepladder must be used. Standing on desks, chairs or other furniture is not permitted.
- Do not work at height when you are alone. If you are planning to use a stepladder ask the Premises Manager/ School Business Manager to help you erect it properly and have an assistant to hold the ladder steady and pass you the materials you need.

- Your knees should be no higher than the top platform of the ladder. Never overreach. Try always to keep one hand free on the ladder to steady yourself.

16) ASBESTOS

Asbestos is present and the Premises Manager is responsible for regular inspections in the areas known to contain asbestos. He will check for signs of physical disturbance and organise annual inspections by an approved contractor. In the event of suspected disturbance, the Premises Manager will immediately bring this to the attention of the nominated Health & Safety Person and the Head Teacher who will take responsibility for deciding the next steps. The Premises Manager must ensure all contractors read and sign the asbestos log prior to starting any work on the premises.

17) HAZARDOUS SUBSTANCES (COSHH)

The Premises Manager is responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed before being used. Chemical data sheets must be easily accessible for all chemicals held on site. These data sheets are held in a file within the Premises Officers office.

The person responsible for managing chemicals on site must be suitably trained.

The substances must be stored securely in accordance with the manufactures instructions and only used by authorised persons in the safe use of the products.

All staff are reminded that no hazardous substances should be used without the permission of the Headteacher. The Premises Manager will complete an assessment for any authorised products.

Staff must not bring in any cleaning products from home.

18) SITE MAINTENANCE

The Premises Manager is responsible for ensuring the safe maintenance of the school premises and grounds and for ensuring cleaning standards are maintained.

He will undertake routine weekly inspections of the site and report any hazards that cannot be dealt with immediately to the Headteacher. This will be recorded and any action required reported to the SBM.

All staff are responsible for reporting any damage or unsafe condition to the Premises Manager immediately by writing in the designated book held in reception.

19) SITE SECURITY (See Appendix 3 procedures)

MEDICAL **Appendix 1**

Medication administration and staff responsibility is covered in Policy '**Supporting Pupils with Medical Conditions**' and this policy should be referred to in conjunction with this Health and Safety policy and procedures shown below.

Staff agreeing to administer midazolam need to undertake training by the SEN nurse and participate in an annual refresher course.

- New staff that will be carrying out gastronomy feeding need to be trained by the SEN nurse/community nursing team before they start this procedure. An assessment and monitoring cycle from the community nursing team/SEN nurse needs to be in place to ensure high standards are maintained.
- There will be annual training in resuscitation for all staff. (this is compulsory for staff who administer emergency medications).
- Annual training in medicine administration is provided by the SEN nurse for named staff administering medicines.
- All first aiders are responsible for ensuring they renew their first aid status every 3 years.
- All staff carrying out complex care needs will be trained by the school nurse annually and checked for competency annually, for example suctioning, tracheostomy changes, gastronomy feeding, medicine administration.
- Induction for new staff needs to include universal precautions and epilepsy.

Care plans

- All children requiring medical intervention will have care plans. The specialist school nurse is responsible for writing, monitoring and reviewing the care plans. Medication charts are kept in the classrooms for most pupils.
- Care plans are reviewed 3 monthly or amended when required.
- The child's care plan copy is in the individual's medicine storage box to access and a copy is on file in the medical room.
- If there are any discrepancies with the care plans the staff need to contact the school nurse immediately to eliminate any inconsistencies.

1. Storage of Medicines in Schools

All medication is kept in a locked cupboard in the medical room or in a locked cupboard in some of the classrooms. Midazolam is stored in a separate medical cabinet in the medical room. Medicines requiring refrigeration may be kept in a locked labelled container within a domestic refrigerator.

It is recommended that certain medicines need to be immediately available to the pupils e.g., asthma inhalers. It is recommended that this is discussed individually with parents/carers in order to ensure immediate access to medicines if required.

The school nurse will complete termly audits of all medication.

All medication will be returned to parent/carers on the last day of the summer term.

2. Non-prescription (over the counter) medication

Non-prescription medication is not allowed to be administered.

3. Disposal

Medicines no longer required should be returned to the parent/guardian for disposal at the earliest opportunity, and this should be recorded on the school medicine records. If this is not possible, they should be returned to a community pharmacy for destruction. This is the same case for empty medicine containers.

Children on anti – biotics

Children will be on anti- biotics from time to time and often may need to take a course of anti-biotics for a week. Children are allowed to attend school when on anti-biotics if they can take part in school activities and they have their usual level of alertness.

Indications that they are not well enough to be in school are based on a number of factors as we do with any other child. Some children can be ill without a temperature or vice versa they may be well with a slight temperature. Factors to take into account are –

- High temperature
- Tired/sleepy.
- Not responding to activities as usual.
- Not eating or drinking.

APPENDIX 2



FIRE EMERGENCY PROCEDURES CHERRY GARDEN SCHOOL

Fire emergency plan

- On hearing the alarm, all adults should ensure the premises are vacated immediately leaving the building by the nearest external exit. Adults should take children in an orderly manner to the assembly point situated in the main playground or the secondary assembly point at St. James School (across the road). If the fire is in the portacabin everyone assemble in the CAR PARK AT THE FRONT OF THE BUILDING. The main fire escape route from upstairs is the main stairway. The alternative fire escape route is from Pink class. Staff need to use the quickest route i.e. if in Pink class use Pink fire escape. Pupils in wheelchairs on the upper floor are to use the evacuation mattress, however if this is impractical for whatever reason the child to remain on balcony outside Pink class in 'safe zone' area. Only one child with physical disabilities to be on the first floor. The lift is not to be used in a fire.
- Purple class may request help from adults to push pupils out to the playground from the portacabin fire exit.
- Staff on duty in the office should take the registers with them in the mornings in the afternoon the HT/DHT will take the registers. It is the duty of the HT/DH/ to bring the offsite visits book and signing in register. The fire log book will be collected with the visitor's books and brought out by reception staff. In the event of the alarm sounding without planned knowledge a member of senior staff will dial 999 and notify the fire brigade.
- It is the duty of all fire marshals (List attached) to check sweep their area and report to the Head/Deputy that the area is clear fire warden would walk to the side gate to confirm front is clear.
- A roll call at Assembly point should be taken by the teacher responsible for each class.
- Nobody should return to the building until the fire service have visited and confirmed that it is safe to do so, or in the case of a fire drill until the HT/DH gives an instruction to return.
- The gate between the playgrounds has coded padlock so keys are not necessary. The codes for gates are 6789 for the gate between the main playground and middle playground the code between middle and sensory playground 6789#.
- If the alarm sounds during dinner time, MDMS should assist in evacuating pupils in the same way.
- A school drill is held at least once a term. During fire drills, routes may be blocked off to simulate possibilities that could happen in the event of a real fire.



FIRE WARDENS CHERRY GARDEN SCHOOL

GARY PAUL – (medical room, laundry, Orange/Red /Blue class, Sensory room) to exit from Red/Blue Class
DIANE OWEN – (Reception, front offices, Yellow/ Green Class and soft play) to exit from front of building
SUSAN MEACOCK – (Top floor – Rainbow Room, offices, staff room and Pink Class) to exit from Pink Class

COVER – STEPHEN KILGOUR (for GARY PAUL)
COVER – HAWA/SALLY (for DIANE OWEN)
COVER - DIANE OWEN (for SUSAN MEACOCK)

- NOTE ALL VISITORS BOOKS, SIGNING IN SHEETS REGISTERS TO BE TAKEN FROM RECEPTION BY HEADTEACHER/DEPUTY HEADTEACHER IN AFTERNOON – ADMIN STAFF IN MORNINGS KEY FOR THE PLAYGROUND GATE MUST ALSO BE TAKEN.

FIRE WARDENS TO SWEEP THE BUILDING ONCE BUILDING IS CLEARED AND GARY PAUL AND SUSAN MEACOCK HAVE REPORTED TO HT/DHT ALL IS CLEAR THE ALARM CAN BE TURNED OFF.

AT THS POINT GARY PAUL WILL RESET THE ALARM SYSTEM AND NOTE TIME OF EVACUATION

(To be decided – in the event of fire alarm being activated and no planned test the fire brigade to be called – by reception staff – STAFF ARE NOT TO RE ENTER THE BUILDING UNTIL THE FIREBRIDGADE DECLARE THE BUILDING SAFE)

TRAINING FEBRUARY 2017

APPENDIX 3 SECURITY OF CHERRY GARDEN SCHOOL

Aims

- 1) Maintaining high standards of protection for the school's pupils.
- 2) Maintaining the highest levels of security for the school's employees.
- 3) Maintaining the highest practicable security levels for the school premises.

Principles

- 1) Control entry to the premises.
- 2) Identification of visitors to the premises.
- 3) Recovery procedures in the event of failure of principles 1 and 2.
- 4) Achieving maximum premises security at lock up time and overnight.

Control of entry

All visitors are welcomed at the front reception by the administration officer where they sign in. The main entrance is monitored by CCTV equipment. A swipe card entry is used to access the premises for regular staff. To exit the premises a digital code is used which is changed at least once a year.

Classrooms are bolted from the inside

Identification of Visitors

All visitors to the school must sign in the visitor's book, where they will be given a sticker with their role and name written on it. Visitors, once signed in, sit in the entrance area before being escorted to their destination. Following their appointment, visitors are escorted to sign out before departure.

Parents are expected to communicate to the school if a different person other than the regular named person is picking up their child. If the parent does not do this, the administration staff need to ring the parent to confirm that the person is able to pick up the child before we release the child. The school has good practice of using a security word given by the parent that this then repeated by carer collecting the student.

Southwark Education Personnel and Health workers who work regularly in the school wear identification badges from their workplace. Volunteers/students are required to wear identity badges while on the school premises.

Recovery Procedures

The entire school community bears a responsibility for enhancing security. All staff bear a duty of challenging unknown or un-badged strangers on every occasion. A polite "may I help you?" is all that is necessary. Once challenged it will usually be sufficient for such strangers to be escorted to the entrance area to sign in. If necessary escort strangers off site and notify the police. Staff should not let visitors in the front door if they cannot escort them to the admin., Headteacher or Deputy Headteacher.

Whenever staff do not feel willing to confront strangers, they should make a note of any identifying details, including vehicle registration numbers and immediately pass information on to the H/T or D/H or to the administration office.

Lockup and Overnight

The Premises Officer locks up the premises each night and unlocks them each morning. The Premises Officer has particular responsibility for ensuring the security of all doors and for setting the alarm. All doors and windows are checked each morning and evidence for forced entry or vandalism is dealt with, i.e. maintenance requirements

The alarm system is programmed with an individual setting and unsetting code. The Premises Officer, H/T and business manager have knowledge of the code and are authorised to activate the code.

Site Security

The school will have in place adequate management measures to prevent unwanted and unlawful entry to the school so far as is reasonably practicable. A regular security risk assessment will be annually reviewed to highlight any practical control measures that the school may adopt to safeguard pupils, staff and school assets. All visitors and contractors must sign in at the reception desk and obtain a sticker which must be worn at all times when on site. If they are not DBS and identity checked they will be escorted at all times when students are in school

The playground gate to external areas shall be kept locked at all times.

Visitors will not gain access to the school without being signed into the building and being issued with a sticker or the use of a registered swipe card from main reception.

If faced with a difficult parent in the classroom, staff should ask them to see the Head Teacher. If they refuse someone should be sent to fetch the Head Teacher.

The procedure for clearing the school and setting the alarms are controlled by the Business Manager or the Premises Manager.

All items of significant value will be security marked and recorded in the school asset register.

Users of dangerous or high value items shall be responsible for securing them on completion of use.

APPENDIX 4

Universal Precautions

Universal precautions is a vital tool in prevention of the spread of blood borne viruses and for the control and spread of all infections. All blood and body fluids are potentially infectious and precautions are necessary to prevent exposure to them. By using universal precautions all children are treated as potentially infectious. This should ensure that the children's right to confidentiality is respected and maintained.

Cuts, abrasions and bites should be covered with a dressing that is waterproof. Rubber gloves must be used for changing children's pads and for any body fluid spillages. Rubber gloves should be used for wiping noses and dribble. Rubber gloves should also be used when dealing with soiled clothes. The use of gloves does not preclude the need for thorough hand washing. Plastic aprons can be worn when involved in very frequent suctioning with a child and when a child has soiled himself excessively.

Hepatitis A is spread by faeces and urine. Staff need to follow universal precautions including regular hand washing to avoid infection. Adults and children to wash hands after using the toilet, before eating. Adults to wash hands after changing a pupil.

Hepatitis B can be carried through blood and body fluids. All staff must have up to date vaccinations for hepatitis B and tetanus. If adult is bitten and this breaks the skin the adult needs to get a course of anti-biotics and bloods taken.

There are plastic spectacles and face masks available in school for protection against spitting if required in severe cases.

Certain pupil's challenging behaviour may be such that protective clothing may be necessary, e.g. cotton gloves, long sleeves, denim jeans, hats, flat shoes that protect the feet.

Staff and children must not wear large ear rings and any body piercing, facial or eye brow piercings.

Staff must wear shoes that allows them to run. All staff must ensure they wear shoes which protect their feet, for example no open toed sandals, flip flops.

Hand washing is the single most important measure in infectious control. Thorough hand washing and careful drying on soft disposable towels is essential to remove the majority of resident and transient organisms.

- Hands should be washed
- After contact with body secretions/excretions including your own
- After handling contaminated laundry/equipment
- Prior to administration of care
- Prior to serving meals/drinks

A gel is available for staff when access to a sink is difficult (only use up to 3 times daily).

Control of the environment

Some micro-organisms can survive in the environment for long periods of time and are most likely to spread if dust is allowed to collect. Washing with hot soapy water and thorough drying will suffice in the majority of cases. The surface can then if required be disinfected with a suitable virucidal disinfectant which will kill or inhibit most microbes.

- The soft play area needs to be cleaned at least every half term with hot soapy water. Equipment/soft play that children have mouthed or dribbled on must be cleaned with hot soapy water.
- Toys in general used in classrooms need to be cleaned in hot soapy water on a **weekly basis**.
- Toys that pupils mouth on a regular basis need to be cleaned on a daily basis in hot soapy water.
- Soft furnishing covers need to be washed in a hot wash on a termly basis.
- In exceptional circumstances clinical wipes can be used for excessive spitting.

In the event of contagious illness such as norvo virus a specialist cleaning company will be called into the school to ensure a deep clean is undertaken of the the areas affected

Spillages and Bio-Hazardous Spillages

Any spillages should be cleaned up immediately to ensure no accidents. Use of blue tissue towel and gloves is required for regular liquids. Blue 'Milton' spray can be used.

Wear disposable non latex gloves when handling bio hazardous spillages. These spillages should be sprinkled with powdered bleach from the spillage kit. This absorbs and solidifies the liquid. The mixture can then be cleaned up using the scooper or disposable towels. All items need to be disposed of as clinical waste. Mops should not be used.

The yellow bio-hazard spillage kits are kept in the medical room.

Waste

All contaminated waste including pads must be placed into the separate yellow bin for clinical waste. This bin is collected at the end of the day for disposal. Staff handling clinical waste bags need to use plastic gloves.

