**APPENDIX B**

**LOCAL ISSUES/ RULES**

**ABUSIVE TELEPHONE CALLS**

From parents/carers – end the call by saying we can’t resolve any issues while this situation continues and inform them that the Headteacher will ring them back. Report the incident to the Headteacher to log.

General calls – replace the receiver and report to the Headteacher to log. If this happens three times, calls will be reported to the police.

**ASBESTOS**

The vast majority of asbestos was removed from the pratten building classrooms in July 2013 (classrooms 001 and 002). The only remaining asbestos is in the cleaners’ cupboard, and by the outside stench pipe (Early Years Play Area behind playhouse).

Any incidents with asbestos must be reported to the Headteacher immediately who will then inform the LA (see Appendix E).

Any contractors on school premises carrying out maintenance or building works in areas where the asbestos remain, must be shown the Asbestos Register in the office filing cabinet. They should also sign in section 11 to say they have seen the register. They should also be referred to the Asbestos Information displayed in the foyer. The attached Asbestos Action Planner outlines steps contractors should take (Appendix E).

Works being undertaken by the school that involve asbestos should be notified in writing to the Strategic Development Section of the Education Department. Contractors engaged to remove asbestos from the school have a duty to inform the Health & Safety Executive 14 days prior to work commencing.

# ADVERSE WEATHER CONDITIONS

Grit supplies will be maintained throughout the winter months. It is stored outside in the staff car park and in the Roundhouse.

On icy days, grit will be used as appropriate, ensuring that all entrances and playgrounds are treated before the start of the school day. The Headteacher will decide if it is safe for the children to go out. In exceptional weather conditions, the Headteacher will make decisions based on the LA Emergency Guidelines located in his/her office.

**CONTRACTORS**

Contractors and visitors are required to report to the School Office on entering the premises where identification will be requested. All visitors will be issued with a ‘visitor’ sticker. Regular peripatetic staff will be requested to wear identification at all times.

All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provision of the Health and Safety at Work Act 1974 and must pay due regard to the safety of all persons using the premises.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or take action to make them safe, the Headteacher will take such actions as are necessary to prevent persons in his or her care from risk or injury. This may include requiring the contractor to stop work or leave the site.

The Governing Body will draw the attention of all users of the school premises (including hirers and contractors) to Section 8 of the Health and Safety at Work Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare.

# COOKERY

All children have the opportunity to cook throughout their school life. This activity can be used to teach the children about good hygiene, the need for safety whilst cooking and healthy eating habits. Under no circumstances should pupils enter the Children’s Kitchen, use the cooker or kitchen utensils, unsupervised.

**ELECTRICITY**

Children must be made aware of the dangers of electricity and must be supervised if switching on computer or small equipment.

All electrical apparatus should be fitted with the correct fuse. Any loose wire at the cable entrance to a plug should be reported to the Health & Safety Representative who will arrange for the appropriate contractor to attend if necessary. **ISOLATE THE APPLIANCE IMMEDIATELY.** Cables must be anchored by cord grip inside the plug.

Report of heat in a cable, plug or socket calls for immediate shut down of apparatus and removal of plug and no further use until checked by an electrician. All plugs and appliances are inspected on an annual basis according to the Authorities Regulations, by a qualified electrician.

If a fire erupts in a piece of electrical equipment, like a computer:

1. evacuate room
2. call Fire Service
3. switch off if possible
4. pull out plug

Do not use water type fire extinguisher on any electrical fire.

# EMERGENCIES

See the ‘School Emergency & Critical Incident Policy’ and ‘Business Continuity Plan’ for information needed in the event of an emergency.

**EVACUATION PROCEDURES**

When the fire bell sounds, all staff and children must evacuate the building and assemble on the common in front of the school as safely as possible. The Admin Officer will distribute registers. (see Appendix F for evacuation procedures)

**FIRE**

Children must be made aware of the procedure for fire drills (Appendix F). Fire drills are carried out at least three times per academic year, in differing circumstances. Testing of fire alarms will be according to regulations i.e. once a week before school on Thursdays.

Fire doors are not to be blocked. Procedures for evacuation in the event of a fire are displayed in each classroom and throughout the school.

Fire extinguishers should be in specified places. The inspection labels should be in place and up to date. The contents of the extinguisher should be indicated and what sort of fire not to use them on. A visual check of the extinguishers is made monthly, and they are serviced and maintained annually.

**FIRST AID – Injury and Accident Reporting**

The arrangements for first aid provision will be sufficient to cope with all foreseeable minor incidents.

Supplies of first aid materials will be held at various locations through the school. These locations will be determined by the Headteacher. They will be prominently marked and all staff will be advised of their position. The materials will be regularly checked by *see Appendix A* and replenished when necessary.

Appropriate first aid provision will form part of the arrangements for all out of school activities.

Accidents/Injuries

1. In some circumstances, an accident/incident is reportable to the Local Authority (refer to flowchart Appendix C)
2. All accidents must be recorded using pen in the accident book kept in the first aid boxes . The following information must be recorded:
3. Full Name of person injured
4. Class
5. Date and Time
6. Location of accident
7. Brief description of cause e.g. “bumped into another child, tripped over own feet”
8. First Aid administered e.g. “cleaned with antiseptic wipe, ice pack applied for 10 minutes”
9. Name of person dealing with incident.

Names of other children must not be recorded on the accident report which goes home to parents to comply with our duties under GDPR.

Depending on the seriousness of the accident, an ambulance may be called. Parents/carers will be contacted in the event of an accident that is more than a minor bump, cut, graze.

Bumps/injuries to the head

See Appendix D for Head Injuries guidance

1. If the accident involves a bump or injury to a pupil’s head, the details will be recorded in the Head Injury Record file in the School office by the First Aider. The relevant class teacher is informed. A “Bumped Head” letter must be completed (copies in file) and handed to the parent/carer upon collecting the child that day who is also asked to sign the Head Injury record in the file.

If the first aider deems it necessary, parents will be called in to assess the situation of the child.

**HALL**

All PE equipment to be in good order and well maintained. An annual inspection is carried out by approved specialists. Floors to be clean and free from any defects.

**HAZARDOUS SUBSTANCES**

A record of the hazardous substances held on site is kept in the Finance Office and is reviewed annually. All hazardous substances are kept secure and out of children’s reach in locked cupboards/cabinets. Cleaning, caretaking and catering products are the responsibility of the contractors.

If there is more than a negligible risk, annual risk assessments will be carried out on any products located in the classrooms.

**KILN/POTTERY**

The kiln is in the Roundhouse but is currently disconnected and not in use.

**LONE WORKING BY STAFF**

All staff working in school alone after hours and during school holidays must:

* Inform someone where they are and what time they expect to return home
* Carry a mobile phone with them in case of an emergency
* Ensure all doors are secure whilst they are on the property
* Staff are not permitted to use tall ladders when working alone

**PHYSICAL EDUCATION (P.E) LESSONS**

There are potential risks in many aspects of physical education. To counter these, schools are advised to adhere to the guidance given in the following document;

# Safe Practice in Physical Education, Sport and Physical Activity 2016 edition

**A copy of this guidance manual is held by the PE Subject Leader.**

**PREMISES DEFECTS**

All premises and equipment defects should be reported to the Health & Safety Representative who will arrange for them to be rectified. If they are not urgent, they are noted on the SNC Maintenance job list in the foyer for their next visit. At present SNC Maintenance visit fortnightly.

**RISK ASSESSMENTS**

There are two main types:

* Risk Assessments for the school premises, including classroom areas, offices, kitchens, toilets, outdoor spaces etc., and for some curriculum subjects such as science and PE lessons. These are carried out at least annually and is co-ordinated by *see Appendix A*. Some Risk Assessment forms are available on-line at <http://services.wiltshire.gov.uk/SchoolRiskAssessment>. The Co-ordinator examines all completed risk assessments and recommends action on any significant risks. Completed forms are kept in the Risk Assessment file in the Finance Office. Please see Health & Safety File for guidance on completion of forms.
* Risk Assessments for Educational Visits. Proposed offsite visits are logged onto the LA Evolve system by the Educational Visits Co-ordinator or relevant teacher, and a risk assessment completed and attached online. The Headteacher can approve all visits except those involving adventurous activities, water, or overnight accommodation. The latter visits must be submitted to Wiltshire Council for approval.

For any new events or arrangements specific risk assessments are carried out to ensure that children, staff and volunteers are as safe as possible.

**ROAD SAFETY**

Regular risk assessments of vehicular access/traffic are carried out ensuring safe segregation of traffic and people on and around the school site.

The school site is extremely busy after school with parents’ cars, and pupils should be reminded to take care on the roads. This will be done through assemblies, Road Safety Officer visits, reminding parents to park considerately in newsletters and staff supervision.

Pupils in Year 5 or 6 may walk home alone if permission has been given by parents. Permission should be in writing, either by letter or email.

When pupils are attending church, one adult will safely stop traffic using the Lollipop road safety STOP sign, in order for pupils and staff to cross the road safely.

**SCHOOL TRIPS/VISITS**

Details of the address and telephone number of venue with a contact name, together with a list of children and adults attending the visit, should be left at school. The Educational Visits Co-ordinator will gather the information and ensure the trip is cleared through the Evolve website. See Appendix A for who has responsibility for this site. If the visit is residential, Wiltshire Information Booklet No. 23 should be consulted in good time to action regulations laid down by the LA. Relevant Risk Assessments will be asked for and if practicable a pre visit inspection carried out. (Also see School Visits Policy).

* A first aid kit will be taken with the class.
* A mobile telephone and list of pupil’s emergency contact details will be taken on the visit.
* A high standard of behaviour is expected on all visits, usually school uniform is worn unless inappropriate.

**SWIMMING**

Comprehensive guidance on the precautions to be observed during school swimming lessons can be found in the publication ‘Safe Practice in Physical Education and School Sport’ (2016 edition) and the LA’s guidance on ‘School swimming in LA Leisure Centres 2018 and School swimming in own or non LA schools 2018’.

Children must not stand up in the coach or sit on the front seat or near passageway seat. All passengers to wear seat belts.

Written permission is needed before children are allowed to wear goggles. Hats should be worn.

All staff involved in teaching swimming attend County Water Safety Courses.

**TRANSPORTATION OF CHILDREN**

Children may be transported by minibus when appropriate, e.g. sports teams or other events. If a member of staff (or volunteer) is driving a hired minibus, their entitlement to drive must be checked (D1 category on their licence) and their driving record. If their driving record has any offences recorded, the Headteacher must be sure the person is competent to drive the minibus.

Some members of staff may use their own private vehicles to undertake work activities including travelling from the school to another place. Members of staff may only transport pupils in their own cars if they have the appropriate business insurance. Consent should be obtained from parents before this happens.

All employees will be clearly instructed that they are not to use any sort of hand-held mobile communication device whilst driving. This is illegal and may also result in internal disciplinary action.

Parents will not be asked to transport pupils other than their own. Parents may make reciprocal arrangements to transport children to / from sports fixtures etc. – this will be a private arrangement between themselves in a similar way to them dropping off or collecting each other’s children from school.

**USE OF CAMERAS IN SCHOOL**

Each class has its own digital camera/iPad for recording learning. Each class has a list of the children whose photograph may not be displayed in the class/school/newspaper or school website.

Adults must never use their mobile phones to take photographs.

Contractors are advised that they must not use cameras (including those on their mobile phone) to take photographs on the school site without permission from a member of staff. Under no circumstances may contractors take photographs of children.

During school events, e.g. the Nativity Play, adults will be asked to only photograph their own children during the performance.

**USE OF VILLAGE PLAYING FIELD / VILLAGE HALL / CHURCH**

Adequate adult supervision is required when walking the children to and from the village playing field, church or village hall. A member of teaching staff must supervise such journeys. All adults should use the high visibility jackets available in each classroom. Children must walk in single file along the purpose built footpath.

A first aid kit, the walkie talkie and a mobile phone, should be taken by the teacher.

# VILLAGE WELLY WALKS, FIELD AND FOREST LEARNING

The necessary risk assessments will be carried out by the teacher before the activity takes place. Staff will make pupils aware of any relevant hazards before the walk takes place, and a first aid kit, walkie talkie and mobile phone will be taken. All adults, including volunteers, will wear high visibility vests.

**WORKING AT HEIGHT**

Staff must always consider whether the work to be undertaken can be done from ground level or in another way. If not, access must be via a step stool or step ladder. There are two step stools and one step ladder located around the school for this purpose. Under no circumstances should staff be tempted to improvise by standing on chairs, tables or any other non-weight bearing objects.

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