

**St Joseph's Catholic Primary School**  
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**HEALTH AND SAFETY POLICY  
STATUTORY**  
Including the following policies:  
**Managing Medical Needs**  
**Lockdown and Bomb Threats**  
**Bodily Fluid Hygiene**

Adopted by the Governing Body  
at its meeting on:

8<sup>th</sup> July 2025

Signed:

*E. M. Lynch*

Name:

Christine Lynch

Position:

Chair of Governors

Date:

08.07.2025

Review Date:

Summer 2026

Responsibility:

Governing Body

If you would like help understanding or translating this policy, please contact the school office.  
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Growing together with Jesus in our hearts, heads and hands

## HEALTH AND SAFETY POLICY

### MISSION STATEMENT

Growing together with Jesus in our hearts, heads and hands.

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## **1. POLICY AIM, OBJECTIVE and STATEMENT**

### **POLICY AIM**

To be a school where everyone can undertake their roles and responsibilities and fulfil their potential free from work related or education related injury or ill health; this includes all school staff, agency staff, peripatetic staff, volunteers, pupils, partners and others who may be affected by our work activities.

### **POLICY OBJECTIVES**

- to conduct all our activities safely and in compliance with legislative standards
- to provide safe working and learning conditions
- to ensure a systematic approach to the identification of risks and the allocation of resources to control them.
- to be a school that promotes a positive health and safety culture that is demonstrated by open communication and a shared commitment to the importance of health, safety and welfare.
- to promote the principles of sensible risk management which enables innovation and learning.

### **POLICY STATEMENT**

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St Joseph's Primary School recognizes and accepts its responsibility as an employer and provider of services and will provide a safe and healthy workplace and learning environment for all staff, pupils and such other persons as may be affected by its activities.

St Joseph's Primary School will adopt health and safety arrangements in line with Bracknell's Local Authority Health and Safety Policy and will strive to meet and adhere to all relevant health and safety legislation and to Bracknell Local Authority policies and procedures.

Good health and safety management will be an integral part of the way that the school operates and will be considered across all work activities and across the wide range of educational activities delivered.

St Joseph's Primary School will ensure that we have access to competent technical advice on health and safety matters to assist us in meeting our objectives; we will do this by having a service level agreement with Bracknell Local Authority.

**The school will:**

- Seek to ensure that its buildings, grounds, plant and equipment meet appropriate health and safety standards.
- Promote health and safety training to ensure competence and awareness.
- Develop and communicate information on sensible risk management and safe working practices.
- Require all employees and encourage and support all pupils to show a proper personal concern for their own safety, for that of the people around them through management example, through joint consultation, within the delivery of the curriculum and through pastoral care.
- Require staff to exercise due care and attention, and observe safe working methods, including those inherent in their professional craft or training.

St. Joseph's Catholic Primary School will adopt a planned risk-based approach to health and safety management based on the principles of sensible risk management. This will involve:

- Assessment of hazards and associated risks
- Identification and implementation of preventive and protective control measures against those risks to an acceptable/ tolerable level
- Monitoring the effectiveness of those measures including the enforcement of proper working practices by the senior leadership team and other supervising staff members and the review of incident statistics
- Including health and safety requirements/responsibilities into contract conditions which will be enforced by the governing body, senior leadership team and other supervising staff members.
- Provision of information, instruction, training and protective equipment to staff (and pupils where required)
- Review of risk assessments, policies, procedures and practices at regular intervals and where additional information is gained through monitoring or following an incident.

It is a requirement of St Joseph's Primary School that this policy statement and its implications are understood and acted upon by all staff, governors and other relevant persons within the school. Linked to this policy statement are documents recording the Organisational arrangements and procedures by

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which we will ensure that the policy is implemented.

Copies of the policy will be available to all staff, governors on the website or from the School Office (paper copy) with the master copy held by the Clerk to the Governors on behalf of the Head Teacher and Governing Body.

## **2. ORGANISATION**

### **Roles and Responsibilities**

#### **General**

The Health and Safety at Work etc. Act 1974 and subordinate legislation states that all employees have health and safety responsibilities when at work. Although some duties and responsibilities may be delegated, accountability for health, safety and welfare at work is not transferable and cannot be evaded.

St Joseph's Primary School is a voluntary aided school whereby the employer is the Local Authority (LA). Whilst the LA is responsible as the employer to ensure compliance with health and safety legislation, the Head Teacher and governors have management responsibilities to ensure the health, safety and welfare of employees, pupils, visitors and contractors and the self-employed. The senior leadership team and the governing body as the management body will ensure that school staff and premises comply with both the LA and local health and safety policies and practices.

In compliance with LA policy and smoking legislation, a strict **NO SMOKING** policy exists in school buildings and on the school site. Everybody will be instructed that this must be adhered to at all times.

#### **2.1 GOVERNORS**

The Education Reform Act 1996 has given school governors important powers and duties in controlling school premises and management of schools, including health and safety responsibilities towards staff, pupils, service users, contractors and visitors.

The school's governing body has the responsibility for ensuring that reasonable measures are put in place to ensure the health and safety and welfare of employees, pupils, visitors and other people affected by the establishment's activities. To this end the governing body will:

- produce a school health and safety policy and devise appropriate procedures for managing health and safety related issues.
- implement the policies of LAs and any agreed local policies or procedures where appropriate.
- As part of their decision making, take into account the costs of implementing the health and safety policies, seeking and setting aside reasonable funding for their implementation.
- receive and action regular and routine health and safety reports from the SBM/Head Teacher to enable it to monitor and evaluate the effectiveness of the health and safety management systems.
- ensure when awarding contracts that health and safety is included in specifications and contract conditions taking account Bracknell Forest Council policy and procedures.

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- ensure that the school has access to competent health and safety advice.

The governor who oversees health and safety is Mr Stephan Scheiner.

The nominated health and safety lead is Mrs N. Philpott, Acting Headteacher. In the acting headteacher's absence, the School Business Manager assumes the above day to day health and safety responsibilities.

## **2.2 HEAD TEACHER**

The Head Teacher will ensure that all necessary health and safety activities, requirements and standards are undertaken and met within their area of control and in particular will:

The Headteacher has responsibility for:

- a. Visibly support the LA and Governing Body/Resources Committee to enable health and safety policy and procedures and work with trade union and employee health and safety representatives and ensure that all employees are aware of and accountable for their specific health and safety responsibilities and duties.
- b. The school complies with the H&S (Consultation with Employees) Regulations 1996 by:
  - Having H&S as a standard item on the agenda of all governor/staff and leadership meetings.
  - Circulating the Safety News to all staff; and
  - Where appropriate, consulting with the Trade Union Accredited Safety Representative(s) / representative(s) of employee safety in good time on all H&S issues.
- c. Ensure health and safety policies, procedures, action plan and risk management programme are implemented as an integral part of business, operational planning and service delivery.
- d. Take on the role as the Responsible Person as required by the Regulatory Reform (Fire Safety) Order 2005.
- e. Support accident and incident investigations, review reports and statistics, utilize information on trends and hot spots.
- f. Undertake monitoring and ensure the provision of adequate resources to achieve compliance.
- g. Ensuring effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions.
- h. Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
  - i. Training records are kept and monitored on a regular basis to identify training needs.
  - j. Ensure all new employees have induction training before they start work. Induction training will include emergency procedures (e.g., fire safety) and access to first aid.
  - k. Monitoring lost time, damage, lesson disruption, physical violence, extreme verbal abuse and threatening behaviour that causes undue stress to staff, etc. as appropriate.
  - l. Any H&S duties delegated to an individual are clearly defined, the person is competent to carry them out and that sufficient resources are allocated to enable them to be carried out.
- m. Ensure all accidents, incidents, incidents and near miss events are reported and to

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undertake an investigation into the cause and take appropriate remedial action to prevent recurrence.

In addition to their statutory duties, Heads and Teachers have a common law duty of care for pupils which stems from their position in law "in loco parentis".

### **2.3 SCHOOL BUSINESS MANAGER**

- a. Ensure that the school has access to competent health and safety advice.
- b. Ensure that local procedures for the selection and monitoring of contractors are in place.
- c. Investigate sickness absence records to identify causes of work-related ill health.
- d. Monitor accident and incident statistics to identify trends and act on findings to prevent recurrence.
- e. Identify hazards, initiate risk assessments, record significant findings and implement any necessary control measures.
- f. Supervising the Caretaker or other person/s who have been delegated with health and safety tasks.
- g. Communicating the policy and other appropriate health and safety information to all relevant people including contractors.
- h. Reporting to the governing body on health and safety performance and any safety concerns/ issues which may need to be addressed by the allocation of funds.
- i. Ensuring that the premises, plant and equipment are maintained in a safe and serviceable condition.
- j. Monitoring purchasing and contracting procedures to ensure health and safety is included in specifications & contract conditions.
- k. Reporting to the LA any significant risks which cannot be rectified within the establishment's budget.

### **2.4 CARETAKER**

- a. Advise the Headteacher and Governors on action required to comply with relevant H&S Legislation.
- b. In consultation with Headteacher/Business Manager/Governors, set timescales/ensure work is carried out to meet the requirements of H&S Legislation.
- c. Carry out regular inspections of premises, equipment and procedures and submit reports to the SLT where necessary.

### **2.5 EMPLOYEES (ALL)**

- a. Take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions i.e., check that the working environment is safe; equipment, products and materials are used safely; that health and safety procedures are effective and complied with.
- b. Cooperate with their line manager and senior management to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required.
- c. Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.

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- d. Report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements
  - e. Support the school in embedding a positive safety culture that extends to the pupils of the school and any visitors to the site.
  - f. Report all accidents, incidents and near miss events.
  - g. Be aware of information relating to the whereabouts of known or presumed asbestos within the school and have the content of the school's asbestos management plan, which is held by the Site Services Officer and School Business Manager, explained to them.

## **2.6 SITE STAFF AND CLEANERS**

Have the responsibilities indicated for all employees together with those indicated in supplemental safety policies.

## **2.7 VOLUNTEER HELPERS**

Have the same duties as those indicated for employees.

## **2.8 PUPILS**

Pupils are expected to:

- a. Comply with school rules relating to general behaviour.
- b. Take note of and comply with information provided for safety with regards activities undertaken.
- c. In cases of emergency to remain quiet, listen and obey instructions given by staff; and
- d. Not to misuse anything provided for H&S reasons.
- e. Report to a teacher or other members of school staff any health and safety concerns that they may have.

## **2.9 LETTINGS**

This policy includes within the arrangements section procedures for lettings, in particular fire evacuation and security arrangements and the requirements relating to accident, assault and near miss reporting requirements and the provision of first aid.

Persons/organizations letting the site must agree to:

Co-operate and co-ordinate with the school on health and safety matters.

- Agree to the terms of the lettings policy in relation to health and safety arrangements.
- Provide information relating to any additional risks or procedures which will be new or unusual to those of the school that may arise from their activities.

The school will ensure that:

The premises are in a safe condition for the purpose of use.

- Health and safety arrangements are detailed in the lettings policy, and these are fully explained and communicated.
- Adequate arrangements for emergency evacuation are in place and communicated.

## **3. ARRANGEMENTS**

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The following arrangements will be adopted to ensure that Governors and the Head Teacher fulfil their responsibilities and provide the foundation for securing the health and safety of employees, and all users of the site.

**3.1 Setting health and safety objectives:** The Governors and the Head Teacher will specifically review progress of health and safety objectives termly at the Resources Committee meetings. Where necessary health and safety improvements will be identified and included within the school action plan.

### **3.2 Consultation**

**3.2.1 Provision of an Effective Joint Consultative Process:** The school's Resources Committee, who are responsible for Health and Safety, meet twice per term and report back termly to the Full Governing Body.

**3.2.2 Involvement of Pupils:** The School Outreach takes part in looking at the safety and security of the school and undertake site walks looking at and considering the fire and emergency procedures in school. As school representatives, they are responsible for cascading the information to all of their classmates.

**3.3 Establishing Adequate Health and Safety Communication Channels:** Communication channels will be established for the exchange of health and safety knowledge and information. Where necessary, these communications will be recorded and include:

- Headteacher and SBM Meeting
- Senior leadership team meetings and staff meetings
- The Governors Resource Committee
- Provision of information relating to safe systems of work and risk assessments
- Staff briefings
- Staff training days
- Health and safety noticeboard
- School Outreach (pupils)
- New Staff Induction
- Visitors, Adults or Supply Staff in School
- Communication of health and safety bulletins or information from Bracknell LA.
- Communications with relevant specialist advisors
- Where health and safety issues cannot be resolved at local level, they will be escalated through the management structure as appropriate.

### **3.4 Competencies**

#### **3.4.1 Provision of Effective Health and Safety Training**

The Head Teacher and Governors will consider regular health and safety focusing on mandatory training as a priority.

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### 3.4.2 Risk Assessment

St Joseph's Primary School will assess the risks to the health and safety of all staff, pupils and of anyone else that may be affected by the work activity. The clear identification of all foreseeable risks will enable the necessary preventative and protective measures to be implemented.

The school will ensure that all those staff members who carry out risk assessments will be competent/trained and where appropriate, advice will be sought.

The school conducts and documents risk assessments for all school areas and activities presenting a significant risk. These are coordinated by the Resource Committee following guidance contained in the Education Health and Safety Manual and are approved by the Headteacher.

- a. Risk assessments are available for all staff to view online (MS Teams).
- b. These assessments will be reviewed on an annual basis at the start of the Autumn Term or when the work activity changes, whichever is the soonest.
- c. Staff will be made aware of any changes to risk assessments relating to their work.
- d. Individual Risk Assessments Specific assessments relating to staff member(s) or pupil(s) are held on that individual's file and will be undertaken by either the SENCO (pupil) or the School Business Manager (staff). Such risk assessments will be reviewed on a regular basis. It is the responsibility of all staff to inform their line manager of any medical conditions (including pregnancy) which may impact upon their work. Curriculum Activities Risk assessments for curriculum activities will be carried out by Subject Leaders using the relevant codes of practice and model risk assessments detailed below. Whenever a new course is adopted or developed all activities are checked against these and significant findings incorporated into texts in daily use through the scheme of work or lesson plan
- e. Offsite visits are all recorded on EVOLVE with the appropriate risk assessments.

In the event that a situation occurs that could present serious or imminent danger to any person whether they are a staff member, pupil or other the following procedure will apply:

- Planned work and/or activity with the pupils that could be affected will cease.
- The responsible person on site will instruct staff on necessary immediate action to be taken to reduce the danger if possible.
- If this is not possible the location or activity will be cordoned off or access prevented until the danger has passed or the area can be made safe.
- Advice will be sought by the Head Teacher from relevant external sources as necessary e.g., the H&S consultant.

### 3.4.3 Specialist Advice and Support

Specialist advice and support will be obtained from Portsmouth Diocese and Bracknell Forest Safety Services, as required.

### 3.6 Fire Safety

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### 3.6.1 General Procedures

The schools Fire Risk Assessment and Fire and Emergency Plan will be reviewed annually, documents will be reviewed sooner following any significant changes to the building or room use, as part of any refurbishment/construction projects, following a fire or other emergency incident or after an unacceptable fire drill.

The procedures detailed in the Fire and Emergency Plan may be implemented in other circumstances where there is a need to evacuate the building or the site; this may include incidents such as gas leaks, bomb threats etc. Where there is information relating to a specific threat it will be included in the appropriate section of the plan.

Appropriate instruction and training relating to fire safety including safe evacuation and emergency procedures will be provided to staff (including agency, temporary, peripatetic, work placements and work experience) and recorded. Appropriate information/instruction will be provided to pupils/visitors/contractors.

Where staff, pupils or any other person who regularly attends the school are identified as needing additional support or assistance to evacuate the building in the event of an emergency, a personal emergency evacuation plan (PEEP) will be developed and implemented.

**3.6.2 Fire Drills and Alarm Activations:** Regular fire drills will be undertaken on at least a termly basis; drills will include before and after school activities and lunch/break periods.

When there is a planned test of the fire alarm system or a planned drill, appropriate arrangements are in place to ensure that the fire service does not respond unnecessarily. This is normally by contacting the appropriate monitoring facility to advise of intent to activate system.

Following either a planned or unplanned evacuation of the building, a de-brief session will be held to review the effectiveness of the evacuation and consider where any review of the fire and emergency plan is required.

All activations of the fire alarm system will be recorded. The fire service will be informed of all incidents of fire, even if small and extinguished.

**2.6.3 Emergence Procedures at St. Joseph's:** The Headteacher is responsible for ensuring the school's fire risk assessment is undertaken and implemented following guidance contained in the [Education Health and Safety Manual](#). The fire risk assessment is located in the school's fire log book and will be reviewed on an annual basis.

- Fire and emergency evacuation procedures are detailed in the staff handbook, fire logbook and a summary posted in each classroom. These procedures will be reviewed at least annually and are made available to all staff as part of the school's induction process. This training is supported by fire drills every half term.
- Evacuation procedures are also made available to all contractors / visitors.

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- Emergency exits, fire alarm call points, assembly points etc. are clearly identified by safety signs and notices.
  - Emergency contact and key holder details are maintained by the School Business Manager and updated with the LA.
  - A specific Emergency Response Plan details local arrangements.

### 3.6.4 Fire Drills

- Fire drills will be undertaken termly, and results recorded in the fire logbook.

### 3.6.5 Fire Exits

- Footsteps, Year R,1,2,3 &4: Classroom exit to the playground.
- Year 5 & Year 6: Fire escape door and stairs leading to the playground.

**3.6.6 Assembly Point:** Whole school & Nursery to line up on the playground leading onto the school field to then move to far end of the school field. Registers must be called immediately.

The secretary or in her absence office staff/the Headteacher will take the class registers, the grab bag and all signing-in books to the teachers at the assembly point.

### 3.6.7 Fire Fighting

- Staff must ensure the alarm is raised BEFORE attempting to tackle a fire.
- The safe evacuation of people is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable fire-fighting equipment.
- Staff are made aware of the type and location of portable fire-fighting equipment and receive basic instruction in its correct use at induction.

**3.6.8 Flammable and hazardous substances:** Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the **“Control of Substances Hazardous to Health Regulations 2002”** (COSHH Regulations).

Within curriculum areas (in particular science and DT) Subject Leaders are responsible for COSHH and ensuring that an up-to-date inventory and model risk assessments contained in the relevant national publications are in place. In all other areas the establishments' nominated person(s) responsible for substances hazardous to health is the school caretaker.

The school COSHH assessment is kept in the Caretaker's Fireproof Cabinet and summary information is kept where substances are stored/used.

We ensure:

- An inventory of all hazardous substances used on site is compiled and regularly reviewed.
- Material safety data sheets are obtained from the relevant supplier for all such materials.
- If required, full COSHH risk assessments are conducted and communicated to staff exposed to the product/substance.
- All chemicals are appropriately and securely stored out of the reach of children.

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- All chemicals are kept in their original packaging and labelled (no decanting into unmarked containers).
  - Suitable personal protective equipment (PPE) has been identified and available for use. PPE is to be provided free of charge where the need is identified as part of the risk assessment.

Where persons may be affected by their use on site, the school caretaker is responsible for ensuring that COSHH assessments are available from contractors (*this applies to both regular contracts such as cleaners and caterers and from builders, decorators, flooring specialists, etc.*).

**3.6.9 Details of service isolation points** (i.e., gas, water, electricity) - All located in the boiler room.

**3.7 Financial Resources:** The Governors along with the Head Teacher will ensure there are adequate resources deployed to ensure a high standard of health and safety management and controls.

### **3.8 Accident, Assault and Near Miss Reporting and Investigation**

**Accidents to employees:** Where the LA is the employer then all employee accidents, no matter how minor, must be reported to them using [the online accident reporting system](#).

**Accidents to pupils and other non-employees (members of public / visitors to site etc.):** A local accident book (Medical Room and Classrooms) are used to record all minor incidents to non-employees, more significant incidents as detailed below must also reported to Bracknell Forest LA using the online accident reporting.

- Major injuries.
- Accidents where significant first aid treatment has been provided.
- Accidents which result in the injured person being taken from the scene of the accident directly to hospital.
- Accidents arising from premises / equipment defects.

All major incidents will be reported to the Headteacher and the Governing Body. Parents / carers will be notified immediately of all major injuries. Accidents will be monitored for trends and a report made to the Governing Body as necessary.

The Headteacher, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

### **Reporting to the Health and Safety Executive (HSE)**

Incidents involving a fatality or major injury will be reported immediately to the Health and Safety Executive (HSE) on 0345 300 9923 and the Education Health and Safety team on 01992 556478.

Incidents resulting in the following outcomes must be reported to the HSE via their online reporting system <http://www.hse.gov.uk/riddor/> within 15 days of the incident occurring.

- A pupil or other non-employee being taken directly to hospital for treatment and the accident arising as the result of the condition of the premises / equipment, due to the way equipment or substances were used or due to a lack of supervision / organization etc.
- Employee absence or inability to carry out their normal duties as the result of a work-related accident, for periods of 7 days or more (including W/E's and holidays).

**Any incident notified to the HSE must also be reported to the LA's Health and Safety Team:**

Accident, assaults and near miss incidents are a standard agenda item on the termly Headteacher Report and if appropriate discussed at the Resources Committee Meetings.

**3.9 Asbestos Management:** Asbestos is a generic term for a number of silicates of iron, magnesium, calcium, sodium and aluminum that appear naturally in fibrous form. In the 2012 Regulations, asbestos is defined as any of the following minerals, "crocidolite, amosite, chrysotile, anthophyllite, actinolite, tremolite or any mixture containing any of the said materials".

St. Joseph's Primary School has an explicit duty to assess and manage the risks from asbestos in premises in compliance with Regulation 4 of The Control of Asbestos Regulations. Each premises assessment will be used to produce a Local Asbestos Management Plan (LAMP) which details and records the actions to be undertaken to manage and reduce the risks from asbestos and have a requirement to pass on information about the location and condition of Asbestos Containing Materials to anyone likely to disturb them.

St. Joseph's LAMP indicates that there is no asbestos on site.

**3.10 Body Fluids - Cleaning up Body Fluids i.e., Urine, Faeces, Vomit and Blood:** The Head Teacher will ensure the following arrangements for body fluids are followed:

- All hazardous products in use for cleaning up body fluids will have a COSHH risk assessment completed.
- The manufacturer's instructions will be followed when using these products. Should contact with the skin or mucous membranes occur, the area will be immediately irrigated with plenty of water and medical assistance sought as appropriate.
- *The use of bleach on site will be managed so that it does not react with other substances when in use (i.e., bleach and other toilet cleaning substances or urine). Bleach will be kept in a locked cupboard that is not readily accessible to all.*
- All body fluids will be cleaned up as quickly as possible after spillage.
- Appropriate disposable gloves will be provided and worn.
- To ensure bacteria are removed, any spillage of body fluids will first be cleaned with a detergent. (If spillage kits have been used, detergent to be used following initial clear up of absorbent material).
- Following an initial clean with detergent, any disinfectant such as chlorine, NaDCC granules (Sodium dichloroisocyanurate e.g., Presept, Actichlor) or liquid bleach can be used to clean and disinfect.

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- The dilution of the bleach solution depends on the product being used as Chlorine contents vary; the material safety data sheet (MSDS) will be consulted along with the COSHH risk assessment. Solutions will be made up fresh as required.
  - Urine spillages will be cleared up using paper towels before washing the area with a detergent solution. *NaDCC granules/bleach will NOT be used, as a chemical reaction can take place which gives off a potentially harmful gas.*
  - Blood spillages will be cleaned up by gently pouring diluted bleach or granules over the blood spill, covered with disposable towels and cleaned up after 2 minutes with more disposable towels. The towels should be disposed of as clinical waste.
  - Once the spillage has been completely cleaned, gloves will be removed and suitably disposed of, and hands will be thoroughly washed using hot water and detergent.

A specific Bodily Fluid Hygiene Policy details local arrangements.

**3.11 Contractor Management:** All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice. There are two distinct types of contractors who will have access to the site. These will be service contractors who regularly work on the site and building contractors who work on an 'as and when' basis.

**To ensure contractor competency, where possible, the school uses LA approved contractors list as a method of procuring works. These contractors have satisfied LA that they understand and abide by health and safety regulations.**

The [Construction \(Design and Management\) Regulations 2015<sup>1</sup>](#) apply to all building, demolition, repair and maintenance or refurbishment work.

Before work commences, pre-contract meetings will be held between the school and the contractor, with an attendance list and documented minutes being kept.

The school will provide all contractors with relevant information regarding the building such as the local asbestos management plan, asbestos locations, known services, fire and emergency plans, details of first aid provision and accident/assault reporting procedures.

Before commencement of any contract work, a member of the school's staff will complete a contractor induction form with each individual contractor. A Contractor Induction Pack will be issued.

The school and contractor will agree and ensure that there is clear segregation between pupils and contractors or provide adequate supervision to maintain safeguarding standards.

The school will visually monitor works to ensure that work is undertaken safely and will report any concerns to the project/contract manager and the Head Teacher.

If the school is concerned that any works being undertaken appear to be unsafe, they will request that works cease until further advice has been sought.

At the end of the works, the project/contract manager must provide the school with relevant documentation relating to the work undertaken e.g., asbestos removal certificates, manufacturers' instructions/warranties, fixed wiring certificates, schematic diagrams of services, etc.

**3.11.1 Service Contractors:** Service contractors have regular access to the site as specified by the contract. Such contractors' visits can vary from an annual visit, e.g., to service boilers, check fire extinguishers etc., to those on site daily, i.e., catering staff. The service contract specifies what work is expected of them and what they can expect from the school.

Their personnel will follow their own safe systems of work, but their working methods must take into account how they will impact upon staff, pupils and other visitors on site. The school has/will provide details of its safe systems of work to the contractors where relevant and in the case of the cleaning/catering contractors they have been consulted over emergency arrangements. A copy of this policy will/has also been provided to them.

**3.11.2 Building Contractors:** These are contractors who attend site to undertake building works, which can vary from simply replacing a broken window to remodeling a room or building a new block. The following is the general risk assessment on these activities that identifies the potential hazards and how these will be minimized/eliminated.

**3.2.1 Small Building Works:** This will include day-to-day maintenance work and all work undertaken on site **where a pre-site meeting has not taken place.**

- a) All contractors must report to the office on their arrival and under no circumstances are they to commence work until given approval to do so by the Headteacher or School Business Manager (SBM).
- b) Before any work is commenced, it is essential that the Headteacher or SBM is made aware of:
  - i) what work is to be undertaken,
  - ii) where the work is to be carried out,
  - iii) an indication of the likely timescale,
  - iv) what equipment is to be used,
  - v) what services are required.
- c) Before work is to commence, the contractors must be advised by the Headteacher or SBM:
  - i) where they can gain access to services,
  - ii) what the fire precautions are for the building, i.e., upon hearing the alarm, which is a continuous bell, they must exit the building immediately and report to the school field (cemetery side).
  - iii) any particular problems with the work, e.g., access may still be required to the area.
  - d) The contractors must be issued with a 'Contractor's Leaflet' and a visitors pass and advised that it must be worn at all times whilst on site.
  - e) The contractors must be advised who to contact on site if they have a problem.

**13.2.2 LARGE SCALE WORKS** - This encompasses all work where a pre-site meeting is required. In normal circumstances this will involve work where part of the site is completely handed over to the contractors. Such work usually comes under the requirements of the Construction Design and

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Management Regulations and the school must exercise the duties of the Client as contained therein. For all large scale works a pre meeting will take place and the Headteacher or Chair of Governors or Chair of Resources Committee will attend the meeting. This meeting will identify timescales for work, methodology (e.g., noisy work done when school is unoccupied wherever possible), access requirements, risk assessment, emergency access requirements, etc.

**3.12 Control of Substances Hazardous to Health (CoSHH):** Regulations that cover the control and the safe use of all materials, chemicals and substances, are covered by The Control of Substances Hazardous to Health Regulations (COSHH). The Head Teacher will ensure the following arrangements are followed:

- An inventory of all hazardous substances on site is kept and updated regularly.
- Wherever possible non-hazardous substances are used and if this is not possible the least harmful substance is used.
- A COSHH risk assessment will be completed for all hazardous substances used and shared with relevant staff.
- Wherever possible exposure to hazardous substances is prevented, where exposure cannot be prevented, a risk assessment will be carried out and controls measures implemented.
- Where identified as part of the risk assessment, appropriate PPE will be provided to staff?
- Any need for exposure monitoring or health surveillance will be carried out.
- Sufficient information, instruction and training is given to staff to ensure full understanding of the hazards to health posed by substances in the workplace, and the importance of control measures provided.
- Training records are maintained for those who receive training.
- Information will also be given to others who may be affected, such as contractors, temporary staff and visitors.
- Only substances purchased through the school's procurement systems can be used on site.
- Substances are stored correctly and those that are no longer used disposed of properly.
- COSHH risk assessments are monitored regularly and reviewed annually.

Where necessary, the Health and Safety Adviser will assist the school in carrying out the necessary assessments.

**3.13 Defect Reporting:** St. Josephs Primary School has a defect reporting procedure whereby any damage or defect to the premises or equipment and furnishings with is reported. Defective equipment is isolated and labelled as defective to prevent use until replaced or repaired. Where premises defects are identified a dynamic assessment is carried out to decide whether an area should be isolated or cordoned off whilst awaiting repair.

**3.14 Display Screen Equipment (DSE):** Regulations that cover the use of display screen equipment are covered by the **Health and Safety (Display Screen Equipment) Regulations**. The Head Teacher will ensure the following arrangements are followed:

Any employee that uses a computer receives information on health and safety relating to display screen

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equipment use (see Appendix 3, Workstation Set-Up Diagram and 12 Point Display Screen Equipment Set-Up Plan).

DSE self-assessments covering work regime, workstation equipment, workstation layout and environmental factors are undertaken and documented for:

- all staff that use display screen equipment as a significant part of their normal work, and
- those who normally use display screen equipment for continuous or near-continuous spells of an hour or more at a time; use it in this way more or less daily; have to transfer information quickly to or from the display screen equipment and also need to apply high levels of attention and concentration.

Actions identified in self-assessments are implemented.

Self-assessments are reviewed regularly, when a new workstation is set up or when a substantial change is made to an existing workstation (or the way it is used).

Self-assessments are repeated if there is a reason to suspect they may no longer be valid e.g., if a user starts complaining of pain or discomfort.

**3.15 Driving and Transport:** The school has adopted the council guidelines for the transport of pupils. One of the following options will therefore be used.

- i. Staff transporting pupils/equipment in their own cars or drive to other venues during the working day. Staff and volunteers who use their own cars must confirm that their insurance policy covers them for this purpose as such cover is not provided by the Council.
- ii. Transport and driver are hired in from a reputable source.
- iii. The parent(s)/guardian(s) of the pupils are advised of the venue and time of activity and that their son(s)/daughter(s)/ward(s) are required to be there at that time. (See the H&S Manual for additional information.)

Anyone driving a vehicle during working hours must meet the criteria identified within the driving policy.

The Head Teacher must ensure that the following is undertaken:

**Use of private vehicles for business use:**

- The driver holds the appropriate licence for the vehicle being driven.
- The driver is fit to drive the vehicle.
- The vehicle is taxed, has a valid MOT and is in a roadworthy condition.
- The vehicle is insured for business use.
- The vehicle is fitted with appropriate safety restraints and child seating for the age and height of the child (where required)
- Safety restraints are worn whilst the vehicle is in motion.

**Use of minibuses:**

**The school hires out minibuses from Bracknell Forest LA and their H&S procedures are followed.** Bracknell Forest LA maintains a list of school nominated drivers who have received training in order to drive a minibus and conducts an annual check of their driving licence via the DVLA.

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Only minibuses from Bracknell Forest LA where possible should be used. These vehicles are maintained and serviced on a regular basis as part of a scheduled maintenance programme and are subject to formal safety inspections:

The driver meets the age, licencing and experience criteria for driving minibuses as laid down in section 10 of the driving policy.

- The driver is fit to drive the vehicle.
- The driver has undertaken the Bracknell Forest LA's Driving Assessment.
- A pre-use vehicle check is carried out and recorded for school owned vehicles. Any defects should be rectified. If the defect is unable to be rectified it should not be used
- A record of the vehicle's usage is kept.
- The vehicle is fitted with a suitably sized first aid kit and fire extinguisher.
- A code of conduct indicating expectations in relation to behaviour is employed and adequate supervision of children is in place to prevent disruption to the driver.
- The vehicle is fitted with the correct safety restraints and child seating for the age and height of the child (where required)
- Safety restraints are worn whilst the vehicle is in motion.

The school will ensure all driving activities will be risk assessed and that where private vehicles i.e., cars are used for business use:

The driver holds the appropriate licence for the vehicle being driven.

- The driver is fit to drive the vehicle.
- The vehicle is taxed, has a valid MOT and is in a roadworthy condition.
- The vehicle is insured for business use.
- The vehicle is fitted with appropriate safety restraints and child seating for the age and height of the child (where required).
- Safety restraints are worn whilst the vehicle is in motion.

St. Joseph's school recognizes that it is an offence to use, cause or permit the driver to use a hand-held mobile phone or other electronic communication devices whilst driving or controlling a vehicle on the road and will instruct staff that:

- Drivers **must not** respond to calls or messages whilst driving. Calls or other communications must only be returned when safe and legal to do so, i.e., the vehicle is stationary and in a safe position with the engine turned off.
- Handheld radios and mobile phones are **not** to be used on petrol station forecourts.

All accidents that occur whilst on school business will be reported in accordance with the school accident reporting procedures.

Where staff are involved in an accident, they are instructed NOT to admit any liability or responsibility at the scene; to exchange insurance details and notify the Head Teacher as soon as possible; the driver to complete an accident report form as soon as possible whilst the details of the accident are still fresh.

In the event of a vehicle fire, staff are to be instructed to:

- Stop the vehicle in as safe a position as the situation allows.

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- Get all people out of the vehicle and move to a safe location.
  - Contact the emergency services if required.
  - Only if you feel it is safe to do so without endangering yourself or others, try to put out the fire.

**3.16 Vehicles on site:** Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents / guardians when bringing children to school or collecting them. Access to the school must be kept clear for emergency vehicles.

The vehicle access gate must not normally be used for pedestrian access. For further information see the school risk assessment for Vehicles in the Risk Assessment File in the School Office.

**3.17 Educational Visits, Learning Outside the Classroom Including School-led Adventure Activities:** St. Joseph's Primary School adopts the National Guidance for the Management of Off-site visits and LOfC activities.

A specific Educational Visits Policy details local arrangements.

**3.17 Electrical Systems and Equipment:** St. Joseph's Primary School Primary School maintains and services electrical systems and equipment in line with statutory guidance and best practice. Electrical systems (hard wiring) are periodically inspected every 5 years by a competent contractor and records maintained; any remedial works recommended are acted upon in a timely manner.

Portable electric appliances have a portable appliance test (PAT) carried out, in line with HSE guidance 'Maintaining portable electrical equipment in offices and other low environments' (INDG236), by a competent contractor with records maintained.

Formal termly workplace inspections are undertaken whereby all equipment is visually inspected. Staff are instructed to undertake a visual inspection of equipment prior to use and not to use any equipment that appears damaged or defective. The school's defect reporting procedure is followed as required.

**3.18 First Aid:** St. Joseph's Primary School Primary School has completed a first aid risk assessment, which has identified the minimum numbers of first aiders, paediatric first aiders and appointed persons required by the school.

- The number of first aiders, paediatric first aiders and appointed persons meets recommendations and adequate cover is available to cover for annual leave and unexpected absences.
- All first aiders and appointed persons hold a valid certificate of competence, the school maintains a register of all qualified staff and will arrange re-training as necessary.
- First Aid notices are clearly displayed around the school.
- Sufficient numbers of suitably stocked first aid boxes are available and checked monthly to ensure they are adequately stocked.
- A suitable area is available for the provision of first aid.
- Staff are regularly informed of first aid arrangements within the school, through induction, teacher training days and the staff handbook which is issued annually.

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- Where first aid has been administered this is recorded in the first aid treatment book.
  - For EYFS pupils, where first aid has been administered this is recorded in the EYFS first aid treatment book and signed off by the parent/carer.
  - Correct reporting procedures are followed.
  - Individual risk assessments have been carried out which consider first aid provision for lone workers and employees who travel in works vehicles that carry passengers.
  - Information, instruction and training will be provided to staff on any specific medical conditions of pupils and the procedures to follow in case of emergency.
  - A specific Managing Medical Needs Policy details local arrangements.

**3.19 Lettings:** All hirers are to be made fully aware of, and are responsible for compliance with, the school's health and safety policy. Hirers will be instructed that good housekeeping within the school must be maintained and all areas used by the hirer must be left as found. Hirers will be responsible for any damage to the premises, fixtures, fittings and displays of work and are required to have appropriate indemnity insurance in place to cover any losses or damage incurred.

Prior to the initial hire session, the school will ensure that the hirer will meet with the school representative or site services officer who will acquaint the hirer with the following:

- The school's fire and emergency plan and fire evacuation procedures.
- The location of fire-fighting equipment.
- Accident, incident and assault reporting procedures.
- Arrangements that need to be made for out of hour's security.

Hirers will be instructed that they must nominate one responsible person to be in charge of proceedings. This nominated person will be responsible for initiating and organising any emergency actions, including:

Contacting the emergency services, the school representative or site services officer in the event of an emergency. The responsible person must also be in possession of a mobile phone in the event of a communications failure or being unable to access a landline.

- Providing sufficient first aid equipment and qualified first aiders for the people attending their classes/events.
- Informing the Head Teacher of all emergencies at the earliest opportunity, ideally no later than the next working day.

Hirers will be instructed to ensure adequate security controls remain in place during occupancy. Access to the site will only be made via one main entrance to prevent out-of-hours casual intrusion and a designated representative will be tasked with staffing the main entrance to 'meet and greet' and to register attendees. Internally, areas of the school not used for the letting will be out of bounds. Should intruders be sighted on school premises, hirers are instructed not to attempt to intercept or challenge them, but inform the Emergency Services Unit, Police and Site Manager.

Where the letting of school premises involves the participation of school pupils, the school will require users to prepare and submit, prior to the hiring commencing, and a system of work for the following:

- The safe arrival and departure of pupils to/from the activity.

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- Responsibility for transferring pupils from class to the activity and from the activity to parents / guardians.
  - The security of pupils during the activity.

Hirers will be instructed not to obstruct the school entrances with vehicles etc. in the event that emergency access to the school is required by emergency services and the entrance to the site or access to fire hydrants remains available.

A strict **NO SMOKING** policy exists in school buildings and on the school site. Hirers will be instructed that this must be adhered to at all times.

When activities are concluded the Site Manager will be informed in order that the buildings can be secured.

A specific Lettings Policy details local arrangements.

**3.20 Moving and Handling:** St. Joseph's Primary School Primary School will ensure that the legislation surrounding the moving and handling of both persons and inanimate objects as detailed in the **Manual Handling Operations Regulations** are fully complied with. The Head Teacher will ensure the following arrangements are followed:

Moving and handling is avoided whenever possible.

If it cannot be avoided, moving and handling is properly planned, is risk assessed as appropriate, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe.

Those undertaking specific moving and handling tasks have received appropriate training or instruction and training records are maintained.

Any equipment provided to assist with moving and handling tasks is maintained and serviced in accordance with statutory requirements.

Any defective equipment is taken out of use until it is repaired or is replaced.

An individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking moving and handling tasks; these may result in some moving and handling tasks being restricted.

Any accidents resulting from manual handling operations will be investigated to identify root causes and implement additional controls as required.

**3.21 Security:** The Head Teacher will ensure that standard procedures are in place to minimize risk and that all staff are fully aware of the security arrangements and of their own responsibilities, receiving such training as is necessary to fulfil those responsibilities.

The Head Teacher will ensure parents and older pupils are fully informed of the security arrangements and should be encouraged to help.

The school undertakes an annual review of security risk assessments and undertakes regular routine security checks. Advice is obtained from the Health and Safety consultant on security matters and all crimes are reported to the Police and insurers. The Head Teacher reports regularly to the Governing Body.

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The Head Teacher is responsible for the security of the premises during the school day; in their absence the Deputy Head Teacher assumes this responsibility.

All staff are made aware of the security procedures and know how to:

- Protect pupils from harm.
- Guard against assault
- Safeguard property
- Contact the police/emergency services.

New staff are informed of the school's security arrangements and of their responsibilities before taking up their post.

The Site Manager is responsible for the "hands-on" security of the school, for example unlocking and securing the school site and buildings during the week and pre-arranged out-of-hours community use.

As children progress through school, they are made increasingly aware of the security arrangements. They will be encouraged to assist with these when possible. The pupils will be taught about personal safety and social responsibilities.

The Head Teacher will be informed of any special concerns regarding pupils (e.g. pupils on the Child Protection Register/ looked after children/those who may be abducted/ those who may run away and any who are subject to Care Orders) and parents and outside agencies have a responsibility to ensure that this information is shared with the school. Relevant teachers will be informed in confidence of any pupils who require special care and sensitivity.

The parents of pupils are kept fully informed of security procedures, and of their responsibilities when visiting the school, in the:

- School website
- School newsletter
- Individual letters

Our school values co-operation from the local police and community in assisting security arrangements for the school site and the surrounding area. The school communicates with the local neighbourhood wardens on security matters. Local residents are encouraged to report incidents directly to the police.

**The Police are called immediately if there is an incident of a violent, aggressive or abusive nature. The Police will be called immediately when a child goes missing, for example after school.**

For further details, reference should be made to the school's standard procedures and risk assessment for security.

**3.22 Statutory Inspections:** St. Joseph's Primary School Primary School ensures that statutory inspections are undertaken at required intervals for all plant and equipment required. A table detailing required inspections, date of last inspection, date of next inspection and who is undertaking the

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inspection has been developed and this is monitored at the health and safety committee to ensure it is on track.

**3.23 Premises and work equipment:** All staff are required to report to Caretaker/SBM any problems found with plant/equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

The Caretaker is responsible for identifying all plant and equipment in an equipment register and ensuring that any specific training or instruction needs, personal protective equipment requirements are identified, and relevant risk assessments conducted where required.

Equipment restricted to those users who are authorized / have received specific training is kept in the Caretaker's Health & Safety file.

- **Planned maintenance /inspection:** Regular inspection and testing of school plant and equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept by the SBM and Caretaker.
- **Curriculum Areas:** Subject Leaders are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.
- **Electrical Safety:**
  - i. All staff will conduct a basic visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to Caretaker/SBM.
  - ii. All portable items of electrical equipment will be subject to formal inspection and testing (Portable Appliance Testing (PAT)) annually. This inspection and testing will be conducted by LA contractor. (Currently Class 1 (Earthed) items are tested every 12 months.)
  - iii. SBM is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing.
  - iv. Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorization and must be subjected to the same tests as school equipment.
  - v. A fixed electrical installation test (fixed wire test) will be conducted by on a 5-year cycle. Following this check a certificate is issued to confirm the electrical installation is safe.
- **External play equipment:** External play equipment will only be used when appropriately supervised. This equipment will be checked daily before use for any apparent defects, and the school caretaker will conduct and record a formal termly inspection of the equipment.
- **PE Equipment:** All PE equipment is subject to regular visual inspection, carried out by staff prior to use. If defects are noted, the PE Subject Leader/Caretaker/ SLT Leader will assess whether the equipment can remain in use or whether it needs to be taken out of use pending repair.

On an annual basis, LA contractors inspect the external play and PE equipment.

**3.24 Stress Management:** St. Joseph's Primary School Primary School acknowledges that there are many factors both work related and personal that may contribute to staff ill health including stress. The school will follow the principles of the HSE guidance '*Managing the causes of work-related stress*' (HSG 218). The following arrangements are in place to locally manage staff health issues:

- employees are advised that it is their responsibility to inform their line manager, the Head Teacher or another member of the senior leadership team of any ill health issues.
- An appropriate senior member of staff will meet and discuss ill-health issues with the employee and consider what actions could be taken to support the staff member and, where appropriate, assist in reducing stress levels.
- a member of staff will be offered a referral to an occupational health professional for advice and support, e.g., counselling, etc.
- The member of staff will be advised that support can also be provided through their trade union.
- A series of regular review meetings will be scheduled to monitor ill health and stress levels where they have been identified.
- if it is identified that there is a high occurrence of staff ill health or stress within the school, the Head Teacher will actively seek support to undertake a holistic assessment to identify what the possible root cause may be and implement a plan to improve the situation.

**3.25 Prevention of Work-Related Violence Including Lone Working:** The school is committed to providing a safe and secure working and educational environment for staff, pupils and any other persons on its site. Where applicable, in addition to the control measures identified in the site-specific violence and assaults risk assessment and lone working risk assessment, the following procedures are in place:

- Staff are advised to:
  - avoid confrontation if possible.
  - withdraw from situation.
  - arrange seating so that a clear escape route from the room to a place of safety is available. Sit near the door or use a room with two doors.
  - follow measures/ procedures identified in violence and assaults risk assessment.
  - contact emergency services, as appropriate.
  - inform the Head Teacher or a member of the senior management team if confrontation has taken place.
- St. Joseph's Primary School Primary School will:
  - Ensure the Head Teacher or member of the senior management team attends site on being informed of an incident, if considered necessary
  - have in place procedures for the reporting of incidents.
  - offer counselling/ support through Occupational Health
  - debrief individuals following any incident.
  - provision of training on how to manage conflict and aggression as required.
  - review the violence and assaults risk assessment following any incident.

**Response to call outs to empty premises:** The School uses Premier Service for attending the empty premises when there has been an alarm activation to ensure the safety of school staff.

**3.25 Water Management (Control of Legionnaire's disease):** St. Joseph's Primary School Primary School will ensure that the legislation surrounding water management as detailed in the **CoSHH Regulations** and **Approved Code of Practice L8** are fully complied with, in particular:

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The Head Teacher will ensure that competent persons are engaged to manage the water system and control the spread of legionella bacteria. These persons will be the school SSO and specialist external contractors.

- The school will ensure a suitable and sufficient assessment is carried out to identify and assess the risk of exposure to Legionella Bacteria from work activities and the water systems on the premises and any necessary precautionary measures.
- The assessment will include identification and evaluation of potential sources of risk and the particular means by which exposure to legionella is to be prevented; or if prevention is not reasonably practicable, the particular means by which the risk from exposure to legionella bacteria is controlled.
- The risk assessment will be reviewed at least every 2 years and/or when the situation changes or if for any other reason it is believed that the original assessment may no longer be valid.
- Where the risk assessment shows that there is a reasonably foreseeable risk and this cannot be totally eliminated, there will be a written scheme for controlling the risk from exposure. This scheme will specify measures to be taken to ensure that it remains effective.
- In certain situations, safeguards for the prevention of scalding may be in conflict with the controls in place to prevent the proliferation of Legionella and the school ensures that these circumstances are appropriately managed by having thermal mixing valves installed.
- The school will ensure that a suitable and sufficient monitoring regime is in place and that records are kept.

**3.26 Working at Height:** St. Joseph's Primary School Primary School uses a variety of access equipment for working at height tasks, ranging from kick stools for short low risk access such as the putting up of a poster, step ladders and ladders for short duration works and mobile tower scaffolds for more complex tasks.

- The school will ensure that the legislation surrounding working at height, as detailed in the **Working at Height Regulations** are fully complied with, in particular:
- Work at height is avoided whenever possible.
- If working at height cannot be avoided, the task is properly planned, suitably risk assessed, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe.
- Those undertaking work at height have received appropriate instruction or training and training records are maintained.
- All access equipment (ladders, step ladders, tower scaffolds etc.) is identified, suitable for the task and inspected regularly, at least annually, in accordance with statutory requirements.
- Equipment not displaying the correct inspection label for the year or labelled defective is not used.

**3.27 Workplace Inspections:** St. Joseph's Primary School Primary School recognizes the importance of undertaking regular formal workplace inspections to ensure that the premises remain a safe working and educational environment for staff and pupils. A formal termly workplace inspection is undertaken with findings documented and any actions allocated with remedial actions. The termly inspection

findings are reviewed with actions monitored for close out at the health and safety committee. It is recognized that termly inspections alone will not keep premises safe and there is an expectation that staff will report any defects/damage to premises and equipment as per the school's defect reporting procedure.

### Related H&S Documents

Specific site arrangements can be found, or may be referenced, in the appendices to this document.

Related H&S Documents	Location/appendix reference
Fire risk assessment and emergency procedures	• SBM Office & evacuation signs
Fire logbook	• SBM Office
Premises management/statutory inspections	• SBM Office
Site inspection reports	• SBM Office
Statutory inspection certificates, reports, etc.	• SBM Office
Risk assessments for educational visits and associated documentation	• Online - EVOLVE
Risk assessments for all staff and curriculum activities	• Online - MS TEAMS
Asbestos management plan (LAMP)	• SBM
Bodily fluid Hygiene	• Appendix to this Policy
Emergency Response Plan	• Online - GVO
Intimate Care Policy	• Online - GVO
Letting Policy	• Online - GVO
Lock Down & Bomb Threats	• Appendix to this Policy
Managing Medical Needs Policy (including children with medical needs)	• Appendix to this Policy
Positive Handling Policy	• Online - GVO
Sun Protection Policy	• Online - GVO

### 3. MONITORING

This Health and Safety Policy together with the associated procedures and health and safety performance, will be reviewed by the Governors and Head Teacher on a regular basis (every two years as a minimum), or as required.

In order to substantiate that health and safety standards are actually being achieved, the school will measure performance against pre-determined plans and objectives. Any areas where the standards are not being met will require remedial action.

The school will use different types of systems to measure health and safety performance:

#### 4.1 Active monitoring systems:

- Spot checks and termly site inspections will be undertaken.

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- Documents relating to the promotion of the health and safety culture will be regularly examined and reviewed.
  - Appropriate statutory inspections of premises, plant and equipment will be undertaken.
  - Where necessary, health surveillance and environmental monitoring systems will be implemented to check the effectiveness of health control methods and to detect early signs of harm to health.

#### **4.2 Reactive monitoring systems:**

- Identifying where health and safety standards are not being met, by monitoring for failures in the systems - such as accidents, cases of ill health (work-related sickness), damage to property, etc.

#### **4.3 Reporting and response systems:**

ensuring that monitoring information is received, having regard to situations which create an immediate risk to health or safety, as well as longer-term trends and ensuring remedial action is taken.

- Resources committee, Governing Body and Senior Leadership team will all receive and consider reports on health and safety performance.

#### **4.4 Investigation systems:**

- Prioritizing investigation of incidents which indicate the greatest risk and the identification of both the immediate and the underlying causes of events.
- Analyzing data to identify common features or trends and initiate improvements.
- Where cases of occupational ill-health are to be investigated
- Where complaints relating to occupational health and safety are to be recorded and investigated
- Where accidents/incidents and assaults with the potential to cause injury, ill-health or loss are to be reported, recorded and appropriately investigated.

#### **4.5 Third Party Monitoring/ Inspection**

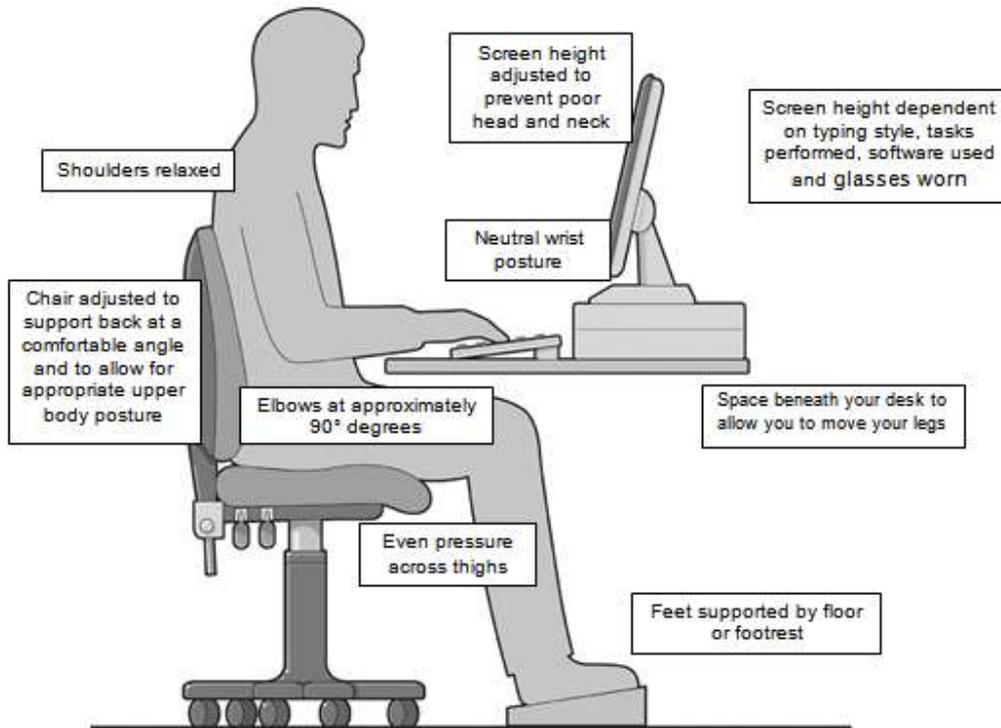
The school will be subject to third party inspection and monitoring, as follows: -

- Bracknell Forest Council Health, Safety and Wellbeing Services audit
- As part of Ofsted requirements.

Actions arising from third party audit/inspection will be incorporated within the school action plan with appropriate target dates for completion.

## Appendix 1

### Workstation Set Up Diagram



### 12 Point Display Screen Equipment Set Up Plan

<b>Backrest</b>	<ul style="list-style-type: none"> <li>• Adjust the chair's back angle for comfort and support; this should be fairly upright when typing.</li> <li>• Adjust the chair back height to give support to the small of your back.</li> <li>•</li> </ul>
<b>Seat height</b>	<ul style="list-style-type: none"> <li>• Adjust the seat height so that your elbows are just above the desk (relaxed shoulders, upper arms vertical, elbows bent at right angles).</li> <li>• Your wrists should be in a relaxed, neutral position over the keyboard.</li> <li>• Ensure armrests do not prevent you getting close enough to the desk or obstruct your elbows whilst typing. If necessary, request that armrests are removed.</li> </ul>
<b>Footrest</b>	<ul style="list-style-type: none"> <li>• Your thighs should be approximately horizontal.</li> <li>• Ensure that there is no undue pressure on the underside of your thighs.</li> <li>• If thighs are not horizontal or your feet are not flat on the floor, use a footrest.</li> </ul>

<b>Keyboard</b>	<ul style="list-style-type: none"> <li>The keyboard should be directly in front of you and at a distance to allow you to maintain relaxed shoulders, upper arms vertical, elbows at right angles and a level (neutral) wrist posture (8-10 cm from desk edge).</li> </ul>
<b>Mouse</b>	<ul style="list-style-type: none"> <li>Position your mouse close to the side of the keyboard and within easy reach.</li> <li>Take your hand away from the mouse when not in use.</li> <li>Use keyboard shortcuts as an alternative to the mouse.</li> </ul>
<b>Screen, lighting &amp; blinds</b>	<ul style="list-style-type: none"> <li>The screen viewing distance should be at approximately arm's length.</li> <li>Screen height should prevent excessive movement of the head and neck. Top of casing at or just below eye level. This will depend on typing style, software used, glasses worn and tasks performed.</li> <li>Glare and reflections should be avoided by adjusting lights and closing blinds.</li> </ul>
<b>Desk &amp; drawers</b>	<ul style="list-style-type: none"> <li>Your body position should be 'squared-up' to the desk.</li> <li>Avoid sitting twisted. Shoulders should be in line with your hips.</li> <li>Drawers, CPUs, waste bins, etc. should not obstruct your legs.</li> </ul>
<b>Document position</b>	<ul style="list-style-type: none"> <li>Use a document holder or position documents to reduce head and neck movement, e.g., between the screen and keyboard.</li> </ul>
<b>Equipment position &amp; work area</b>	<ul style="list-style-type: none"> <li>Place frequently used items within easy reach.</li> <li>As far as possible do not locate printers on your desk or within reaching distance.</li> <li>Don't cradle the phone between your shoulder and chin. Use your other hand to hold it or consider a headset if you use the phone and PC together a lot.</li> <li>Make sure the area around your desk is free from obstructions, trip hazards, etc.</li> </ul>
<b>Work routine</b>	<ul style="list-style-type: none"> <li>Organize your work so that you have reason to get up out of your chair and away from your workstation, e.g., collecting documents, filing, making drinks, at least once an hour.</li> <li>Adopt a variety of postures throughout the day.</li> </ul>
<b>Vision</b>	<ul style="list-style-type: none"> <li>Ensure you are aware of your entitlement to eye and eyesight testing (even if you already wear glasses). If in doubt, ask your line manager for details of local arrangements.</li> <li>Have regular eye tests. Follow your optician's guidance on repeat eye testing - usually every 2 years.</li> </ul>
<b>Reporting problems</b>	<ul style="list-style-type: none"> <li>If you experience any problems whilst using your workstation or have any health and safety related concerns, you should inform your line manager in the first instance. Always seek medical advice about health concerns.</li> </ul>

**Appendix 2 - Driving licence, insurance and MOT check sheet.**

Name	Licence			Insurance		Mot	Date checked	Signature of checker	Signature of employee
	Licence number	Expiry date	Points endorsements	/Expiry date	Business cover	Expiry date or n/a			

**APPENDIX 3 GOVERNORS INSPECTION CHECKLIST**

SCHOOL NAME.....  
INSPECTED.....

INSPECTED.....  
INSPECTED BY.....

DATE

<b>POLICY</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>COMMENTS / ACTIONS NEEDED</b>
Is there a health & safety policy (signed & dated by Head teacher / Chair of Governors)?				DATE OF LAST REVIEW: (Good practice is to review annually, max of 2 yearly)
Policy is in line with latest BF model policy for schools and considers all key risks?				
The H&S policy is included in the induction process and policy changes are effectively communicated to all staff?				
<b>RISK ASSESSMENT</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>COMMENTS / ACTIONS NEEDED</b>
Are school specific risk assessments in place for those activities presenting a <i>significant</i> risk?				DATE OF LAST REVIEW:
Are individual risk assessments being carried out where required? (e.g., known medical conditions where there are H&S implications, such as epilepsy etc.)				
Is there evidence that subject leads have adopted / adapted model risk assessments for relevant curriculum activities? <i>E.g., In DT, PE and science there should be a clear link made between daily use texts, such as the scheme of work and relevant national advice.</i>				RISK ASSESSMENTS SIGNED

Are staff aware of the content and location of all relevant risk assessments?				LOCATED IN SCHOOL OFFICE – STAFF AWARE
Are all notifiable off-site visits (field work in wild /open country etc.) entered and approved on EVOLVE (LA's online system)?				ALL COMPLETED ONLINE
Is a member of staff designated as an Offsite Visits Coordinator (OVC) and have they received training?				DATE OF TRAINING:
<b>INSPECTION / MONITORING</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>COMMENTS / ACTIONS NEEDED</b>
Health and safety inspections of the site are undertaken and documented on an appropriate cycle? Have recommendations arising from previous inspections been actioned? Is regular monitoring undertaken by subject Leaders - PE, science and DT? Have recommendations arising from curricular				DATE OF LAST INSPECTION:
<b>FIRE SAFETY</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>COMMENTS / ACTIONS NEEDED</b>
Has a suitable <a href="#">fire risk assessment</a> been completed / reviewed within the last 12 months? <i>(If there have been subsequent changes to the site /building layout the fire risk assessment should be revised to reflect these changes)</i>				DATE OF LAST REVIEW:
Has the capacity for communal areas such as the main hall been calculated as part of this assessment?				
Is a documented school <a href="#">evacuation plan</a> in place? Does this evacuation plan also consider any individuals who may need specific assistance during evacuation? (e.g., due to mobility impairment etc.)?				
Are fire drills conducted termly and recorded?  Have any issues identified as a result been resolved?				DATE OF LAST DRILL: TIME TAKEN TO EVACUATE BUILDING: NEXT DRILL:

Are fire alarm call points tested weekly ( <i>a different call point to be tested each week on a rotational basis</i> ) and documented?				
Are appropriate fire extinguishers available and inspected annually? <i>There should be at least one water-based extinguisher for each 200 metres of floor space. (Sited so that no person needs travel more than 30 metres to reach an extinguisher) and a minimum of 2 extinguishers per floor unless it is an upper floor of less than 100m2.</i>				DATE OF ANNUAL INSPECTION: NEXT TEST DUE:
Are all emergency exits / routes clearly signed, available for immediate use and unobstructed?				
Do all areas of the school used outside of ambient daylight hours have emergency lighting available on escape routes? ( <i>In particular focus on those areas used for lettings</i> )				
Is emergency lighting tested monthly (in house) with a full discharge test completed annually (by a competent service engineer)?				DATE OF FULL DISCHARGE TEST:
Is the fire alarm system serviced / inspected by a competent engineer (6 monthly for systems with a battery backup, annually for mains only systems)?				DATE OF LAST SERVICE / INSPECTION:
Does the fire alarm system have a battery back up?				<i>If fire alarm is mains powered only (240V) there should be a plan in place for replacement, in the interim a management procedure for how an alarm would be raised in event of a power failure.</i>
Are all key internal fire doors (e.g., cross corridor and stairwell doors) in place and fully closing?				

<b>ASBESTOS</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>COMMENTS / ACTIONS NEEDED</b>
<p>Is this package of asbestos information readily available?</p> <p>Is the school aware of how to access this information on the Corporate Property Database?</p> <p>Has all old data been effectively segregated / archived? (There is a legal duty to keep this for 40 years)</p>				
<p>Is the asbestos permission to work system used on <b>every</b> occasion before any work is conducted on building fabric? (This applies equally to the <u>site team / caretaker</u> as to contractors)</p>				<p>NUMBER OF ENTRIES IN PERMISSION TO WORK LOG IN PAST 12 MONTHS:</p> <p>DATE OF LAST ENTRY:</p>
<p>Is the permission to work log well maintained (pages in order, all entries signed and dated, no gaps etc.)?</p>				
<p>Are authorizing officers clear on the location of asbestos containing materials (ACM) remaining in situ and the limitations of their management survey?</p>				<p>Diocesan Responsible Person: Nick Jones Authorizing Person: Juanita Dunlop (Headteacher) Caretaker: Lesek Krzempek</p>

Has the location of known ACM remaining in situ been communicated effectively to all relevant staff / building users?				
Is the site-specific management plan up to date e.g., if any subsequent work on asbestos (encapsulation / removal etc.) has been undertaken this must have been recorded in the management plan?				
Are there a minimum of 2 asbestos authorised officers within the school? (Refresher training is required every 3 years)				NAMES OF OFFICERS AND DATE OF TRAINING:
Has the annual asbestos visual inspection been completed and recorded on the management plan or in the asbestos log?				DATE OF LAST VISUAL INSPECTION:
<b>CONTRACTORS</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>COMMENTS / ACTIONS NEEDED</b>
When awarding contracts directly is health and safety included in specifications and contract conditions?				
Are appropriate competency checks undertaken prior to engaging a contractor directly?				
<b>ELECTRICAL / GAS</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>COMMENTS / ACTIONS NEEDED</b>
Portable electrical appliances tested by a competent according to relevant timescales? <a href="http://www.hse.gov.uk/pubns/indg236.pdf">http://www.hse.gov.uk/pubns/indg236.pdf</a>				DATE OF PAT TEST:
All emergency shut offs are accessible, clearly identified and functioning?				
Fixed electrical wiring inspected within the last 5 years?				DATE OF TEST CERTIFICATE?

<b>LEGIONELLA</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>COMMENTS / ACTIONS NEEDED</b>
Has a water risk assessment been conducted?				DATE OF ASSESSMENT INTERIM SERVICES 6 MONTHLY – LAST SERVICE
If there have been subsequent changes to the building / hot and cold-water system since this assessment has this assessment been reviewed?				
Have the initial recommendations from the water risk assessment been actioned?				
Are all in house operational controls (flushing of seldom used outlets, temperature control and monthly monitoring etc.) being completed and documented in the waterlog book?				
Where non-compliant temperatures are identified and have other actions been implemented to reduce risks? e.g., increase in flushing regime, raising calorifier temperature etc.				
Is the temperature and condition of cold-water storage tanks conducted annually?				
<b>PLANT/ TOOLS &amp; EQUIPMENT</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>COMMENTS / ACTIONS NEEDED</b>
Have task specific work at height risk assessments been conducted?				
Is a Ladder register and checklist in place and reviewed termly?				
Is there any significant use of power tools / machinery? <i>If yes, a register of equipment should be in place which identifies any significant safety issues to consider, (Noise and vibration levels, guards that should be in place, PPE required, maintenance or training / instruction required)</i>				
Is a planned preventative maintenance schedule in place for all plant / equipment?				

Is PE and outdoor play equipment inspected annually by competent contractor?				DATE OF INSPECTION:
Are electronic powered gates / doors subject to regular maintenance and inspection by a competent person? <i>In particular for gates ensure that force limitation and all safety controls for electronic gates are being checked and working properly as part of that process.</i>				
<b>LIFTS</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>COMMENTS / ACTIONS NEEDED</b>
Are passenger lifts serviced regularly (6 monthly)?				DATE OF LAST SERVICE
Is there a protocol for responding to passenger alarms in place?				
<b>HAZARDOUS SUBSTANCES</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>COMMENTS / ACTIONS NEEDED</b>
Is there an inventory of chemicals (e.g., cleaning and maintenance products), reviewed in the last 12 months? Are all relevant safety data sheets available?				
Have substances identified as presenting a significant risk (for example, cleaning chemicals) had a specific COSHH risk assessment conducted?				
Are all hazardous substances stored appropriately e.g., secured out of the reach of children and all containers clearly labeled and marked (e.g., irritant, flammable)?				
<b>FIRST AID</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>COMMENTS / ACTIONS NEEDED</b>
Are there adequate numbers and levels of first aiders on site?  <i>E.g., For low-risk workplaces: &gt;50 at least one first aid at work (FAW) qualified person for every 100 employees or part thereof.</i>				Detail number of staff trained in: Pediatric first aid under EYFS: First aid at work (FAW): Emergency first aid:
Are first aid boxes stored in appropriate places and maintained, with no unapproved content (medicines etc.)?				

<b>MEDICATION</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>COMMENTS / ACTIONS NEEDED</b>
Pupils with medical needs and allergies are clearly identified and an annual review of care plans is undertaken for those with more significant needs?				
Is there a documented system for the acceptance and administration of medication?				
Is the food operator aware of all food related allergies?				
Is training for all relevant staff in the use of epi-pens / medical procedures up to date? (Should be carried out annually)				
<b>ACCIDENT REPORTING</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>COMMENTS / ACTIONS NEEDED</b>
Accident records are kept locally and monitored for trends?				
Have <b>all</b> accidents to employees and significant incidents to pupils / visitors been reported to the LA online?				
Are governors routinely notified of any significant accidents, such as those that are <b>RIDDOR reportable</b> ?				
<b>COMMUNICATION</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>COMMENTS / ACTIONS NEEDED</b>
Is there a system whereby all defects found with equipment / plant /premises are notified to management and taken out of service?				
Is health and safety a standing agenda item at all governing body committee meetings?				
Is health and safety a standing agenda item at all staff and leadership meetings?				
<b>TRAINING</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>COMMENTS / ACTIONS NEEDED</b>
Have all staff health and safety training needs been assessed?				

Is all health and safety training recorded? <ul style="list-style-type: none"> <li>- Management of health and safety responsibilities.</li> <li>- Health and safety for site staff / caretakers.</li> <li>- Asbestos authorized officers (min of 2) refresher required every 3 years.</li> <li>- Fire risk assessment (depending on complexity of premises)</li> <li>- Mobile tower scaffolding (where relevant)</li> <li>- Ladder safety (if significant Work at height is undertaken)</li> </ul>				
Have all staff received an effective and documented health and safety induction?				
<b>WELFARE AND ENVIRONMENT</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>COMMENTS / ACTIONS NEEDED</b>
Are finger guards in place and effectively maintained on vulnerable doors i.e., toilet & classrooms?				
Are there any outstanding items from the last EHO report for the school kitchen?				DATE OF REPORT
Have all DSE (computer) users been identified, and their workstations assessed?				
Has safety glazing been installed, or existing glazing filmed to a verifiable standard e.g., BS 6206, BS 6262 or EN 14449 in vulnerable areas? E.g., panes >250mm wide in or adjacent to doors, areas where PE is conducted etc.				
Is a lettings policy in place and are key risks and emergency procedures clearly communicated to hirers? (Risk Assessment for hall and classroom)				
Are risk assessments of hall and classroom part of the paperwork for any external lettings?				
Are potentially hazardous areas (kitchen) locked when unsupervised?				
Do catering providers have a food safety management system compliant with HACPP (hazard analysis and critical control point)?				

<b>HOUSEKEEPING</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>COMMENTS / ACTIONS NEEDED</b>
Is general housekeeping satisfactory?				
Is flooring in good condition and free of slip / trip hazards?				
Are items stored at height (e.g., files/folders on shelves) accessible, secure and safe?				
Are boiler rooms and electrical intake areas kept free of combustible materials?				
<b>EXTERNAL AREAS</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>COMMENTS / ACTIONS NEEDED</b>
Are the school buildings and grounds accessible for all?				
Are pedestrian routes within the site clearly defined and segregated from vehicles? <i>Is a risk assessment in place demonstrating the controls in place to mitigate the risk to pedestrians?</i>				
Has a tree survey been conducted by an arboriculturist? (Such surveys are not generally part of 'standard' grounds maintenance contracts)				DATE OF SURVEY:
Is adequate access to the site maintained for emergency services?				

<b>SECURITY / SAFEGUARDING</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>COMMENTS / ACTIONS NEEDED</b>
Is there clear signage directing visitors to the main reception / other services on site?				
Is access to buildings adequately controlled?				
Is there a clearly defined route between site entrance(s) and reception with direct access to children avoided where practicable? <i>Where the access routes mean visitors could potentially gain access to pupils a risk assessment should be in place which demonstrates that there is effective supervision.</i>				
Is external lighting adequate?				
Are gates and perimeter fencing of adequate height and well maintained? <i>In particular for electronic powered gates ensure that force limitation and all safety controls are being checked and working properly as part of that process</i>				
Is access to low roofs adequately restricted? (Any anti-climb paint/ anti-scale devices used should be clearly signed)				
Are any fragile roof surfaces identified by signage?				
Any external storage / waste bins are secured and located away from buildings?				
<b>ANY OTHER SPECIFIC ITEMS FOR YOUR SCHOOL</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>COMMENTS / ACTIONS NEEDED</b>

**MISSION STATEMENT**

Growing together with Jesus in our hearts, heads and hands.

**POLICY STATEMENT**

The threat of terrorist crime is ever present and in this current climate has its connections with the Middle East. However, it is equally important to keep the threat in perspective - that is terrorist incidents nationally are rare and the threat level within Bracknell-Forest is very low.

There is a legal obligation to plan for Bomb Threats as provided by the Health and Safety at Work Regulations 1974 that states that all employers are responsible for safety on their premises and requires them to identify appropriate procedures for serious, imminent danger.

**POLICY AIM**

This policy aims to identify standard procedures for bomb alerts and subsequent evacuation of our school premises.

**POLICY CONTENT**

- 1. Headteacher Responsibilities**
- 2. Notification of a Bomb Alert**
- 3. Personal Safety**
- 4. Review and Evaluation**        ...

**1. Headteacher Responsibilities:**

- Staff to familiarize themselves with bomb alert and evacuation procedures.
- Managers and staff to ensure that they are aware of their responsibilities, as per the plans, during bomb alerts and subsequent evacuations.
- Head teachers to identify Evacuation and Assembly officers.
- Head teachers to ensure that the procedures are tested, and subsequent evacuations.
- The governing bodies of schools are directed to adopt the policy, as from time to time revised, and implement its procedures.

The Policy identifies standard procedures for bomb alerts and subsequent evacuation of all school premises.

Procedures are contained in appendix 'A' and are communicated to staff.

These procedures can also be used when there are external threats, in particular involving firearms, and there is a need to move to places of safety in the centre of buildings whilst decisions over evacuation are being established, e.g., 'lockdown'.

**3. Notification of a Bomb Alert**

There are two types of threats,

1. Hoax threats designed to disrupt, test reactions or divert attention; and

2. Warnings of a genuine device. These may be attempts to avoid casualties or enable the terrorist to blame others if there are casualties. However genuine threats can provide inaccurate information about where and when a device might explode.

## 2. Notification of a Bomb Alert

Head teacher is to **take charge of any bomb threat incident at their school by:** -

1. Assessing threat level.
2. Liaising with Police.
3. Making the decision to evacuate and nominate an assembly area; and
4. Making the decision to reoccupy the building.

It is important that we always remain alert to the threat from terrorism, nationally, domestically and from domestic extremist groups. This can be done by visiting [www.mi5.gov.uk](http://www.mi5.gov.uk) or by contacting local police. During any bomb threat incident attending police will have access to the current threat levels.

The decision to evacuate will be based on the information received about the threat and there are four options:

1. **Do nothing** – low level threat that could include call from a child or drunk, however, if there is the slightest doubt the coordinator must adopt one of the other options; or
2. **Search** of building without immediate evacuation – low level threat and there is no reason to believe that an explosion is imminent; or
3. **Searching a building with partial evacuation**

On every occasion the decision to evacuate should be made in consultation with the Police. Points to consider when it has been decided to evacuate the building,

- Mobile phones should not be used.
- The fire alarm is not to be used. If possible, agree a discrete signal which will immediately alert staff to the fact that it is a bomb alert as opposed to a fire evacuation. This will be through verbal communication. It is important not to create fear and panic amongst the pupils.
- Car parks should not be used as assembly areas.
- On evacuation buildings should not be re-entered and personal items should be left behind.
- Staff should be able to distinguish between fire alarms and bomb alerts and it is important not to create fear and panic.
- Depending on the size of the suspected device, the assembly point should be,
  - **100 metres for small items** including parcel bombs.
  - **200 metres for larger items** including cars.
  - **400 metres for vans and LGV's.**
- Nominated assembly points should be behind 'hard cover' (substantial brick walls or concrete) and away from glass (glass is the major cause of injuries in an explosion).
- Nominated assembly points should not be close to "secondary hazardous" such as gas, electricity, petrol and diesel storage.
- Nominated assembly points should be searched for suspicious devices.
- Disabled staff should be individually briefed on their evacuation procedures.
- If the location of the suspected device has been identified, evacuate using a route which avoids that area.

**Evacuation officers are to**

- To assist the Head teacher in raising the alarm and notifying staff of the assembly point and evacuation route.

**Assembly officers are to**

- Ensure that all staff and pupils lists are updated.
- At the assembly point, check that all staff and pupils are accounted for and report any missing staff to the officer in charge.

**ACTIONS****Finding Suspicious Articles**

- Do not touch suspicious items.
- Move everyone away to a safe distance.
- Prevent others from approaching.
- Communicate safely to staff, visitors and the public.
- Use hand-held radios or mobile phones away from the immediate vicinity of a suspect item, remaining out of line of sight and behind hard cover.
- Notify the police.
- Ensure that whoever found the item or witnessed the incident remains on hand to brief the police.

**Telephone Bomb Warning**

- If there is a bomb threat. Stay calm. Keep the caller on the line. Do not upset the caller. Indicate your
- willingness to cooperate. Do not pull the fire alarm. Signal silently to co-workers to call police, immediately. Permit the caller to say as much as possible without interruption. Take notes on everything said including observation of background noise, voice characteristics, language, etc. Ask as many specific questions as possible.
- Upon hanging up, immediately initiate caller ID if available.
- The Headteacher and the police must be notified immediately. Checklist for calls is contained in appendix 'B'.
- In consultation with Police a decision is to be made on whether to evacuate the building. If so, administration should announce building evacuation.
- Staff should make a visual check of the classroom or immediate area. Anything suspicious should be reported immediately but not touched. School personnel should not handle, search for, or move a suspected bomb. Classroom teachers should evacuate the immediate vicinity of any suspicious object.
- Do not use radios, walkie-talkies or cellular phones to avoid accidentally triggering an explosive device. Staff nearby should turn off stoves, equipment, and gas supply to building.
- Do not return to the building again until police, fire personnel or administration give the "all clear."

### 3. Personal Safety

**Letter Bomb:** If a suspicious object is found, **do not touch it.** Before transmitting on a radio or mobile phone **move away** to the distances

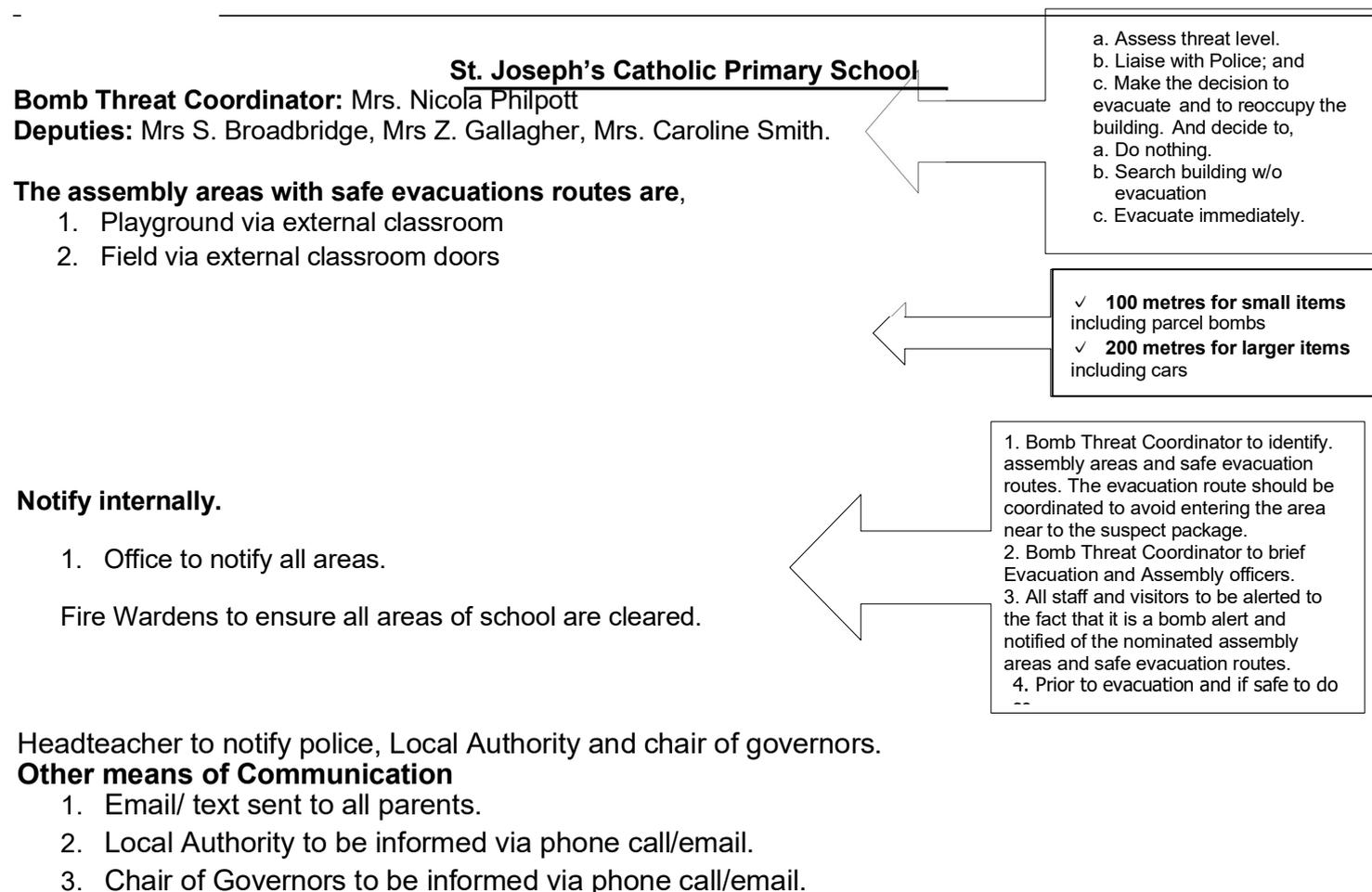
Handheld radios: - minimum 15 metres

Radios fitted in vehicles: - minimum 50 metres.

Mobile phones switched off and not used within: - minimum 50 metres.

### 4. Review and Evaluation

This policy and procedures will be reviewed annually as a part of the Emergency Fire and Evacuation Plan and H+S Policy. Following completion of any review, the program will be revised and/or updated in order to correct any deficiencies. Any changes to the program will be consulted through the relevant stakeholders.



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## CHECKLIST FOR DEALING WITH A TELEPHONE BOMB THREAT

The member of staff who receives the threat will probably not be prepared and so general advice will include

- Stay calm and listen and you will be able to gather more crucial information.
- Try to obtain as much information as you can.
- Signal immediately to a colleague that an incident is in progress.
- Do not put the handset down as the longer you stay on the line, the better the chance of the call being traced.
- Immediately relay the message to the Headteacher. Further actions to be taken on receipt of a bomb.
- warning:
- Switch on recorder/voicemail (if connected).
- Tell the caller which school, town and county you are answering from (St. Joseph's, Bracknell, Berkshire).
- When the caller rings off, dial 1471 (if that facility operates and you have no automatic number display) to see if you can get their number.
- Record the exact wording of the threat: Ask the following questions:
  - *Where is the bomb right now?*.....
  - *When is it going to explode?*.....
  - *What does it look like?*.....
  - *What will cause it to explode?*.....
  - *Did you place the bomb?*.....
  - *Why?*.....
  - *What is your name?*.....
  - *What is your address?*.....
  - *What is your telephone number?*.....
- Record time call completed:

*Where automatic number reveal equipment is available, record number shown:*

.....

- Inform the Headteacher of name and telephone number of the person informed: \_\_\_\_\_
- Contact the police on 999. Time informed: \_\_\_\_\_
- The following part should be completed once the caller has hung up and the Headteacher and the police have been informed:
  - Time and date of call:.....
  - Length of call:.....
  - Number at which the call was received.....

As soon as you have taken the call, complete the following details:

<b>Details of Caller</b>	
Man	Age: Old/ Young
Woman	Not known
Child	Nationality
<b>Speech</b>	
Intoxicated	Laughing
Incoherent	Serious
Rambling	Message read or spontaneous
Message read by threat maker	Disguised e.g., electronically
Accent (Specify if possible)	Well spoken
Offensive	Taped Message
Irrational	Serious
Calm	Crying
Clearing throat	Angry
Nasal	Speech impediment
Excited	Stutter
Disguised	Slow
Lisp	Rapid
Deep	Hoars
Laughter	Familiar (Specific why)
<b>Distractions</b>	
Noise on the line	Interruptions
Anyone in background?	
<b>Background Sounds</b>	
Street noises	Railway Station
House noises	Animal noises
Crockery	Motor
Machinery	Static
Aircraft	PA system
Booth	Factory machinery
Typing	Children
Other remarks	

Person receiving the call.....  
 Number of telephone on which call was received.....  
 Date of incident.....

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## **SCHOOL OFFICE: WARNING LETTER/PARCEL BOMBS AND SUSPECT PACKAGES**

### **Pay particular attention to:**

- OILY STAINS
- LOPSIDED OR UNEVEN ENVELOPE
- FOREIGN MAIL AND SPECIAL DELIVERIES
- RESTRICTIVE MARKINGS
- CONFIDENTIAL, PERSONAL ETC.
- EXCESSIVE POSTAGE
- IT IS UNEXPECTED OR UNUSUAL ORIGIN FROM AN ORIGINAL SENDER
- EXCESSIVE USE OF WRAPPING MATERIAL SUCH AS A JIFFY BAG OR SIMILAR PADDED ENVELOPE RIGID CONTENTS IN FLEXIBLE ENVELOPE
- INCORRECT TITLES BUT NO NAMES UNUSUALLY HEAVY (Most letters weigh 28g or 1 ounce whilst letter bombs weigh 50-100g and are 5mm or thicker)
- ENVELOPE FLAP STUCK DOWN COMPLETELY (A harmless letter usually has an unglued gap of 3-5mm at the corners)
- PIN-SIZED HOLE IN ENVELOPE OR PACKAGE WRAPPING ADDITIONAL INNER ENVELOPE, AND IT IS TAPED OR TIED
- MIS-SPELLINGS OF COMMON WORDS
- HANDWRITTEN OR POORLY TYPED ADDRESSES
- WRITING IS IN AN UNFAMILIAR OR UNUSUAL STYLE LETRASET OR STENCILLED ADDRESS
- PROTRUDING WIRES OR TINFOIL
- UNUSUAL SMELL IN PARTICULAR BLEACH, ALMONDS OR MARZIPAN
- LOOSE POWDER
- NO SENDERS ADDRESS
- VISUAL DISTRACTIONS
- UNEXPECTED DELIVERY

If you are concerned, immediately contact a member of the Senior Leadership Team.

Do not attempt to open the package.

Vacate the room immediately, leaving the package where it is.

## **LOCKDOWN PROCEDURE**

Lockdowns are called for when there is an

- Incident or disturbance in the local community.
- Intruder on school site with potential to pose a risk.
- Warning of air pollution.
- Major fire in the vicinity of the school.
- Dangerous dog roaming loose.
- or when other crisis occurs inside or outside the school and if moving around or evacuation would be dangerous

### **Notification of Lockdown**

Staff will be notified lock down procedures are to immediately take place on hearing lockdown alarm.

### **Procedures:**

1. A distinct alarm is used to signal immediate lockdown. Administration: sound lockdown signal. Do NOT activate the fire alarm!
2. This alarm will activate a process of children being ushered into the school building if on the playgrounds as quickly as possible and the locking of the school's offices, connecting doors and all outside doors where it is possible to remain safe.
3. When the lockdown alarm sounds, the children remain in the room they are in, and the staff will ensure the windows and doors are closed/locked and screened where possible and children are positioned away from possible sightlines from external windows/doors. Stay out of sight and stay away from doors and windows. Wherever you are, turn all available desks and/or tables onto their sides facing the hallway and/or outside windows, if necessary. Instruct students to drop and cover behind the desks making themselves as small a target as possible. Do not close the coverings on outside windows.
4. Lights, Smart boards and computer monitors to be turned off.
5. Children or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher, e.g., children using toilets when alarm goes. If a class is in Sean's Shelter, they are to lock door and hide in toilets and store cupboards.
6. If practicable KS2 staff should notify the front office by phone that they have entered lock down and those children not accounted for.

## **NO ONE SHOULD MOVE ABOUT THE SCHOOL**

7. Staff to support children in keeping calm and quiet.
8. Staff to remain in lockdown positions until informed by key staff e.g., member of Leadership Team, Chair of Governors or SBM in person that there is an all clear.
9. As soon as possible after the lockdown teachers return to their base classrooms and conduct a roll call and notify the office immediately of any pupils not accounted for.

**Staff Roles:**

1. Front office staff to ensure that their office(s) are locked and police called if necessary.
2. Head Teacher or office staff member locks the school's front doors and entrances.
3. Caretaker to head to Office.
4. Individual teachers/TAs lock/close classroom door(s) and windows. Nearest adult to check exit doors in KS2/KS1/EYFS/Nursery and outdoor classroom doors are locked.
5. Staff in staff room/PPA room to lock down in this room.
6. Catering Staff lock the back door to the kitchen and turn off lights.

**INDIVIDUAL STAFF CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCKDOWN WITHOUT PRIOR AGREEMENT OF THE HEADTEACHER BEFORE LEAVING****Communication with parents**

- If necessary, parents will be notified as soon as it is practical to do so via the school's established communication network – text/ email/website/ telephone.
- Depending on the type and severity of the incident, parents may be asked NOT to collect their children from school as it may put them and their child at risk.
- Pupils will not be released to parents during a lock down.
- Parents will be asked not to call school as this may tie up emergency lines.
- If the end of the day is extended due to the lock down, parents will be notified and will receive information about the time and place pupils can be picked up from office staff or emergency services.
- A letter to parents will be sent home as the nearest possible day following any serious incident to inform parents of context of lockdown and to encourage parent to reinforce with their children the importance of following procedures in these very rare circumstances.

**Lockdown drills**

Through communication methods i.e., Newsletter, inform parents that the school will be conducting a lockdown drill. Lock down practices will take place a minimum of once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place once each term and debriefed to staff so improvements can be made.

After drills, provide time for review and discussion.

## **POLICY 2 - BODILY FLUID HYGIENE POLICY**

### **Contents:**

1. [Statement of intent](#)
2. [Legal framework](#)
3. [Equipment](#)
4. [Contact with the skin.](#)
5. [Protective clothing](#)
6. [Spillages](#)
7. [Extensive spillages](#)
8. [Bodily fluids](#)
9. [Disposal](#)
10. [Disinfection](#)
11. [Cuts](#)
12. [Reporting](#)
13. [Training](#)
14. [Monitoring and review](#)

### **1. Statement of intent**

At St. Joseph's School, we believe that maintaining a clean and hygienic environment is an essential part of our health and safety duty. Bodily fluids are a source of infectious micro-organisms, such as bacteria and viruses. Any bodily fluids will be cleaned up immediately, by the member of staff who discovers them.

Any member of staff who discovers bodily fluids will follow the procedures outlined in this policy. The aim of the procedure outlined in this policy is to ensure pupils and staff are safe from infection.

### **2. Legal framework**

This policy has due regard to legislation, including, but not limited to the following:

- The Health and Safety at Work etc. Act 1974.
- Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 2013.

This policy will be implemented in conjunction with the school's:

- Health and Safety Policy.
- First Aid Policy.

### **Equipment**

- The following equipment will be kept on the premises at all times:
  - Anti-bacterial disinfectant
  - Mops
  - Dustpans and brushes
  - Closable containers for disposal
  - Refuse bags.
  - Buckets
  - Short and long-handled brushes

- Plastic gloves, aprons and head covers (if required)
  - Waterproof plasters
- School and Nursery staff with the caretaker will be responsible for ensuring all the equipment is fit for use and replenished.
  - School and Nursery staff will undertake an inventory check regularly (at least monthly).
  - Any equipment that is used during cleaning will be thoroughly cleaned, using anti-bacterial disinfectant before it is placed back into storage.
  - Any disposable equipment will be treated as clinical waste.

### **Contact with the skin.**

- Any cuts or scrapes will be covered with a waterproof plaster.
- If the plaster starts to come off, it will be taken off and replaced with a new one, after the affected area has been cleaned and dried.
- If any member of staff develops a skin irritation after dealing with bodily fluids, they will consult a doctor at the earliest opportunity.
- If a member of staff is splashed by bodily fluid on an area of unbroken skin, they will wash it off immediately using hot soapy water for three to five minutes, and then rinse and dry well.
- If staff are allergic to soap, they should use plenty of plain water.
- If any member of staff develops a skin condition, such as eczema or dermatitis, they will consult a doctor at the earliest opportunity.

### **Protective clothing**

- All protective clothing, such as disposable gloves and aprons will be disposed of after use.
- Protective clothing will not be used more than once.
- Disposable plastic gloves will always be worn when dealing with bodily fluids.
- When dealing with larger incidents, which cover more than 1 metre squared, a plastic apron will also be worn.
- If any item of protective clothing is torn or damaged, it will be replaced before continuing with cleaning.

### **Spillages**

- Any spillage on a flat surface will be covered with an absorbent material, such as newspaper, kitchen roll, paper towels or saw dust.
- Where possible, the use of mops will be avoided, and paper towels will be used to clean up spillages.
- If a surface is not flat, a handful of absorbent material dipped in disinfectant solution will be used to wipe up the spillage.
- A solution of hot water and anti-bacterial disinfectant will be used to clean the affected area.
- Disinfectant will be added to hot water, not the water to the disinfectant. This is to minimize splashes from the disinfectant.
- If a member of staff gets disinfectant on their skin, they will wash it off as soon as possible, using soap and hot water.
- If the disinfectant is likely to damage the surface, hot water and soap will be used.
- Extensive spillages
- In the case of extensive spillage, the area will be cordoned off.
- Where possible, the room will be made unavailable for use until the cleaning process is complete.
- In cases of extensive spillages, a mop will be used to clear excess liquid before anti-bacterial disinfectant is used.

- Any mops that are used to clear up bodily fluids will be disposed of as clinical waste after use and not reused.

### **Bodily fluids**

- Dried vomit will be soaked with hot water and anti-bacterial disinfectant, left to soften, and then disposed of as infected waste.
- Faeces will be scraped up using a dustpan and brush and disposed of in a toilet.
- Diarrhea will be treated the same way as dried vomit.
- After bodily fluids have been disposed of the affected area will be cleaned using anti-bacterial disinfectant.

### **Disposal**

- All infected waste will be disposed of in a clinical waste sack or container.
- When clinical waste sacks are two thirds full, they will be sealed and stored safely until they are collected.
- Clinical waste will never be disposed of with ordinary waste.
- Disinfection
- All surfaces immediately surrounding the affected area will also be cleaned, using hot water and disinfectant.
- A warning sign will be used to show that the area is wet.
- All areas will be dried after cleaning.
- Any pupil's soiled clothing will be hygienically bagged and given to the parent/carer to take home. Soiled clothing will never be washed by hand.
- Any other clothing which has been splashed by bodily fluids will be washed separately from other laundry.
- Any equipment used to clean up bodily fluids, such as dust pans or shovels, will be thoroughly washed with hot soapy water, before they are placed back into storage.

### **Cuts**

- If a member of staff is cut by a sharp object, the cut will be encouraged to bleed by pinching the affected area.
- If a member of staff cuts themselves, they will place the affected area under cold water.
- A clean absorbent pad will then be applied to the wound with firm pressure until the bleeding stops; if the bleeding does not stop a first aider will be called.
- Any blood around the wound will be washed off, before a waterproof plaster is applied.

### **Reporting**

- Any incident involving injury or discovery of bodily fluids will be reported at the earliest opportunity.
- The caretaker will be notified through the school office.

### **Training**

- All members of staff will receive training related to the cleaning of bodily fluids.
- The Senior Leadership Team is responsible for arranging training during the induction of new staff, and at regular intervals during their employment.

### **Monitoring and review**

- The headteacher is responsible for the monitoring and implementation of this policy.
- The headteacher will review this policy annually.

## Statement of intent

### APPENDIX 7 – EARLY YEARS INTIMATE CARE POLICY

#### Contents:

#### Statement of intent

1. [Legal framework](#)
2. [What is intimate care?](#)
3. [Roles and responsibilities](#)
4. [Procedures for intimate care](#)
5. [Parental engagement](#)
6. [Safeguarding procedures](#)
7. [Monitoring and review](#)

Appendices:

A [Intimate Care Parental Consent Form](#)

B [Toilet Introduction Procedures](#)

#### Statement of Intent

St. Joseph's School understands the importance of its responsibility to safeguard and promote the welfare of children.

Pupils may require assistance with intimate care as a result of their age or due to having SEND. In all instances, effective safeguarding procedures are of paramount importance.

This policy has been developed in order to ensure that all staff responsible for providing intimate care undertake their duties in a professional manner at all times and treat children with sensitivity and respect.

The school is committed to providing intimate care for children in ways that:

- Maintain their dignity.
- Are sensitive to their needs and preferences.
- Maximize their safety and comfort.
- Protect them against intrusion and abuse.
- Respect the child's right to give or withdraw their consent.
- Encourage the child to care for themselves as much as they can.
- Protect the rights of all others involved.

This policy has due regard to the relevant legislation, including, but not limited to, the following:

Equality Act 2010

Safeguarding Vulnerable Groups Act 2006

Childcare Act 2006

Education Act 2002

Education Act 2011

The Control of Substances Hazardous to Health Regulations 2002 (as amended in 2004)

This policy has due regard to the relevant statutory guidance, including, but not limited to, the following:

DfE (2018) 'Keeping Children Safe in Education'

**What is intimate care?** For the purpose of this policy, "intimate care" is the hands-on, physical care in personal hygiene, as well as physical presence or observation during such activities.

- Intimate care includes the following:
- Body bathing other than to the arms, face and legs below the knee
- Application of medical treatment other than to the arms, face and legs below the knee
- Toileting, wiping and care in the genital and anal areas.
- Dressing and undressing

### **Roles and responsibilities**

The headteacher is responsible for:

- Ensuring that intimate care is conducted professionally and sensitively by all appropriate members of staff.
- Ensuring that the intimate care of all children is carefully planned, including individual plans following discussions with the parent and the child.
- Communicating with parents in order to establish effective partnerships when providing intimate care to children.
- Handling any complaints about the provision of intimate care in line with the school's Complaints Procedure Policy.

### **All members of staff who provide intimate care are responsible for:**

- Undergoing annual training for provision of intimate care.
- Undertaking intimate care practice respectfully, sensitively and in line with the guidelines outlined in this policy.

### **Parents are responsible for:**

- Liaising with the school to communicate their wishes in regard to the child's intimate care.
- Providing their consent to the school's provision of their child's intimate care.
- Adhering to their duties and contributions to their child's intimate care plan, as outlined in this policy.

### **Procedures for intimate care**

- Staff who provide intimate care will have a list of personalized changing times for the children in their care, which will be adhered to at all times and will be shared with parents daily.
- Staff who provide intimate care will conduct intimate care procedures in addition to the designated changing times if it is necessary; no child will be left in wet/soiled clothing or nappies.

- If the designated member of staff for a child's intimate care is absent, a secondary designated member of staff will change the child adhering to the arranged times.
- Each child using nappies will have a clearly labelled box allocated to them in which there will be clean nappies, wipes and any other individual changing equipment necessary.
- Before changing a child's nappy, members of staff will put on disposable gloves and aprons, and the changing area will be cleaned appropriately using disposable blue roll paper and soap and hot water. The changing areas are warm and comfortable for the children and are private from others.
- Hot water and liquid soap are available for staff to wash their hands before and after changing a nappy; the changing area will also be cleaned appropriately after use using disposable blue roll paper and soap and hot water.
- The changing area has a hot air dryer and paper towels available for members of staff to dry their hands.
- Any soiled clothing will be placed in a tied plastic bag in the child's personal box and will be returned to parents at the end of the school day.
- Any used nappies will be placed in a tied plastic bag and disposed of in accordance with the school's Hygiene Policy.
- Any bodily fluids that transfer onto the changing area will be cleaned appropriately in accordance with the Bodily Fluid Hygiene Policy.
- If a pupil requires cream or other medicine, such as for a nappy rash, this will be provided in accordance with the Administering Medication Policy, and full parental consent will be gained prior to this.
- Older children and those who are more able will be encouraged to use the toilet facilities and will be reminded at regular intervals to go to the toilet.
- Members of staff will use the [Toilet Introduction Procedures](#), as outlined in the appendices of this policy, to get children used to using the toilet and encourage them to be as independent as possible.
- Children will be reminded and encouraged to wash their hands after using the toilet, following the correct procedures for using soap and drying their hands.

### **Parental engagement**

The school will liaise closely with parents to establish individual intimate care programs for each child which will set out the following:

- What care is required?
- Number of staff needed to carry out the care.
- Any additional equipment is needed.
- The child's preferred means of communication, e.g., visual/verbal, and the terminology to be used for parts of the body and bodily functions.
- The child's level of ability, i.e., what procedures of intimate care the child can do themselves.
- Any adjustments necessary in respect to cultural or religious views

### **The procedure for monitoring and reviewing the intimate care plan:**

- The information concerning the child's intimate care plan will be stored confidentially in the school office, and only the parents and the designated member of staff responsible for carrying out the child's intimate care will have access to the information.
- The parents of the child are required to sign the [Intimate Care Parental Consent Form](#) to provide their agreement to the plan; no intimate care will be carried out without prior parental consent.
- In respect of the above, if no parental consent has been given and the child does not have an intimate care plan, but the child requires intimate care, parents will be contacted by phone in order to gain consent.
- Any changes that may need to be made to a child's intimate care plan will be discussed

with the parents to gain consent and will then be recorded in the written intimate care plan.

- Parents will be asked to supply the following items for their child's individual storage box:
  - Spare nappies
  - Wipes, creams, nappy sacks, etc.
  - Spare clothing
  - Spare underwear
  - Training seat for the toilet

### **Safeguarding procedures**

- The school adopts rigorous safeguarding procedures in accordance with the Child Protection and Safeguarding Policy and will apply these requirements to the intimate care procedures.
- The school will ensure that all adults providing intimate care have undergone an enhanced DBS check (which includes barred list information) enabling them to work with children.
- All members of staff will receive safeguarding training on an annual basis, and receive child protection and safeguarding updates as required, but at least annually.
- All staff are instructed to report any concerns about the safety and welfare of children with regards to intimate care, including any unusual marks, bruises or injuries, to the DSL in accordance with the school's Whistleblowing Policy.
- Any concerns about the correct safeguarding of children will be dealt with in accordance with the Child Protection and Safeguarding Policy and the Allegations of Abuse Against Staff Policy.

### **Monitoring and review**

- This policy will be reviewed annually by the headteacher and DSL, who will make any changes necessary and communicate these to all members of staff.
- All members of staff are required to familiarize themselves with this policy as part of their induction programme.

## Intimate Care Parental Consent Form

This form is to be completed by the EYFS lead and signed by parents.

Name of child:		Date of birth:	
Name of class teacher:		Class:	
Care requirements, including frequency:			

The table below outlines the member of staff responsible for carrying out your child's intimate care programme, as well as the member of staff responsible in their absence:

Name of staff member:	
Name of staff member (in the above staff member's absence):	
Where will the intimate care be carried out? Toilet cubicles, Changing room outside Footsteps toilets, Disabled toilet next to school office.	
What equipment/resources will be required?	
What infection control procedures are in place?	
What disposal procedures are in place?	
What actions will be taken if any concerns arise? <i>Discuss with parents Refer to Designated Safeguarding Person.</i>	
What do parents need to provide? Nappies, Wipes	
What are the reporting procedures for parents?	

I have been given the Early Years Intimate Care Policy provided by St. Joseph's School and I agree to the intimate care plan outlined above:

Signature of parent:		Date:	
Signature- EYFS:		Date:	



## Toilet Introduction Procedures

As children develop bladder control, they will pass through the following three stages:

1. The child becomes aware of having wet and/or soiled pants.
2. The child knows that urination/defecation is taking place and can alert a member of staff.
3. The child realizes that they need to urinate/defecate and alerts a member of staff in

advance. During these stages, members of staff will assess the child over a period of two weeks

to determine:

- If there is a pattern to when the child is soiled/wet.
- The indicators that the child displays when they need the toilet, e.g., facial expressions.

Staff will implement the following strategies to get children used to using the toilet and being independent:

- Familiarize the child with the toilet, washing their hands, flushing the toilet and reference other children as good role-models for this practice.
- Encourage the child to use the toilet when they are using their personal indicators to show that they may need the toilet.
- Take the child to the toilet at a time when monitoring has indicated that this is when they would usually need the toilet.
- Ensure that the child can reach the toilet and is comfortable doing so.
- Don't force the child to use the toilet if they don't want to, but still encourage them to do so using positive language and praise.
- Deal with any accidents discreetly, sensitively and without any unnecessary attention
- Be patient with children when they are using the toilet and use positive language and praise to encourage them.
- **staff do not always stay with the child in the toilet with children, however if they need assistance we aim to stay with the child and talk to them to make them more relaxed about using the toilet and review how to wipe their bottoms:**
  - ✓ take a few sheets of toilet paper!
  - ✓ girls wipe from front to back.
  - ✓ use toilet paper only once.
  - ✓ ensure the child is clean.
  - ✓ pull up pants.
  - ✓ flush toilet
  - ✓ wash hands with soap and water and then dry hands