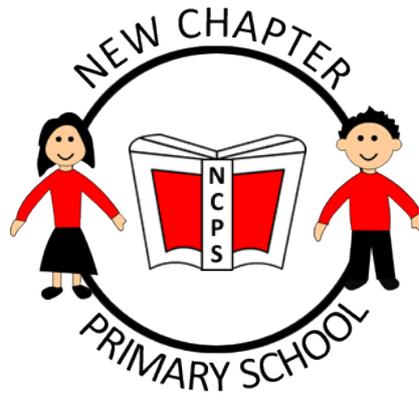


# **Milton Keynes Education Trust**

# **New Chapter**

# **Primary School**



## **Health & Safety Policy**

This policy has been reviewed in full by the Governing Body.

Headteacher: Mrs J Mickleburgh MBA

Chair of Governors: Dr A Ashmore

Date approved by Board of Governors	Spring 2017
Committee	PPF
Review date	Annual
Responsible officer	Headteacher

Revision	Date	Author	Comments
Version 2	21.02.17	JM	Add Trust's statement of intent
			Review in light of DfE guidance 2014
			Review in light of Kents Hill's policy (from trust)
Version 2.1	02.01.17		Changes in light of PPF meeting 01.03.17

## CONTENTS

1.0 Section A: Trust's Health and Safety statement of intent.....	3
2.0 Section B: New Chapter's Board of Governors Statement of Intent .....	3
3.0 Section C: Rationale.....	4
4.0 Aims.....	4
5.0 Responsibilities .....	4
5.2 The Governing Body will: .....	4
5.3 The Head Teacher and Health and Safety Co-ordinators (Business Manager and Caretaker) will: .....	5
5.4 Teaching and non-teaching staff will: .....	5
5.6 Pupils will: .....	5
5.7 Parent will: .....	5
6.0 Section D: Procedures .....	6
7.0 Health & Safety Inspections.....	6
8.0 Provision of Information.....	6
9.0 Training.....	6
10.0 A safe physical environment.....	6
11.0 Safe management of buildings and building services.....	7
12.0 Accident prevention, reporting and investigation.....	7
13.0 ACCIDENT AND DANGEROUS OR VIOLENT INCIDENT REPORTING.....	8
14.0 Emergency Plan and Procedures.....	8
17.0 Fire precautions.....	8
18.0 First aid provision .....	9

19.0 ADMINISTRATION OF MEDICINES .....	9
20.0 Special medical conditions.....	10
21.0 Staff Health .....	10
22.0 Responding to burglar alarms.....	10
23.0 Use and control of substances hazardous to health.....	10
24.0 Electrical safety .....	11
25.0 Teaching children about health and safety issues.....	11
26.0 Personal hygiene .....	11
27.0 Promoting healthy food choices.....	11
28.0 Site and Playground safety .....	11
29.0 Intruders .....	12
30.0 Safety within the curriculum.....	12
31.0 Press and publicity.....	12
Further guidance.....	12

## 1.0 SECTION A: TRUST’S HEALTH AND SAFETY STATEMENT OF INTENT

1.1 Milton Keynes Education Trust (MKET) recognises the importance of Health and Safety and is committed to the health, safety, welfare and well-being of everyone who is part of the Trust community including staff, students, governors, visitors, contractors and members of the public who visit or work at our academies.

1.2 MKET recognises that effective health and safety management is equally important as other Trust objectives.

1.3 To support high standards in the management of Health and Safety, MKET has established a set of Health and Safety standards which must be implemented and followed at the academies.

1.4 MKET and the local governing body for each Academy recognises their responsibilities under the Health & Safety at Work Act 1974 (HSWA) and all current relevant legislation to ensure that arrangements are in place to secure, so far as reasonably practicable, the health, safety and welfare of students, staff and others using or visiting the premises or participating in Academy sponsored activities. The Governors will actively work with the Headteacher and staff to identify hazards and, where these cannot be removed, ensure that they are adequately controlled.

## 2.0 SECTION B: NEW CHAPTER’S BOARD OF GOVERNORS STATEMENT OF INTENT

2.0 The New Chapter Board of Governors understands and accepts its responsibility for the Health and Safety of the school, its staff, pupils and visitors.

2.1 The Governing Body will take all steps within its power to meet its responsibilities under the Health and Safety at Work Act (1974) and other health and safety legislation relating to its activities.

2.2 The Board of Governors will set in place a structure for managing health and safety within the school.

2.3 The Board of Governors will make appropriate arrangements for ensuring that a safe and healthy working and learning environment is provided for all.

2.4 The Board of Governors will set in place a monitoring and evaluation system to ensure that the policy is being met.

2.5 A member of the Board of Governors will be appointed to ensure that the Board of Governors fulfils its responsibilities. Both the member of the Board of Governors with responsibility for Health and Safety, Headteacher and the Health and Safety Co-ordinators, will report to the Board of Governors.

### 3.0 SECTION C: RATIONALE

3.1 The 2014 DfE guidance states “Children should be able to experience a wide range of activities. Health and safety measures should help them to do this safely, not stop them. It is important that children learn to understand and manage the risks that are a normal part of life. Common sense should be used in assessing and managing the risks of any activity. Health and safety procedures should always be proportionate to the risks of an activity. Staff should be given the training they need so they can keep themselves and children safe and manage risks effectively”.

3.1 This policy will be reviewed annually by the PFF committee and ensuring that necessary revisions are undertaken.

3.2 It should be read in conjunction with:

- a) MKET’s Health and Safety Statement of Intent;
- b) New Chapter’s Business Continuity Plan, First Aid policy, Administering Medicine policy, Risk Assessments, Site Management Plan, Asbestos Survey Document, Public Liability Insurance, Statutory Premises Check List, Emergency Evacuation plans and Critical Incident policy, Managing Staff Attendance, Personal, Health and Social Education and Citizenship Curriculum, Safeguarding policy, Safe to Learn policy, On-line safety policy, Behaviour policy, SEN policy and Access / medical plans.
- c) DfE Health and Safety: advice on legal powers and duties. School leaders / and Governing bodies 2014
- d) Policy statement from the Health and Safety Executive (HSE) ‘School trips and outdoor learning activities: Tackling the health and safety myths’.

### 4.0 AIMS

4.1 The policy aims to:

- a) provide a safe and healthy environment for the school’s community, this applies to activities on or off the school premises;
- b) ensure that all members of the school community understand their own responsibilities in maintaining a healthy and safe environment.

### 5.0 RESPONSIBILITIES

5.1 It is the responsibility of all members of the school community (teaching and non-teaching staff, parents, pupils and governors) to work towards the school's aims by:

- a) be fully aware of their own responsibilities for maintaining a safe and healthy environment;
- b) be familiar with all instructions and guidance on safety within the school;
- c) use common sense at all times to take reasonable care for their own safety and that of others;
- d) report any identified hazards to the Head Teacher, Senior Team, Caretaker, Business Manager or member of the Board of Governors with responsibility for Health and Safety without delay.

### 5.2 THE GOVERNING BODY WILL:

- a) have overall responsibility to ensure that the Health and Safety policy is carried out.
- b) formulate a Health and Safety Statement, which complies with: Codes of Practice and Codes of Safe Working Practice and be reviewed at least once a year; ensuring that necessary revisions are undertaken;

- c) provide appropriate resources from within the school's delegated and devolved budgets to implement the arrangements set out in this policy and, in particular, ensure that health and safety implications are taken into consideration when setting priorities (e.g. premises and equipment maintenance, staff training);
- d) receive from the School Business Manager, or other members of staff as appropriate, reports on health and safety matters and report to external bodies as appropriate, any hazards which are their responsibility;
- e) seek appropriate specialist advice from others on health and safety matters, where the Governing Body is not fully competent or where additional advice could usefully be sought;
- f) delegate the day-to-day management of the Policy to the Head Teacher and the Health and Safety Co-ordinators (Business Manager and caretaker);
- g) undertake training, both centrally provided and in-school;
- h) ensure that all members of the school community are aware of their own responsibilities;
- i) ensure that all staff are familiar with the Health and Safety policy of the school and any other relevant codes of practice;
- j) facilitate safety training for staff;

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### 5.3 THE HEAD TEACHER AND HEALTH AND SAFETY CO-ORDINATORS (BUSINESS MANAGER AND CARETAKER) WILL:

- a) take responsibility for the day-to-day operation of the Health and Safety policy; ensuring that safe working practices and procedures are applied within the school.
- b) make relevant inspections to ensure that a safe and healthy environment is maintained;
- c) establish a system for the reporting, recording, and investigation of accidents; ensuring that this is applied rigorously, monitored and appropriate mitigating actions taken;
- d) take active steps to ensure that practices, equipment, buildings and grounds are safe, secure and well maintained and that any damage is quickly rectified, including the annual writing and review of Risk Assessments
- e) ensure all staff are suitably and sufficiently trained to be capable and competent to carrying out their duties;
- f) ensure that there are arrangements for the speedy evacuation of the buildings in case of fire or other emergency and that firefighting equipment is available and maintained;
- g) The SENCO will assist in any arrangements related to SEN.

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### 5.4 TEACHING AND NON-TEACHING STAFF WILL:

- a) promote a spirit of safety consciousness amongst children; ensuring that they understand the need for codes of practice and are conscious of their responsibilities in taking reasonable care for their own safety and that of others;
- b) be good role models;
- c) take quick, firm action to ensure that children are not allowed to jeopardize their own safety or that of others;
- d) provide opportunities for children to discuss appropriate health and safety issues;
- e) report any concerns to the appropriate member of staff.

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### 5.6 PUPILS WILL:

- a) develop a growing understanding of health and safety issues;
- b) contribute to the development of codes of practice;
- c) conduct themselves in an orderly manner in line with these codes;
- d) over time take greater responsibility for maintaining a safe and healthy environment.

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### 5.7 PARENT WILL:

- a) ensure that children attend school in good health;
- b) provide prompt notes to explain all absences;
- c) provide support for the discipline within the school and for the teacher's role;
- d) ensure early contact with school to discuss matters concerning the health and safety of their children or of others;
- e) allow children to take increasing personal and social responsibility as they progress throughout the school;
- f) accept responsibility for the conduct of their children at all times;
- g) ensure that the school has up-to-date contact addresses and telephone numbers.

## 6.0 SECTION D: PROCEDURES

6.1 The Business Manager and Caretaker will act as the Health and Safety Co-ordinators. They will be responsible for: inspecting the premises; investigating dangerous occurrences and accidents; and acting upon the outcomes of such incidents.

## 7.0 HEALTH & SAFETY INSPECTIONS

7.1 Health and Safety inspections are scheduled.

7.2 Daily, weekly and monthly inspection of the premises and practices will be carried out by the Health and Safety Co-ordinators and a written report including actions and recommendations will be presented to the Head Teacher and Board of Governors at termly PPF committee meetings.

7.3 The implementation and effectiveness of this policy will be evaluated as part of the Health and Safety inspections of the premises. These will take place at least once every term and are initiated by the School Business Manager.

7.4 An annual inspection by the Health and Safety Governor will be carried out and finding reported to the FGB. The nominated person will conduct the inspection jointly with a representative of Governing Body if possible.

7.5 Defects noted in inspections are speedily rectified, with the lead figure in this process identified in the documentation.

## 8.0 PROVISION OF INFORMATION

8.1 The Business Manager is responsible for distributing all health and safety information received by the School and for the maintenance of a health and safety information reference system.

8.2 New employees will be informed of all relevant health and safety information as part of the induction process.

8.3 All health and safety documentation is kept by the Business Manager, which is readily available for reference by all employees. The exception is where information is more appropriately kept at a particular location, e.g. risk assessments for the use of hazardous substances. The Health and Safety and the Law poster will also be displayed on this board.

8.4 All new health and safety information received will be copied. The original will be kept in the appropriate file. The Business Manager will decide on the circulation of each document.

## 9.0 TRAINING

9.1 The Headteacher will ensure health and safety responsibilities are brought to the attention of employees as part of their induction training.

9.2 The Caretaker and School Business Manager will identify health and safety training needs in consultation with team leaders and individual employees. The Headteacher is responsible for the school's training plan.

9.3 Employees who feel that they have a need for health and safety training of any kind should raise the issue with the school Business Manager and Headteacher.

## 10.0 A SAFE PHYSICAL ENVIRONMENT

10.1 There is a No Smoking Policy in all areas of the school buildings and grounds;

10.2 There is a No Dogs Policy in all areas of the school buildings and grounds (guide dogs excepted) and in the case of the curriculum, where risk assessments are carried out;

10.3 Care is taken to ensure provision of furniture of the appropriate height for each group of children and storage of all items in suitable containers and at a height appropriate to the user so as to reduce bending and stretching;

10.4 Children are taught to dispose of rubbish appropriately and the Caretaker promptly and regularly collects any litter;

10.5 Regular monitoring of the toilets is scheduled;

10.6 A variety of security measures have been installed including an alarm systems and a door entry system. The school carries out an annual risk assessment for lone working and home visits activities and follows the Trust policy for Lone Working.

10.7 During working hours indoor temperatures in all indoor workplaces must be reasonable/ comfortable.

## 11.0 SAFE MANAGEMENT OF BUILDINGS AND BUILDING SERVICES

11.1 The safe management of buildings and building services is led by the Head Teacher and Health and Safety Co-ordinators;

11.2 A long term Site Management plan details on-going maintenance required to ensure a safe environment;

11.3 Contractors are sourced by the Health and Safety Co-ordinators from approved sources;

11.4 Where contractors are used that are not MKET approved list, they are selected through ensuring that they have adequate public liability insurance (located in Reception area) and suitable trading recommendations (e.g. previous work in the school, guilds, recommended by other Councils or Authorities).

11.5 Before commencing any work, a Risk Assessment will be conducted to ensure risks are controlled.

11.6 During the contracting process or on beginning work, contractors will be informed by the Caretaker of the location of any Asbestos Containing Materials within the school, as detailed in the **Asbestos Survey Document** within the *Managing Asbestos in Buildings* file located in the building file in the office. A yearly inspection of all asbestos in the document to be inspected on a yearly basis to assess if there is any deterioration

11.7 The Caretaker will annually compile a *Statutory Premises Check List* (located in Site files in office) which details all the yearly checks on Electrical equipment, Gas equipment, Heating Boilers, Kitchen equipment and all other equipment that may pose a health or safety risk.

11.8 On beginning work, contractors are met by the caretaker. Contractors are then made aware of the Health and Safety policy.

11.9 Health & Safety standards are monitored during any works by the caretaker.

11.10 On completion of works, the caretaker will make a check to ensure the area is left in a safe condition and any damage caused is made good, and that any certificates needed are issued and recorded.

11.11 In-house routine maintenance is carried out by the caretaker where practicable, appropriate training to undertake a task is provided to carry out tasks, as identified through Performance Reviews.

## 12.0 ACCIDENT PREVENTION, REPORTING AND INVESTIGATION

12.2 All staff and children are required to be vigilant in spotting potential causes of accidents and to take action to prevent these where possible. All employees and Governors should report hazards of which they become aware to the Caretaker by email and verbally possible.

12.3 2014 DfE guidance states "The terms risk assessment and risk management are used to describe the process of thinking about the risks of any activity and the steps taken to counter them. Sensible management of risk does not mean that a separate written risk assessment is required for every activity. School employers should always take a common sense and proportionate approach, remembering that in schools risk assessment and risk management are tools to enable

children to undertake activities safely, and not prevent activities from taking place. Sensible risk management cannot remove risk altogether but it should avoid needless or unhelpful paperwork”.

A system of Risk Assessments is in operation at New Chapter (to identify hazards, list controls etc.) prior to the undertaking of activities that clearly present potential hazards. These documents are centrally filed in the Office and include hazards applicable to both children and adults.

12.4 Risk Assessments cover the four key areas of - Staffing, High Risk Curriculum Activities, Buildings and Educational Visits.

12.5 The school will report serious accidents, outbreaks of disease or dangerous incidents to the Health and Safety Executive when necessary, within the time frame. Accidents which require medical attention are recorded in the first Aid file and those which lead to harm or professional treatment are recorded in the school accident book held by the Business Manager.

12.6 The Business Manager will look at the First Aid/Accident logs half termly and bring to the Headteacher’s attention any concerns and trends.

12.7 School office staff will also notify the Headteacher if they are made aware of staff or pupil absence resulting from an accident or incident at school.

12.8 Monitoring of the use, accuracy of entries and follow up of incidents recorded in the Accident Books will form part of the annual Governor Safety check.

12.9 Parents or carers are notified as soon as possible in the case of major accidents to children. For this purpose, an up-to-date contact list is maintained.

12.10 Accidents involving adults are reported in accordance with MKET regulations;

12.11 Acts of violence or aggression towards members of staff are reported in accordance with MKET regulations;

12.12 Prompt investigation of all major accidents is undertaken by the Head Teacher and/ or Health and Safety Co-ordinators in order to establish cause and adopt remedial measures.

12.13 Records of a major incident will be passed to the Milton Keynes Educational Trust

## 13.0 ACCIDENT AND DANGEROUS OR VIOLENT INCIDENT REPORTING

13.1 An employee who witnesses an accident or dangerous or violent incident, or to whom one is reported, must make an entry in an accident report book which is kept in the school office as soon as practicable afterwards.

13.2 Serious accidents or dangerous/violent incidents should be reported to the Headteacher as a matter of urgency. Where they are found to be caused by faulty plant, equipment, premises or unsafe systems of work the Headteacher will act to change working practices or remove/isolate the hazard until the necessary modifications or repairs can be made. In the event of a serious accident the Headteacher will report the accident in accordance HSE procedures and also Inform the Trust.

## 14.0 EMERGENCY PLAN AND PROCEDURES

14.1 These are contained within the Business Continuity Plan, Emergency Plans and Critical Incident policy; aimed to cover all potential emergency situations, e.g. medical emergency; severe weather; fire; bomb alert; dangerous intruder. The Emergency Plan gives detailed guidelines on the procedure to be followed in the event of an emergency;

14.2 The Business Manager is responsible for providing the emergency services with appropriate staff telephone numbers for out of hours use;

14.3 Details of the positions of the water, gas and electricity isolation points are kept in the Health and Safety Manual in site files in Office and Business Continuity Plans;

## 17.0 FIRE PRECAUTIONS

- 17.1 There is a set of written regulations for emergency evacuations;
- 17.2 All staff and pupils are made familiar with these regulations;
- 17.3 A termly fire drill is held, monitored and timed in accordance with MKET guidelines and are initiated by the Headteacher;
- 17.4 The Caretaker undertakes regular checks and maintenance of fire alarms;
- 17.5 Firefighting equipment is checked and maintained on an annual basis;
- 17.6 A battery back-up operates to ensure that, In the event of an electrical failure, alarms operate;
- 17.7 The Caretaker is responsible for ensuring the regular testing and completion of the record sheets of the following systems which are kept in the places indicated below:

<b>System Type</b>	<b>Location of Test Records</b>
Fire Alarm / Smoke/Heat Detection	Health and Safety Manual
Emergency Lighting System	Health and Safety Manual

- 17.7 The Caretaker is responsible for ensuring the recording of all visual inspection of firefighting equipment on a regular basis and in line with guidelines;
- 17.8 The Caretaker will arrange for CHUBB to conduct the annual test of firefighting equipment.

## 18.0 FIRST AID PROVISION

- 18.1 There is a Medical Room;
- 18.2 The use of hygienic first aid practices by all staff is mandatory;
- 18.3 An appropriate number of staff are nominated as first aid officers, and named on information posters across the school;
- 18.4 Every attempt will be made to equip as many staff as possible with basic first aid skills, so that they feel confident in dealing with minor incidents, or are capable of assisting a casualty whilst one of the nominated first aid officers is called;
- 18.5 A data-base of staff currently qualified to administer first-aid is maintained;
- 18.6 Specialist training will be organised alongside outside agencies as required, i.e. epipen training via the school nurse in line with an individual's 'protocol', pool side rescue certification;
- 18.7 Fully stocked first aid boxes are located in the Medical Room, and Foundation class;
- 18.8 Blankets are kept in the Medical Room and ice packs in the fridge in the staffroom;
- 18.9 Additional portable First Aid kits are kept in the Medical Room for use with groups outside of the main school grounds;
- 18.10 Details of subject specific and additional safety procedures and First Aid provision are detailed in the appropriate policies, i.e. Risk assessments;
- 18.11 First Aid equipment is regularly checked and maintained by the designated First Aiders. However, all staff have a responsibility in assisting in this process;
- 18.12 Where necessary, any responsible adult will summon an ambulance. If the school is unable to contact a parent (or an alternative, nominated, responsible person) a member of staff will accompany a child to hospital;

## 19.0 ADMINISTRATION OF MEDICINES

19.1 The Headteacher is responsible for deciding whether to agree to requests for the administration of medicines to pupils. Requests for administration of a medicine, which is to be administered 3 times a day or less will only be authorised in exceptional circumstances;

19.2 All medication requests must be signed by the Headteacher and the staff member(s) responsible for administering the medicine;

19.3 Records of requests for the administration of medicines to pupils, which the school has agreed to meet, are kept in a file in the Medical Room. All medications are kept in a cabinet in the medical room or, if required, in the Staff Room fridge;

19.4 The administration of medicines record book is kept in the Medical Room.

## 20.0 SPECIAL MEDICAL CONDITIONS

20.1 There is regular liaison with the school nurse concerning children with special medical conditions;

20.2 Where applicable, additional arrangements for an identified individual will be put into place, e.g. a dedicated watcher during swimming lessons for a child with epilepsy;

20.3 Where applicable, an individual 'protocol' for emergency procedures will be drawn up ie Individual medical Healthcare plan;

20.4 All staff are informed about known medical conditions of the children where they pose a risk to the child's health, e.g. nut allergies. In some cases, particular attention will be drawn to a pupil, condition and what response may be required in an emergency.

20.5 Only medicines prescribed by a doctor will be administered by school staff

20.6 All medicines (including inhalers) brought to school must be in the bottle/ container in which they were dispensed and clearly labeled with the child's name, the dosage and the frequency of dosage. Parental permission must be given to oversee the administration of prescribed medicines.

20.7 Medicines are either held and administered by Support Staff, or held and administered by Foundation staff (in the case of children in the Foundation unit).

20.8 Slips are passed to parents to make them aware that their child has received First Aid.

## 21.0 STAFF HEALTH

21.1 If there is a concern regarding the occupational stress of a member of staff, e.g. sick note reading 'work - related anxiety', advice will be sought from Human Resources and a referral to Occupational Health may be made.

## 22.0 RESPONDING TO BURGLAR ALARMS

22.1 On being alerted to the alarm 'out-of-hours', the Caretaker or key holder will determine if police presence is needed before entering the building.

## 23.0 USE AND CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

23.1 Specific Risk Assessments are written to ensure that suitable control measures are in place for the safe use chemicals.

23.2 Such substances are stored, clearly labeled, in locked cupboards which are not accessible to children. Appropriate COSHH sheets are readily located.

23.3 All staff are advised about the wearing of appropriate protective clothing when such substances are used (e.g. rubber gloves).

23.5 An eye wash station is situated in the Medical Room.

## 24.0 ELECTRICAL SAFETY

24.1 All equipment is carefully sited to avoid trailing leads or other hazards.

24.2 Annual checks are undertaken on all electrical equipment. Checks on electrical installations take place every 5 years. Portable Appliance Testing is carried out in line with guidelines laid out by the HSE.

24.3 No mains powered electrical equipment from home should be used in school.

## 25.0 TEACHING CHILDREN ABOUT HEALTH AND SAFETY ISSUES

25.1 The curriculum is rich in opportunities for children to consider health and safety issues. These include:

- a programme of Personal, Health and Social Education and Citizenship designed to promote mutual respect, self-discipline and social responsibility;
- opportunities are taken to introduce children to health and safety issues through external organizations, e.g. building site safety;
- in assembly time when relevant issues are discussed.

## 26.0 PERSONAL HYGIENE

26.1 A high standard of personal hygiene is encouraged for all staff and children. This involves teaching all children to wash their hands after using the toilet and the provision and maintenance of suitable facilities for this.

26.2 A stock of sanitary towels is kept in the Medical Room.

26.3 Sanitary disposal equipment is available in the ladies' toilet and KS2 girls' toilets and is regularly serviced by an external contractor.

## 27.0 PROMOTING HEALTHY FOOD CHOICES

27.1 Parents are encouraged to supply snacks and packed lunches that are healthy and well balanced.

27.2 Curriculum midterm plans support the promotion of healthy food choice.

## 28.0 SITE AND PLAYGROUND SAFETY

28.1 The Caretaker is responsible for opening and securing the building as necessary. The procedure is set out (including disarming of intruder alarms where appropriate) in the safety file.

28.2 Entering and Leaving the Premises

- During term time staff can access the building from 7.00am.
- Pupils using the Breakfast Club are allowed on site from 7.30am.
- The majority of pupils will arrive when school doors open at 8.30am – 8.50am and will leave at 3.15 – 3.20pm. Some pupils will remain in school for after school clubs.
- All staff must sign in and out when leaving the site during working hours. Staff should have their identification badges with them at all times.

28.3 Pupils enter the site via the footpath to the right of the school next to EYFS.

28.4 Pupils arriving late should report to Reception and sign in.

28.5 Pupils leaving the site during the day should be signed out by their parent at Reception.

## 29.0 INTRUDERS

29.1 Employees seeing an unidentified person on school grounds should act as follows: ask the person why they are on site/for identification and escort to Reception. If the person poses a threat, the member of staff/pupil should report to senior member of staff/Reception immediately.

29.2 Main Entrance – the doors should not be left open. If doors need to be propped open for deliveries etc., please make sure the entrance is supervised and closed immediately afterwards. All visitors must report to Reception on arrival for clarification of their visit. Staff and pupils should not let visitors into the building through these doors unless they are happy that this process has been completed.

29.3 There is supervision of playgrounds. During playtime all TAs and one teacher supervise the children, which means there are 6-7 adults during Key Stage 1 playtime and 4-5 adults during KS2 playtime. We believe this provides us with sufficient oversight of the children to be confident of intervention if children are at risk.

## 30.0 SAFETY WITHIN THE CURRICULUM

30.1 Statements concerning Health and Safety are contained within the necessary curriculum policies. These identify potential problems specific to that subject of the curriculum. Risk assessments are carried out when appropriate and are mentioned in schemes of learning and lesson plans when necessary. New Chapter Primary School follows the guidance and notes from CLEAPSS when completing curriculum based risk assessments.

## 31.0 PRESS AND PUBLICITY

31.1 Express permission is sought from parents/ carers before any child's photograph or name is published by the press.

31.2 Permission will be sought for any external interviews.

31.3 The school will decide whether the use of video equipment by parents/ carers is appropriate on a case-by-case basis.

## FURTHER GUIDANCE

Further guidance on Health and Safety matters can be sought through direct contact with a MKET Health and Safety Advisor/trustee.