

Les Landes School Health and Safety Policy 2024

UNCRC Article 3: Everyone who works with children should do what is best for each child

UNCRC Article 36: Every child has the right to be protected from things that could harm them

UNCRC Article 19: Every child has the right not to be harmed; they should be looked after and kept safe

Introduction

Les Landes School will meet their responsibilities under the Health and Safety at Work (Jersey) Law 1989 and other health and safety legislation to provide safe and healthy working conditions for employees, and ensure their work does not adversely affect the health and safety of others (including; pupils, visitors, contractors etc.). Details of how this will be achieved are given in this health and safety statement.

Les Landes School will ensure that effective consultation takes place with all employees on health and safety matters and that individuals are consulted before allocating particular health and safety functions to them.

Where necessary Les Landes will seek specialist advice to determine the risks to health and safety in the school and the precautions required to deal with them. In conjunction with the Department for Children, Young People, Education and Skills (CYPES), the school will provide sufficient information and training in health and safety matters to all employees in respect to the risk of their health and safety.

The school requires the support of all staff to enable the maintenance of high standards of health and safety in the school's activities.

The school is committed to continually improving its health and safety performance.

This statement includes a description of the organisation of the school and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are outlined in the arrangements section.

Policy Statement

This policy covers staff, pupils, visitors and other users of the premises. It aims to show how the Head Teacher discharge their duties under the Health and Safety at Work etc Act 1974.

The Leadership Team of the School are committed to ensuring the Health and Safety of everybody involved in the school. We aim to:

- Ensure that all reasonable steps are taken to ensure the health, safety and welfare of users of the premises and all participants in school trips.
- Establish and maintain safe working procedures for staff and pupils.
- Provide and maintain safe school buildings (as tenants with Jersey Property Holdings as landlord) and safe equipment for use in school.
- Develop safety awareness, by appropriate training if necessary, amongst staff, pupils and others who help in school.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.
- Investigate accidents and take steps to prevent a re-occurrence.

Roles and Responsibilities

The **Headteacher** is responsible for the day to day running of the school. They will:

- Promote a positive, open health and safety culture in school.
- Report to CYPES and JPH on key health and safety issues.
- Seek advice from other organisations or professionals, such as the Health and Safety Adviser, safety advisers etc. as and when necessary.
- Ensure that all staff co-operate with the policy.
- Devise and implement safety procedures.
- Ensure that risk assessments are reviewed on an annual basis.
- Ensure relevant staff have access to appropriate training.
- Meet with the Caretaker regularly to ensure any building/grounds issues are dealt with in a timely manner.
- Ensure compliance with the requirements of the Occupier's Liability Act.
- Carry out investigations into accidents and produce reports / statements for any civil or criminal action which may arise.

The **Business Manager** will support the Headteacher in their role. They will:

- Ensure risk assessments are accurate, suitable and reviewed annually.
- Deal with any hazardous practices, equipment or building issues and report to the Headteacher if they remain unresolved.
- Provide a good example, guidance and support to staff on health and safety issues.
- Keep up to date with new developments in Health and Safety issues for schools.
- Ensure any contractors on site are competent in health and safety matters.
- Keep the H&S notice board up to date.
- Maintain accident and near-miss reporting documentation.
- Coordinate training for school staff.

The **Caretaker** is responsible for day-to-day maintenance and other buildings / grounds issues. They will:

- Ensure that any work that has health and safety implications is prioritised.
- Report any concerns regarding unresolved hazards in school to the senior leadership team immediately.
- Ensure that all work under their control is undertaken in a safe manner.
- Carry out a daily check of the grounds and building to spot any disrepair or other hazards such as broken glass etc. in the play areas.
- Ensure that all cleaning staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling.
- Carry out a weekly test of the fire alarm, call point tests and fire doors.
- Ensure all contractors are 'inducted' and shown the relevant risk assessments, asbestos records and are made aware of any fragile roofs or other hazards in the areas where they will be working.
- Fully co-operate with health and safety arrangements during larger building projects.

All School Staff will:

- Read the Health and Safety Policy.
- Comply with the School's health and safety arrangements.
- Take reasonable care of their own and other people's health and safety.
- Leave the classroom / playground / office in a reasonably tidy and safe condition.
- Follow safety instructions when using equipment.
- Supervise pupils and advise them on how to use equipment safely.
- Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate member of staff.
- Follow the accident reporting procedure using the Government of Jersey Health & Management System.
- Contribute to and highlight any gaps in the school's risk assessments.

"It is the duty of every employee:

- To take reasonable care of the health and safety of themselves, and of other persons who may be affected by their acts and omissions at work.
- To co-operate with their employer so as to permit the employer to meet its statutory requirements.

- To ensure that no person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety."

Health and Safety at Work (Jersey) Law 1989

In accordance with the school's behaviour expectations, **Pupils** will:

- Follow safety and hygiene rules intended to protect the health and safety of themselves and others.
- Follow safety instructions of teaching and support staff, especially in an emergency.

Arrangements

Accidents and Incident Reporting

All staff should assess any injury and give advice regarding minor injuries and ailments. A First Aider should be called for all other cases and any accidents must be recorded in the First Aid Book which is with the school secretary. All notifiable accidents are recorded directly to CYPES electronically.

A serious accident is 'one that may result in death or major injury, 24-hour hospitalisation, more than 3 days absence from work or emergency service transport to hospital'. A check over at A and E is 'notifiable'

A 'near miss' is an 'unplanned event that has not caused injury or damage but would do so' they are recorded via a QR code saved on Office 365 and reviewed regularly as it is good practice to near miss report.

Care Plans are displayed in the staff room, these are kept in classrooms and near the first aid station in the year 6 class in accordance with individual healthcare plans.

Administration of Medicines

- Medication is only administered to pupils when the parental consent form has been completed.
- The medicine will be administered by a member of staff who has qualified as a first aider.

- Medications prescribed by a GP or other medical practitioner can be administered by a first aider however medicine requiring administering 3 times per day would not normally be given during school hours.
- The school will avoid administering non-prescription medicine. However, we may administer non-prescription Paracetamol/antihistamine if requested by the parent and if it will facilitate the child attending school and continuing their learning. This will usually be for a short period only and no more than 3 consecutive days without seeking medical advice. However, such medicines will only be administered in school where it would be detrimental to a child's health if it were not administered during the day.
- Medicines are kept in the community kitchen fridge in a locked medicine box pin 194 or a locked medicine cabinet in the first aid cupboard in the disabled toilet(ground floor) .
- Topical Treatments will be kept secure in the School office or first aid cupboard to be administered at designated times.
- Controlled drugs will be held in a secure area in a labelled wallet and logged when administered by a member of staff.
- The only exceptions to this are asthma medication and 'epipens' (following discussion with parents) which are kept in classrooms in labelled wallets, out of the reach of other pupils, as appropriate.
- The doses administered during the school day are to be kept to the minimum, e. g. a course of antibiotics requiring four doses a day - only one dose (lunchtime) will normally need to be administered at school
- **All administration of emergency, temporary medication to be logged via First Aid QR code.**

Alcohol

It is the duty of all staff to ensure they are fit to work to the best of their ability at all times. Therefore, every member of staff should ensure that the consumption of alcohol does not affect their working practice.

In particular staff should consider their role in the workplace and have regard for their:

- responsibility for children.
- contact with the public.
- relationships with colleagues.

No alcohol should be consumed on school premises except for celebrations, when alcohol may be served at the end of the working day at a time agreed by the Headteacher. Non-alcoholic drinks are always available at these times.

On school trips away and local visits members of staff follow the CYPES Policy and do not consume alcohol whilst they are directly responsible for the supervision of children

Animals and Plants

As a rule, pets should not be kept in school as they may compromise the children's health. The only permissible exception is the keeping of fish and the School Dog. Risk assessments should be completed and regularly reviewed for any animals brought to site.

At agreed times carers or staff may bring pets in to support a particular aspect of the educational curriculum e.g., hatching a battery of eggs in controlled circumstances as part of a living and growing topic.

Staff should also ensure that the types of plants that are kept in school are not a danger to the children.

Dogs are allowed on the playground and field after school when on a lead under the control of a responsible handler.

Asbestos

- The current school building has an Asbestos Management Plan, available to all visitors and contractors in the school office.

Control of Hazardous Substances

- The use of hazardous substances in school will be kept to a minimum.
- The Caretaker (with appropriate support from senior managers) will complete a COSHH assessment for all hazardous substances used on site.
- The associated procedures and control measures will be funded and enforced.
- Any Science lessons requiring potentially hazardous substances will be risk assessed before use
- All substances are clearly marked and arrangements in place for the handling, transport, storage and disposal of the substances, including data safety sheets from each supplier. These are stored in the Headteacher's office and with the caretaker.
- Cleaning materials are stored in a lockable cupboard or container.
- Personal protective equipment is readily available.
- Cleaners will be made aware of the potential hazards associated with substances and trained appropriately.
- Containers must always be closed to prevent vapour escaping.

- Any 'hazardous' product must be kept in the labelled box provided for each class and stored out of children's reach.
- Medication, please see above.

Dental / Health Services

Schools Dental Service

The service is currently based at the General Hospital and liaises with the school regarding dental checks for primary aged children.

Schools Health Service

This service is designed to aid the healthy development of children. It attempts to identify at an early-stage physical, social and emotional problems. It is also involved with immunisation against disease, and the promotion of healthy lifestyles.

Medical examinations take place during the early years and at other ages, as requested. Vision and hearing tests are carried out periodically and immunisations are offered at the recommended ages.

A community space with privacy will be allocated so any examinations ensure the rights of the child's privacy.

Design technology

The health and safety is an integral part of the teaching of for technology. There are essential elements which must be considered.

Tools

Children in early years classrooms should not use craft knives, and sharp items should not be left out where they can be accessible to pupils. As far as is possible, reasonably and appropriately sized tools should be used. In early years classrooms it is almost impossible to acquire a wide range of tools which are appropriate in size, and a high level of supervision is therefore required for most technology work that involves making things from raw materials. Good practice in the use of tools is essential. Tools are introduced to pupils progressively, taking into account the strength, dexterity, complexity, danger, and supervision factors involved. The size of groups is also a factor that needs to be considered when tools are being used.

Safety Cut-outs

If electrical equipment is used a safety cut out should be in operation.

Batteries

If batteries are used, we recommend alkaline dry cell alternatively power packs as substitute. Ni-Cad rechargeable batteries are not recommended.

Glue and Paste

Solvent glues are not used in classrooms. Super or 'supa' glues should not be used in school, even by staff. Wallpaper pastes such as Solvite and Polycell should not be

used for the making of Papier Maché as they contain fungicides which can be absorbed through the skin. The only glue of this sort that should be used is fungicide-free.

Glue Guns

Children should not be permitted to use hot glue guns. The cold variety are to be used under close adult supervision.

Other Materials

We avoid using scrap wood, the origin of which is uncertain.

Re-cycled bottles and canisters should always be washed out so that left over substances are removed.

Kitchen roll tubes are of a higher quality and durability than toilet rolls, and do not pose the same health risk.

Items containing lead or mercury are not normally to be used in schools.

Great care should be taken when using aerosols of paint or spray mount, as the propellants involved may be flammable, and the materials sprayed are often toxic or contain solvents. Any spraying which is undertaken should take place in a well-ventilated area, away from others.

Mouth infections, asthma and epilepsy can be promoted by inflating and blowing. Balloons should be inflated with appropriate balloon pumps.

Contact with mineral oils, including hydraulic oil on farm and building site machinery, should be avoided as it can trigger dermatitis and skin infections.

Ovens

Oven gloves should be individual to each hand, and not linked by a strip of material. Oven gloves should be of a suitable quality and in a good state of repair. Pupils will always have adult supervision when using an oven and they should not handle hot liquids coming from an oven or cooker. The caretaker will ensure the ovens are cleaned annually by a professional company.

Kiln - currently not in use

Display Screen

Equipment

- For members of staff with 'desk-based jobs' the Government of Jersey's procedure for carrying out workstation self-assessments on an annual basis will be followed
- For members of staff provided with portable devices (e.g. laptops, tablets) staff will be issued with the Acceptable Use Policy on their use.

Educational Visits

All off site trips will be subject to risk assessment and the advice of the CYPES Educational Visits Adviser will be closely followed.

CYPES Policy and Guidelines

CYPES has published comprehensive guidelines. These are to be strictly adhered to in all circumstances and are required reading for all staff involved with off-site activities. A copy of these guidelines is available from the Headteacher's office.

They are intended to govern all off-site activities, ranging from day visits to sites around the island to residential visits both on- and off-island. The school's Outdoor Education Manager is the Secretary. Her role is to co-ordinate, advise and ensure that relevant procedures and the CYPES policy and guidelines have been followed.

Risk Assessments

Teachers in charge of school day trips complete risk assessments which are to be approved by the Headteacher or Deputy Headteacher one week prior to the visit. This assessment includes adhering to the CYPES adult / pupil ratio and taking into account any individual pupil support that may be required. The school provides a template for risk assessments.

Electrical Testing

All items of portable electrical equipment in school are inspected and checked annually - Portable Appliance Testing (PAT)

Employee Health and Wellbeing

The staff are made aware during their induction process of the school's wellbeing provision. All staff will be made aware of the policies covering staff wellbeing.

Fire Safety & Evacuation of the Building

- Fire exits have appropriate signage.
- Plans showing exit routes are displayed by the door of each classroom.
- A fire drill is practised and documented once every term by the caretaker and Headteacher.
- Evacuation times and any issues which arise are reported to CYPES.
- Fire extinguishers are checked annually by CYPES.
- A separate fire safety policy and risk assessment has been produced.

Evacuation Procedure

- Fire exits are clearly labelled throughout the school.
- Fire drills are held at least termly without notice.
- A class list is blu-tacked near to the fire exit in each classroom and the teacher must grab this on leaving the building.

- Mrs Wiseman or Emma Le Monnier print out an absentee list for each class from SIMS and will take these with her on exiting the building and the distribute them to class teachers at the designated assembly points.
- Visitor logs and sign-in books will be taken during evacuation to ensure site is clear.

Evacuation routes and assembly point

- Each class or group of children will leave the building in single file with their teacher or teaching assistant by the safest/ quickest route.
- All belongings must be left behind.
- When exiting from their classroom, classes will exit thus:
- "Normal" exits for classes are as follows: -
 Reception classes through own external door to playground
 Year 1 through own external door to playground.
 Year 2 through own external door to playground.
 Year 3 through own external door and round building to playground.
 Year 4 through own external door and round building to playground.
 Year 5 through own external door and round building to playground.
 Year 6 through own external door and round building to playground.
 Classes using the hall to exit via the external doors to playground.
- Mrs Vicki Charlesworth (Headteacher)- Responsible for Dome, KS2 Classrooms, KS2 toilets and office area.
- Mrs Wiseman/Mrs Hart collecting sign in books
- Mr. Darren Hill (Caretaker)- Responsible for External Store areas, Library, Community kitchen and Dome.
- Mrs Webster (Deputy Headteacher) responsible for KS1 area, School Hall, Servery, PE Store, KS1 Library / Toilets and Sensory Room.

Should one of the above be off-site, an arrangement must be made regarding responsibility for checking shared areas Mrs Wiseman to cover evacuation areas.

- The fire assembly point is the playground, and is marked with a green sign
- On arriving at the assembly point class teachers will do a roll call against their class and daily attendance lists.
- The headteacher or deputy headteacher will then confirm with staff that all children and staff are safely out.
- Once the building has been evacuated the headteacher and/or deputy headteacher will determine the reason for the alarm (if unplanned) and whether it is safe to re-enter the building.
- No one must re-enter the building until they have been given the all-clear.

This guidance is displayed at many points throughout the school.

Reporting of fire incidents

- All fire alarms situations must be reported to the Fire Marshall (caretaker) and the Headteacher. A decision will then be made as to whether or not to advise the department of the incident. The incident will be recorded in the Fire Incident Log, along with any fire practices, as a matter of course.
- All Fire Drills must be recorded in a log detailing time, date and evacuation time.

Full details in Les Landes 'Fire and Emergency Policy'

Bomb Threat

If a bomb threat is received the Headteacher, or in her absence, the most senior member of staff available must be notified.

For the safety of all pupils the fire alarm should be sounded and all persons evacuated from the building in line with the Fire Evacuation Policy.

The fire monitoring service should be notified that there is no fire by the site manager. The Police should be contacted simultaneously on the emergency number for advice as to whether the school should be evacuated more permanently - police guidance should be followed in this matter. If the Fire Service needs to be recalled as an emergency, then this should occur. CYPES should be contacted at the earliest opportunity.

The normal evacuation procedure should be followed, except if the Police confirm extended evacuation is necessary. In this case, pupils should be evacuated to St George's Church and the 'Critical Incident' applied. Further evacuation would result in children walking to the end of Rue Du Nord and coaches transporting to the Parish Hall.

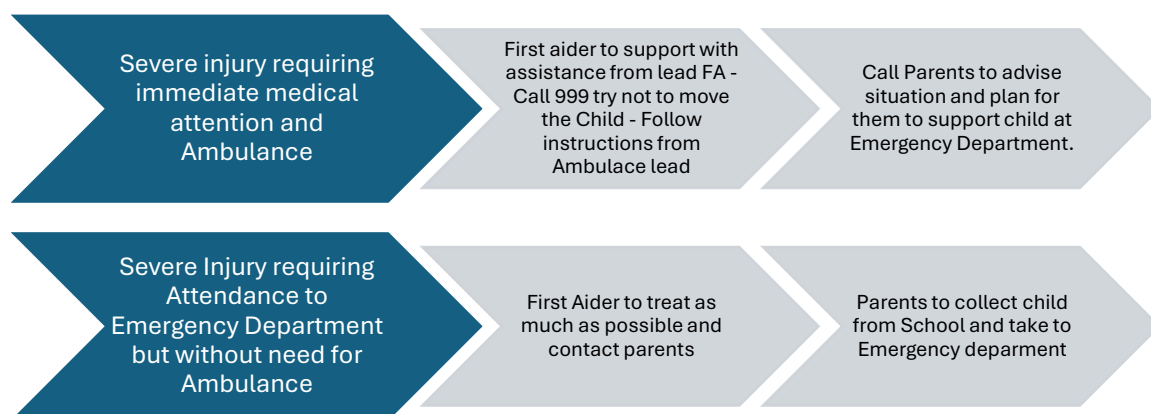
Senior staff should be willing to support the Police in any search activities they may determine necessary.

First Aid Provision

- The school has carried out a first aid risk assessment to ascertain the required number of first aiders and the location / number of first aid kits.
- The school currently has a satisfactory number of staff who are trained as nominated workplace first aiders and satisfactory numbers of staff who are paediatric first aid trained.
- Portable first aid kits are taken on educational visits.
- If the risk assessment dictates that it is necessary, a qualified first aider will be present on the trip.

First Aiders can offer advice but are not medical professionals. Each class has a designated first aid cupboard on the inside of the cupboard door is a list of the children with medical condition, Care plans are written with clear directions of action to take if the child requires medical attention.

If a child has sustained a serious injury, the Duty Lead First Aider should be called to assess the needs of the child.



In all cases Senior management team and Class teacher to be advised of a child needing emergency medical attention.

All attendance to the Emergency Department must be reported to Governance and via the online accident reporting forms.

If it is assessed that the injury does not need immediate medical attention, then appropriate care is to be provided in school in consultation with the parent / carer. Parents are contacted if the injury is to the head, if minor by email / in-touch and or if significant by Phone call, all Head injuries should be recorded on the child's SIMS profile.

Any children who are sent home due to illness or an accident should first be cleared by a school Lead First Aider and the class teacher, the parent / carer should be contacted through the school office. If the injury is to the head, in-touch email via SIMS to be sent to parents and class teacher.

First aid boxes are distributed throughout the school and regularly maintained by the First Aid Co-ordinator. Regular advice is taken from the ESC First Aid trainer as to the appropriate contents for First Aid boxes and what can be administered to children.

All First aid incidents or events requiring a first aided to be logged using the QR code which is saved in the shared drive on O365. This data should regularly be reviewed

by the Health and Safety lead and high-risk areas, activities and events flagged for potential hazards.

Food Technology

- Cooking equipment including ovens and hobs will only be used if fire precautions and appropriate risk assessments are in place.
- Staff must be satisfied that the tasks undertaken are appropriate for the pupils concerned.
- Close supervision will be appropriate for riskier parts of the cooking process, i.e. taking food in or out of hot ovens.

Health Issues

All teachers must be aware of those children with specific health conditions and be sufficiently knowledgeable and sensitive in the planning of suitable programmes of skill development. A care plan should be created for children or staff who may require emergency care during the school day due to their health issue.

They need to be aware of those pupils with any special needs, and also be familiar with appropriate methods of treatment which may have to be administered.

Infection Control

In order to prevent the transmission of any infectious disease, including HIV, the following First Aid guidelines should be followed whenever possible, as appropriate in these cases a First Aider must be involved:

- When dealing with an incident where blood is present, dependent on the circumstances and if practicable, disposable gloves should be worn.
- Blood on the skin where there is no cut should be thoroughly washed with soap and hot water as soon as possible.
- Blood in a cut or puncture wound should be encouraged to bleed freely and washed with soap and copious warm water.
- Splashes into the eye or mouth should immediately be rinsed with water (for eyes use saline eyewash if available).
- Should there be an inoculation injury or where another person's blood has entered an open wound, the affected person should report to the Accident and Emergency Department as soon as possible for further treatment and medical advice.
- Mouth to mouth resuscitation in an emergency when another person's life is at risk can be given at the discretion of the First Aider. Mouthpieces should be used if available, however, "rigid" airways should only be used by individuals skilled in their use.
- Large spillages of blood on floors or work surfaces should be treated as advised and supported by the site manager.

In all of these situations refer to a School's First Aiders and Headteacher, who have access to CYPES policies and procedures regarding infection control.

Legionella

- Amalgamated Facilities Management (AFM) provides advice and has assisted with the preparation of the school's Legionella risk assessments and also sample water as per the risk assessment. Regular water flushing should be incorporated in the weekly site maintenance throughout the calendar year.

Lone Working

- A risk assessment will be carried out for staff members engaged in lone working if the risk is considered greater than the normal risk, or if requested by the staff member.
- Employees who are conducting lone working should be contactable at all times and if possible, should contact an agreed contact at regular intervals.
- Employees conducting lone working should have a means of mobile communication on their person at all times to make contact possible.
- If agreed contact is not made the agreed contact should try to contact the lone worker to ensure their safety. If contact cannot be made the agreed contact should go to the lone worker to ensure that they are safe and well.
- Lone working should be avoided if possible.

Manual Handling

- Pupils and staff must only lift equipment and furniture within their own individual capability.

The school caretaker will be trained in manual handling and practices and systems will be assessed to ensure a safe working environment consideration will be given to:

- workplace layout.
- cleanliness/tidiness of floors.
- slip resistance of floors.
- Lighting.
- obstruction of passageways and doors.
- safe behaviour.
- working at height

Key stage managers contribute to the audit of safe working practices by completing an annual audit. The Health and Safety board for staff is a prompt for a shared responsibility in this area.

Medical Exclusion

If the Headteacher decides that it is appropriate to initiate a pupil absence from school due to medical reasons the Headteacher will consult the current public health guidelines and / or will seek advice from the CYPES Health and Safety representative, School Nurse (FNHC) and talk to the pupil's parents / carers.

Anyone who has diarrhoea and vomiting has to stay away from school for a minimum of 48 hours from the time that the diarrhoea and vomiting finishes.

If a child is suffering from any of the common childhood illnesses such as Chicken Pox or German Measles parents will be informed that there is a case /cases of these infections in school. Guidance on exclusion times for health can be found on the Public Health Agency Guidelines on Infection control.

PE Safety

Physical education has an inherent risk element of which we all need to be aware. We should ensure that the risk is calculated and kept to an absolute minimum. Risk assessments are completed for each PE area and kept in the Policy folder in the Headteacher's office and on the teachers' shared area.

Physical education includes many activities that offer a challenge to the child's initiative, determination and courage. There is always an element of risk. However, the prevention of accidents is largely dependent on the skill, knowledge and example of the teacher, who having a duty of care must at all times have the safety of the child at the forefront of his/her mind.

Some specialist aspects of PE are potentially most hazardous, e.g. archery, fencing, judo, swimming (in deep-water pools), trampolining etc. It is imperative that only teachers and coaches with nationally recognised qualifications undertake these activities.

PE Equipment

All indoor and outdoor physical education and play equipment, will be checked in line with CYPES regulations. Any items of equipment considered unsafe as a result of the maintenance check will be taken out of use immediately and removed from school as soon as possible.

Physical education equipment, particularly those items associated with gymnastics, trampolining, athletics, fencing etc., should only be used when under the supervision of a suitably qualified teacher.

Playground Equipment

- Playground equipment and its use is supervised during all breaks during the school day.
- If the equipment is used during lesson time supervision is again maintained.
- A decision is made, recorded and enforced if inclement weather (damp / icy) means that equipment becomes unsafe to use on a particular day.

- This equipment is regularly monitored by the Site Manager and on a quarterly basis by an external company.

Pregnant Members of Staff

- The school and the Government of Jersey procedures for pregnant members of staff will be followed, including carrying out a 'Pregnancy Risk Assessment'.

Risk Assessment

- The school maintains a comprehensive set of risk assessments that cover curriculum-based activities in school; school visits and the running of the school building and grounds.
- They are all available on the school central server for staff to inspect and refer to as necessary.
- The management team will take steps to ensure that appropriate staff are aware of the risk assessments appropriate to their role and will monitor compliance with control measures specified in the risk assessments.
- All risk assessments are reviewed on an annual basis (except risk assessments for school trips which should be reviewed each time the trip takes place).

Slips Trips and Falls on the Level

- The potential for slips trips and falls in school has been risk assessed and appropriate controls have been put in place.
- This includes working procedures for mopping floors, absorbent floor mats near entrances and regular hazard spotting inspections.

Smoking

Les Landes School has a no smoking policy in indoor and outdoor areas and the school will endeavour to reinforce this with appropriate signage.

Snow and Ice

- A plan has been produced outlining the main pedestrian routes that the site staff will strive to keep open during snowy and icy conditions.
- If it becomes impossible to keep these routes clear the headteacher is informed immediately and this information contributes to any decision to close the school.

CYPES have established a reporting system if weather conditions appear likely to deteriorate and cause difficulties for children going to and from school and for dispersal in advance of an emergency closure this information is reviewed regularly. . A record of these requests is maintained on SIMS, this preference can be updated securely by parents via the SIMS parent app

Storm Weather

Strong winds and inclement weather may require pupils not being able to leave the building during break/ lunch times. 'wet playtime' may involve children remaining in the building and is at the discretion of the Senior leadership team, guidance will be sought from the Government Weather advisory in the case of extreme weather.

Closure when a School is in Session

The decision to close during snow or when there is a forecast of deteriorating conditions will be taken by the Headteacher. Parents are advised to listen to local broadcasts for announcements regarding the re-opening of schools should bad conditions persist. In touch communications via SIMS will be sent to update families.

Decision Not to Open Schools

If conditions deteriorate overnight any decisions for the schools not to open will be taken by the Headteacher and public broadcasts made. This can also be announced via the School Whats-app and In-touch communication method.

Stress at Work

- Proactive - the school's templates for Stress Risk Assessment are used in order to identify how levels of stress (caused by work) amongst staff can be reduced.
- Reactive - individuals who are identified to be suffering from excessive levels of stress (caused by work or personal issues) are supported in accordance with the school's welfare policies and, if necessary, by accessing the Employee Health and Wellbeing Service.

Supervision of Pupils

- Sensible, safe behaviour will be promoted to pupils by all members of staff.
- Dangerous or risky behaviour displayed by pupils will be addressed and dealt within the school rules.
- Pupils will only be allowed into or stay in classrooms under adult supervision.
- Appropriate supervision of cloakrooms and toilet access will be in place at busy times.

Duties and Responsibilities

All staff at Les Landes School have both a statutory and contractual obligation to maintain good order and discipline among pupils and to safeguard their health, safety and welfare whenever they are authorised to be on school premises or engaged in authorised activities elsewhere. Thus, the teacher has a responsibility to minimise the risk of injury and to promote good standards of behaviour and good attitudes and relationships amongst pupils. A Health and Safety board is outside the

staffroom providing guidance and prompts of good practice. The weekly KS meeting has a H&S agenda item.

All employees will take reasonable care for the health and safety of themselves and of others who may be affected by their acts or omissions at work. Each day Key Stage managers will carry out a visual Health and Safety check. If there are any hazards likely to compromise safety, the Key Stage manager should speak to the Caretaker and / or a member of the Senior Management Team, as appropriate.

Safety in the school building and the grounds

Pupils should move around school safely and calmly. They need to be aware of their own safety and the safety of others. Pupils are made aware of the safety rules and their purpose. Good safety habits are taught through the PSHE, social skills and associated curriculum areas. Children are made aware of the need to keep their areas tidy - both for reasons of safety and because of the impression it has on people who work in the school and visit the school.

More detail in the Les Landes 'Behaviour' policy and Site Security risk assessment

Liability for Children Outside School Premises

At the end of the school day children will be supervised until parents or other such persons come to collect them. Teachers will be responsible until 3.15pm. If it is the parents' wish that an Upper Key Stage 2 child is allowed to return home from school on his / her own the parent / carer must write a letter to the Headteacher informing them of this and the letter will be kept on file. Children who have not been collected by 3.15pm will be asked to wait in the main office. It is the responsibility of the class teacher to contact the parent if this becomes a regular event.

The school promotes cycling proficiency and has established a Bikeability training programme with Jersey Sport. The Cycling Crocodile before school includes insurance with British Cycling.

Sun safety

Sun awareness and sun safety issues are investigated and dealt with in the PSHE curriculum specifically and in class generally when the situation is appropriate e.g. sports' days. The children are encouraged to cover up as much as possible and to this end Les Landes School sun hats are available to purchase from the school office. Additionally, appropriate use is to be made of sunscreens, particularly during the summer term. Parents / carers are regularly advised of these situations and the fact that parents / carers or the children themselves need to apply their sun cream. Suncream is available in the playground during the summer months

Training

Health and Safety Training Needs are assessed as part of individual's annual review.

Training needs may also be identified as part of a risk assessment process.

Volunteers

Parents and adult friends of the school who are prepared to offer their services as official voluntary helpers will be welcomed into school on the basis of their suitability for helping children and supporting qualified teachers. All voluntary helpers must have an enhanced background check (DBS) undertaken before they are used on a regular basis (defined as weekly). They may also be required to provide two written references. Unchecked helpers should not be given sole responsibility for a group of children and must always work alongside a member of the teaching staff. It is also important that helpers (and staff) who are engaged in transporting children in their own cars, must check whether their car insurance policy covers such situations. Parental approval between parents must be obtained in advance for any children being carried in private vehicles.

Working at Height

- Working at heights risk assessments have been completed for the school.
- The caretaker has received training on Working at Height
- Teaching and other staff who assist in putting up displays in school have been given appropriate in-house training and advised that they must:
 - Use appropriate access equipment - step ladders, kick stools etc.
 - Wear flat shoes whilst putting up displays.
 - Not climb on furniture to put up displays.

School Servery

The School Servery is led and run by CYPES, children are not allowed to enter the servery room at any time. Measures and Controls over the equipment used in the Servery room are administered and monitored by the School Hot Meals Catering Team including food hygiene, COSHH items held in the servery are recorded with the School Caretaker.

Access to Storage rooms

Due to the nature of the content children should not be allowed to access certain storage spaces unless supervised by an adult, in particular the Science, Art and Literacy Store where harmful substances and Freezers are situated.

Doorways

Locks

Thumb locks should be fitted on internal doors of classrooms and storage rooms to prevent possibility of locked in, Teaching and Support staff should be allocated keys depending on roles and responsibilities to allow any necessary access. All external doors should be checked and locked at the end of the school day to ensure site security.

Finger Traps

All doors within the building accessed by children should be fitted with fingerguards on the hinge side to prevent finger entrapment.

Footwear

Appropriate footwear should be worn by all children when travelling around the building In line with school uniform policy.

Walking in stocking feet in the school hall is not advised as it may increase the risk of falls as this can be a slippery surface.