The Levett School

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Positivity | Determination | Reflection | Integrity

Health & Safety Policy

Policy agreed by Governors on:	10th March 2026
Review date for Governors:	10th March 2028
Allocated Group/Person to Review:	Head teacher / Business Manager
Agreed frequency of Review, by allocated person:	Every 2 Years
Last Review date:	04/12/2025

Melton Road, Sprotbrough, Doncaster, DN5 7SB

City of Doncaster Council

Health and Safety Policy

Statement of Intent

The Head teacher and Management Committee recognise and accept that they are responsible for complying with health and safety legislation and for ensuring the health, safety and welfare of their employees and others who may be affected by the school's activities. The Head teacher seeks to promote and maintain, so far as is reasonably practicable by the implementation of this School Policy: its Arrangements and Procedures, Risk Management through Information, Instruction and Training:

- A positive culture and management system to ensure health and safety at work
- Plant and systems of work that are made safe and without risks to health, through the appropriate implementation of this Policy, Arrangements and Procedures to manage the associated risks.
- Arrangements for the safe use, handling, storage and transport of substances and articles.
- Information, instruction, training and supervision that is necessary to ensure adequate health and safety at work.
- A place of work that is safe and without risk to health, where everyone is aware of their accountabilities and responsibilities.
- Adequate resources for carrying out this policy
- Systems for identifying and assessing all hazards and risks associated with the school's activities including putting in place adequate control measures.

<u>This statement should be displayed alongside the Health and Safety at Work Act poster.</u>

Vision Statement: "Where New Beginnings Start"

The vision is one of pupils who, by the time they leave the school, will be informed, self-motivated and responsible citizens, ready for their next phase of education.

Pupils will leave our School happy, with a sense of well-being and with positive memories of their experiences and achievements of their time in School.

This policy is a statement of the arrangements for Health and Safety at The Levett School.

1 Rationale

- The Levett School is the working environment for many Committees of individuals. It is important, therefore, that a safe environment is established in which children and adults can work together with confidence. It is the responsibility of the Senior Management Team and Management Committee to ensure that this is the case.
- In order to promote this, we must all take responsibility for being vigilant and be aware of possible risks. Children and adults should be encouraged to look out for themselves and one another and share any concerns they may have swiftly and appropriately.
- We must also, however, be aware of the need to keep a balance between security and safety and the maintenance of a comfortable, welcoming learning environment. This Policy aims to address and provide guidance on this balance, identifying individual and Committee responsibilities

2 Aims & Objectives

- To provide a safe, secure and healthy working environment for staff, children and visitors/contractors.
- To encourage everyone to take responsibility for being vigilant and to be aware of possible risks whilst also feeling confident and comfortable within their environment
- Be vigilant around the premises regarding intruders. Ensure a balance between challenge and confrontational behaviour
- Ensure there is sufficient information, instruction and supervision to enable all adults and pupils to avoid hazards and to contribute to their own safety and health at work
- Maintain electrical equipment to an appropriate standard and ensure a safe environment for handling, storing and transporting items
- Administer appropriate procedures according to fire regulations
- Have procedures in place for the safe administration of medicines and for dealing with accidents and illness
- Have a procedure in place for reporting faulty equipment and near misses
- Maintain regular checks for the building and safety and security
- Be aware of pressures on teaching staff and the possible effects which stress may have
- Give guidance on lone working and personal safety
- Lay down procedures to use if there is an accident
- Give guidance on the use of images
- Inform about what should be done in a case of emergency

3 Roles and Responsibilities

- This Health and Safety Policy to be accessible to all staff through the Staff Induction Folder on the school's Sharepoint site and available to view on the school's website. All new members of staff are briefed in its contents as part of their induction.
- Visitors have their attention drawn to basic health and safety information as part of the induction policy. Visitors are required to sign-in at reception and are issued with a visitor's badge.
- It is the responsibility of teachers to ensure that pupils are made aware of existing and new health and safety information.

The role of the class teacher is to:

- Know the safety measures and arrangements to be adopted in their own working areas and ensure that they are applied
- Observe standards of dress consistent with safety and/or hygiene
- Keep good standards of hygiene and cleanliness
- Know and apply the procedures in respect of emergencies
- Co-operate with other employees and the safety representative in promoting health and safety measures
- Report any hazard or breakage
- Follow health and safety instructions and use appropriate safety equipment and protective clothing
- Maintain safety tools and equipment
- Report any incidents, assaults or "near misses"
- Set a good example to the children in their care
- Supervise pupils and ensure that they know about emergency procedures and safety measures
- Ensure that pupils' bags, coats and belongings are safely stowed away
- Include all relevant aspects of safety in the curriculum according to the science and PHSE curriculum
- Make parents/volunteers aware of safety procedures in the classroom / work area
- Give clear instruction and warning as often as necessary
- Ensure that relevant Risk Assessments are completed and followed

The role of the Headteacher is to:

- To ensure that the School meets as far as is reasonably practicable, the requirements of the health and safety legislation.
- To regularly review the safety and security of the School building at an annual Management Committee meeting.
- To undertake risk assessments as and when required and review regularly.
- To put into practice and monitor the procedures described in associate policies i.e. first aid, emergency, fire etc.
- To act upon referrals from employees.
- To ensure staff and pupils comply with agreed procedures.
- To record and inform relevant external agencies as and when appropriate.

- To ensure access to this policy and other health and safety information as legally required.
- Advise and inform the Management Committee as to health and safety practice, legislation and compliance.
- To ensure that appropriate logs and records of incidents are completed and acted upon.
- To ensure policies and employees are updated as to reflect new legislation and guidance.
- To ensure that employees have adequate training, information and instruction to enable them to act upon health and safety recommendations.
- To ensure that temporary/supply staff are informed of health and safety practice.
- To meet with the health and safety representative of the Management Committee annually to discuss health and safety issues and "undertake a Safety Observation Tour" of the Centre and its grounds.
- To report on any audits/inspections to the governing body and follow up any necessary actions.
- To ensure that procedures are in place to ensure the safety of contractors.
- To make sure that fire drills are held at least once per term and cover a variety of situations including the blocking of an exit and lunchtime evacuation.
- To ensure that escape routes are kept clear and monitor on a daily basis for hazards and emerging issues affecting the health and safety of staff, pupils and visitors, immediately acting with a view to maintaining, as the highest priority, the safety of all on site.
- Ensure adequate first aid cover is provided.
- To ensure behaviour and safety is reported on to management committee within the termly report.

<u>The role of the Site Manager & Caretaker</u>

- Responsible for the overall house-keeping of the School site.
- To ensure that inspections are carried out as detailed within this Policy.

<u>The role of parents is to:</u>

- When visiting the School, be aware of the health and safety arrangements made by the teacher.
- Ensure that their child adheres to the health and safety arrangements at the School.
- Ensures that no items are brought to the School which could cause harm to themselves (i.e. jewellery) or others (i.e. weapons, etc).

<u>The role of the Management Committee is to:</u>

- Ensure the high profile of health and safety in relation to financial planning, personnel decisions and in-service training.
- Ensure that policies relating to health and safety are in place and updated regularly.

- Enable a member of the Management Committee to have a key monitoring role in relation to health and safety including an annual walk around the school building with the Site Manager/ SBM and Head teacher.
- Approve as appropriate arrangements for Category B&C trips according to LA guidelines.
- Ensure that safety standards for purchased goods and equipment are met and that items offered for sale by the School are safe.

General Responsibility of Staff

- No child/class should be left unsupervised for any reason except in an emergency situation and then another member of staff should be made aware of the situation and asked to supervise them.
- No child must be allowed out of the School during school hours unless there is a request from the parent or guardian and the child is accompanied by the parent or guardian or person given that responsibility by the parent.

Responsibilities of Visitors

- Regular visitors and other users of the School will be required to observe the safety rules implemented. The Headteacher will ensure that visitors are informed of health and safety matters which may affect them during their visit.

4 Procedures/Code of Practise

The Management Committee and Headteacher have agreed that the following procedures/codes of practise shall be followed within the School:

Defects

- Any member of staff finding a defect in the building, furniture or equipment will take steps to remove the hazard to ensure that the risk is minimised and report the details immediately to the Office as well as emailing the Site Manager and SBM.
- Office Staff, in consultation with the Headteacher if necessary, will take steps to have the defect rectified, i.e. by notifying the SBM/Site Manager or contacting agreed contractors.
- Any member of staff discarding a faulty item or electrical item must place it in the Caretaker's room or in the Office.

Accidents

- All accidents involving employees and pupils should be recorded on an accident form available in the classrooms or from the main office. The completed forms will be reviewed by a member of Senior Leadership passed to the Office for recording. When considered appropriate (for example a serious accident involving either staff or pupils) then it will also be recorded on the Local Authorities Evotix Assure On line System. The form will be sent through with all relevant information specified to the Local Authorities

Corporate Safety Section. Where necessary, parents/guardians or staff emergency contact should be notified of the accident.

- If the accident is serious, senior management should be informed immediately and action taken to ensure the location of the accident is still safe to use.
- In severe cases an ambulance should be called – 999 – and parents alerted to attend hospital. These cases should always be notified to the LA via the Evotix Assure System.
- Medication (tablets, cream, eye bath, etc.) can be administered with the consent of parents/carers as outlined in the Medicines in School Policy.
- A list of staff with First Aid responsibilities is provided in Appendix A of this document

Electricity

- The Site Manager ensures that annual testing of portable appliances and monthly safety inspections are undertaken. Any defective items are removed or repaired.
- All new electrical items should be PAT tested before use unless approval has been granted by the School Business Manager eg. New equipment required urgently.

Staff should be vigilant for: -

- Damage to plugs, switches and leads
- Correctly fitted connectors
- Coloured insulation of the internal wires not showing at plug or appliance
- Damage to outer case of equipment
- Signs of overheating
- Signs of liquid spillage or entry of foreign materials, ventilation ports not blocked
- The appliance being used for the purpose it was designed for.

COSHH (Control of Substances Hazardous to Health)

- The School is alert to the need to limit the use of any hazardous substance and use alternative substances where possible. A file is kept by the Site Supervisor at each site.
- All site staff are reminded annually of COSHH regulations.

Access Requirements

- Staff are reminded that they should only use approved equipment to put up displays and access higher level shelving. Consideration should be given to the appropriate clothing and footwear necessary.

Risk Assessments

- Risk Assessments must be completed whenever there is the possibility that a hazard or danger might be encountered as part of an activity. The risk assessments and are kept in the administration file in the Office. These are reviewed regularly.
- Staff should inform senior management if they notice that any risk assessment appears dated or does not deal with the potential risks encountered. It is important to note that all expectant mothers should be risk assessed by SLT as soon as they are made

aware of the pregnancy. Every off-site visit should be risk assessed using the LA on line Exeant system.

Manual Handling

- All members of staff should be aware of manual handling activities involved in their day-to-day activities (i.e. the movement of bundles of paper, the reorganisation of classroom furniture, the carrying of books, the movement of audio/visual equipment and music equipment).
- Children should not be required to move heavy objects and should only move awkward objects with supervision.
- Staff are regularly reminded about correct posture when lifting and carrying equipment. All staff should alert senior members of staff if they feel that any action they are involved in is having an effect on their physical health and well-being.

Educational Visits

- Off-site educational visits are an important part of school life. Children benefit enormously from the opportunity to experience "days out" at selected venues. However, it is crucial that these visits are prepared well in advance, that risk assessments are completed and that staff, parents and LA are involved in the preparation.
- Levett has two Educational Visits Coordinator (EVC). Rachel Kelly: Pastoral Lead and Lydia Shipley Middle Leader. They will help support the planning process of a school visit and will advise. Necessary arrangements, information and preparation are to be completed by the group leader responsible for the children experiencing the visit.
- Pre-site visits are always recommended in order that staff can feel sure about potential risks involved and prepare alternative arrangements in the case of inclement weather. Staff should also consult with colleagues who have previous experience of the venue or children involved.

Work Experience

Where possible, we welcome work experience students to the Levett School. In order to make sure that their experience is beneficial, it is important to:-

- Follow the work experience risk assessment
- Ensure an appropriate match between the student and the activity
- Ensure appropriate supervision at all times

Work experience students are co-ordinated by the Headteacher. Their class teacher is responsible for ensuring their induction and mentoring them whilst on site.

PE Equipment

- The PE equipment is inspected annually. The Site Manager is responsible for overseeing this inspection. Staff are responsible for checking whether equipment is fit for purpose for each lesson and report any defects to the Office/SBM.
- The PE Policy outlines procedures for safe use of equipment. Careful consideration should be given to the use of apparatus. Staff should be particularly alert to the use of equipment with children with behavioural needs. It may be necessary for additional TA support to be given where there are concerns.

Use of the School Grounds (inc. Playground; Trim Trail, Quad etc.)

It is important that: -

- At least two members of staff should supervise children unless working one to one with a pupil.
- Staff should consider at all times the needs of individuals and the likely difficulties they might encounter
- The Site Manager/Caretaker must regularly check the School Grounds and remove any potentially harmful objects immediately (i.e. sticks, bottles, etc.).
- Before beginning any activity, staff should check to ensure that the playing area is clear and ready for use.

Contractors and Visitors

All contractors and visitors entering the premises are required to sign-in and wear a visitors' badge. They are alerted to important health and safety information. In addition, contractors are provided with the Asbestos Register so the can be advised about the location of asbestos, they will be asked to sign to acknowledge that they have received this information.

Asbestos

An asbestos register is available to view at the Office and should be shown to contractors prior to work beginning. This should be signed to confirm. An asbestos risk assessment is available. Further information is contained in the LA asbestos policy.

Display Screen Equipment

All work stations used by staff meet minimum requirements. The office staff have access to the Health & Safety Executive Information - Working with VDUs.

Fire Regulations

- In the event of a fire, the building should be vacated and the school members assembled on the playground in the Taxi turning circle.
- The Headteacher or Office staff will summon the Fire Brigade – 999 if it is not a drill
- Last person closes any external doors.

- SLT check all rooms on the staffroom corridor Pastoral Hub, Library, Wave 3 room blue classrooms and Acorn
- School Business Manager/ Nominated Admin Assistant check the admin area, the dining hall, cook's kitchen, staff toilets and both green classes and then leave school from there.
- Office staff take out Sign In iPad and activate the EVACUATE icon so the register of staff/visitors and contractors can be done at the Fire Assembly point.
- Teacher/TA takes out classroom Fire Procedure pack.
- Designated person(s) take out relevant keys for external gates.
- TA's & other associate staff to support the children in getting to the meeting point.

- No one should return to the building until it is declared safe to do so
- The Site Manager/Security contractor should ensure that all fire exits are unlocked each morning and that internal fire doors are shut
- The Site Manager will test the fire alarm system each week before the start of school
- A fire drill will be held each term without notification of date or time to staff, and will on occasion include the blocking of an exit and lunchtime drills
- The same procedure will be used in the event of another emergency where evacuation of the school building is needed.

Responsibilities during fire drills / Bomb alerts

Headteacher / Head of School / SLT

- Supervision of evacuation
- Evaluation of procedures
- Training and guidance

Administration assistant / member of office staff

- Calling the fire brigade
- Registers
- Checking visitors

Teachers & Teaching Assistants

- Roll call

Named staff

- Responsible for Personal Evacuation Plans

Fire exit to be used – is the nearest available exit. Please also make note of alternative exits should this one be blocked.

Assembly Point – on the taxi turning circle to the side of school, standing in registration groups. Where children have been working in their groups, they should return to their registration group for roll call.

Action on discovering a fire – Staff and children must inform someone immediately and should never try to put a fire out themselves unless trained to do so. Staff should

activate the red fire box with their allocated A126 key to sound the alarm across site and activate the release of the door fobs.

Keeping gangways clear – children should be reminded about hanging coats and bags out of the way to prevent slips, trips and falls and also to provide clear access and egress.

Reporting – Pupil registration clipboard will be taken out to the assembly point by office staff and handed over to class teachers. Once the register has been checked, teachers should advise the Headteacher that the pupils are all present.
Sign In iPad is taken out by Office staff.

Lunchtime fire precautions - children should stand behind chairs and, when directed by adults, proceed to exit door and to the assembly point. Registers must be checked by the class teacher/teaching assistant. All toilets and corridors should be checked as per usual procedure.
Fire notices are contained in each room.

Emergency Procedures (tests and checks)

Daily (Site Manager)

On arrival

- Exits and routes to remain unobstructed
- Exit doors unlocked

On leaving

- Electrical equipment disconnected or switched off
- Exit and windows adequately secured
- All fire doors closed

Weekly (Site Manager)

- Test fire alarm systems and record in site supervisors log which is kept in the Office.
- Test one alarm each week on a rota
- Test emergency lights
- Check fire doors

Monthly (Site Manager)

- Check extinguishers are in the correct place

Termly (the Headteacher/ Site Manager)

- Fire drill – on occasions to include the blocking of an exit, and lunchtime evacuation

Six-monthly (LA Service Level Agreement)

- Check emergency lighting and record in log
- Test fire alarm system

Annually (Organised by Site Manager with External Contractor)

- Annual inspection of fire extinguishers

School Emergency Procedures (in the event of closure)

In the event of an emergency (or indeed any closure of the School i.e. power failure, adverse weather, etc.) which would result in the children being sent home, the following will apply:-

- Parents/carers would be contacted to advise as necessary
- The Transport department will be contacted to take children home
- If the building has been evacuated, the above procedure will take place in the safest area of the playground

Lone Working and Personal Security

The LA, as a responsible employer, does not expect any employee to go into a dangerous situation for which he/she is not prepared. If you think you may be exposing yourself to danger in entering a building or site, you should not do so.

Key Holders responding to an alarm

Please note:-

- Always assume the alarm is genuine
- If possible, speak to anyone who has drawn your attention to the alarm or incident to find out if they have any information about what may be happening
- Take a torch
- Take a mobile phone
- Look outside your own home before going out in case someone is watching you
- Tell someone where you are going and how long you are likely to be

If Police are attending the incident, then wait for them to arrive before entering the site.

If Police are not in attendance:- **Never** confront an intruder or approach or enter a building if you think an intruder may be in there. Call the Police and wait outside.

- Do not enter or approach a building on your own if you are concerned for your own safety
- Check from outside of the school and at a distance to see whether there are any signs of an intrusion
- Check whether there are any unexpected vehicles in the area
- Make sure you have a mobile phone to summon help if necessary

Staff working alone in the building

If you are working alone in the building or in an isolated situation, take the following precautions: -

- Tell somebody where you are and what time you will be home
- Ensure that entrances are secure

- If you are the last member of staff to leave, ensure that the door through which you leave locks behind you
- If anyone suspicious attempts to enter the building or you can see or hear anything suspicious, contact the Police using a telephone
- Always be alert when leaving the building

Leaving an empty building

- Carry out locking up and security checks from the inside of the building wherever possible
- Start the locking up process while there are still staff inside the building
- Set all alarms
- Always be alert on leaving an empty building - someone may be waiting for you to do so

In the event of trespassers

Where a person is not immediately recognised as having legitimate reason to be on the school grounds they should be politely asked if they need any help. Assuming the person seems to have valid reason, they should be directed towards the office where they will be asked to sign in and out and be given a visitors' badge.
If it emerges that the person has no right to be on school premises, then:-

- They should be asked to leave by the nearest exit and observed until they do so
- The most senior member of staff available should be informed
- If an intruder refuses to leave, becomes abusive or seems to present a threat to the safety of others, the Police should be called without delay.

Internal Alert – Inside Lock Down Procedure

In the event of an unauthorised person in the school building who may pose a threat – Inside Lock Down.

- Office staff sound the Internal Alert using the Alexa unit that is placed in the Office Managers room
- Pupils/staff stand in classroom areas that are away from the windows eg store room/ pupil toilets. If necessary pupils move under tables in classroom and turn chairs outwards away from the windows.
- Teacher ensures classroom door is locked and barricaded with furniture if required.
- Fire Alarm NOT to be sounded to ensure fobs remain on.
- Shutters/blinds/curtains closed and lights turned off.
- Register taken (class list and absentees checked)
- Inform Office of any missing children by phone or other safe means.
- If a child is in a toilet not in a classroom – go into cubicle with them and lock door. If they are in the corridor then they go into the nearest classroom.
- Await instructions from Senior Staff.

External Alert - Outside Lock Down Procedure

Unauthorised person on school grounds who poses a threat during break or dinner time – Outside Lock Down

- If pupils are on the playground eg. during breaktime, they should walk (with pace) into school via the nearest entrance.
- Pupils make their way to the classroom. Pupils/staff stand in classroom areas that are away from the windows eg store room/ pupil toilets. If necessary pupils move under tables in classroom and turn chairs outwards away from the windows.
- Alert the Office as soon as possible so they can notify all staff/pupils by activating the External Alert using the Alexa system (placed in the Office Managers room) and then they will notify appropriate emergency services.
- Staff collect their class grab bag and take registers. TAs to assist in the year groups they work with and in corridors.
- Inform Office of any missing children by phone or other safe means.
- Await instruction from Senior Staff.

Please see Appendix B for the current poster outlining Emergency Procedures.

In the event of a break-in on site

Remember personal safety is far more important than the protection of property.

- Ensure that if children are still on site they are kept under close supervision
- Alert colleagues who should call emergency services and seek assistance
- Monitor the intruders and check their progress

If you feel in anyway threatened, do not approach, but find a safe place and call the Police. Don't try to physically remove trespassers from the site or engage in arguments with them. Make your point, withdraw and call the Police

In the event of an abusive parent/adult

Make sure any meeting with any adult whom you suspect may turn abusive is conducted in a room with the door open where it can easily be monitored and with members of staff within easy reach. It may be appropriate to request for an additional member of staff to be present at the meeting with the parent depending upon circumstances.

Should a parent/adult become abusive:-

- they should be asked to leave the premises in a calm and non-threatening way
- should the adult refuse to leave or if their behaviour is causing concern in any way, it might be appropriate for a member of staff to alert the Police

If any incident has occurred:-

- an incident report should be completed and it may be necessary to inform the governors and/or LA for further action to be taken.
- Make sure you attend to your own personal needs following any incident and seek help and support where necessary.

In the case of an employee, support should be offered following an incident.

In the event of it being suspected that a pupil is carrying a weapon.

All Secondary age pupils should be checked on arrival by using a body wand to check for any concealed items. If Primary pupils threaten to bring a weapon into school then they will also be screened using a body wand on their arrival.

As a general rule, the Police should be called to deal with any incident believed to involve a weapon. There may be exceptions where the circumstances appear to be wholly innocent and the matter can be dealt with on a disciplinary basis; if in any doubt, call the Police.

In exceptional circumstances, staff may decide that they need to take action before the Police arrive. Where possible, staff should not confront a pupil in the presence of other pupils. Preferably two or more members of staff should divert the pupil or person to a place where no other pupils are present.

Reporting Incidents

Report all incidents using Police 101 system or if it relates to a pupil enter on the CPOMs system, however minor, including all alarm responses and all trespass incidents. In addition, any occurrence where individuals are, or feel threatened, must be reported to the Police and the LA, as a serious matter.

Head Lice

The problem of head lice is of great concern to the local community. It is a community problem that can be a particularly sensitive area with schools. We respect the concern the parents voice when children in the same class as their own remain untreated. However, the responsibility for ridding children of lice rests with parents. We will do our best to ensure that steps are taken to deal with the problem as it occurs.

- As far as possible, no one with head lice will be made to feel embarrassed by their identification. Staff will at all times be considerate as to the need for sensitivity.
- If a case of Head Lice is reported - parents/carers of children in the class are sent a letter asking them to check their child's hair.

Near Misses Reporting

Near misses should be reported to the headteacher or deputy, in her absence. Any near misses are then recorded on the Local Authorities Evotix Assure On line System. These are monitored by the LA and any particular issues identified and acted upon.

Smoking/Vaping

To help ensure that we offer pupils, staff and visitors a safe, secure and healthy environment, the School has adopted a no smoking/vaping policy, which covers all buildings, playgrounds and playing fields.

Health and Safety during curriculum activities:-

Science

All experiments should be carefully planned and prepared for. Preparation should include:-

- consideration of staffing levels
- consideration of group mix and children with special needs
- room dynamics
- a risk assessment according to the materials and equipment to be used

Where there are any concerns or queries, the Science Subject Leader should be consulted. Reference should be made to safe guidelines where materials and substances not readily found in school are being used.

PE

- KS1 & KS2 Pupils to do PE in bare feet/slipper socks and suitable clothing
- Teachers should wear appropriate footwear
- Teachers should always position themselves so that they can see all the children and should not have their backs to any groups
- Teachers are responsible for checking the safety/soundness of equipment before lessons begin
- Pupils <u>are not</u> permitted to wear jewellery in the School
- Long hair should be tied back securely

Cooking

- Pupils and adults must wash hands carefully and wear protective aprons
- Children should be taught the correct and safe way of handling equipment
- Children should be reminded of the potential danger of electricity and heat
- Awareness is needed of the continued heat after immediate use
- The cooker and equipment must be thoroughly cleaned after use

Creative Activities

- No sharp pointed scissors should be used
- Blades of scissors to be held across the children's palms
- Children should not walk around the class with scissors
- Scissors should be returned to safe storage after use
- Care should be taken with strong adhesives
- Children should not use craft knives
- Be aware of strong smelling adhesives, glitter, sprays etc

Computers & Interactive Whiteboards

- All staff should be aware of correct usage
- Cables, wires etc. need to be safely positioned away from the children
- Children should never move the portable interactive whiteboard
- Checks should be made that some equipment does not become too hot

Photographs and Videos

This policy has the intention of protecting children from the misuse of photographic images. It aims to enable safe practice to continue and allow for the use of pictures, both still and moving, where permission is given and there are educational or recreational benefits.

All parents will be…

- informed of School policy and permission requested for use of pictures within the establishment
- asked for permission for the taking of photographs by the media
- reminded that assemblies and concerts may be photographed and videoed and as such any concerns they have should be expressed prior to the event
- reassured that videos / photographs taken within the School by staff will be used for educational purposes only and that care will be taken that images respect the self esteem of the children concerned and are not used to illustrated sensitive or negative issues

5 Health and Well-being of Staff

In order to prevent stress and to provide the best working environment for the health and well being of staff, we recommend: -

- That times of meetings to be negotiated and are aimed at limiting the length of time and frequency with which staff need to remain in school
- That length of meetings is agreed and where possible, adhered to
- That notice is given of cancellations
- That consideration is always given to time scale to enable a reasonable amount of time to be given for completion of a task before the deadline
- That deadlines can be negotiated in extenuating circumstances
- That consideration is always given to workload and that no individual, regardless of level of authority, is expected to complete an unreasonable amount in a limited time
- That working at home is an agreed principle where specific tasks need completion – in agreement with Senior Management
- That TA's are deployed to support teachers where possible

Stress

Hopefully, the practices recommended above should help to prevent stress. In some cases this may not happen and staff should be alerted to some common effects of stress. These include:-

- High level of anxiety
- Low self-esteem
- Inability to concentrate
- Being more prone to accidents
- Headaches/migraine
- Depression

- Panic attacks
- Chest pains
- Stomach problems
- Relationship problems

Colleagues should be alert to signs of stress in themselves and one another and should take steps to address these as they occur. Methods for dealing with stress might include:-

- Sharing concerns with colleagues
- Prioritising workload
- Learning to say "no"
- Taking up a new hobby or sport
- Sharing feelings with people at home
- Ensuring that some time every week is set aside for relaxation
- Discussing responsibilities with a senior colleague and perhaps negotiating deadlines
- Pay attention to diet and ensure that you eat healthily and regularly

It is important that we create an environment which welcomes the sharing of problems and concerns and offers support and advice as needed. If symptoms persist, staff should contact a GP and concerns should be discussed with a senior colleague.

Fitting in with Families

Every employee at the School has demands outside of the workplace which will, on occasion, place pressure upon them and are likely to lead to differences in work practice. Leave of absences are covered under Doncaster Council's Leave of Absence Regulations for Support Staff and Teachers although we feel it is important that we recognise this and support colleagues in managing demands. This includes: -

- Being flexible about request for attendance at funerals
- Enabling support for ageing relatives and children with medical appointments
- Enabling staff to attend significant important events in respect of children (i.e. Christmas Concerts, first day at school)
- Attempting to accommodate staff requests for early starts/late starts, early finishes/late finishes

It is expected that wherever possible staff will make arrangements around the school day, but where this is not possible, we will attempt to support them in meeting the demands of home and the School. We would also request that staff take responsibility for ensuring that when they are absent, cover arrangements ensure the continued smooth running of the School. Leave of absence requests will be considered in line with DMBC policies.

Where staff become aware that they are pregnant, it is recommended that senior staff are informed as soon as possible in order that appropriate safeguards can be implemented.

Monitoring Arrangements

The Management Committee will call for annual reports on: -

- Accidents/incidents
- Results of internal or external health and safety inspections

- Complaints
- Summary of “walk about” information from health and safety

Policy Review

This policy will be reviewed and amended every 2 years.

Additional Policies

Please also refer to: -

- Online Safety Policy
- Medicines in School Policy
- Equality, Equity, Diversity and Inclusion Policy

6 Monitoring and Review.

The Head teacher will;

- Monitor the effectiveness of this policy on a regular basis.
- Report to the Management Committee on the effectiveness of the policy
- If necessary, make recommendations for further improvements

The Management Committee will;

- Ensure that the School policy is administered fairly and consistently.
- Review this policy every two years.

Appendix A

Named First Aiders

Amanda Brown
Amanda Jones
Rachel Kelly
Cody Marriott
Xena Needham
Lydia Shipley
Stacey Holmes

Appendix B

Emergency Procedures – A Guide for Staff & Visitors

We have 4 Emergency Procedures in School. These are:

1. **Fire**
2. **Internal Lockdown (lesson time)**
3. **External Lock down (community time)**
4. **Site Evacuation**

The Levett School

Procedure	Reason	Alert Method	Procedure
Fire	Fire	Fire alarm sounds	• Children evacuate via nearest exit in silence and walk to meeting point. (Taxi drop off area) • Last person closes any external doors. • SLT check all rooms on the staffroom corridor, blue classrooms and Acorn • Office Manager/Nominated Admin Assistant sweep the admin area, the hall, cook's kitchen, staff toilets and both green classes and then leave school from there. • Office staff take out the grab bag, Sign In Ipads, school mobile and external gate key. Office staff generate the fire register for roll call (Hold thumb on bottom right of Ipad, select Settings, Evacuate button, show all report). • Teacher/TA takes out classroom Fire Procedure pack (grab bag). • Designated person(s) take out relevant keys for external gates. • During community time: All staff meet at the meeting point and support the children. • TA's & other associate staff to support the children in getting to the meeting point.
Inside Lock Down	Unauthorised person in the school building who may pose a threat.	Admin office sounds alarm via school Alexa systems	• Office staff sound the Internal Alert using the Alexa unit that is placed in the Office Managers room • Pupils/staff stand in classroom areas that are away from the windows eg. store room/ pupil toilets. If necessary pupils move under tables in classroom and turn chairs outwards away from the windows. • Teacher ensures classroom door is locked and barricaded with furniture if required. • Fire Alarm NOT to be sounded to ensure fobs remain on. • Shutters/blinds/curtains closed and lights turned off. • Register taken (class list and absentees checked) • Inform Office of any missing children by phone or other safe means. • If a child is in a toilet not in a classroom – go into cubicle with them and lock door. If they are in the corridor then they go into the nearest classroom. • Await instructions from Senior Staff.
Outside Lock Down	Unauthorised person on school grounds who poses a threat during break or dinner time.	Admin office sounds alarm via school Alexa systems	• If pupils are on the playground eg. during breaktime, they should walk (with pace) into school via the nearest entrance. • Pupils make their way to the classroom. Pupils/staff stand in classroom areas that are away from the windows eg. store room/ pupil toilets. If necessary pupils move under tables in classroom and turn chairs outwards away from the windows. • Alert the Office as soon as possible so they can notify all staff/pupils by activating the External Alert using the Alexa system (placed in the Office Managers room) and then they will notify appropriate emergency services. • Staff collect their class grab bag and take registers. TAs to assist in the year groups they work with and in corridors. • Inform Office of any missing children by phone or other safe means. • Await instruction from Senior Staff.
Site Evacuation	Various reasons	Fire alarm sounds	• As per fire procedures above • SLT will instruct if need to evacuate site – this will be via Melton Road to The Goldsmith Centre • Instructions, directions and numbers on back of 'FIRE BOARDS'