

Health and Safety Policy

Hawthorn Primary School



INDIVIDUALLY WE MATTER, TOGETHER WE SHINE

Approved by: Governing Board

Date: 25/01/2024

Last reviewed on: July 2018

Next review due by: January 2025

Hawthorn Primary School - Policy for Health & Safety

At Hawthorn we believe in keeping all of our school community safe and healthy. This includes pupils, staff, parents, governors and all visitors. We aim to minimise risks by careful planning, knowledge, awareness and monitoring. We also aim to deal with any incidents that may occur in a safe and appropriate way. This policy will be reviewed regularly in order to make amendments and to strive to modify and improve. All staff have a joint responsibility to provide a safe environment and are accountable

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1. STATEMENT OF GENERAL POLICY

The Governing Board of Hawthorn School recognises that the health, safety and welfare of all staff and pupils, whether on the schools premises or carrying out the schools business elsewhere, is primarily the responsibility of Birmingham City Council's (BCC) Directorate of People (Children, Young People and Families/Schools and Learning). We acknowledge and accept that for practical purposes that this responsibility is to a great extent delegated in the first instance to the Schools Governing Board. These responsibilities also extend to ensuring that other agencies or contractors on the school premises have adequate safety policies and procedures in place.

1.1 On behalf of the Governing Board, I accept the duties and obligations imposed upon us under the Health and Safety at Work etc Act 1974, The Occupiers Liability Acts 1957-84 and will through this Policy ensure, so far as is reasonably practicable, the Health and Safety of:

- a. All persons employed at Hawthorn School whilst they are at work;
- b. Persons other than Hawthorn School employees who may be exposed to risks arising out of, or in connection with, the activities of employees of Hawthorn School whilst they are at work.

1.2 To effectively achieve this, Hawthorn School will provide, so far as is reasonably practicable:

- a) Safe premises, plant and systems of work;
- b) Safe methods of using, handling, storing and transporting of articles and substances;
- c) Information, instruction, training and supervision;
- d) A safe working environment;
- e) Safe access to, and egress from, a place of work and procedures for evacuation in an emergency.

1.3 The Governing Board for Hawthorn School will comply with safety policies, guidance, advice and instructions issued by BCC, the Directorate for Children's Services and advice from Education Safety Services. Hawthorn School will further provide, so far as is reasonably practicable, any additional codes of practice and safe systems to effectively cover all aspects of health, safety and welfare.

1.4 While this policy is written to comply with the Health & Safety at Work Act 1974, we consider the matters of pupil and staff safety and welfare to be of equal importance. Where necessary this will be expressed in specific arrangements, otherwise it is implicit in all actions and arrangements within this policy.

1.5 It is an offence under the Health & Safety at Work Act 1974 to intentionally or recklessly interfere with, or misuse, anything provided in the interests of Health and Safety. All members of staff must co-operate fully with measures the school will be taking to comply with the relevant statutory provisions and in implementing this Health & Safety Policy, in order to ensure that their working environment, together with those of their colleagues and pupils, are as safe and healthy as possible.

Signed Chair of Governing Board (on behalf of G.B)

Date

2. ORGANISATION AND RESPONSIBILITIES

Governing Board

Governors are responsible for the strategic overview of health and safety including that of ensuring full implementation of the Schools Health and Safety at Work Policy. **This will be achieved by ensuring there is an effective plan for safety that sets clear areas of responsibility and achievable standards for all school staff.**

2.1 The Governors consider the best means of developing and progressing this policy, thus providing effective management of health & safety, is to continue to use a Safety Advisory Group to monitor and feedback on health and safety in school. The role of the Committee will be to act as a communication link between the Governing Board, Head Teacher, Trade Union Appointed Safety Representatives and members of staff generally. Its terms of reference are to:

- Identify and develop practicable arrangements for health & safety
- Develop strategies/arrangements to actively monitor their enforcement
- Consider/assess any safety issues for new equipment or in anticipation of organisational change
- Ensure effective remedial action has been considered and implemented to comply with Part 3 of A1 Accident form LCA 104
- Identify opportunities for further improvement to safety arrangements
- Carry out a review of the policy and its arrangements annually and recommend necessary improvements on general strategic matters of health & safety
- Draft a brief status report to the full Governing Board at least once each year
- Bring any matter of concern relating to health and safety, that cannot be resolved through the school's management structures or by the Head Teacher, to the immediate attention of the Chair of Governors
- To support staff induction for new staff in order that they should know the safety procedures in school.
- To keep all staff updated on health and safety issues.

A clear intention is to seek continual improvement through the development of a safety culture built on a common understanding of safety and a commitment by all staff to meet their challenging goals.

2.2 Members of the Group shall include the following:

Chris Pritchard	Governor Representative
Daniel Rogers	Safety Lead / Site Manager/BSM
Sam Abraham	Head Teacher
Pupils	Y6/Y5 representatives

Additional members will be co-opted where appropriate to discuss safety matters relating to specific areas of work. Each Group member will be confirmed annually by their respective bodies as appropriate and confirmed by a full governing Board at its AGM. The Group will meet termly and more often at the request of one Group member, the Head Teacher or the Governing Board.

It is critical that staff are fully engaged in the safety plan via the Safety Advisory Group and that it is accessible to all staff.

2.3 Supervisory School Staff

Members of staff who manage, or supervise other staff/trainees, or are responsible for pupils/members of the public, who may be affected by work activities, have a particular responsibility for the health and safety of those under their charge.

They will carryout and/or assist in the process of undertaking a suitable assessment of the risks to health and safety arising out of or, in connection with their undertakings. These assessments

shall be reviewed periodically, following accidents and in light of improved knowledge or technical change. This is the principle cornerstone of Hawthorn School Health and Safety Management.

Supervisory staff will instruct those under their charge/control precisely and clearly on their duties with regard to the health and safety of themselves and others, and will inspect their designated area of responsibility at periodic intervals.

2.4 Head Teacher

The Governors charge the Head Teacher, Sam Abraham with the day-to-day responsibility of managing and enforcing Hawthorn School Health and Safety at Work Policy. Where necessary the Head Teacher will initiate, support and assist all staff in the risk assessment process and, take appropriate steps and make the final decision on any safety question where matters are unable to be resolved satisfactorily through delegated responsibility arrangements within this safety policy.

The Deputy Head Teacher will assume these responsibilities in the absence of the Head Teacher.

2.5 Health and Safety Lead

Daniel Rogers is appointed by the Head Teacher to assist in the day-to-day implementation of the School safety plan. As Safety Lead his role is to ensure that other members of staff are familiar and clear as to their duties and responsibilities stated in this Health and Safety Policy. He will also be responsible for convening meetings of the Safety Advisory Group, ensuring that minutes are taken and stored in a place accessible to all interested parties. The Safety Lead will also provide/arrange assistance and support to relevant staff to ensure that risk assessments are actually carried out. He will endeavour to keep up-to-date with safety regulations and through the Safety Advisory Group initiate steps that ensure arrangements for health and safety at Hawthorn School conform to both current regulations and best known practice.

2.6 Phase/SEN Leaders (Leaders)

The nature of the school's activities can be diverse from an operational point of view and essential activities and priorities may vary between key stages and subjects. Leaders will be responsible for initiating/undertaking/assisting in the risk assessment process in areas and for tasks relating to pupils, members of staff and others in their sphere of operation.

They will ensure their designated Zones are inspected regularly to identify hazards and bring any concerns to the attention of the Safety Advisory Group. Where significant hazards are identified a formal risk assessment process will be undertaken to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the risk. Relevant staff will be informed of any findings that will also be recorded and filed in the School Office for audit inspection.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting access to the hazard before reporting the matter to the Head Teacher or Safety Lead. Leaders will also assist in the implementation of other safety arrangements considered necessary to comply with health & safety regulations and codes of practice as may be determined from time to time and approved by the Governing Board/Head Teacher.

2.7 Classroom Teachers/Bursar

Will be responsible for initiating/undertaking/assisting in the risk assessment process in areas and for tasks relating to pupils, members of staff and others in their sphere of operation. They will inspect their designated areas regularly to identify hazards and raise any concerns with their line manager and a member of the Safety Action Group. Where significant hazards are identified a formal risk assessment process will be undertaken to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the risk. Staff members under their charge will be informed of any findings that will also be recorded and filed in the school office for audit inspection.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting access to the hazard before reporting the matter to their designated SLT member/Head Teacher. Classroom Teachers/Business Manager will also assist in the implementation of other safety

arrangements considered necessary to comply with health & safety regulations and codes of practice as may be determined from time to time and approved by the Governing Board/Head Teacher.

2.8 Building Services Supervisor (Site Manager)

The site manager, Daniel Rogers, has a key role to ensure that the school premises are kept clean, secure and maintained in a safe condition. This is achieved by undertaking tasks as defined in the job description or additional tasks as determined by arrangement with the Head Teacher. The site manager is responsible for the supervision of cleaning staff, materials and any equipment they use. He will be responsible for undertaking/assisting in the risk assessment process in matters relating his work and that of other members of staff within the sphere of his work. This will include responsibility as first point of call and active liaison with contractors who are at the school premises, ensuring they comply with and are aware of Health and Safety Policy and arrangements.

It is expected that particular work undertaken by the site manager will identify quickly, areas that threaten the safety of himself, pupils or other members of staff or the wider school community.

The site manager will inspect specified designated areas regularly to identify hazards and will raise any concerns with the Head Teacher/Line Manager. Where necessary a formal risk assessment process will be undertaken to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the hazard. Relevant staff will be informed of any findings that will also be recorded and filed in the School Office for audit inspection.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting access to the hazard before reporting the matter to the Head Teacher or Health and Safety Lead. The site manager will also assist in the implementation of other safety arrangements as considered necessary to comply with health & safety regulations and codes of practice, as may be determined from time to time and approved by the Governing Board/Head Teacher.

2.9 Non-Supervisory Staff

The final level of responsibility for implementing Hawthorn School safety plan is that of the individual member of staff who has a statutory duty to co-operate with the school's managers and comply with all arrangements considered necessary for the health, safety and welfare of pupils, themselves and their work colleagues.

They will assist in the process of undertaking a suitable assessment of the risks to health and safety arising out of or, in connection with their work.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting access to the hazard before reporting the matter to their line manager.

Daniel Rodgers, site manager, is a line manager for staff to report health and safety issues to.

3. ARRANGEMENTS

Arrangements must aim to ensure clarity of execution.

The Governing Board will ensure that those appointed and charged with responsibility are fulfilling their role and have up to date information. This information can be found in the paperwork dealing with continuing staff training and qualifications.

Where specialist knowledge is required advice will be sought from Children's Safety Services to advise/assist directly or where appropriate identify other competent persons to provide support.

Staff will be made aware and encouraged to consult the safety manual and/or Children's Services Safety web site for guidance on specific safety topics.

The arrangements for managing health and safety within Hawthorn School are designed to eliminate hazards or adequately control risks to staff and pupils are as follows:

3.1 Children's Services Policies for Safety

Useful information, guidance and policies are contained in the schools Safety Manual or can be viewed on Children's Safety Services at: <http://www.bgfl.org/services/safety/default.htm> The website also contains contact names, numbers and email addresses for all members of Children's Services Safety Team who can be contacted directly for advice.

3.2 Staff Induction

All Teachers, new Teaching Assistants, Lunchtime Supervisors and students are buddied with a colleague who guides them through the induction process. A record of the induction process will be kept (see Appendix). Safety policies are available through the internal school computer Q drive which is accessible at every computer station. New staff are issued with a staff handbook which provides a range of information. This can also be found on the school shared drive. Please see Mrs S Abraham for more details.

3.3 Fire Safety

The Head Teacher will ensure a fire risk assessment is carried out to comply with the Regulatory Reform (Fire Safety) Order 2005. This assessment also sets out detailed arrangements for staff training and on procedures to be followed in the event of a fire emergency. The risk assessment will be reviewed annually or in the event of change and significant findings will be processed onto a priority action plan of remedial steps to be taken. All documentation including records of fire drills and equipment test will be retained in a Fire Safety Log in main office. It is the responsibility of the site manager, Mr D Rodgers to keep this up to date.

3.4 Security

The school will undertake a review of security annually. This will be undertaken by the Safety Advisory Group. Findings will be recorded and progressed onto action plan of remedial measures. Staff and pupils will be urged to bring any concerns they may have to the immediate attention of the Head Teacher. These will be logged.

3.5 Safety Training

Training needs for new staff will be identified through the induction process. Future training needs will be identified through the staff development review process or in light of changed responsibilities. A record of staff training will be kept.

3.6 Dynamic Risk Assessment

These will be carried out by all staff prior to the commencement of a hazardous work task. This concept is for staff that have been trained and can demonstrate a clear understanding of applying the risk assessment process prior to the commencement of hazardous work tasks.

3.7 Premises Safety Sweeps

These will be carried out on a continuous basis so that physical type hazards are identified as soon as possible. This will be achieved by the Safety Advisory Group or staff teams sweeping a designated safety zone within the school and findings will be recorded by the site manager, Daniel Rogers.

Completed, checklists will be handed onto a member of the Safety Advisory Group to sign off and where necessary ensure appropriate action is taken or seek advice on what steps could be taken to manage any safety concerns.

Any issues raised will be distributed to those people who are required to action them. Completed documentation of any remedial action taken will be retained in a folder held in the school office for future audit inspection.

These arrangements will be closely monitored and checklists inspected annually by the Safety Advisory Group. Any failure to comply with these arrangements must be brought to immediate attention of the Head Teacher and Governing Board.

There will be no dogs, except assistance dogs and school therapy dog (Bailey), allowed on the school premises. This is in line with the Local Authority policy.

There will be no smoking, vaping or e cigarettes on school premises.

Bikes and scooters will not be ridden across the playground.

3.8 Playground and Grounds Safety Sweeps

These will be carried out on a continuous basis so that physical type hazards are identified as soon as possible. This will be achieved by the site manager Daniel Rogers and if required, lunch time Supervisors sweeping designated safety zones within the playground or grounds and record findings on a checklist every term. Staff are reminded to report any issues immediately to the Safety Advisory Group/ Head Teacher. Evidence will be recorded and filed the same as 3.7 above.

The site manager Daniel Rogers will check playground equipment regularly. Playground equipment shall be used under the supervision of school staff.

3.9 Working at Height

Head Teachers/Department Heads/Managers/Supervisors/Teachers must not instruct staff under their charge to undertake any work at height task unless a suitable and sufficient risk assessment has been carried out and properly recorded.

Closer supervision must be exercised at all times when asking vulnerable persons to undertake work at height tasks. These will include young persons, student placements and new or expectant mothers.

All staff are instructed not to undertake any work at height task unless they have been authorised to do so and have been informed of the risk assessment findings, trained and instructed as appropriate.

While not an exhaustive list such work at height tasks may include the following:

- Storing and/or retrieving materials
- Placing and/or removing displays at height
- Cleaning windows and light fittings
- Maintenance tasks

Risk assessments will be passed onto a Senior Member of Staff for signature before commencing the task then filed for future staff reference and audit inspection.

All relevant staff will be informed formally of the risk assessment findings.

Arrangements must be made to ensure new or temporary employees are informed of risk assessment findings before being asked to undertake any work at height task.

All access equipment will be fully inspected every 6 months by the site manager, Daniel Rogers and a record of this retained. Authorised staff will also be instructed on procedures of how to visually check access equipment before use. This arrangement will be monitored by the site manager Daniel Rodgers every 12 months.

3.10 External Educational Visits

Sam Abrahm has been appointed and will train as Educational Visit Co-ordinator (EVC) at the earliest possible availability of a course. The EVC will ensure all external visits are planned and detailed arrangements are recorded. This will include ensuring additional risk assessments are undertaken where necessary. As part of the planning process for external educational visits the EVC will consider whether there are any opportunities to involve the pupils and encourage staff to include pupils working alongside them in completing a risk assessment so that they have an understanding of how they could be harmed during the visit in order to underpin their understanding of keeping safe and cooperation in control measures. This could be done via some type of brainstorm/mindmap/workshop session to help identify how any hazards might be managed.

3.11 Stress/Well-being

The school adopts the Mental Well-Being Policy Guidance as recommended by Children's Safety Services. **A strict need to know confidence will be observed at all times.** The school will endeavour to support any member of staff experiencing anxiety or stress even though this may not be work related.

Any member of staff who considers their well-being is being compromised due to work related pressures are to be encouraged to raise concerns with their line manager or a member of the Safety Advisory Group who will if necessary seek external advice from Children's Employee Relations Service.

3.12 First Aid

Suzanne Leddy, Christina Broadfield, Carl Haines, Jayne Copper, Jo Beardmore, Emma James and Dawn Sheppard have been appointed and trained as first-aiders. Suzanne Leddy is responsible for ensuring that the appropriate number of appointed persons and facilities provided for first aid are maintained. The school reinforces the First Aid plan by providing periodic awareness training for all staff. Training will be updated as needed on an annual basis.

3.13 Accident Reporting and Investigation

Accidents involving pupils will be recorded and copies kept in the main office, Foundation Stage (kitchen) and will include an entry into a First Aid treatment book. Serious accidents involving pupils will also be recorded on the Accident A1 Form then sent to CYPF Safety Services. Completion of A1 form will be by the Business Manager. This will follow the Local Authority guidance.

All accidents involving staff must be reported and recorded on the Accident A1 form and sent to CYPF Safety Services.

All A1 accidents will be investigated by a member of the Safety Advisory Group in order to establish facts. Where necessary the risk assessment and procedures will be reviewed and where appropriate recommendations made to prevent any reoccurrence.

The Safety Advisory Group will evaluate accident trends on an annual basis.

3.14 Statutory Testing

As a result of delegated responsibilities, schools and other establishments are responsible for managing significant elements of building maintenance to include statutory testing on a various item of plant and equipment at appropriate frequencies.

This is not an option as failure to comply will contravene Health & Safety legislation and may result in fine or even imprisonment of the offender.

Further information on statutory testing – including checklists – can be obtained at the Birmingham Grid for Learning website:

<http://www.bgfl.org/services/assetmgt/files/test1105.pdf>.

This arrangement will be closely monitored by the site manager, Daniel Rogers to ensure tests are carried out and that test results are logged. Testing will be carried out via Statutory Testing Schedule. A matrix will be displayed showing the ongoing status of test compliance (see Appendix).

3.15 Asbestos Management

Recognising the absolute duty to manage asbestos containing materials (ACMs) effectively in the premises there will be strict compliance of the policy issued by Children's Services Health & Safety: [Asbestos 2006](#). To reinforce this policy members of staff are instructed not to undertake any work that may disturb the fabric of the building unless authorised to do so and having regard to the asbestos guidance.

The Asbestos Management Survey has been consulted and a management plan has been developed to determine the likelihood of exposure during normal day-to-day activities or maintenance.

Contractors will be made aware of the Asbestos Management Survey and this policy and requested to ensure any work they undertake has considered the possibility of disturbing asbestos. Where necessary an Intrusive/Demolition Survey will be undertaken in areas to be disturbed before any work begins.

The designated person responsible for strict enforcement of this arrangement will be site manager, Daniel Rodgers, and in his absence a member of the Safety Advisory Group.

3.16 Substances Hazardous to Health

Where small quantities of harmful substances are used in classrooms, such as aerosols these will be used in accordance with manufactures safety advice and stored away from pupils.

Contractors are to abide by COSHH regulations re hazardous subjects and will ensure that all cleaning chemicals will be used and stored to comply with suppliers Safety Data Sheets and subjected to a detailed assessment to meet the requirements of the Control of Substances Hazardous to Health Regulations 2000 (COSHH 2000).

It is critically important that appropriate staff are formally trained to be aware of and understand the COSHH 2000 risk assessments. Where chemicals other than those listed are used then a supplier data sheet must be obtained and information processed into safe use to comply with COSHH.

The site manager, Daniel Rogers is to monitor use and storage of hazardous materials such as cleaning materials.

Classroom staff to ensure hazardous subjects are stored properly out of reach of children. An example of this would be aerosols and board cleaning fluid.

3.17 Electrical Equipment

All electrical equipment used in school must be authorised for use. In addition to the statutory Portable Appliance Testing (3.14 above) staff are reminded to regularly carry out visual inspections of electrical equipment and should any defects be identified they **must** stop using the equipment and bring concerns to the immediate attention of a member of the Safety Advisory Group. Staff are instructed that they must not use any electrical equipment that has not been authorised or electrically checked.

There are occasions when a specific piece of electrical equipment eg a popcorn machine that a member of staff has brought in from home for a one off lesson can still be used but a member of the Safety Advisory Group needs to do a visual check/ inspection to check that it is in good condition, double insulated and has no exposed metal parts. The site manager, Daniel Rodgers should record when pieces of equipment have been agreed.

Electrical equipment should be switched off if not authorised to be left on.

3.18 Tools and equipment

Tools and equipment should be stored in a safe condition. Storerooms should be locked when not in use.

The site manager, Daniel Rogers is responsible for tools and equipment kept in his storerooms. These need to be locked as he leaves the area.

The stock cupboard near the Hall is to be monitored regularly by a member of the Office Staff. Unsafe storage such as blockages, inappropriate storage at height are to be reported. All staff are responsible for the day to day safe access to the cupboard and should replace equipment used safely.

The stock cupboard in the lower corridor will be monitored by Dawn Sheppard/Sade Rowaiye (Leaders for Art/ DT) Unsafe storage will again need to be reported. All staff are responsible for the day to day safe access to the cupboard and should replace equipment used safely. The doorway to the IT room should be kept clear at all times.

Children should not use the access through the store cupboard.

The cupboards in the Old Hall and Y6 need to be monitored by the appropriate staff.

The PE cupboard off the hall needs to be kept clean and tidy. This is the responsibility of all staff. Dinner tables and chairs as well as PE equipment need to be stored safely. The external doors should be clear so, that if needed, pupils can use this as an evacuation route. In order to do this nothing should be in the box marked on the floor.

3.19 Visitors and Contractors

Visitors and Contractors are to access school through controlled procedures via the office.

They are expected to enter school via the main entrance and sign in at reception. They will then need to be escorted around school appropriately by The site manager, Daniel Rogers or another member of school staff if Daniel is not available. Where possible the site manager, Daniel Roger will send a copy of Pre work Safety Assessment, or he will give to contractors on their arrival. These need to be adhered to. They will include a comment about some pupils being deaf and this may need to be taken into consideration when contractors are working on site. The information will also include the name of the Designated Lead for Child Protection should they need to speak to them.

Visitors should be reminded that mobile phones should be switched off inside the school buildings.

3.20 Co-operation Liaison with other site/tenants users

Other site users need to be aware of security, fire procedures, first aid arrangements etc. They also need to report issues to the Safety Advisory Group. The site manager, Daniel Rogers will need to ensure that all users are fully aware.

3.21 Vehicle/Pedestrian Traffic

An assessment has been made about the parking arrangements. Between 8.40 and 9.00 the only vehicles allowed access will be the taxis and minibuses used to transport the hearing impaired pupils to

school. Likewise, between 3.05 and 3.25. Pedestrians should not walk through the main gate but access school via the pedestrian entrance and then via the playground. The only pupils exempt from this are the Hearing Impaired pupils who will be escorted from their vehicle via a pathway in front of the Hub.

Electric gates were installed in Summer 2011 to ensure safer access to the site. Staff have fobs to access the site when gates are not open. Car park gates are open during term time from 7.00am to 7.45am, 8.45am to 9.00am and 3.10pm to 3.20pm. Pedestrian gates are open from 7.45am to 9.05am and 3.15pm to 3.30pm.

The gate between the main car parking area and the overspill area should be closed during the school day and cars should not be moving there when children are entering in or leaving the playground. This is clearly marked by a sign on the gate. **Emergency vehicle access to the playground and Old Hall must not be impeded.**

There is a parking space for disabled users near the front gate of the carpark (in front of the hub). This should be kept clear for appropriate drivers either working in or visiting the school.

3.22 Holiday Shut Down

Many schools have a deep clean and refurbishment work undertaken during holidays. This can often involve contractors or other staff undertaking tasks that could be hazardous and jobs that would fall outside the normal routines such as moving heavy furniture about. The site manager, Daniel Rogers will monitor work undertaken during shutdown periods and make sure contractors are aware of difficulties e.g. working at height. He will also make sure they receive Pre work safety assessment sheets. Staff undertaking occasional hazardous situations should seek the advice of Safety Advisory Group.

School staff are responsible for emptying and cleaning all fridges at the end of each term.

3.23 Safety Audit Arrangements

The Safety Advisory Group will monitor and review safety audit requirements. They will do this by determining when specific arrangements are audited. Some areas may be twice a year others may be every 2/3 years or even self-audited by the procedures in place i.e. External Educational Visits.

3.24 Safe evacuation arrangements

The school has liaised with the local secondary school, North Birmingham Academy, that should our premises need to be evacuated for any reason, we are able to take all pupils and staff there. Parents will then be directed to collect their children from there should that be necessary.

See 'lock down procedures' document for specific actions relating to a lock down situation.

3.25 Policy Review Date

Policy review will be undertaken annually. Should any changes be made to conditions, arrangements or designated staff with responsibilities, this policy will be amended immediately. Such changes will be brought to attention of staff at the earliest possible opportunity.