



# **La Moye School**

## **Health and Safety Policy**

September 2024

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# Policy Statement

At La Moye School, we carry out our activities in such a way as to ensure, as far as possible, the health, safety and welfare of our employees and all persons likely to be affected by our activities including the general public where appropriate. We will co-operate and co-ordinate with partnerships, contractors, sub-contractors, employers, Children and Young Persons Education Services (CYPES) and the owners of premises and land where we are commissioned to work in order to pursue our Health and Safety Policy aims.

## 1. Introduction

This policy statement complements and should be read in conjunction with the CYPES Health and Safety Policy and Workplace Health and Safety Procedures. It records the school's arrangements for implementing the CYPES compliance guidelines from the Health and Safety at Work (Jersey) Law 1989. This policy meets the minimum requirements of the Workplace (Health, Safety and Welfare) Regulations 1992 and is considered best practice.

This policy shall be used in conjunction with the School's:

- Safeguarding Policy
- Critical Incident Management Plan
- Fire Safety and Evacuation Plan
- First Aid Policy
- Electricity at Work Policy (refer to CYPES)
- Intimate Care Policy
- Well Being Policy
- Administration of Medication at School Policy
- Risk Assessment Information/Policy
- Staff Handbook
- Lone Worker Policy
- Educational Visits Policy
- Outdoor Learning Policy
- PE Policy
- E-Safety Policy
- Physical Intervention Policy
- Traffic Management Plan
- COSHH Policy

## 2. Aims

- To provide and maintain a safe and healthy working environment ensuring the welfare of all persons
- To control health and safety risks arising from our activities and develop a safety culture to remove or reduce the possibility of accidents, injuries and ill health
- To comply with statutory requirements as a minimum standard of safety
- To consult and communicate with all staff on matters affecting their health, safety and welfare to ensure a positive health and safety culture throughout the school.
- To ensure, provide and maintain safe systems, equipment and machinery
- To ensure safe handling, storage and use of substances
- To provide appropriate information, instruction and supervision for everyone
- To ensure staff are suitably trained and competent to do their work safely
- To assess risks, record significant findings and monitor safety arrangements
- To review and revise safety policies and procedures periodically

This will be achieved by an ongoing commitment to the health, safety and welfare of all pupils, staff and visitors through the provision of appropriate and effective advice, support information and guidance on health and safety matters.

All members of staff must co-operate fully with measures the school takes 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.

### **Health and Safety at Work (Jersey) Law 1989**

#### **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 cooperate with their employer so as to permit the employer to meet its statutory requirement.**
- **To ensure that no person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.**

### **3. The Safeguarding Hub**

The Hub will contribute to the strategic direction of La Moye Primary School and be active participants in the delivery of the school's objectives and mission statement. Along with other forms of safeguarding in school, this team will consider aspects of Health and Safety.

The Team shall consist of:

- The Head Teacher and/or Deputy/Assistant Head Teacher
- Health and Safety Lead
- Business Manager
- Caretaker
- Admin Representative
- Representative from each Phase
- Teaching Assistant (ELSA)

Additional members will be included where appropriate to discuss safety matters relating to specific areas of work/curriculum such as Science or PE. The group will meet half-termly as appropriate in order to ensure there is clear direction.

An agenda will be prepared by the Headteacher, and minutes taken which will be circulated to staff to action.

Its terms of reference relating to Health and Safety are to:

- Identify and develop practical arrangements for health and safety
- Develop strategies/arrangements to actively monitor their enforcement
- Consider /access any safety issues for new equipment or in anticipation of organisational change
- Ensure effective remedial action has been considered and implemented to comply with statutory requirements
- 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 and safety
- Carry out annual internal audits

### **4. Organisation and Responsibilities Related to Health and Safety**

#### **4.1 Head Teacher**

The Head Teacher has overall responsibility for managing and implementing La Moye's Health and Safety Policy. Overall day to day responsibility is delegated to the Assistant Headteacher and Business Manager who will work together to initiate, support and assist all staff in all health and safety matters. With regard to any

decision on health and safety questions where matters are unable to be resolved satisfactorily through delegated responsibility within this policy, the Headteacher will assume that responsibility.

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

#### **4.2 Senior Leadership Team (SLT)**

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

Health and Safety matters will also be a standing item on the agenda of SLT meetings and information will be disseminated to staff via weekly Staff Briefings, Staff Meetings, Phase Meetings and emails.

#### **4.3 Health and Safety Lead**

As Health and Safety Lead, their role, along with the Business Manager, is to promote safety awareness so that members of staff are familiar and clear as to their duties and responsibilities stated in this Health and Safety Policy, this includes providing / arranging assistance and support for staff where necessary. They will endeavour to keep up to date with safety regulations and initiate steps that ensure arrangements for health and safety at La Moye School conform to both current regulations and best practice.

#### **4.4 Health and Safety Team**

The team which comprises of the Assistant Headteacher, Business Manager and Caretaker, meet monthly to discuss and monitor all aspects of health and safety including current issues and ongoing developments, mainly focussing on operational matters. An agenda and minutes are prepared and taken. The role of the team will be to ensure there is a good communication links between the Head Teacher, Property Holdings, CYPES Head of Facilities Management/Compliance Officer and members of staff generally.

#### **4.5 Caretaker**

The Caretaker 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 their job description or additional tasks as determined by arrangement with the Headteacher/Health and Safety Lead and/or Business Manager. The Caretaker is also responsible for the supervision of cleaning staff, materials and any equipment they use along with associated risk assessments. The Caretaker will be responsible for assisting in the risk assessment process in matters relating to their work and that of other members of staff. This will include responsibility as first point of call and active liaison with contractors who are aware of the Health and Safety Policy and arrangements.

It is expected that particular work undertaken by the Caretaker will identify risks and resolve quickly areas that threaten the safety of themselves, pupils or other members of staff.

#### **4.6 Classroom Teachers/Support Staff**

Classroom Teachers and Support Staff have responsibility to ensure they comply with the Health and Safety Policy. This includes initiating/undertaking/assisting in the risk assessment process related to both areas of the school and pupils in their sphere of work.

All staff will inspect their work/designated areas regularly to identify hazards and raise concerns with either the Caretaker, Health and Safety Lead or Business Manager. Where significant hazards are identified a formal risk assessment process will be initiated to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the risk. All staff are responsible for completing and annual "Health & Safety Checklist" which the Business Manager will collate and evaluate the areas of concern and work with the Caretaker to resolve any issues.

All staff should log any Health and Safety maintenance requests by email to the School Caretaker and the Business Manager/Health and Safety Lead. This will be monitored by the Health and Safety Team.

## **4.7 Pupils**

All pupils must be encouraged to follow all safe working practices and observe all school safety rules.

All pupils will:

- follow all instructions issued by any member of staff in the case of an emergency.
- ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- inform any member of staff of any situation which may affect their safety or that of others.

## **4.8 Students/Visitors/Volunteers**

All Students/Visitors/Volunteers must complete a full induction, so they are familiar with safe working practices in school and that they are aware and observe all school safety rules. All students/visitors/volunteers must sign in at the entrance foyer on the iPad and collect the relevant identity card which has clear instructions listed on the back regarding fire and safeguarding procedures. This will be highlighted to them when they sign in.

## **5. Curriculum Safety and Arrangements**

It is the responsibility of all staff to ensure that they are teaching within any safety guidelines issued by CYPES for curriculum coverage (e.g. Science/DT/PE/Art). Advice from agencies such as CLEAPS for Science and DT, and 'Safe Practice in Physical Education' produced by AFPE are essential and teachers must plan, and risk assess activities to ensure they are safe and appropriate.

Subject Leaders in Science, DT, PE, Art should provide guidance on risk assessments for their subject before any hazardous activities are completed or resources are used and must monitor teacher's planning to ensure suitable risk assessments have been completed. Teachers must conduct separate risk assessments for PE or update standardised ones.

For other subjects, unless risk levels are deemed significant, teachers must show adequate planning around control measures in their planning. It is the responsibility of teachers to seek guidance before considering any activity that might be deemed high risk.

Where specialist knowledge is required, advice will be sought from CYPES Head of Facilities Management/Compliance Officer to advise/assist directly or, where appropriate, identify other individuals to provide support.

## **6. Staff Induction**

Any induction for new staff will include a Health and Safety focus. Existing staff will have a refresher at least once per academic year, along with updates as they happen. They are also issued with a Staff Handbook giving full details of school policies and procedures, including all aspects of Health and Safety. All staff are expected to read and sign to confirm that they have read the Health and Safety Policy annually. The Health and Safety Policy is available to everyone on the Teacher's Shared drive, Shared Office 365 and on My Concern.

## **7. Fire Safety**

The Head Teacher will ensure a fire risk assessment is carried out to comply with Fire Safety regulations. This assessment also considers detailed arrangements on procedures to be followed in the event of a fire emergency. A Fire Evacuation Plan will identify any procedures to be followed and this will be displayed in classrooms and around school. The risk assessment will be reviewed annually and, in the event of change and significant findings, will be processed onto a priority action plan of remedial steps to be taken. A fire drill is to be conducted once a term and recorded in a Fire Drill Log – any outcomes need to be recorded and implemented. Fire marshals are to be appointed and these clearly identified around school.

The Caretaker has responsibility for testing and recording the fire alarm points once a week and logging.

## **8. Security**

The security of the school is monitored continually by the staff and pupils, who report any issues directly to the Headteacher/SLT/Caretaker/Business Manager.

- Entry is via the main external gates which is secure during the school operating hours. Access through the gate is via a buzzer which can only be released through the office.
- During the school day all external gates into the school premises are locked when in session.
- Visitors/Parents are to report to the office and sign in/out.
- A visitor badge is to be worn on school premises at all times.
- Staff must wear identity badges.
- All staff will challenge unidentified/unknown people on school premises.
- Children will only be dismissed to named Parents/Careers during school hours unless otherwise notified.
- The school has an intruder alarm. All staff are trained to activate the alarm if they are the last person in the building. The contact numbers of the SLT and caretaker are held at JPH and the alarm company in the event of the intruder alarm being activated.
- CCTV cameras operate on the exterior of the building to monitor for unauthorised use of the site out of school hours.

## **9. Safety Training**

Designated members of staff must attend the required training courses such as Manual / safer-handling, Fire Marshall and Critical Incident. This is managed by the Business Manager.

## **10. Health and Safety Checks**

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 staff monitoring areas within the school environment and recording/reporting findings to the Caretaker or Business Manager or Health and Safety Lead.

Checklists on classrooms and other areas of school will be completed annually by staff and handed to the Business Manager to sign off and where necessary take appropriate action to resolve any safety concerns raised. Any issues documented will be collated into a 'Job List' and distributed to those people who are required to action them. Completed Job List sheets detailing any remedial action are kept in the Health and Safety folder in the Teacher Shared Drive for future audit inspection.

Spot checks will also be conducted throughout the academic year on classrooms and shared areas to ensure continual compliance across the site. Follow up action will be taken as necessary on any findings as detailed above.

The Caretaker will conduct daily checks of the outside areas and address any Health and Safety concerns noted, informing the Business Manager or Health and Safety Lead.

## **11. Working at Heights**

Headteacher/SLT/Leaders/Teachers/Support Staff must not instruct staff under their charge to undertake any work at height tasks 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 the Health and Safety Lead 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.

Access equipment (ladders) are available and checked on an annual basis. However, before use, staff must carry out a safety check to ensure they are fit for purpose. **Staff must not use ladders without another adult to assist. Chairs and tables must not be used to stand on.**

## **12. Manual Handling / Safer Handling**

Incorrect manual handling is one of the most common causes of injury at work. Manual handling injuries can happen anywhere people are at work and be caused by heavy manual labour, awkward postures, manual materials handling, and previous or existing injury are all risk factors.

All staff should ensure that they follow systems of work in place for their safety; use equipment provided for their safety properly; cooperate with the correct team on health and safety matters; inform the Health and Safety Team if they identify hazardous handling activities; take care to make sure their activities do not put themselves or others at risk; follow any appropriate Risk Assessment or guidance.

The Caretaker is trained in manual handling, practices and systems are assessed regularly to ensure a safe working environment. The Caretaker is also available for advice should a member of staff need it before any manual handling is carried out.

## **13. Educational Visits**

A member of the school leadership team has been appointed and trained as Educational Visit Coordinator. For any Educational Visits planned, a 'visit plan and risk assessment' must be completed using the school format and sent to the EVC at least 5 days prior to the visit in order for it to be checked and approved. Staff must refer all visits through the EVC who ensures that relevant checks have been made. Only qualified staff are eligible to transport children in the school minibus. When taking children off site, a pre-visit check must be made by the person completing the risk assessment or it be clear that they have prior knowledge. See Educational Visits Policy for full details.

## **14. Supervision**

- Children are to be supervised at all times during the school day. Teaching staff are responsible for their classes of children during curriculum time.
- Staff teaching duties begin at 8:30am when the children start to come into class.
- Breakfast Club staff are responsible for supervising children from 7:30-8:30am.
- During lunchtime, the children are supervised by Lunchtime Supervisors.
- During break time, teaching staff will follow the playground rota to provide adequate supervision of all children.
- Teaching staff are responsible for the safe dismissal of pupils at the end of the school day and must remain in school until 3-15pm. Pupils in Years 5 and 6 are permitted to walk home/ride a bicycle home alone providing parental permission has been granted via the School website. Children not collected by 3-15pm will be asked to wait in main reception when the relevant parent or authority will be contacted.
- Pupils attending after school activities are under the supervision of the staff delivering the sessions. These members of staff will maintain a record / register, using parents' consent forms to identify which children will be collected by an adult and which children are allowed to leave school unsupervised. They will ensure that only children authorised to do so leave the premises without a 'collecting adult'.
- No children will be allowed to leave school during core school hours without being collected by a parent / guardian
- Appropriate ratios for educational visits must be maintained at all times; these include 1:4 for Nursery, 1:6 for Reception/KS1 and 1:12 for KS2. Any off-island trips must maintain a ratio of 1:10.

## **15. Physical Intervention**

Arrangements regarding physical intervention are set out in the Physical Intervention and Exclusions Policy.

## **16. Stress and Staff Wellbeing**



Staff wellbeing is of the utmost importance and support is offered to staff struggling with both work and non-work stress. Regular 1-1 is encouraged with the SLT/line managers and the school operates an open-door policy for all staff. In addition, the school conducts regular staff surveys. The school also has several Mental Health First Aiders whose role is to support staff where needed.

For those that need it, support is provided for employees through various companies such as AXA.

For more detailed information, please refer to the school's Mental Health Policy.

## **17. First Aid**

Staff have been appointed and trained as first-aiders. The School receptionist is responsible for ensuring that the appropriate number of appointed persons and facilities provided for first aid are maintained.

First aiders in school are listed in all classrooms, offices and around school. There should always be at least one first aider on the school premises at any one time when in session. First aiders will attend retraining courses as required. This is managed by the School receptionist who will maintain an up-to-date list.

The School Receptionist is the nominated person who is responsible for checking, replenishing and ordering first aid supplies and the arrangement of First Aid training for staff in consultation with the Business Manager.

Any first aid administered in class **must** be logged within the class first aid log with the **date/child's full name/incident and action**. All playtimes will have a First Aider present to administer First Aid should it be necessary and a log should be kept in the file in the playground first aid bag. The first aid logs will be monitored by the Health & Safety Lead / School Business Manager. Completed forms must be collated in the School office First Aid folder.

For further detailed information, please refer to the First Aid Policy.

### **17.1 Medication**

- Children with short-term illness where medication such as antibiotics have to be administered is the responsibility of the office staff.
- Only medication that is required to be administered at least 4 times daily will be accepted unless exceptional circumstances allow which must be agreed in advance with the School.
- Parents must fill out an authorisation form first before any medication is administered and this has to be approved by the Headteacher / SLT.
- Any medication must be stored securely in the office.
- Any medication administered must be recorded in a log kept in the office.
- All classrooms have a labelled First Aid cupboard which is stocked with a First Aid kit and First Aid log.
- No medicines are to be stored in classrooms with the exception of inhalers/epi-pens/insulin. These are to be kept in the First Aid cupboard.
- Asthma inhalers are to be kept in the First Aid cupboard within the classroom.
- Specialist training will be undertaken by designated staff if required to support a child with a specific need e.g. Epi-Pen / Insulin.
- Any pupils with medical conditions should have a medical care plan which details the medication they have been prescribed and details of administration along with any guidance.
- Staff must advise of any medication that they are taking which may affect performance and store these safely in a locked cupboard in their classroom or in the office.

All details relating to administering medication and medical care plans are contained in a purple file which is kept in the First Aid cupboard in each classroom. They are also kept on SIMS and on Teacher Sensitive Area.

For further detailed information, please refer to the Administration of Medication at School Policy.

### **17.2 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 seek advice from CYPES and talk to the pupil's parents / carers / medical team.
- Anyone who has diarrhoea and / or vomiting has to stay away from school for a minimum of 48 hours from the last episode.
- 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.
- In the event of a positive COVID 19 case the school will refer to the latest Government Guidelines.

### **17.3 Infection Control**

To prevent the transmission of any infectious disease, including HIV, the following First Aid guidelines should be followed whenever possible. Where appropriate in these cases, a First Aider should be involved:

- When dealing with an incident where blood is present, dependent on the circumstances and if practicable, disposable gloves should be worn and treated appropriately by a First Aider.
- 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 must never be withheld in an emergency when another person's life is at risk. Mouthpieces should be used if available.
- Large spillages of blood or sick on floors or work surfaces should be treated as advised and supported by the caretaker. In all of these situations refer to a School First Aider and Headteacher, who have access to CYPES policies and procedures regarding infection control.

### **17.4 Accident/Incident Reporting and Investigation**

Any first aid administered will be logged as per the First Aid section previously.

Any serious incidents or notifiable accidents involving members of staff or children/visitors/members of the public requiring an ambulance and/or hospitalisation must be recorded on an accident report and submitted to CYPES online.

Any near miss incidents must be recorded on the near miss log on Teacher Shared in the Health and Safety Folder. Records are monitored regularly by the Health and Safety Lead/Business Manager to identify any recurring issues or areas that may be causing accidents or injury.

### **17.5 Intimate Care**

La Moye School is committed to ensuring that all children's needs are met. Some children will require a higher degree of care, for example toileting issues. Trained staff will undertake their duties in a professional manner at all times. Staff will work in partnership with parents/carers to provide continuity of care. We recognise that there is a need to treat all children with respect and dignity when intimate care is given. No child should be attended to in a way that causes distress, embarrassment or pain. Full details are set out in the Intimate Care Policy.

All details relating to intimate care plans are contained in a purple file which is kept in the First Aid cupboard in each classroom. They are also kept on SIMS and on Teacher Sensitive Area.

### **18. COSHH – Substances Hazardous to Health**

The school follows the guidance issued in Control of Substances Hazardous to Health (COSHH 1999) and any hazardous materials are stored securely in the Caretakers locked external store area. All cleaning materials are stored safely, out of reach of children. An inventory of all hazardous substances is kept and maintained by the Caretaker/Business Manager. Each class has its own COSHH folder which identifies any materials to be used in class along with their respective COSHH forms.

### **19. Asbestos Management**

Asbestos management on site is controlled by the Caretaker in conjunction with JPH. The asbestos register, as issued by JPH, is located in the entrance lobby and is to be shown to all contractors who may need to carry out work on site. Under no circumstances must staff drill or affix anything to walls that may disturb materials without first checking the register and/or obtaining approval from the Caretaker. Any damage to any structure that possibly contains asbestos, which is known or identified during inspection, should be immediately reported to the Caretaker/Headteacher/Health and Safety Lead/Business Manager who will immediately act to cordon off the affected area and contact JPH for guidance. Any contractor suspected to be carrying out any unauthorised work on the fabric of the building should be immediately stopped from working and reported to the Caretaker/Headteacher/Health and Safety Lead/Business Manager.

## **20. Water Hygiene Safety**

Monthly water checks are completed by the caretaker to control the risks of legionella bacteria and scalds.

## **21. Electrical Equipment (Fixed and Portable)**

Staff should be vigilant when using electrical equipment and check for obvious defects such as frayed wiring / loose plugs. No personal electrical equipment should be brought into school apart from phones. An electrical check is carried out annually by the Caretaker; this is also covered during his daily checks.

Any defective equipment must be reported to the Caretaker/Health and Safety Lead/Business Manager and unplugged. They should not be used with immediate effect.

Annual P.A.T. testing is organised by JPH.

## **22. VDU's / Display Screens**

Personnel who undertake significant use of VDUs have been provided with a copy of the CYPES guidelines for working with display screen equipment and must complete an annual user self-assessment.

Health concerns must be reported to the Health and Safety Lead/Business Manager.

## **23. Food Handling (and Hot Liquids)**

All staff handling and preparing children's food / snacks must undergo food and hygiene certification. This includes those staff running Breakfast Club. An annual inspection is carried out by the Environment for Health.

Any hot liquids that are transported around school must be in a safe insulated mug with a lid.

## **24. Tools and Equipment**

Tools/equipment used by the Caretaker should be safety checked before use and replaced where necessary. These should be safely stored away in the Caretaker's shed when not in use.

Tools/equipment used by the children should be checked before use and children supervised. If there is potential risk associated with children using tools/equipment, (e.g.) saws, appropriate control measures should be put in place in planning the activity which may include a separate risk assessment. Staff should seek advice from the Health and Safety Lead/Business Manager.

## **25. Contractors**

All contractors sign in when entering the site and sign out on leaving. Visitor badges are to be worn which give fire and safeguarding procedures on the reverse.

## **26. Housekeeping, Cleaning and Waste Disposal**

Tidiness, cleanliness and efficiency are essential factors in the promotion of good health and safety. The following conditions are to be adhered to at all times:

- All corridors and passageways are kept free from obstruction.
- Shelves in storerooms and cupboards are stacked neatly and not overloaded.
- Floors are kept clean and dry, and free from slip and trip hazards.
- Emergency exits and fire doors are not obstructed in any way.
- Supplies are stored safely in their correct locations.
- Rubbish and litter are cleaned and removed at the end of each working day.

- Poor housekeeping or hygiene conditions are immediately reported
- The school is cleaned daily by contract cleaners (Complete Facilities)
- Rubbish bins are emptied by the Parish of St. Brelade on Tuesdays and Thursdays.
- Wet floors are highlighted with the use of appropriate signage.
- Glass and sharp objects must be placed immediately in the designated external bin at the front of the school in the car park.
- Any used batteries must be put in the battery safe store at the front of school in main reception.
- Paths are cleared of snow and gritted as this reduces the risk of accidents.
- Paper recycling bins are located in each class and emptied regularly.
- A bin for confidential documents to be shredded is located in the office and on the first floor in the meeting room.
- Regular checks are made around the school building by SLT and the Caretaker.

## **27. Vehicle/Pedestrian Traffic**

There is a 20 miles per hour zone outside the school during school start/finish times; 30 miles per hour at all other times. Les Creux Country Park is the school's designated parent/visitor carpark. From the carpark, a safe path is available to walk to the zebra crossing where children and parents can cross safely to and from the school site.

The school carpark is accessed during peak times – drop off and pick up via a barrier fob system with parking for staff and members of the school community with a medical need or blue badge. The school can also be accessed safely via the Railway Walk and school path for cyclists and walkers. Bike racks are available for children to secure their bikes during the school day.

For more detailed information, please refer to the Traffic Management Policy.

## **28. Lettings/Shared Use of Premises**

Lettings are managed by the Business Manager and CYPES Guidance is followed.

Those using school premises will be informed of areas and equipment that will be made available and permitted to use. They should provide their own staffing requirements and first aid arrangements. School fire arrangements are visible in school to follow.

The school will be responsible for any school fetes and fundraising events. Public entertainment licences will be sought if and when required.

## **29. Smoking**

Smoking is prohibited on the school site.

## **30. 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. No alcohol should be consumed on school premises during the school day with the exception of occasional celebrations or managed PTA events, when alcohol may be served as agreed by the Headteacher. Non-alcoholic drinks are always available at these times. On school trips away and local visits, members of staff and volunteer helpers follow the CYPES guidance and are not allowed to consume alcohol whilst they are directly responsible for the supervision of children.

## **31. Out of Hours Access**

Staff are able to access the school site out of hours/during the weekend and holidays with permission. They are required to sign in and out at the front of school and to ensure that the school is secure when they are in the building. All staff are fully aware of the Lone Worker Policy and should ensure they adhere to the policy when working out of hours. Staff are responsible for ensuring the school is alarmed and secured when they leave.

## **32. Animals and Plants on Site**

- Dogs are not allowed on the school site unless they have prior approval of the Headteacher such as guide or assistance dogs, as they may compromise the health and wellbeing of members of the school community.
- If any curriculum activity involves visiting animals, this must be risk assessed and permission along with advice sought from the Health and Safety Lead.
- The only permissible exception for animals on site is the keeping of fish. For all other animals, advice and permission must be sought from the Health and Safety Lead.
- 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.

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