



La Moye School

Health and Safety Policy

September 2020

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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
- Intimate Care 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.

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 school's objectives and mission statement. This team will consider aspects of Health and Safety.

The Team shall consist of;

- The Head Teacher and or Deputy/Assistant Head Teacher
- Business Manager
- Caretaker
- Admin Representative
- Representative from each Key Stage
- 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 at least termly as appropriate in order to ensure there is clear direction.

An agenda will be prepared and minutes taken which will be circulated to staff and displayed on the H&S noticeboard in the staffroom.

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. Health and Safety Team

The team which comprises of 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 link between the Head Teacher, Property Holdings, CYPES H&S Lead and members of staff generally.

5. Organisation and Responsibilities

5.1 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 **Head of School** will assume these responsibilities in the absence of the Head Teacher.

5.2 Health and Safety Lead (Assistant Head Teacher)

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. The Health & Safety Lead will also provide/arrange assistance and support for staff to ensure that risk assessments are carried out. They will endeavour to keep up-to-date with safety regulations and through the Safeguarding Hub initiate steps that ensure arrangements for health and safety at La Moye School conform to both current regulations and best known practice.

5.3 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.**

H&S 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. All staff should log any H&S maintenance requests by email to the School Caretaker and/or the Business Manager. This will be monitored by the Assistant Headteacher in charge of Health and Safety.

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.

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. SLT will be responsible for initiating/undertaking/assisting in the risk assessment process in areas and for tasks relating to pupils and other members of staff 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 Head Teacher/Safeguarding Hub. 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. Relevant staff will be informed of any significant findings that will also be recorded and filed in the HT 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 and 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 & Safety Lead.

5.4 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 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. They 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 quickly areas that threaten the safety of themselves, pupils or other members of staff.

The Caretaker will inspect specified designated areas regularly to identify hazards and will bring any concerns to the attention of Head Teacher/Health and Safety Lead. Where significant hazards are identified a dynamic risk assessment process will be carried out to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control risk. Relevant staff will be informed of any findings that will also be recorded and filed.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health and 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, Health and Safety Lead or Business Manager. The Caretaker will also assist in the implementation of other safety arrangements as considered necessary to comply with health and safety regulations and codes of practice, as may be determined from time to time and approved by the Head Teacher.

5.5 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.

They will inspect their work/designated areas regularly to identify hazards and raise concerns with either the Caretaker, Health & 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.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health and safety is not compromised. This is the responsibility of all staff members. This may also require immediate intervention actions – such as restricting access to the hazard before reporting the matter to their designated Caretaker or Health and Safety Leader of Business Manager, failing this a member of the SLT. Classroom Teachers/Support Staff will also assist in the implementation of other safety arrangements considered necessary to comply with health and safety regulations and codes of practice as may be determined from time to time and approved by the Head Teacher.

5.6 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.

5.7 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 office 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.

6. 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 should produce a risk assessment 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, teacher 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 Health and Safety Lead to advise/assist directly or, where appropriate, identify other individuals to provide support.

7. Staff Induction

All staff will have a thorough induction with a Health and Safety Update/Refresher at least once per academic year. 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 a secure knowledge of the policies and procedures. All policies are available to everyone on the Teacher's Shared drive, and on Shared Office 365.

8. 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.

9. Security

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

- Entry is via the main entrance which is a locked door operated by the office staff.
- During the school day all doors into the building 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 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.

10. Safety Training

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

11. Health & 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.

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 in compliance with their delegated responsibilities 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.

These arrangements will be closely monitored and checklists inspected by the Health and Safety Lead.

The Caretaker will conduct daily checks of the outside areas and address any Health and Safety concerns noted.

12. 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.**

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 risk assessment must be completed using the school format and sent to the EVC, currently the Assistant Headteacher, well in advance of the activity in order for it to be checked and approved. Staff refer all visits through this person 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. 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.
- Pupils attending out of school activities are under the supervision of the staff delivering the sessions. These members of staff will maintain a record, 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'.

- 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's is encouraged with line managers and the Head Teacher has an open door policy for all staff. In addition, the school conducts regular staff surveys.

As well as this, there is a health assessment programme offered by the Government of Jersey Health and Wellbeing Department that the school is now participating in which entails a health assessment being undertaken by a Physiologist. This looks at both physical and mental health aspects of staff who wish to have an assessment.

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

17. First Aid

Staff have been appointed and trained as first-aiders. The SLT are 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 Business Manager who will maintain an up to date list.

The school has a 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.

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 are the responsibility of the office staff.
- Only medication that is required to be administered at least 4 times daily will be accepted.
- Parents must fill out an authorisation form first before any medication is administered.
- 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.
- No medicines are to be stored in classrooms with the exception of inhalers/epi-pens. These are to be kept in the First Aid cupboard.
- Asthma inhalers must be kept by the child at all times and if appropriate a spare should be kept in the First Aid cupboard.
- Specialist training will be undertaken by designated staff if required to support a child with a specific need e.g. Epi-Pen.
- Any pupils with medical conditions should have a medi-plan which details the medication they are prescribed and details of administration.
- Staff must advise of any medication that they are taking which may affect performance and store these safely.

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

17.2 Accident Reporting and Investigation

Any first aid administered **must** be logged with the **date/child's full name/incident and action** on the first aid log which is kept by the office.

Any serious incidents involving members of staff or children/visitors/members of the public requiring an ambulance and/or hospitalisation must be recorded an accident report and submitted to CYPES. In the case of pupils, it should also be logged on SIMS (under Medical Events).

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 SLT to identify any recurring issues or areas that may be causing accidents or injury.

18. 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 can be set out in the Intimate Care Policy.

19. 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.

18.1 Asbestos Management

Asbestos management on site is controlled by the Caretaker. The asbestos register, as issued by JPH, is located in the school office 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 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.

18.2 Water Hygiene Safety

Monthly water checks are completed by JPH to control the risks of legionella bacteria and scalds. The Caretaker is to also monitor as part of his daily checks.

20. 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.

19.1 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 & Safety Lead/Business Manager.

20. 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.

21. Tools and Equipment

Tools/equipment used by the Caretaker are 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, eg) 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.

22. 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.

23. 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 one school cleaner and three contract cleaners (Complete Facilities)
- Rubbish bins are emptied by the Parish of St. Brelade on Tuesday and Thursday
- 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 playground.
- 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
- Regular checks are made around the school building by SLT and the Caretaker.

24. 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.

25. 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.

26. Smoking

Smoking is prohibited on the school site.

27. 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.

28. Animals on Site

No animals are permitted on the school site. If any curriculum activity involves visiting animals this must be risk assessed and permission along with advice sought from the Health and Safety Lead.

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