



The Sarum Hill Centre
Sarum Hill
Basingstoke
Hampshire
RG21 8SR

tel: 01256 316000

fax: 08716 661784

email: bcc@bccnet.org.uk

web: www.bccnet.org.uk

*Company limited by guarantee registered in
England & Wales No. 3476768
Registered charity No. 1067316*

HEALTH AND SAFETY POLICY

Responsible people:

Health and Safety Officer for Basingstoke Community Churches: Mike Poulton

Health and Safety Officer for Key House / Secondary School: Sue Williams

Health and Safety Officer for Brambllys / Primary School: Garry Vallence

BASINGSTOKE COMMUNITY CHURCHES

HEALTH AND SAFETY POLICY

1 Statement of intent

Biblical Basis: ‘... and love your neighbour as yourself.’ Jesus injunction in Matthew 19:19 is, in many ways, given practical definition by the requirements of Health and Safety legislation – we seek to care for our ‘neighbour’ as diligently as we care for our own well-being. The danger we need to guard against is that what emerges from relationship and community is not chilled by the law into mere compliance.

The Basingstoke Community Churches’ (BCCs) Trustees (referred to as the Trustees) are fully committed to the goal of ensuring the health, safety and welfare at work of all our staff, volunteers, church members, pupils at The King’s School (TKS), visitors, contractors, and all others who may be affected by our activities as churches and a school.

We aim to establish exemplary standards of Health and Safety management which ensure that we meet all relevant guidelines on best practice for Health and Safety in employment and education, and which in turn achieve or exceed standards of minimum legal compliance.

To accomplish this we will:

- Ensure all existing and new activities are subject to risk assessment with the objective of eliminating risk wherever and so far as is reasonably practicable;
- Provide a safe environment in premises belonging to us for all our staff, volunteers, church members, pupils, visitors, and contractors;
- Ensure that Health and Safety considerations are included in every relevant Trustees’ decision;
- Encourage two-way communication with staff, volunteers, church members, and school pupils and parents, that seeks continuous improvement and promotes good Health and Safety practices;
- Provide appropriate Health and Safety information to staff;
- Ensure adequate resources are available to achieve our Health and Safety goals and objectives.

The Trustees carry overall responsibility for Health and Safety and for implementing this policy.

- In the school, the Headteacher has the responsibility for coordinating the monitoring and implementation of this Policy, working on a day to basis with the Health and Safety Co-ordinator.
- In the churches, the appointed BCCs’ Health and Safety Co-ordinator is the focal point for co-ordinating the implementation of this Policy and he/she will be assisted by various members of staff and church leaders plus Specialist Advisers. Within each local church, a Health and Safety representative should be appointed. Where no specific appointment has been made, the administrator is the responsible person.

All staff are expected to accept their responsibilities to work safely, follow Health and Safety guidelines, and report any unsafe conditions or practices to the Health and Safety Co-ordinator, the school Headteacher, and/or the chairman of the Trustees.

BASINGSTOKE COMMUNITY CHURCHES

HEALTH AND SAFETY POLICY

2 Responsibilities

2.1 The Trustees are ultimately responsible for ensuring the health, safety and welfare at work of all staff, volunteers, school pupils, church members, visitors, contractors, and all others who may be affected by our activities as churches and a school, and for ensuring the implementation of this Policy. Specific responsibilities are:

- Annual review of this Policy
- Commissioning of an annual Health and Safety review
- For the school, delegating responsibility for monitoring and implementing the Health & Safety Policy to the TKS Executive Committee, who will work through the Headteacher and an appointed Health and Safety Co-ordinator on a day-to-day basis.
- For the churches, delegating responsibility for monitoring and implementing the Health & Safety Policy to the BCCs' Buildings' Team, who appoint a BCCs' Health and Safety Co-ordinator, and ensure that there is a Health and Safety representative in each of the local churches.
- The Buildings Manager and Health and Safety Co-ordinators may call on Specialist Advisors from time to time.

2.2 The Health and Safety Co-ordinators are responsible for the day-to-day monitoring and implementation of the Health & Safety Policy within the school and churches:

- Ensuring that an annual Health and Safety review is carried out;
- Ensuring that staff, volunteers and students are properly informed in matters of Health and Safety;
- Ensuring that risk assessments are carried out and acted upon; identified precautions may form part of other specific procedures.
- Responding to reports of any unsafe conditions;
- Ensuring that any reportable accidents are notified to the relevant Authority in the prescribed manner, that appropriate records are made, and consulting relevant Specialist Advisers regarding further action that may be required.
- The school Headteacher is responsible for ensuring that reports are presented regularly to the TKS Executive Committee;

2.2.1 All who work in the school and churches, whether employees or volunteers are responsible for:

- Familiarising themselves with and conforming to all relevant policies, guidance and procedures.
- Implementing all Health and Safety precautions set out in the policy.
- Reporting promptly any matters of concern with regard to unsafe practices or conditions and any accidents should they occur.
- Taking reasonable care of themselves and any students in their care or in general whilst undertaking any activity under the auspices of the School, including not undertaking any work or activity in which they have not been suitably trained and have not achieved the required level of competence so as to be able to carry out the task without risks to their health and safety or that of others.
- Co-operating with other staff where necessary.

BASINGSTOKE COMMUNITY CHURCHES

HEALTH AND SAFETY POLICY

3 General Issues

3.1 Risk Assessment

We use a risk assessment form as detailed in Appendix D. This is used to assess all locations, work activities, substances, equipment and procedures that may pose significant risks. Copies of all risk assessments are kept in a central register held in the administrative office. Once assessed, any control measures needed to reduce those risks are noted and all relevant people are made aware of the findings of the risk assessment and the control measures required.

The risk assessment methodology used is that recommended by the Health and Safety Executive, see <http://www.hse.gov.uk/risk/>.

3.2 Training of staff

We have a large number of staff, volunteer helpers and students and we aim to keep everyone regularly and appropriately informed about both general and specific Health and Safety matters. Specific training is given on first aid and fire evacuation procedures.

3.3 Consultation with staff

Staff meetings are held weekly, at which Health & Safety matters can be raised. Staff, volunteers, and students are required to report immediately any problems they may encounter to the headteacher or the Health and Safety Co-ordinator.

3.4 Reporting of accidents

An accident is an event taking place which leads to injury. All accidents which take place must be recorded in the Accident Register, which is kept in the administrative office. Accidents are reported using the *Accident/Illness/First Aid Incident Form*, a copy of which is shown as Appendix E.

Accidents involving loss of life, fracture of limbs, or otherwise of a serious nature, need to be reported to the Health & Safety Executive. Full definitions of such accidents, and details of ways of reporting them, are contained in the RIDDOR booklet (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) which is kept with the Accident Registers.

In the case of an accident happening off-site within the normal activities of the school or church, it must be reported to the appropriate authorities that run that site.

3.5 Manual handling

We have a number of manual handling issues in our normal procedures and routines. Our policy is to identify all such issues using our risk assessment method and then implement methods to try to avoid or control these risks.

- Think about any activity which involves moving materials and assess whether such manual handling is really necessary, for example could you use lifting aids such as trolleys.
- If you can't avoid manual handling, then you need to assess the risks associated with each task involving movement of materials.
- Think about the load: if it is heavy, consider breaking it up or ordering smaller packages; if it is difficult to grasp or could shift during carrying - consider placing the load in a container for carrying or binding it together before moving; if it is awkward - consider using another person to assist.

BASINGSTOKE COMMUNITY CHURCHES

HEALTH AND SAFETY POLICY

- Think about the task: if it involves twisting, stooping or reaching - consider rearranging the storage facilities by providing more space or shelving or reorganising shelves so that the heaviest items are kept at a height between mid thigh and mid-chest. Consider also the use of stepladders for access to higher shelves; if it involves long distance carrying - consider rearranging the layout to minimise travel by arranging delivery and storage to be as near as possible to the point of use; if it involves repetitive movements – consider varying the work to ensure that one set of muscles can rest while another works.
- Think about the working environment: remove any obstructions in the areas where people need to carry materials and ensure that there are no tripping hazards; ensure that lighting levels are adequate; if there are steps or ramps - consider use of more than one person.
- Think about the physical capability of staff involved: consider those who are pregnant, or who have a physical weakness; train all staff in the safe lifting technique and in safe procedures for moving materials; staff should wear the correct clothing and footwear, including protective shoes, hats and gloves where necessary.
- Assess any new manual handling tasks.

3.6 Working at Height. It is our normal policy not to use scaffolding or long ladders. All staff and volunteers should avoid working at height if at all possible. When this cannot be avoided then a specific risk assessment and safe system of working must be undertaken for these activities with measures taken to prevent falls by working from a safe place and by selecting the most suitable equipment. If there is any remaining risk of a fall measures must be taken to mitigate the effect, for example by using fall arrest equipment.

Students must not work at height.

3.7 Use of Controlled or Hazardous Substances

Staff must:

- not work with a hazardous substance unless they understand the risks of the work and follow the required precautions and control measures;
- not introduce hazardous substances without authorisation;
- report to the headteacher if they suffer ill effects (including irritation) due to work involving substance exposure.

Hazardous substances, such as chemicals, cleaning materials, etc., are kept locked in appropriate storage areas.

There must be a specific CoSHH risk assessment for any activity that could expose anyone to a hazardous substance – including any infectious agent. The assessment must be carried out by a competent person and specify the risks of the activity.

Staff should follow the guidance on using controlled or hazardous substances found in the following publications:

- DfSE (DfCSF) Safety in science education
- DfSE (DfCSF) A guide to safe practice in art and design

In the King's School, the potential risk from hazardous substances is restricted to Science, the Art Room and the Workshop.

BASINGSTOKE COMMUNITY CHURCHES

HEALTH AND SAFETY POLICY

3.8 Lone Working

The following precautions are intended to safeguard staff that might need, exceptionally, to be on the premises alone. Wherever possible, staff should avoid working alone. However, it is recognised that on occasion this may be necessary. When it is, the following precautions should be taken.

- Anyone going to the premises to work alone should make someone off-site aware of them being alone in the building and how long they intend to stay, and then advise them when they leave the building. If the lone worker does not contact (and cannot be contacted) at the expected time, then the contact person should go to the premises to investigate with another person, one of whom holds keys.
- If a member of staff is left working alone in the building, they should ensure that the previous person who locks up when others leave is aware of their presence, and leaves a clear route of escape open to them. For security reasons, doors should be locked to prevent access from the outside.
- It is strongly recommended that anyone working alone should have a mobile phone with them in case of emergency.
- Anyone working alone should exercise caution when leaving the premises, and should not hesitate to call for assistance if they have any concerns. If they are working alone after dark, they should ensure that their exit is secure, e.g. their car is parked in a well-lit, public place as close as possible to the building.
- If a member of staff has an accident while alone on the premises, the consequences could be more serious than they would be when there are others around. Therefore staff should not undertake any activities while on the premises alone that could put them in danger, such as working at height.
- In the event of the person working alone having any kind of accident, before attempting to treat themselves, they must phone a responsible person who would be able to access the building and offer assistance as appropriate.
- Lifts must not be used by anyone working alone in the buildings to avoid the possibility of being trapped.

No-one else should go to the premises alone if there is a suspicion that something is not right.

3.9 Working with Children and Vulnerable adults

This is covered by our policy for Child Protection.

3.10 Stress.

We are aware that undue stress can be very harmful and we therefore work to reduce stress by providing methods of feedback and support. This extends to all staff and volunteers who work for or on behalf of us.

3.11 Contractors

All external contractors are required to comply with our Health & Safety policy and procedures. They are also required to provide their own Employers' and Public Liability Insurance.

BASINGSTOKE COMMUNITY CHURCHES

HEALTH AND SAFETY POLICY

4 Buildings and Equipment

4.1 General.

4.1.1 The policies and procedures in this section apply to buildings that we own or lease. Other premises used by us but not owned by us will have their own policies and procedures which must be adhered to.

4.1.2 Building Inspections.

Inspections of the buildings owned and operated by us are undertaken monthly during term time by the Buildings Manager/Caretaker and the Health & Safety Co-ordinator. These inspections will ensure that

- The provisions of the Health & Safety Policy are being complied with.
- There are no obvious defects in the buildings which could constitute a safety hazard. For ease of administration, these inspections will be combined with the Fire Safety inspections (see below).

4.1.3 Fire Safety

Fire Safety Inspections are conducted in conjunction with the Building Safety Inspection.

4.1.4 Smoking

Smoking is not permitted by law in any part of buildings owned or operated by us.

4.1.5 Testing of Electrical Equipment

Portable Appliance Testing (PAT) is carried out annually, with fixed wiring tested every five years, all in accordance with IEE recommendations. This testing extends to all Portable Appliances in regular use by us in other premises.

4.1.6 Management of Asbestos

Asbestos as a building material is no longer in use. Some types of asbestos can put health at risk if fibres are released into the air and breathed in, although it remains safe whilst undisturbed. It is fairly certain that asbestos-containing materials (ACMs) are present in Bramblys, but not in the Sarum Hill Centre, or significantly in Key House. The Sarum Hill Centre was rebuilt around 1995 when almost all ACMs were no longer in use (this has been checked with the architect and building contractor. The only possibility of asbestos in Key House is in the brake pads of the lift motor. Detailed asbestos reports are available for both Key House and Bramblys.

In all our buildings, it is forbidden to drill, cut or saw into the fabric of the premises without first talking to the Buildings Manager. This also applies to any contractors employed to work in or on the premises. Any work that may involve disturbing ACMs will probably require involvement from suitably accredited contractors.

4.1.7 Key House roof access

Staff or contractors accessing the roof at Key House MUST use the Fall Arrest System in place.

BASINGSTOKE COMMUNITY CHURCHES

HEALTH AND SAFETY POLICY

4.1.8 Checking of Fire Alarm, Fire Extinguishers, Emergency Lighting, Lifts, Fall Arrest System (Key House Roof) and Automatic Front Door (Key House)

Fire alarms are tested at call points weekly, which is the responsibility of the Buildings Manager. Six monthly (50% each time) maintenance checks are carried out by an approved contractor for the remainder of the fire detection and alarm equipment..

The Buildings Manager checks and maintains the Emergency Lighting Systems to recommended standards with monthly & annual checks.

Approved contractors check and maintain the Fire Extinguishers, which are located at appropriate points in the buildings. The Fall Arrest System and Automatic Front Door are checked annually - the Lifts quarterly. Insurance Inspections are also regularly carried out on the lifts and Fall Arrest System.

4.1.9 Maintenance and Checking of Equipment

Risk assessments will identify any equipment that may be a source of risk, and consequent measures should be identified in the risk assessment as necessary to reduce or eliminate that risk.

4.1.10 Use of PCs

Staff and volunteers who need to use Personal Computers or other Display Screen Equipment (DSE) in the course of their work must be aware of the potential problems associated with using this equipment. This can include:

- eyestrain for incorrectly positioned displays or too long a period of working;
- repetitive Strain Injury (RSI) caused by the prolonged use of a keyboard or mouse;
- back, neck or feet strain problems caused by incorrect posture, bad seating arrangements or prolonged use.

Our policy is to carry out a workstation assessment for anyone who uses a DSE as a significant part of their work for us.

4.1.11 First Aid

Refer to the First Aid Policy.

4.1.12 The King's School Building Access

School begins: 8:30 am
School ends: 3:30 pm

Children should not arrive at the school before 8:20 am: students in the Infant and Junior departments will be admitted to the school buildings at 8.30 am: until this time parents are responsible for supervision. A full description of the timetabled sessions can be found in The King's School staff handbook. Term dates are published regularly and parents are informed by letter.

Specifically:

- Sarum Hill Centre: the doors accessing the playground must be kept locked at all times.
- Pre-school Block: the main door is kept locked, accessible only by way of a coded lock.
- Main Bramblys building: the front door is kept locked, accessible only by a coded lock.
- Side access to the main Bramblys building: the security gate is kept shut and locked between 0845 and 1500 with access by a coded lock.

BASINGSTOKE COMMUNITY CHURCHES

HEALTH AND SAFETY POLICY

4.2 Evacuation Procedures

4.2.1 Evacuation Procedure for Key House

If you discover a fire

1. Immediately operate the nearest fire alarm call point.
2. Move persons in your charge from the immediate area of danger to the evacuation point on the playground
3. Close doors to enclose the area of the fire.

On hearing the fire alarm

1. The Headteacher or the Headteacher's P.A. must ensure that the Fire Brigade is called immediately and directed to the Key House Site.
2. The Headteacher will appoint another member of staff to meet the brigade, usually the School Secretary.
3. All teaching staff and volunteers must ensure that all students in their charge are accompanied to the assembly point in the playground at the rear of the Sarum Hill Centre.
4. All movement must be in silence so that instructions can be heard properly.

Other points to remember

- Save life first
- Close doors behind you
- DO NOT allow collection of personal belongings
- DO NOT use lifts.
- DO NOT allow anyone to re-enter the building.

Notes on general procedures

- Staff must familiarise themselves with:
 - the location of call points
 - the location and correct usage of fire-fighting equipment
 - the location of the main electricity isolating switches and gas valves
 - The exit routes relating to the rooms they use.
- All Staff must sign in and out of school.
- Registers and signing in/out books should be kept in the designated location outside the School Office. If the alarm sounds, they must be taken to the assembly point, by the Headteacher's P.A..
- Students must line up in register order *in silence*. Once each register has been checked, it must be returned to the Headteacher's P.A..
- If pupils or staff are registered but not present, the signing in/out book must be checked. If the staff member or pupil has not signed out the Headteacher must be informed immediately. The Headteacher will then inform the Fire Brigade that person/s are missing.
- Every alarm must be treated as genuine.

BASINGSTOKE COMMUNITY CHURCHES

HEALTH AND SAFETY POLICY

Evacuation procedures specific to each part of the buildings are displayed by the doors together with the evacuation routes for each room.

Fire evacuation safety drills are carried out at least once per half term. A log of the evacuation drills is kept in the Headteacher's office.

Evacuation of Persons with a Disability

- 1) Any staff member with limited mobility, or any other disability which affects their capability to evacuate the building quickly and safely in an emergency, must have a personal evacuation plan (PEP).
- 2) The usual location of all persons with a PEP must be recorded in an Evacuation Log, which must be made available to the Deputy Head in the event of an emergency, along with details of their PEP's.
- 3) Any visitor with limited mobility, or other disabilities, must make their needs known to the Headteacher on arrival in the building. This should then be recorded in the Evacuation Log along with details of their needs.
- 4) Any pupil with permanent or temporary mobility needs must be given a PEP, and their usual location recorded in the Evacuation Log.

The Deputy Head is responsible for:

- a) Accounting for the whereabouts of all persons with PEP's via the Evacuation Log, including any visitors with special needs.
- b) Directing the evacuation of these persons. Once the pupils are evacuated, the male teachers will remain at Key House and assist in the evacuation of anyone with limited mobility.
- c) Ensuring that staff members/visitors/pupils with mobility needs are clear of the building, and moved if possible to Assembly Point 2, at the top of the stairs leading to the playground.

If the Deputy Head is not present, the Head of Middle School takes responsibility as above.

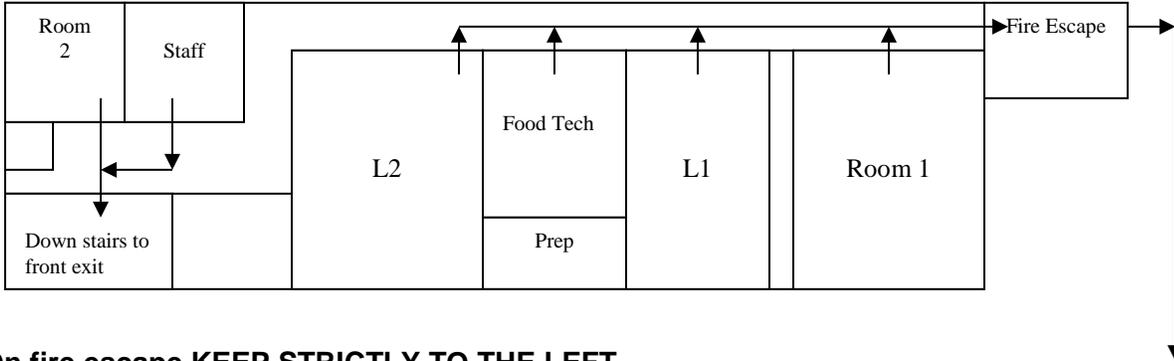
Staff effecting the Evacuation must:

- 1) NOT re-enter the building at any stage.
- 2) Use safety evacuation equipment provided e.g. Ambulance evacuation chair
- 3) Be aware at all times of their own health and safety, with regard to manual handling and proximity to potential danger.
- 4) Ensure that people with limited mobility are moved clear of the building, if possible to the second assembly point where their well-being can be monitored

BASINGSTOKE COMMUNITY CHURCHES HEALTH AND SAFETY POLICY

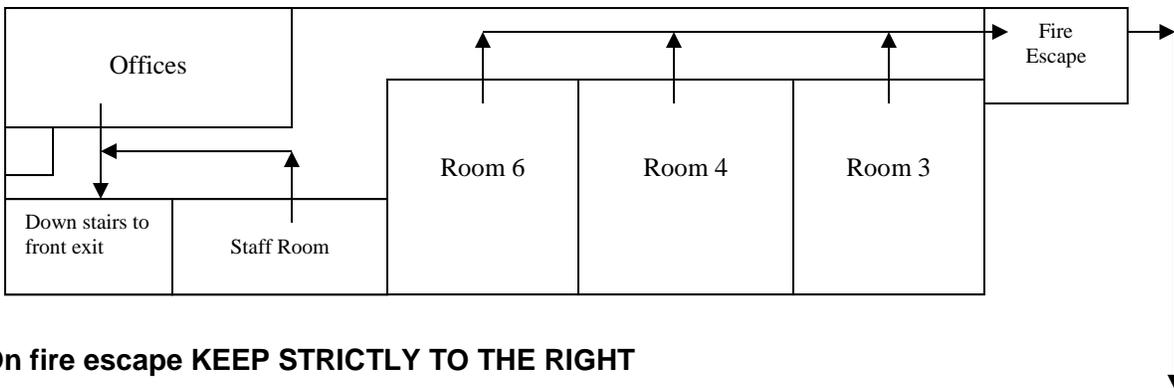
KEY HOUSE PLAN

Second Floor



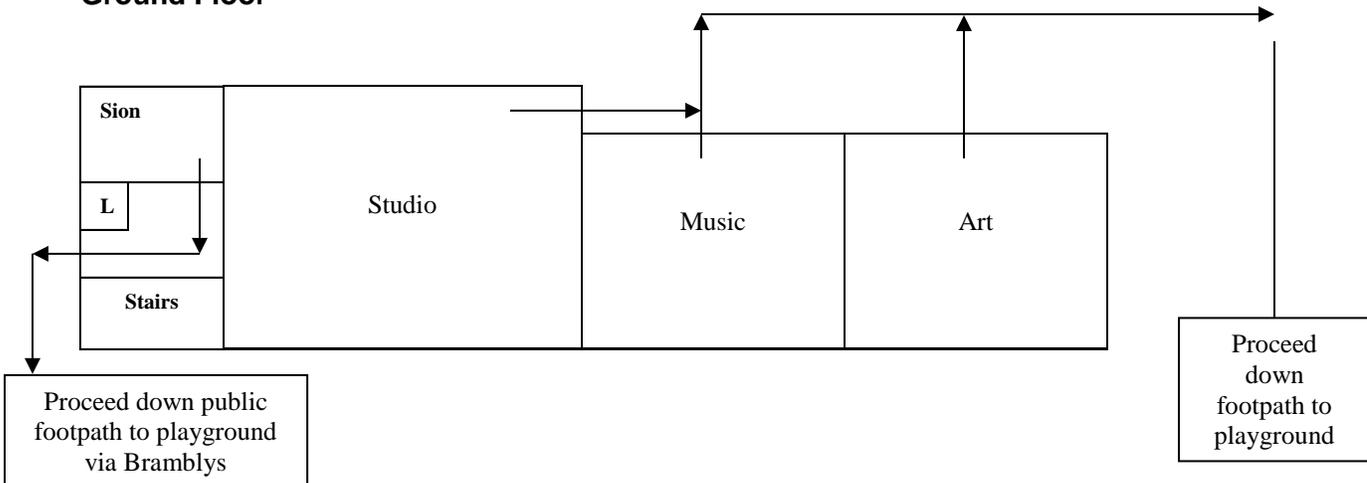
On fire escape KEEP STRICTLY TO THE LEFT

First Floor



On fire escape KEEP STRICTLY TO THE RIGHT

Ground Floor



BASINGSTOKE COMMUNITY CHURCHES

HEALTH AND SAFETY POLICY

4.2.3 Evacuation Procedure for Bramblys

If you discover a fire

1. Immediately operate the nearest fire alarm call point.
2. Move persons in your charge from the immediate area of danger, and ensure that each area is clear of people.
3. Close doors to enclose the area of the fire.

On hearing the fire alarm

1. The Headteacher or Headteacher's P.A. must ensure that the Fire Brigade is called immediately and directed to the Bramblys site.
2. The Headteacher will appoint another member of staff to meet the brigade, usually the Head of Juniors.
3. All teaching staff and volunteers will ensure that all students in their charge are directed to the assembly point in the playground to the rear of the Sarum Hill Centre.
4. All movement must be in silence so that instructions can be heard properly.

Other points to remember

- Save life first
- Close doors behind you
- DO NOT allow collection of personal belongings
- DO NOT use lifts.
- DO NOT allow anyone to re-enter the building.

Notes on general procedures

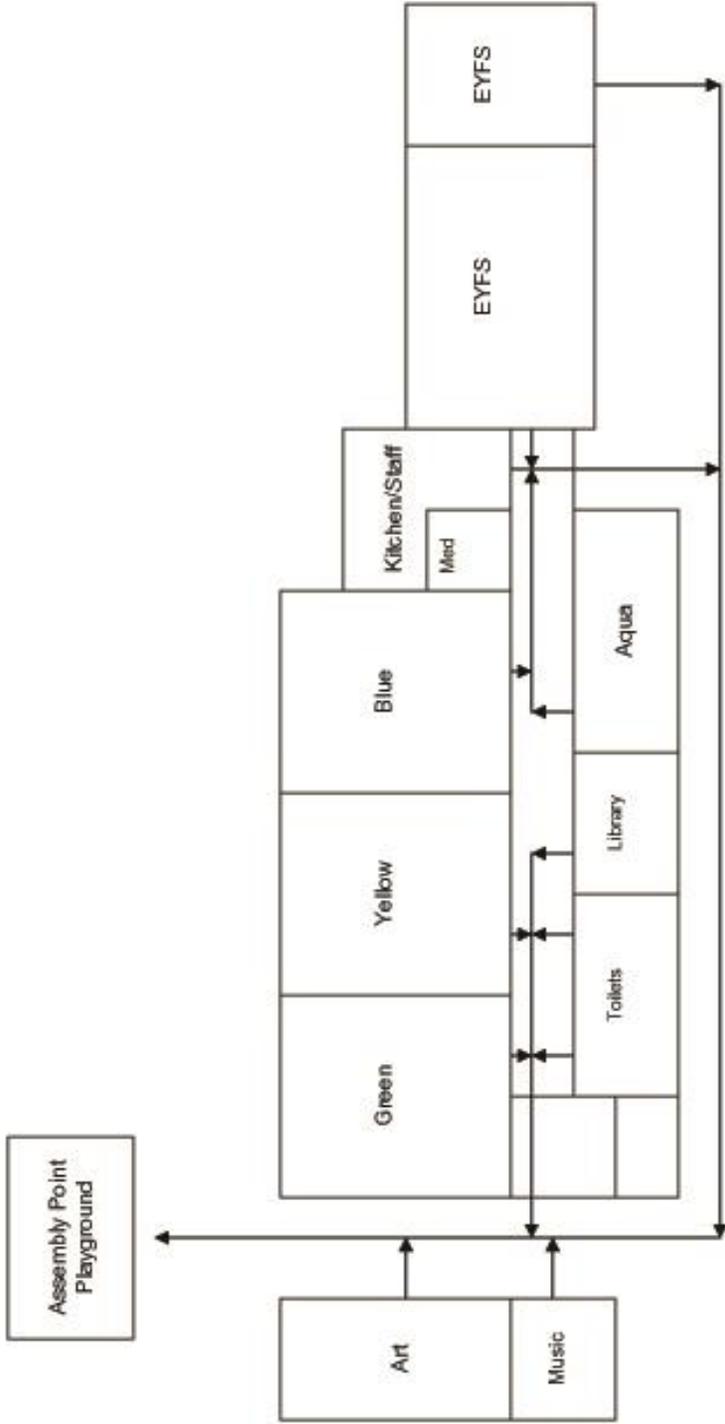
- Staff should familiarise themselves with:
 - the location of call points,
 - the location and correct usage of fire-fighting equipment,
 - the location of the main electricity isolating switches and gas valves
- The exit routes relating to the rooms they use.
- Staff must sign in and out of school.
- Registers and signing in/out books should be kept conveniently near exits when not in use. If the alarm sounds, they must be taken to the assembly point.
- Pupils should line up in register order *in silence*. Once each register has been checked, it must be returned to the headteacher.
- Every alarm must be treated as genuine.

Evacuation procedures specific to each part of the buildings are displayed by the doors and/or other evacuation routes of each room.

Fire evacuation safety drills are carried out once per term. A log of the evacuation drills is kept in the Headteacher's office.

**BASINGSTOKE COMMUNITY CHURCHES
HEALTH AND SAFETY POLICY**

BRAMBLYS PLAN



BASINGSTOKE COMMUNITY CHURCHES

HEALTH AND SAFETY POLICY

Evacuation procedure for The Sarum Hill Centre

If you discover a fire

- 1 Immediately operate the nearest fire alarm call point.
- 2 Move persons in your charge from the immediate area of danger to the assembly point on Bramblys patio.
- 3 Close doors to enclose the area of the fire.

On hearing the fire alarm

1. The Administrator or responsible person must ensure that the Fire Brigade is called immediately and directed to The Sarum Hill Centre.
2. The responsible person will appoint someone to meet the Fire Brigade at the front of the building on Sarum Hill.
3. All staff and responsible persons must ensure that everyone in their charge is accompanied to the assembly point in the patio area by the Bramblys building to the rear of the Sarum Hill Centre.
4. Those who evacuate to the front of the building should make their way to the assembly point at the rear via the public pathway further down Sarum Hill.

Other points to remember

- Save life first
- Close doors behind you
- DO NOT allow collection of personal belongings
- DO NOT use lifts.
- DO NOT allow anyone to re-enter the building

Notes on general procedures

- Staff and Users should familiarise themselves with:
 - the location of call points,
 - the location and correct usage of fire-fighting equipment,
 - the location of the main electricity isolating switches and gas valves
 - The exit routes relating to the rooms they use.
- Every alarm must be treated as genuine.

BASINGSTOKE COMMUNITY CHURCHES

HEALTH AND SAFETY POLICY

5 Supervision of Students and Resources

5.1 Supervision of students

- Staff should be aware of and monitoring the arrival of pupils from 8:20 am: students in the Infant and Junior departments will be admitted to the school buildings at 8.30 am: until this time parents are responsible for supervision.
- Two members of staff will be on duty during every morning break, lunch break and afternoon break and three at the senior/middle school lunch break. Details of duties can be found in the staff handbook, and will also be posted on the appropriate staff information boards.
- All staff will be in their classrooms to receive the children at the start of each session.
- Duties are arranged by a member of staff designated by the headteacher.
- All members of staff have a collective responsibility to remain vigilant at all times during the school day, and be ready to assist the duty staff should the need arise.

5.2 Vehicles on The King's School site

- During school hours, only staff teaching or those having other reasonable business at the school should park their vehicles in the Key House and Bramblys car parks. Everyone using the car park must take appropriate care.
- Parents must not park or drop off students at Key House or Bramblys, but must use the designated drop off/pick up points detailed in the parents' handbook.
- Please refer to appendix B 'Road Traffic Accident Involving students' in the case of an accident.
- Student use of bicycles:
 - Students must apply to the headteacher for permission to bring a bicycle to school;
 - Bicycles must be maintained in a safe condition and students are expected to wear appropriate safety equipment, particularly a cycling helmet; we also recommend that students intending to cycle to school undertake a course of training for the Cycling Proficiency certificate;
 - Bicycles must be stored in the designated area;
 - Bicycles must not be left on site overnight without specific permission.

5.3 Equipment

Any equipment in school should be used safely and for its intended purpose only. Equipment identified as defective should be taken out of use immediately and labelled accordingly. The appropriate member of staff should be informed immediately in order that arrangements for repairs or replacement can be made swiftly.

No second hand equipment must be introduced to school without the agreement of the Headteacher.

Electrical equipment will be tested regularly in accordance with Hampshire County Council policy. Plugs and leads will be visually checked regularly. Any electrical equipment used outside must be attached to the electric supply through an RCD, and any lead should be covered by mats to allow safe passage over the wire.

Electrical sockets should be switched off before a plug is removed.

BASINGSTOKE COMMUNITY CHURCHES

HEALTH AND SAFETY POLICY

5.4 Specific Curriculum Matters

The School follows L.A. guidelines with regard to science, ICT, technology, art and PE. A copy of each is kept in the school office and also with the subject manager who is responsible for disseminating the information to the staff and pupils.

In addition the following have higher risk aspects:

- Science - reference should be made to the 'DfSE (DfCSF) Safety in science education' book and the specific documents produced by the School dealing with chemicals;
- Art - reference should be made to the 'DfSE (DfCSF) A guide to safe practice in art and design' book
- PE – Clothing: All students will change into suitable clothing for the activity in which they will participate - details of clothing are listed in the school handbook.

Teachers should, where possible, change into appropriate clothing for outdoor games. This sets a good example to children and allows a greater degree of manoeuvrability for demonstrating skills, or accessibility to a child should an accident occur.

5.5 Off-Site Visits

Refer to 'A policy for Off-site Visits'.

Also refer to appendix B 'Road Traffic Accident Involving Pupils/Accident During School Trip' in the case of an accident.

5.6 First Aid and children with specific medical needs

Refer to the First Aid Policy.

BASINGSTOKE COMMUNITY CHURCHES

HEALTH AND SAFETY POLICY

APPENDIX A

Aggressive incident in school procedure

1. Should a parent/other adult enter the school and demonstrate aggressive or violent behaviour to teachers or children, observe the following:
 - a. Remove children if possible.
 - b. Seek immediate help (send a responsible child to a next-door teacher).
 - c. Try to remain calm, ask the aggressor if they would like to sit down to discuss the problem.

2. Staff arriving to aid the teacher should:
 - a. Seek further help.
 - b. Remove the children if still present.
 - c. Inform the headteacher.

3. Further action as appropriate:
 - a. If the situation is out of control the police should be called.
 - b. In extreme cases to prevent injury it may be necessary to use restraint, but this must not be done alone.
 - c. If the situation calms and the aggressor leaves the premises, all outer doors should be secured.
 - d. The headteacher will inform the aggressor in writing of the expected code of behaviour in school.
 - e. No comments will be given to the press or media.
 - f. In the extreme case of an adult or child being held hostage, all other children and staff must evacuate. The police will be informed immediately and will provide guidance.

BASINGSTOKE COMMUNITY CHURCHES

HEALTH AND SAFETY POLICY

APPENDIX B

Road Traffic Accident Involving Pupils or Accident During School Trip

1. Immediate action
 - a. Remove children from danger if possible/appropriate.
 - b. Contact emergency services.
 - c. On trip: bring children home as soon as possible.
 - d. Inform school with accurate information to intercept rumour and uncertainty.

2. Action as soon as possible
 - a. The school must contact families of those involved. Contact lists are in the school office. Do NOT leave messages, if no personal contact ask them to ring the school.
 - b. If there is death or serious injury the police will inform parents, possibly with a member of staff.
 - c. Plan an extra communication line to/from school (e.g. use mobile or fax line for outgoing calls to leave normal number free.
 - d. Give the same level of information to everyone. Provision of a script is sensible, and if appropriate will be provided by the headteacher.
 - e. Keep careful notes of which parents still need to be informed.
 - f. The headteacher will inform staff and pupils. Any letter home must give facts only without prejudice – blame is not appropriate. Do not speculate on causes or consequences, and discourage pupils from this.
 - g. Only the headteacher will communicate with the press. No press or media are to be allowed on school premises.

BASINGSTOKE COMMUNITY CHURCHES

HEALTH AND SAFETY POLICY

APPENDIX C

Disaster in the community

(E.g. fire, explosion, major road accident, civil disturbance, terrorism)

1. Immediate action:
 - a. If the occurrence is in close proximity to the school, use evacuation procedure to remove children from the danger.
 - b. Contact emergency services.
 - c. If the occurrence is not in very close proximity to the school, ensure that accurate information is obtained.
 - d. If the occurrence is outside school hours, ensure that accurate information is obtained so that discussion in school can be based on fact rather than speculation or rumour.

2. Action as soon as possible:
 - a. Inform the pupils of the incident, simply, restricting information to facts without speculation.
 - b. Keep phone lines clear for communication with emergency services.
 - c. If it becomes necessary to keep the children behind after school, pupils will remain in their tutor bases with their tutors, and parents informed accordingly. Use of a script is advised. Emergency services will give guidance.
 - d. Normal school routine will help to maintain a calm, orderly atmosphere, so aim to return to normality as soon as possible.

3. Further action as appropriate:
 - a. Give staff 'permission' to talk.
 - b. Encourage children to talk.
 - c. Express appropriate sympathy.
 - d. Identify 'high-risk' students/staff.
 - e. Monitor effects.
 - f. Organise treatment if appropriate.

**BASINGSTOKE COMMUNITY CHURCHES
HEALTH AND SAFETY POLICY**

APPENDIX E

Accident/Illness/First Aid Incident Form

Name of injured person:

Date:

.....

Date:	Time:	Name of First Aider:
Location of incident		
How was the incident reported?		
Name and address of injured person (and class)		
Name(s) and address(es) of any other persons involved (and class)		
Description of the nature of events leading to the incident		
Details of injury or illness		
Details of First Aid given		
What happened to the injured person afterwards?		
Was an ambulance or other professional medical intervention summoned?		
When and how were parents informed?		
Signature of First Aider		