

# THE ROCHE SCHOOL

## Health and Safety Policy

Policy Index: 3.2.3 Premises and Security  
Policy

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SEF Compliance:

Reviewed by:  
J Gilbert

Last Revision Date:  
September 2017

Next Revision Date:  
September 2018

Links with other policies:

## Health and Safety Policy (2)

### Records and responsibility

- Records and dates of inspections should be entered in the Health and Safety file in the office.
- Gabriella Emery and James Roche are jointly responsible for maintaining and developing the school's Health and Safety Policy.
- All members of staff should be familiar with the school's Health and Safety Policy and should seek to maintain and improve it. They should report any observations (in writing if possible) to Gabriella or James.

### Key to Symbols in Margin

- Frequency of inspections :  
C = Continuously    T = Termly    W = Weekly
- Responsibility for inspections :  
S = Secretary            G = Gabriella    J = James

### Information

- A copy of this policy statement should be given to each full time member of staff and a copy placed on file in the Staff Room.
- Health and Safety Policy is to be discussed at Staff Meetings each half term.
- Children should be reminded at the first assembly of each term of those parts of the policy that are their responsibility (4b, 5c, 7a, 7d, 9b, 11d, 12a, 12b, 12d, 13b).

### The Building – General

### Frequency/ Person responsible

- |   |     |
|---|-----|
| • Corridors to allow free passage. Stairways and fire exits (including outside steps) to be unencumbered. | C/J |
| • No sharp edges where people could be hurt   | C/J |
| • Floors to be clean, dry and in good repair.   | C/J |
| • Rear doors to playground to be open 8.00 am to 4.20 pm<br>On normal schooldays                          | C/J |

The following doors to be locked :

- The electrical cupboards C/J
- The boiler room
- The two cleaners cupboards
- Third floor windows
- In the science laboratory, the master gas tap

### **Security**

- Front door never to be left unlocked C/J, G & S
- Children are not allowed to open the front door to anyone except class teachers C/J, G & S
- Children not collected at the end of classes wait in the place assigned to Late Class and say goodbye to the teacher on duty when they leave. C/J, G & S
- The driveway gates should be kept locked except at those times when the playground is open to the parents' cars. At those times, children may not enter the parts of the playground used by cars, unless supervised by their own parents/guardians. C/J, G & S  
Whenever the building is unoccupied the burglar alarm is to be set, all ground floor windows and external doors are locked and other doors and windows to be shut. First floor laboratory windows locked. C/J, G & S
- The burglar alarm is serviced regularly (Contract with SDS) T/J
- Electronic equipment to be marked with security marking. T/J
- Class registers are marked at the start of the morning and afternoon classes and placed in the office meantime. W/J, G & S

### **Electrical**

- The wiring and fuses to be checked by a building consultant and the recommendations carried out. J
- Electrical appliances should be checked annually and not used unless marked safe. Yearly/J
- Electrical equipment to be switched off if not in use.

### **Fire**

- Children must never touch fire extinguishers unless to use them. T/J
- Fire extinguishers should be placed as recommended and serviced each term. T/J

- The fire alarm and emergency lighting system to be checked in September and February. T/J
- A fire practice for children and staff is held each term. On hearing the bell, children at once line up and walk in silence with their teacher to the playground where they stand silently in lines. The Secretary brings the registers and the keys to the adjoining laundry site from the office and the roll call is taken. James and Gabriella check the building is empty. If there is a fire the Secretary telephones the Fire Brigade. No-one re-enters the building until James and Gabriella have ascertained that all is well. T/J

### **Heat and Water**

- The boilers to be serviced annually in accordance with the Maintenance contract. T/J
- To avoid legionnaires disease in the water system, the consultant's recommendations are to be followed and the hot water cylinder heated for at least one hour each weekday except during the summer holidays when it and the cold water cistern will be drained. T/J

### **Science and Technology, Cookery**

- CLEAPSS recommendations will be followed. T/J/ ,G
- Children to be taught proper safety procedures eg, regarding Blades, drills, goggles, heating experiments, electricity, glue etc T/J, G

### **Windows**

- All safety bolts to be kept in use except while the windows are being or serviced. W/J

### **First Aid**

- All full time teachers to have one day's training every two years. T/G
- A full time teacher is on duty in the staffroom during children's playtime to give first aid when called by two long bells W/G
- In case of an accident or very bad behaviour by a child, the teacher present should complete a sheet in the incident's file and tell the child's form teacher. C/G
- First Aid cupboard to be kept stocked. W/G

### **Outings**

- Children taken outside the school premises are accompanied by more

- Than one responsible adult and are adequately supervised. C/S, G
- In cars and hired buses, they wear seat belts and must remain seated while travelling. C/S, G
- On sports trips, the teacher takes the school mobile telephone in case of injury. C/S, G
- The children wear shin guards for team games when there is danger of being kicked. C/S, G

### **Behaviour**

- Children are not allowed to go off the school premises or into the Playground unless supervised by a member of staff. C/J, G
- When part or all of the playground is available to cars, children may Not enter those parts unless with their parents/guardians C/J, G
- When children are in the playground, they are not allowed on the Sloping part of the driveway and this must be roped off. C/J, G
- Children may not :
  1. rock on chairs
  2. behave roughly or run indoors
  3. misuse doors or try to stop others using them
  4. borrow or take money from each other
  5. remain in classrooms during break times
 C/J, G

### **Health**

- Members of staff should not lift heavy objects where this might affect their health. C
- If members of staff or children have been in contact with infectious disease, Gabriella or James must be told in writing and doctor's advice taken. C
- Cupboards, bookshelves and heavy objects must be properly secured and Gabriella or James must be informed in writing of any lapses. W
- The safety switches of the two electric cookers must be switched off when not in use. W

### **Lavatories**

- Lavatory and adjoining washing facilities are to be clean, smell free and provided with paper, soap, hot water and electric hand driers. Floors to Be clean and dry. W/S, J
- Sinks and basin waste pipes must allow free passage of water. W/S, J