

<b>Reviewer</b> Head Teacher and Business Manager	<b>BROOKFIELD JUNIOR SCHOOL</b>  <b><u>Health &amp; Safety Policy</u></b>	<b>Review date</b> March 2018
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## USEFUL CONTACTS

ACSO (Area Children's Services Officer)	01233 898559
Health and Safety Advice Line	03000 418456
DB Audio (Fire Alarm)	01732 760877
MOUCHEL	01622 772820
Besecure Security	01424 852343
DSL ~ Delron Services Ltd (Boilers)	01622 688444
WM Catering (Kitchen Equipment)	0208 309 5570
HERTEL UK Ltd (Water temperature/hygiene)	0208 578 3525
Kent Property Services	03000 417878
Landscaping (Peter Goddard)	01797 363908
BBC Radio Kent	0845 300 4700
Heart FM	<a href="http://heart.co.uk">heart.co.uk</a>
KMFM	01732 773000 <a href="http://www.kmfm.co.uk">www.kmfm.co.uk</a>
KCC Support Line (Staff Care and Welfare Services)	03000 411411

### **Section A**                      **Statement of Intent**

The Head teacher and governors are committed to establishing and implementing arrangements which will ensure that staff and pupils will be safeguarded whether or not on school premises, and that the premises for which they are responsible are safe for visitors, as well as pupils and staff.

They will comply as necessary with the following statements, copies of which can be found at Sections 2 and 3 of the "*KCC Framework for Health and Safety*" and which will be brought to the attention or issued to all members of staff:-

KCC General Statement of Health & Safety at Work Policy

- The Director of Education Services' Departmental Health & Safety Policy Statement
- The Education Department Health & Safety Statement – Organisation
- The Education Department Health & Safety Statement – Arrangements

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## **Section B            Organisation**

Kent County Council has overall responsibility for health & safety but, at school level, the Head teacher has responsibility as officer in charge of the premises for ensuring that they are safe. In so doing, he/she will delegate certain tasks and responsibilities to other members of staff and will refer appropriate matters to the local education authority either because the LA is responsible under the local management scheme or because specialist advice is needed.

He/she is also responsible, as senior line manager, for ensuring that staff, pupils and other visitors (including contractors) adopt safe working practices and generally conduct themselves in such a way that they will not injure themselves or others.

The **Head teacher** is responsible for:

- seeing that the school has a health & safety policy statement
- reviewing it at least once a year; and drawing all employees' attention to any revisions
- including issues in the school development plan, if necessary
- checking that the health & safety requirements are actually implemented and keeping a record of the periodic monitoring which is undertaken
- seeing that all staff, pupils and visitors either have a copy of the policy statement and the relevant supporting documents, or know where the statement, etc. can be seen (certain documents will be issued to new staff with their contracts of employment – but the Head teacher, nevertheless, has a responsibility for making sure that these are properly received and understood by staff, usually as part of the induction process)
- passing on information received on health & safety matters to the appropriate people
- seeing that each employees' responsibility regarding health and safety is included in his/her job description
- seeing that risk assessments are undertaken as necessary and recording items of significance. This is a Statutory requirement and should be reviewed annually
- receiving and dealing with complaints about unsafe premises, equipment or work practices
- seeing that emergency evacuation procedures are in place
- seeing that the requirements of the fire prevention officer and environmental health officers are properly addressed
- seeing that adequate first aid provision is made
- liaising with the governors and local authority on policy issues and any problems in implementing the health & safety policy
- undertaking the additional responsibilities specified below.

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The **area property resources manager** is responsible for ensuring that property matters for which the local authority has a responsibility under the local management scheme, are properly dealt with (if necessary by taking premises or fixed equipment out of use).

The **Area Education Officer (Jared Nehra)** is responsible for collecting statistical information about accidents, about the existence of health & safety policy statements, and for the dissemination of information and advice.

The **governors** are responsible for complying with their duties under the local management scheme, making appropriate provision within the school's delegated budget and generally supporting health and safety within the school. This includes a requirement under Section 4 of the *Health & Safety Act 1974* to take measures which are within their power to make sure that premises are safe and without risk to take an interest in health and safety (without assuming any of the responsibilities of the Head teacher).

The representatives of the **professional association of staff** are responsible for deciding whether they wish to have a safety committee – in which case, the Head teacher is to facilitate this and the associated inspections as stated in the personnel handbook.

**All staff** in the school have a personal responsibility for the health and safety of themselves, their colleagues, pupils and visitors. They must comply with any duty or requirement imposed by their line manager or statute and must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare. These are specified more precisely in Section C.

The following staff have special responsibilities which are defined in Section C:

- checking of premises – Head teacher
- electrical Plant and Equipment – SBM and LA
- activities outside the school site – Head teacher or other staff specifically nominated by him or her
- physical education and games – PE/Active Learning Leadership Team and KCC
- control of dust and fumes – SBM
- science – Science Leadership Team
- technology – Design and Technology Leadership Team

Only those staff (and any staff, pupils or visitors directly supervised by them or in their care) are permitted to engage in these activities. Special consideration will be given by the Head teacher to the competence of any substitute or supply staff who may be required to engage in these activities.

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### Accidents

All accidents must be notified to the Head teacher (or another Senior member of staff if the Head teacher is absent), who must ensure that they are reported if necessary to the LA and where appropriate also the Health & Safety Executive, that the circumstances are investigated and any appropriate action taken to prevent a recurrence, (See Section C below, Section 7 of the *KCC Framework for Health & Safety*), and the *KCC Accident Book with form HS157*.

### Training

The Head teacher is responsible for seeing that he/she is sufficiently trained and that appropriate staff receive the necessary training (e.g. Working at Height, Legionella Management, Asbestos Management, Fire Safety). Each member of staff is also responsible for drawing the Head teacher's attention to their own personal needs for training, and for not undertaking duties unless they are confident that they have the necessary competence. The Head teacher is responsible for keeping records of the training which has been undertaken and having a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits.

## Section C                    Arrangements

It is important that the day-by-day activities of all staff, pupils and visitors are conducted in a way which is inherently as safe as possible.

**The following practices apply to all staff, pupils or visitors in their care.**

**More detailed advice may be obtained from the County Health & Safety Manager. Tel. 03000 418 456.**

### Supervision of Pupils

The school supervision policy must be followed in order to ensure the safety of pupils. In addition, arrangements for pupils working away from the school will be within the recommendations of "*Management and Leadership of Off-site Work*" (1994), and the "*Supplementary Guidelines regarding levels of Supervision*" (1996).

### Visitors

For reasons of security and fire safety all visitors must report to the school office, except parents bringing or collecting children to school. Visitors will be required to sign in to the Visitors' Book, at which time they will be given a, dated, visitors badge or a visitor's lanyard (with details of our DSL on the back). All visitors must sign out on leaving the premises

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### **Fire Safety**

Please note the Fire Safety Policy contains specific details of relevant procedures.

### **Fire Alarms (continual bell)**

- person who discovers fire ~ strike the knob on the nearest fire alarm button
- phone the Fire Brigade – press 0 for outside line, call 999, give details of where the fire is
- exit the building
- inform Controller of premises alight
- open gate and give details to Fire Brigade
- fire alarms - testing weekly
- log book – SBM's locked cupboard in Brookfield Infant School office

### **Fire Drills**

- 3x per year, usually Terms 1, 3 and 5
- every other drill staff are notified in advance

### **Fire Hazards**

- all fire hazards kept in locked cupboards especially designed for the purpose
- hazard sheets for flammable substances to be found in SBM's office
- fire prevention officer to be invited in to school, as and when appropriate, to give advice
- routine inspection at the beginning of each term

### **Maintenance**

- fire extinguishers
- fire alarms – tested weekly, maintained annually by electrician
- fire doors

all maintained at the prescribed intervals

### **Other Emergency Procedures**

See emergency procedures check list – Appendix (A) at end of this document.

- Collection of pupils in extreme circumstances
- Notification of relevant authorities/emergency services
- Checking adults present

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### First Aid / Illness

- *KCC Framework for Health & Safety – Section 10*
- First aid packages are located by the fire door in each classroom.
- First aid boxes are located in the main office and the Medical Area
- Record of first aid administered is kept in First Aid book in Medical Area
- designated First Aiders – (Linda Thornewell is the designated first aider for the welfare of staff; Linda Thornewell is the designated first aider for pupils at lunchtimes; the majority of staff have had basic first aid training)  
 their responsibilities: To administer first aid as appropriate. In the event of uncertainty, medical advice must be sought from the appropriate authority
- procedure for removal to hospital – parent notified, member of staff to accompany if necessary
- informing parents – the Head teacher or other person so designated (eg Deputy Head, SENCo, member of Admin staff) will inform the child’s parent in the event of an accident other than the usual minor ‘playground’ type of incident
- injuries to head - the Head teacher or other person so designated (eg Deputy Head, SENCo, member of Admin staff) will inform the child’s parent
- consent form for anaesthetics – (BJSV4 form) completed before any off site activities – further details can be found in the Educational Visits and Activities Policy.

### ACCIDENT REPORTING AND RECORDING

Accidents or violence will be reported to the Head teacher and the procedures set down in the Kent County Council accident book and Section 7 of the Kent County Council Framework for Health & Safety will be followed. The KCC accident book is located in the Medical Area, under lock and key. This book will be checked termly by the Head teacher and a report made to the governors if necessary. He/she will investigate accidents as necessary and, where the County procedure requires, will submit an accident report form to the area office.

### Blood Spillages

The *KCC Framework for Health & Safety – Section 10, Appendix 3B*, gives advice to avoid the possibility of staff contracting AIDS, Hepatitis B and gastro-enteric diseases, and these will be followed.

### Electrical Safety

All staff are required to report to the SBM any damaged electrical equipment or wiring – including portable equipment and permanent wiring. Portable appliances are tested annually by SBM. Special consideration shall be given for school plays.

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Staff must not attempt any repairs unless the Head teacher is satisfied that they are competent to do so. Personal mains-powered electrical equipment must not be brought to school, unless it has been subjected to the same tests as school equipment.

### **Housekeeping**

#### **Cleanliness**

The school buildings will be cleaned by the Cleaners, supplemented as necessary by pupils/staff as part of practical lessons (for example, after craft work and cookery). Cleaning associated with the provision of school meals will be undertaken by the catering contractor as specified in the appropriate contract.

The surrounds to the buildings will be kept clean by the School Handyman.

#### **Waste Disposal**

Hazardous waste such as sanitary towels, disposable nappies, incontinence pads, and chemicals used in laboratories, swimming pools or for cleaning, etc. will be removed by a specialist contractor.

Other waste will be placed in appropriate bins within the building and its surrounds, and removed each day by the cleaners to the designated storage area prior to removal by a contractor.

#### **Stacking and Storage**

Materials, equipment and any other items will be kept in appropriate storage areas. Where this is not possible for temporary reasons, the staff responsible for those materials will ensure that they are stacked tidily, to a height which does not constitute a hazard and in such a way that they do not impede the movement of staff, pupils or visitors.

Corridors, cloakrooms and exits, etc. will be kept clear of obstruction (including electrical cables).

#### **Classrooms**

Teachers will be alert on a daily basis to the following and will report any hazards to the SBM, by recording the information in the Health and Safety folder kept in the STAFF ROOM:

- equipment should not have any signs of obvious damage, strained flexes, dangerous use of extension cables or over-loading of power sockets
- the lay-out of furniture and equipment – (e.g: tall shelves secured to wall)
- whether materials and equipment are stored properly
- safe methods of dealing with harmful materials
- any obvious malfunctioning of heaters or lights.

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### **Lifting and handling**

Staff will follow the guidance given in “*Guidelines for Manual Handling (1994)*” unless superseded by specific method.

The following arrangements are more focused and will normally only apply to staff named in Section B, (any staff, pupils or visitors directly supervised by them or in their care).

### **Premises and equipment**

The Head teacher will arrange for a visual inspection of the premises and equipment every term in line with “*Visual Inspection of Premises and Equipment – A Guide for Local Managers and Officers in Charge of Premises*” issued by the then Land & Property and Building Design Departments in November 1990.

(These routine checks may be undertaken by a combination of class teachers, caretaking staff and the Head teacher using brief check-lists. If the professional associations have appointed health & safety representatives, they may be involved.)

Access to store-rooms, boiler-rooms, tank and plant rooms will be checked, including ladders or other equipment.

The LA has responsibilities as ‘landlord’ for structures and heavy plant. (See current LM Scheme.)

### **Electrical plant and equipment**

The Head teacher will arrange for all portable electrical equipment to be checked annually and a record kept in the SBM’s office.

MOUCHEL, as landlords, will arrange, through the property department, for the major wiring circuits and fixed plant (lifts, heaters) to be checked periodically.

### **Activities outside the school site**

These will be conducted within the procedures and advice in “*Management and Leadership of Offsite Work*” (1994) being revised 1999.

### **Bank runs**

All monies are collected from the school by G4S Security Services and deposited at the local branch of Nat West Bank. This happens on a regular basis.

### **Physical Education and Games**

These activities will be conducted within the recommendations of “*Safe Practice in Physical Education*” (Revised 1996).

All PE apparatus is checked annually by KCC.

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### **Control of dust and fumes**

All practical equipment will be installed and used as recommended in “*Safety – School Technology Rooms and Practical Areas*” (December 1996).

### **Science**

The procedure recommended in the “*CLEAPPS Laboratory Handbook*” and “*Guidance*” (for Primary Schools) will be followed – as supplemented by later newsletters. Also Services obtained through Edu-Kent.

### **Technology**

The recommendations in “*Safety – School Technology Rooms and Practical Areas*” (December 1996) will be followed. Also Services obtained through Edu-Kent.

### **Medication**

The school’s policy for medical care will be followed. (The policy is in line with the DfES Circular 14/96 DfES Good Practice Guide “*Supporting Pupils with Medical Needs*’ (1996) and Kent County Council Education Department: *Supporting Pupils and Medicine Needs: Supplementary Guidance*.)

### **The following miscellaneous procedures will be followed as and when appropriate**

#### **Journeys to accompany injured person**

If a child or member of staff has to make a journey to hospital, GP surgery or dentist in a staff member’s car, then the driver must have business insurance. (The driver must not be the First Aider).

If the driver is not business insured and the injury does not warrant an ambulance, then a taxi should be called. Two members of staff should accompany the injured person in either case.

#### **Crisis counselling and emergency support**

In the event of bereavement or any other traumatic situation affecting pupils and/or staff, the Educational Psychology Service will be consulted (via Edu-Kent).

#### **Stress**

Counselling arrangements can be made via the Head teacher who will contact the KCC Support Line (Staff Care and Welfare Services) ~ 03000411411, or the Educational Psychologist (for pupils) ~ 01892 776262.

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### **Alcohol and drugs**

The abuse of alcohol or drugs is a hazard and if there is any suspicion that a member of staff, pupil or visitor is incapacitated, this must be reported to the Head teacher. Some advice is contained in Annex 10, Appendix 1, of the *KCC Framework for Health & Safety*. Further advice can be obtained from the Area Personnel Manager (regarding staff) or the District Schools Officer (regarding pupils).

### **Display screen equipment**

The requirements of the *KCC Framework for Health & Safety* Section 4 will apply, under the direction of the Head teacher.

### **COSHH**

Every attempt will be made to avoid the use of substances which come within the *Control of Substances Hazardous to Health* (COSHH 1994) regulations and *KCC Framework for the Health and Safety* Section 11. (Copies of this document are kept in School Business Manager's office). Care will be taken in ordering supplies and contractors will be asked to refrain from their use. Where such materials must be used, only the smallest practicable quantities will be brought on to the site, where they will be stored securely under the personal responsibility of a member of staff or contract. If the substances have been brought on to site for a specific "one-off" purpose, any remaining quantities will be removed from site as quickly as possible and disposed of safely.

Termly checks will be made by the Head teacher to ensure that no substances have been brought on to the site without his/her prior knowledge. Particular attention will be paid to cleaners' stores, technology areas, groundsmen's stores and kitchens; these areas are all kept locked.

The School Business Manager will keep a ring-binder folder with a list of COSHH materials in the school, their location, the member of staff responsible for their safe-keeping and a data sheet indicating the action to be taken in the event of a spillage. The location of this record book is in the School Business Manager's office. The Cleaner-in-Charge also has copies.

### **Machinery and equipment**

The Head teacher or other line manager or caretaking or grounds staff using machinery and equipment, including ladders, must ensure that staff are adequately trained, are competent and use any machinery/equipment for the purpose for which it was designed. They must also ensure that it is regularly maintained and that appropriate personal protective equipment is supplied.

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### **Contractors**

All contractors are required to comply with all relevant health and safety legislation. In addition, they must report to the school office as soon as they arrive on site and carry appropriate identification. The Head teacher will agree arrangements for liaison and the contractors' operations (taking advice from the Kent Property Services as necessary). He/she will pay particular regard to the safety of pupils if contractors will be working during the school time. It may be necessary to exclude pupils from certain parts of the building, to require the contractor to erect barriers and to prohibit the movement of contractors' vehicles during breaks, etc.

All contractors working inside the school buildings must sign the Asbestos Register before commencing work.

Advice is available from the Kent Property Services (0300417878) regarding building work and ground maintenance and from the Area Education Office (01622 605848) regarding catering and cleaning. (It is not normally acceptable to allow windows above the first floor height to be cleaned without special arrangements and it is suggested the District Schools Officer should be contacted before agreeing to any such work).

## **Appendices to the Health and Safety Policy**

### **Emergency Procedures Checklist**

#### Appendix A

- A.1 Directed Response
- A.2 Room Clear
- A.3 Directed Evacuation
- A.4 Dealing with violence or aggression
- A.5 Working Alone
- A.6 Adverse weather and school closure
- A.7 Collection of pupils in extreme circumstances

#### **A.1 Directed Response**

This is to be made when and if there is a potentially violent disturbance occurring outside the building, or other external situation which is potentially dangerous, one that is known and that can be confined to a specific area and is far enough from the *Designated Safe Area* so that safety is ensured. **The Designated Safe Area is the Hall.**

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The action to take is as follows:

- Go immediately in a calm, orderly manner, to the designated area.
- Follow the shortest, safest, indoor route.
- Stay with the pupils, keeping them in a group.
- Account for all pupils and remain in the designated area until contacted. Indicate that there is a potential problem by informing the office.
- Report the information to the Head Teacher, or in his / her absence the Deputy Head Teacher.

Staff should take a class / group list, or other means of calling a register with them to the hall.

### **A.2 Room Clear**

This is issued by a teacher or other supervising adult and is used to send pupils away from a potential threat, such as a violent dispute, or ceiling collapse.

Once the command is given the pupils must move to the designated safe area (the hall). Should it be the hall that is to be cleared, the pupils will be sent out on to the playground, or in bad weather, to their classrooms.

- Once the command is issued the nearest responsible adult must advise the office as to the problem, or potential problem.
- The pupils must go directly, in a calm and orderly manner, to the designated safe area.
- The Head teacher, or in his/her absence the Deputy Head teacher, must be informed immediately, who will consider the appropriate response. MOUCHEL (Kent Property Services) for building matters, DSL for gas and heating emergencies, Police for possible danger of violence.
- The responsible adult, or adults, must remain with the pupils whilst a Senior Leader attempts to defuse the situation.

### **A.3 Directed Evacuation**

Full details of the fire drill are included in the Fire Safety Policy.

On hearing the alarm (continuous bells) all persons must leave the building in an orderly way as quickly as possible and then assemble for checking in the playground.

Outside normal school hours, the member of staff on site or the hirer of the premises has the responsibility of checking personnel and alerting the emergency services.

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#### **A.4 Dealing with violence or aggression**

Full details of procedures for dealing with violence and aggression by pupils can be found in our *Behaviour Management Policy*.

Any circumstances of violence or aggression towards a child or member of staff:-

- The Head teacher, or in his/her absence Deputy Head teacher, must be informed immediately, who will consider the appropriate response.
- The violent / aggressive person will be asked to leave the premises
- If necessary, the emergency services will be informed
- The Chair of Governors will write to inform the violent / aggressive person that their conduct is unacceptable
- If necessary, they will be banned from the school site

#### **A.5 Working Alone**

Procedures are to be adopted in conjunction with the KCC document "*Guidelines for the health and safety and welfare of Staff Working Alone*", issued December 1994.

Working alone with dangerous parts of machinery without recourse to assistance will not be allowed and no-one *at high risk of injury* must work alone in school. No machine may be used unless appropriate training or refresher training has been satisfactorily completed.

The Head teacher / SBM should be made aware of any members of staff who are working late or working alone on the school premises. Any member of staff who works at school outside school hours should take care to keep closed / locked any entrance / exit points to the room in which they are working. It is also advisable for staff to close the blinds in the room, so that when the light is on, they cannot be viewed from outside the building.

#### **A.6 Adverse weather and school closure**

As a fundamental principle every effort must be made to keep schools open, even if only limited numbers can attend. There is a legal requirement to keep schools open for children to attend for 190 days per year, the exception being on health and safety grounds.

The decision to close or restrict attendance should be taken by the Head teacher, or in his/her absence, by the most senior member of staff, in consultation with the Chair of Governors. Wherever possible, this decision should be supported by the Area Children's Services Officer in the first instance. Failure to get LA support for closure could result in the LA not being able to defend any legal action brought by parents against the school failing to discharge its legal responsibilities.

Before deciding whether to close, the following factors should be considered:

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- Whether there are on-site hazardous conditions eg icy footpaths
- Will there be enough staff to supervise the number of children likely to be present?
- Can a reasonable temperature be maintained in the building?
- Is water available and are sufficient toilets working satisfactorily?

Once a decision is taken to close, then the revised arrangements for making public announcements using kentschoolclosures.co.uk will be made; our school is registered and this site will be used if necessary to 'post' any closure information.

When updating the site the following information may be required:

- The area in which the school is based (West Kent – Tonbridge and Malling District)
- DfE number of the school (5223)
- The name of the school
- The degree of closure – which year groups are affected
- Give an indication as to how long the school will be closed
- If school is open, give details of any restrictions eg. No meals, no heating, warm clothing required etc.

It is also essential to let other agencies know of school closure eg; school transport, catering and cleaning contractors, road crossing patrols.  
(Refer to Emergency Contact List for staff telephone numbers – located in Office)

### **Contacting relevant authorities**

See *Useful Contacts* list at the front of this policy document.

### **A.7 Collection of pupils in extreme situations**

All pupils remain on site until the end of the school day; they are then collected by a parent / carer.

Pupils needing to leave school during the school day are collected from Reception and signed out by their parent / carer (Signing out book kept in Reception).

Pupils arriving at school during the day are brought to Reception and signed in by their parent / carer (Signing in book kept in Reception).

If, during the school day, it becomes necessary to close the school due to adverse weather conditions, or an emergency situation, then the following procedure applies to collection of pupils:

- Children may only be collected by a parent / carer or other person identified to the office by the parent / carer
- Parents / Carers arriving at Reception may collect their child/ren and sign them out.

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