



LOYOLA PREPARATORY SCHOOL & EARLY YEARS FOUNDATION STAGE WELFARE, HEALTH AND SAFETY POLICY

PART 1– May 2017 Update

Introduction

This is a statement of organisation and arrangements for ensuring health and safety at Loyola Preparatory School.

The aim of the statement is to ensure that all reasonably practical steps are taken to secure the health, safety and welfare of all persons using the premises. The school will safeguard and promote the welfare of children who are pupils at the school, in compliance with DCSF Guidance “Safeguarding Children and Safer Recruitment in Education” and DFE Guidance “Health and Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies”:

General

- Children should be able to experience a wide range of activities. Health and safety measures should help them to do this safely, not stop them.
- It is important that children learn to understand and manage the risks that are a normal part of life.
- Common sense should be used in assessing and managing the risks of any activity. Health and safety procedures should always be proportionate to the risks of an activity.
- Staff should be given the training they need so they can keep themselves and children safe and manage risks effectively, including first aid and paediatric first aid, handling of hazardous substances, fire safety, food and kitchen hygiene and risk assessment training through the ISBA.

The Law

- The main legislation covering this area is the Health and Safety at Work Act 1974 and regulations made under that Act.¹
- The employer (the local authority, governing body or proprietor) is responsible for health and safety, though tasks may be delegated to staff.
- Employees also have a duty to look after their own and others’ health and safety.
- It is very rare for school staff to be prosecuted under criminal law with regard to accidents involving children.

¹ In particular, the Management of Health and Safety at Work Regulations 1999.

- Employers, school staff and others also have a duty under the common law to take care of pupils in the same way that a prudent parent would do so.
- Most claims for negligence are brought against the employer (who has public liability insurance) and not individual members of staff.

This policy is issued:

- to establish and maintain a safe and healthy environment throughout the school,
- to establish and maintain safe working procedures among staff and pupils,
- to make arrangements for ensuring safety and absence of risk to health in connection with the use, handling, storage and transporting of articles and substances,
- to ensure the provision of sufficient information, instruction and supervision to enable all people working on site and pupils to avoid hazards and contribute positively to their own safety and health at work and to ensure that they have access to health and safety training as and when it is required and provided,
- to maintain a safe and healthy place of work and safe access and egress from it,
- to formulate effective procedures for use in case of fire and other emergencies and for evacuating the school premises,
- to lay down procedures to be followed in case of accident
- to provide and maintain adequate welfare facilities,
- to ensure that all due measures are taken in respect to the safeguarding of pupils and the recruitment of staff.

Security of the Site

- The school has both an intruder alarm and fire alarm which are maintained at least termly by ADT. Main access doors are fitted with contact pads and protected by surveillance cameras. All doors and windows are checked each evening before the alarm is set. Both intruder and fire alarms have direct access to the emergency services.

Responsibilities and duties concerned with safety

The Head:

- a. to be the focal point for day to day references on safety and give advice or indicate sources of advice,
- b. co-ordinate the implementation of the safety procedures approved in the school,
- c. maintain contact with outside agencies able to offer help,
- d. report all known hazards immediately to the Board of Governors and stop any practices he considers to be unsafe until satisfied as to their safety,
- e. make recommendations to the Board of Governors for additions or improvement to plant, tools, equipment, etc., which are dangerous or potentially so,
- f. make or arrange for investigation of the premises and working practices on a regular basis and ensure that he is kept informed of accidents and hazardous situations,
- g. review from time to time:
 - i. the provision of first aid in the school,

- i. the emergency regulations.
- h. recommend necessary changes and improvements in welfare facilities,
- i. inform the Board of Governors from time to time on safety procedures of the school,
- j. to ensure that the safeguarding measures enacted in the Child Protection Policy are adhered to.

The ultimate responsibility for all school safety organisation and activity rests with the Head.

Obligations of all Employees

In order that the statutes of the Health and Safety Act 1974 be observed and responsibilities to pupils and other visitors to the school are carried out, all employees are expected:

- to know the safety measures and arrangements to be adopted in their own working area and to ensure they are applied,
- to observe standards of dress consistent with safety and/or hygiene,
- to exercise good standards of cleanliness and housekeeping,
- to know and apply the emergency procedures in respect of fire and first aid,
- to use and not wilfully misuse, neglect or interfere with things provided for his/her own safety and/or the safety of others,
- to cooperate with other employees in promoting improved safety measures in the school,
- to cooperate with the Enforcement Officer of the Health and Safety Executive or the Public Health Authority,
- to ensure that upon arrival on the school premises they indicate their presence using the staff in/out ladder next to the staff room and that they denote their departure in the same way.

Special Obligations of Class Teachers

The safety of pupils in classrooms and workshops is the responsibility of class teachers; teachers have traditionally carried responsibility for the safety of pupils when they are in charge.

If, for any reason, e.g., the condition or location of equipment, the physical state of the room or the splitting of a class for practical work, a teacher considers he cannot accept responsibility, he should discuss the matter with the Head before allowing practical work to take place.

Class teachers are expected:

- a. to exercise effective supervision of the pupils and to know the emergency procedures in respect of fire, bomb scare and first aid and to carry them out,
- b. to give clear instructions and warning as often as necessary,
- c. to follow safe working practices personally,
- d. to call for safe working procedures where necessary,

- e. to make recommendations to the Head on safety equipment and on additions and improvements to plant, tools, equipment or machinery which are dangerous or potentially so.

The Pupils

The pupils are expected:

- a. to exercise personal responsibility for the safety of self and classmates,
- b. to observe standards of dress consistent with safety and/or hygiene,
- c. to observe all the safety rules of the school and, in particular, the instructions of teaching staff given in an emergency,
- d. to use, and not wilfully misuse, neglect or interfere with things provided for their safety.

Visitors

Regular visitors and other users of the premises should be required to observe the safety rules of the school.

Visitors to the school while the school is in session are required to sign in and sign out in the Visitors' Book kept in the school office. Visitors who are unescorted by the headmaster, deputy headteacher or other authorised member of the school staff within the school premises will be required to wear visitor badges.

Parents of pupils of Reception 1 and above should report directly to the school office and should not access the premises unless they are escorted and have a prearranged appointment with a member of staff.

Parents and their guests are welcome to attend school mass and official events and are asked to go directly to the venue of the event following arrival at the school.

PART TWO: PRACTICAL DETAILS

Supervision of pupils

- a. All adults – including parents – placed in a supervisory capacity over pupils must receive an enhanced check from the Disclosure and Barring Service. Documentary proof of staff qualifications should be kept in the school office. Playground staff should be certified as being proficient in First Aid. Each year group will have at least one designated teacher who is certified as proficient in paediatric first aid. A designated member of staff will be on duty from 7.45 a.m. when access to the school site is opened. Direct supervision by duty staff is from 8.15 a.m. until the bell for registration sounds at 8.30 a.m. A rota will provide staff responsible for the supervision of pupils between 8.15 and 8.30 a.m. in the morning in the foyer and the

lower playground. Staff should ensure that they are punctual in collecting pupils from the playground at 8.30 a.m. In the mornings, parents are requested to avoid blocking the sight lines of supervisors by congregating around at the entrance to the playgrounds or in the foyer. In the event of persistent rain, pupils should assemble in the hall. On Wednesday mornings in the event of rain, the string orchestra should transfer to the Practical Room classroom to allow access to the hall.

- b. Mid-morning break will be taken between 10.40 and 10.55a.m. Playground supervision will be undertaken by a member of the teaching staff for each key stage as per a rota organised by Mrs Brown. Cover for absent staff should be co-ordinated through Mrs Brown, or in the event of her absence, through Mrs Anthony and Mr Nicholson in that order. Staff must ensure that they are punctual in receiving classes as they are dismissed from the playground at 10.55a.m. If pupils arrive at an empty classroom, they should line up quietly outside to await the arrival of a member of staff whilst a designated pupil reports the fact to the teacher in the adjoining classroom.
- c. The playground will be supervised during the lunch period by the designated playground supervisors. In the event of staff absence, cover should be undertaken by the members of the School Management Team in rotation or in the event of their absence through an emergency rota as drawn up by Mrs Anthony.
- d. Access to the Adventure Playground should be according to the rota and be restricted to the areas set aside for either the Lower School (including the early Years Stage) or the Upper School. The use of the Adventure Playground will be at the discretion of the playground staff on the basis of staffing levels/and or weather conditions.
- e. In the event of wet weather conditions, during a break period:
 - **Mid-morning break – pupils will remain in their classrooms and be supervised by staff on rotation as follows:**
 - ◆ Reception 1 and 2 –supervised by Mrs Quirk, Mrs Foster, Miss Symonds, Mrs Underhill, Mrs Payne and Miss Stratton
 - ◆ Pre-Prep 1 – Miss Roddy and Mrs McDevitt
 - ◆ Pre-Prep 2 – Mrs Anthony and Miss Baker
 - ◆ Prep - Miss Savage, Mrs Tidmarsh and Mrs Coupland
 - ◆ Elements –Mrs Regueiro, Mr Bleasdale, Mrs Gibbons
 - ◆ Figures and Rudiments – Mr Hatzar ,Mrs Brown, Mrs Butler, Mrs Daniels, Mr Nicholson
 - ◆ (Kindergarten to follow normal mid-morning schedule).
 - **Lunch break –pupils will go to the following venues:**
 - ◆ Kindergarten to their own classroom supervised by Miss Stratton

- ◆ Reception 1 and 2 to Reception classroom supervised by one midday assistant;
 - ◆ Pre-Prep 1 and Pre-Prep 2 to Pre-Prep II classroom supervised by Mrs Anthony and Miss Roddy;
 - ◆ Elements and Prep to own classrooms supervised by midday assistant in landing
 - ◆ Rudiments and Figures to own classrooms supervised by midday assistant in landing
 - ◆ In addition, Rudiments year prefects may assist with supervising various year groups
- f. At the end of the school day, pupils should be escorted by the teacher (or member of support staff authorised by the teacher to do so) who has taught the class for the last period of the day to the Lower School playground for dismissal. Parents should notify class teachers if collection rearrangements have been made. Pupils not collected by the scheduled times must remain under supervision. Pupils not collected by 3.15 will be sent to Mrs Anthony or in her absence another member of the School Management Team. From 3.30 p.m. they will be transferred to the Supervised Homework Session until 4.15 p.m. Pupils not collected after an after school activity remain the responsibility of the member of staff in charge for fifteen minutes after the scheduled end of the activity and must then be referred to Mr Nicholson or in his absence to another member of the S.M.T in the event of not being able to contact a parent/guardian by 4.15 p.m., recourse may be made to Social Services.
- g. Responsibility for the opening and securing of external doors at the beginning and end of each day rests with Mr Burwood or as he delegates.

SPILLAGES OF BLOOD AND/OR BODY FLUIDS DECONTAMINATION PROCEDURES

INTRODUCTION

Spillages of blood and other body fluids/substances, e.g., faeces, vomit, urine, pus, are substances hazardous to health and present a risk to any individual coming into contact with them and as such must be dealt with in line with the Control of Substances Hazardous to Health (COSHH) Regulations. Appropriate action must be taken to ensure that such spillages are dealt with promptly and correctly. 1.1

GENERAL PRINCIPLES

- i) All spillages must be dealt with as soon as possible
- ii) The correct disinfectant at the correct concentration must be used for the spillage.
- iii) Suitable disposable wipes must be used for disinfecting and cleaning the spillages.
- iv) Staff must wear the appropriate protective clothing, dependant on the nature of the spillage.
- v) All waste generated is clinical waste.

RESPONSIBILITIES

When there has been a spillage of blood, the spillage must be disinfected and the area cleaned as soon as possible after the occurrence.

Appropriate protective clothing must be worn (disposable gloves and apron, and face protection if there is a risk of splashing) before commencing disinfection. A chlorine-releasing disinfectant should be used e.g. Actichlor. For wet spillages, Actichlor granules should be carefully and evenly sprinkled over spillage and left for 3 minutes. If the spillage has dried, then an Actichlor 10,000ppm solution should be used instead of granules, and again this should be in contact with the spillage for a minimum of 3 minutes. Cover the dry spillage with paper towels prior to applying the solution on hard surfaces and allow to soak in (so that the contaminated area does not extend). Refer to Manufacturer's guidance prior to use.

After the minimum 3-minute contact period, the resulting residual waste must be carefully removed using disposable paper and placed into an orange waste disposal bag. Once the RESIDUAL WASTE HAS BEEN REMOVED the area should be cleaned thoroughly using warm water and General Purpose (GP) detergent e.g. Hospec. All disposable items, including gloves and aprons, must be carefully disposed of into an orange clinical waste disposal bag.

OTHER BODY FLUID SPILLAGES (e.g. Urine, Faeces, Vomit)

Where there has been a spillage of urine, faeces, vomit, pus or other body fluid it is essential that the organic material be removed using a solution of warm water and GP detergent e.g. Hospec prior to the area of spillage being disinfected.

Appropriate protective clothing must be worn (disposable gloves and apron, and face protection if there is a risk of splashing) before attempting to deal with the spillage.

Once the area has been cleaned and excess organic material removed:

Urine

No further decontamination is required, unless visible blood is present in the urine. If visible blood is present – remove using a solution of warm water and GP detergent e.g. Hospec. Disinfect the area using a 10,000 parts per million hypochlorite e.g. Actichlor and dry.

DO NOT APPLY CHLORINE RELEASING AGENTS E.G. ACTICHLOR DIRECTLY ON TO URINE AS THIS MAY RESULT IN RAPID RELEASE OF TOXIC LEVELS OF CHLORINE.

Faeces, vomit and other fluids e.g. pus:

Use Actichlor 1,000 parts per million to disinfect the area of spillage.

Following disinfection rinse the area with clean water.

All disposable items, including gloves and aprons, must be disposed of into an clinical waste disposal bag.

Hands must be suitably decontaminated (e.g. washed & dried followed by an application of alcohol hand rub) after disposing of materials.

Fire and Evacuation Procedures

The fire bells will be tested every Friday at 7.30am by Mr Burwood or as he delegates. Practice fire drills will take place at least once a term both during class time and during recreation. A log of all tests and drills will be maintained by Mr Burwood using the log kept in the school office.

Upon discovery of a fire or hazardous situation requiring evacuation, the glass in the nearest fire alarm should be broken to activate the alarm. Under no circumstances should efforts be made to quench flame before the alarm is sounded. Before use is made of fire extinguishers care must be taken that the extinguisher is appropriate for the type of fire.

The teachers in charge of the class when the alarm sounds in effect become fire marshals for those pupils. Mrs Rosario and Mr Burwood or Mr Sparks will act as the Competent Persons.

In the event of a sustained ring of the fire bell, an emergency evacuation of the school building is to take place.

- Rudiments and Elements proceed down the stone stairs (of the 1960 wing) and out of rear lobby doors
- Figures and Prep – proceed down link block fire escape
- Kindergarten – Proceed out of external fire door
- Secretarial staff, staff room, Headmaster's Office – Proceed through front door to school forecourt and use St James Alley to access the rear of the school. Keys to the rear pedestrian gate should be kept in the office and staff room and taken by the evacuees.
- Attic classrooms – Proceed down link block fire escape to rear of building
- Science and Art rooms- proceed via Art room down link block fire escape to rear of the building
- Reception 1 & 2 – Proceed out of external fire doors and make way around new building to Upper School Playground
- Pre-Prep 1 and 2 – Proceed out of first floor fire exit in new building via Pre-Prep 2 classroom to Upper School Playground
- Old Practical Room – Proceed out of fire exit door into Lower School playground
- Computing Room and Library - Proceed down link block fire escape to rear of building
- Hall – proceed out of nearest fire door and assemble on the top playground. If the tiered seating is out, use the exit doors from the hall as an additional fire door and evacuate via the practical room
- Instrumental Music Room – Proceed to the New Wing to the Practical Room–Proceed out of fire exit doors into Lower playground. If this exit is blocked by smoke or flame,

proceed through front door to school forecourt and use St James Alley to access the rear of the school

- Catering staff – From Kitchen proceed out of rear lobby doors
- Catering Manager’s Office – Proceed past kitchen and out of rear lobby doors. If this route is blocked proceed upstairs to New Wing and exit out of Practical Room’s fire exit.

In the event of an evacuation alarm whilst pupils are in the playground, the pupils must stand still and in silence once the alarm sounds and to listen to instruction from supervisory staff. Pupils evacuating from their form rooms in Reception 1 and 2, Pre-Prep 1 or Pre-Prep 2 should line up in the upper playground; pupils from all other classes line up in the lower playground facing the adventure playground. Staff in the staff room should proceed via nearest safe fire exit to the rear of the building in order to assist.

Boys must walk not run and must proceed in silence.

- The catering manager should inform the Head that all catering staff are accounted for.
- Cleaning staff should make themselves familiar with the evacuation procedures of all rooms in which they may be working.
- Mr Burwood should confirm that any cleaners or contractors on the premises have evacuated.
- The assembly points during curriculum is the hard core area immediately in front of the Adventure Playground or alongside Adventure Playground itself if it is considered dangerous to remain on hard core area for **Kindergarten, Prep, Elements, Figures and Rudiments and the upper school** playground for, Reception 1 and 2 and Pre-Preps 1 and 2 and classes using the hall . The Visitors’ Book should be taken to the evacuation points.

Staff Obligations during Evacuations

- Classroom staff should accompany classes from the front, if practically possible although an additional class assistant or support teacher present in the classroom should take the back. Any windows and doors not on self-closers should be shut. Once assembled, a head count should be supplemented by a calling of the roll, if necessary. Staff should remain with their classes and ensure that they remain silent and follow instructions. It is the responsibility of staff to ensure the safety and security of disabled pupils in the class. Unaccounted absentees should be reported to Mrs Anthony immediately.
- Office staff are responsible for bringing registers and the Visitors’ Book to the assembly points.
- Mrs Brown should check the cubicles in the boys’ lavatories before leaving the building and Miss Baker should check those in the New Wing.

- Responsibility for the conduct of proceedings during the emergency will devolve from Mr Nicholson to Mrs Brown to Mrs Anthony according to the arrival of these persons at the assembly points at the back of the school.
- Pupils and staff should be familiar with these arrangements. From time to time, such arrangements should be reviewed by the School Management Team.
- Candles should not be lit in school premises unless two supervisory staff are constantly present. Matches and lighters used for this purpose must be kept in a secure place under the direct care of Mrs Tidmarsh.

Practical Safety Measures

- Security of the site will be maintained by monitoring of the front door. Pupils' entrances will be open between 7.45 and 8.30am when the site is supervised and from 2.45 p.m. in the afternoon. At all other times the front entrances to the premises will be electronically locked. The school premises manager will regularly ensure as far as possible the integrity of the school perimeter.
- A register of pupils requiring routine medicines such as ventolin or requiring emergency access to medicines (such as adrenalin pens) will be managed by Miss Baker. A copy of this register will be posted on the Staff Room notice board. It is the duty of all staff to make themselves familiar with this. Pupils requiring inhalers will be expected to have written medical confirmation of their condition and will be required to keep inhalers with them. It is recommended that a spare inhaler is deposited with the school. It will be the duty of teachers taking pupils off site to ensure that pupils requiring inhalers and epi-pens have them in their possession.
- A list and photographs of pupils with food allergies will also be displayed at the serving trolleys when lunch is served.
- It is recommended that employees register relevant medical conditions including allergies in event of emergency medical treatment being required. Such information will be kept securely in staff files in the school office.
- Occupational health services will be placed at staff disposal in the event of work related stress.
- Occasional medicines, such as antibiotics or pain killers, should not be administered by members of staff. Parents may administer doses during school time by arrangement with the class teacher.
- At their discretion staff may take pupils' temperatures using fever scan thermometers unless parents have stated in writing that they do not wish this to be done. Staff may decline to take temperatures if they so wish.
- Sun creams may be manually administered by staff unless parents have stated in writing that they do not wish this to be done.
- All staff are asked to share in the responsibility of ensuring safe passage of pupils when moving between different parts of the building. In all cases, pupils should walk and should keep to the left on staircases, apart from the emergency evacuation of the premises.

- A strict speed limit of 5 M.P.H. will adhere in the school car park. Pupils should not run in the car parking area. Parents should not enter the school car park in vehicles whilst the school is in session – including after school activities.
- In the event of freezing weather, responsibility for salting external surfaces will rest with Mr Burwood. Arrangements for the supervision of pupils during break periods when playground surfaces are dangerous will be as for wet weather.
- Surfaces will be kept free of leaves and other debris by Mr Burwood or as he delegates.
- Staff supervising practical activities in the playground or school field should ensure that all surfaces are safe and suitable for the activities planned. Under no circumstances, should boys climb trees on site.
- Supervision of swimming activities will be the responsibility of the designated qualified staff at Loughton Swimming Baths Supervision of boys in the changing areas will be the responsibility of the member of staff in attendance.
- Supervision of boys staying on after school hours for official extra-curricular activities will be the responsibility of the member of staff or person in charge of the activity.
- Boys should not move or organise furniture without the express authorisation and supervision of an adult.
- Pupils must not touch or interfere with equipment, tools or machinery in use on the premises by outside contractors.
- Electrical appliances shall be tested on a regular basis. Responsibility for this will rest with Mr Burwood.
- All designated fire doors must be kept shut.
- With regard to the use of the **school minibuses**, it is noted that school staff can drive the school minibus without any special licence, as long as their employer agrees and the following conditions are met:
 - i) The staff member obtained their car driving licence before January 1997
 - ii) The staff member obtained their car driving licence later than January 1997 - but has held it for at least two years - and is not being paid extra to drive the minibus (because exemption depends on no consideration being received by the driver)
 - iii) The minibus weighs no more than 3.5 tonnes and is not used for hire or reward.
 - iv) Repairs and maintenance of the minibuses will be the responsibility of the Premises Manager, Mr Burwood.
- Pupils may only be transported by parents or carers of other students in their own vehicles on official outings and visits (including sports fixtures) on receipt of written confirmation for the parent's motor insurance company that they be insured to do so. Pupils must be secured in appropriate car seats whether transported in cars by staff or other parents.
- Parents may only take charge of groups of pupils on school visits or trips if they have received enhanced disclosures from the Disclosure and Barring Service.

- Staff supervising pupils on residential trips also act in loco parentis and should apply all interventions with pupils accordingly. Staff supervising pupils residentially should avoid being alone with a pupil in a closed room.
- It is noted that Schools in England, Wales and Scotland need to comply with their duties under health and safety law when planning trips abroad. Any injury to or death of a member of staff or a child outside Great Britain may be subject to the law of the land in which the injury/death occurred. A school could still be liable under civil law for injuries to children that happen abroad as a result of negligence on the part of the school or its staff.
- When planning an activity that will involve caving, climbing, trekking, skiing or water sports the school will currently check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004. These regulations apply to adventure activities that take place in England, Scotland and Wales but these arrangements may be subject to change in the future.
- School trips should be subject to a risk assessment and to approval by Mrs Brown.
- It is noted that **written consent** from parents is not required for pupils to take part in the majority of off-site activities organised by a school (with the exception of nursery age children), as most of these activities take place during school hours and are a normal part of a child's education at school. However, parents should be told where their child will be at all times and of any extra safety measures required.
- Written consent is usually **only** requested for activities that need a higher level of risk management or those that take place outside school hours. The school will make use of a consent form which parents will sign when a child enrolls at the school. This will cover a child's participation in any of these types of activities throughout their time at the school. These include adventure activities, off-site sporting fixtures outside the school day, residential visits and all off-site activities for nursery schools which take place at any time (including during school holidays or at the weekend). Parents will be told in advance of each activity and will be given the opportunity to withdraw their child from any particular school trip or activity covered by the form.
- If a pupil is found to be missing from school during the school day, the class teacher will immediately inform the Head or in his absence a member of the S.L.T. and will gently ask the class if they know the whereabouts of the missing child. The Head will ask the School Premises Manager to co-ordinate a search of the premises both internally and externally. If after ten minutes, the pupil is not found, the parents or guardian will be contacted and the police will be notified.
- If a pupil goes missing during an outing (including residential holidays), as soon as possible the party leader must contact the school; recourse should be made to any personnel at the venue to initiate a search and if possible use any public address facility to aid the search; the party as a whole should be kept with a responsible person if the party leader takes part in the search; if the pupil has been lost in a public area, or if the pupil cannot be found within ten minutes) the police should be informed (or in the case of a pupil lost whilst using public transport the British Transport Police should be notified); in the event of the pupil being missing for a

protracted time, arrangements should be made for the repatriation of the rest of the party ensuring sufficient adult pupil ratios if public transport is to be used. If a pupil goes missing aboard, the party leader must contact the British Consulate as well as the local police and the school.

- It is noted that sometimes aggressive or abusive behaviour from a parent can present a risk to staff and children. School premises are private property and parents will generally have permission from the school to be on school premises. However, in cases of abuse or threats to staff, pupils or other parents, schools may ban parents from entering the school.

It is also an offence under section 547 of the Education Act 1997 for any person (including a parent) to cause a nuisance or disturbance on school premises. The police may be called to assist the school in removing a parent but local authorities and governing bodies may also authorise a person to remove a person if they have reasonable cause to believe that the person is causing a nuisance or a disturbance.

A parent who has been banned from entering school premises is trespassing if he or she does so without permission.

Pupils with Disabilities

Loyola recognises the rights of disabled pupils under the Disability Discrimination Act. Provision of ramps, disabled toilets and wider door frames to allow entry and egress of wheelchairs will be facilitated wherever practically possible. Reorganisation of classrooms will occur to ensure that pupils in wheelchairs or with severe restrictions of movement will be accommodated in ground floor classrooms. The school will seek and co-operate with medical or other appropriate advice for the accommodation of pupils with visual or aural disabilities.

The Welfare of Employees and Pupils.

- Smoking. In the interests of the health and welfare of staff, pupils and visitors, smoking (including e-cigarettes) is not allowed anywhere on the premises.
- Breaks. All staff have the right of a regular break each day.
- Safety Committee. To perpetuate the health and safety of pupils, employees and visitors, the safety committee consists of the Bursar and School Premises Manager who meet on a regular basis.
- Equipment. All equipment should be used only for its specific purpose. Tables or chairs are not to be used as step ladders.

Conclusion

- It is the responsibility of everyone to make these arrangements work. This will ensure, as far as reasonably practicable, that working conditions are safe and that the working life of everyone is accident free.
- It is deemed to be good practice that in administering to pupils' needs staff are acting in loco parentis as concerned carers. Physical contact should be appropriate to the situation but may include the comforting of distressed pupils. Reasonable physical intervention may be necessary to prevent pupils from continuing or entering into dangerous or potentially harmful activities.
- Staff should proceed prudently when interacting with pupils. In particular, staff should avoid being alone with a pupil in a closed room (apart from timetabled and specific one to one teaching periods or an official detention period). Should a physical examination of a pupil be necessary (for example, following an injury) at least two members of staff should be present – ideally including Miss Baker as First Aider. If pastorally a confidential conversation with a pupil is to take place, the staff member should ensure that at least one other colleague is aware where and when the interview is taking place.
- The Head will advise the Board of Governors immediately if a prohibition or an improvement notice is served by an enforcement officer (such as an Environmental Health Inspector).
- Any members of staff noticing a failure to comply with this code of practice and arrangements or other advice issued under the authority of the Head in pursuance of the safety policy should immediately report the circumstances direct to the Head. The Head should then initiate appropriate remedial action. If it proves impossible for the Head to resolve the matter, a report should be submitted to the Board of Governors.
- Hazardous situations should also be reported immediately and the same procedure followed.
- Supervision of COSHH regulations for the storage and handling of hazardous substances will be undertaken by the under the direction of Mr Palmer the Catering Manager, the Premises Manager Gary Burwood under the supervision of the Bursar, Maria Rosario.
- The management of asbestos within the school premises and the keeping of appropriate records will be supervised by the school bursar.
- All due safeguards will be taken to ensure the safe recruitment of external contractors in consultation with the school's chartered surveyor Peter Seeley.
- Suggestions by any member of staff to improve standards of health and safety are welcomed by the Head.
- A review of the procedures shall take place in May 2018.

P.G.N. Nicholson
May 201
Review May 2018



Headmaster: **P.G.M. Nicholson** B.Ed

Registered Charity no: 1085079