



Pembroke Dock Community School Health and Safety Policy

'Proud to be a community school, striving for success for all.'

Updated	March 22	
Reviewed	March 22	
Signed:		
	Chair of the Governors	Headteacher

[Click here for the policy update/reviews information](#)

In Pembroke Dock Community School our aim is to:

Provide an inclusive and equitable curriculum that is bespoke to our children. We will use eight guiding principles to do this.

- **Provide a curriculum that is relevant and developmentally appropriate. That is responsive to learners' capacity and need and is evolving with the pupils.** (Article 12 – the right to be listened to and taken seriously.)
- **Take a holistic approach to learning.** (Article 17 – I have the right to get information in lots of ways, so long as it's safe.)
- **Ensure that learners learn that rights and gender-equity links to relationships, freedom, equity, dignity, well-being and safety.** (Article 1 – Everyone under 18 has these rights.)
- **Provide all students with authentic, engaging learning opportunities on strengths and accelerating learning for all with all stakeholder's involvement.** (Article 3 – adults must do what is best for me.)
- **All practitioners to ensure we offer equitable access and opportunity for all, creating a transformative approach to 'More-able and talented'.** (Article 6 – I should be supported to live and grow.)
- **Provide creative approaches that create ethical, safe and engaging spaces for learners to feel, think, question, embody and share their thoughts.** (Article 17 – I have the right to get information in lots of ways, so long as it's safe.)
- **We will be inclusive to ensure all learners see themselves and each other in what they learn.** (Article 12 – the right to be listened to and taken seriously.)
- **We will provide a high quality education, providing access and opportunity to high expectations, critical thinking, flourishing talent, and a sense of belonging bound in strong relationships. Work with partnership with specialist services and expertise.** (Article 29 – I have the right to an education which develops my personality, respect of other's rights and the environment.)

Pembroke Dock Community School

Health and Safety

Guidelines

The Governing Body of Pembroke Dock Community School follow the guidelines set out within Pembrokeshire County Council Health and Safety Policy (revised April 2011).

Guidance is provided by Pembrokeshire County Council to a wide range of areas on the HWB Platform:

FIRE

A Fire Risk assessment has to be carried out on the buildings. All staff must contribute to this assessment, inform the Health and Safety Co-ordinator about on-going issues, implement Fire Procedures. It is a criminal offence for an employer not to undertake fire risk assessment of the workplace. A written assessment of fire-risk must be carried out. The revised format has been compiled in conjunction with the appointed Fire safety Officer (PCC).

[Fire risk assessment - link here](#)

Staff should be aware of the location of alarm points and extinguishers. The priority is evacuation of people. Any adult should raise the alarm. [The Business Manager](#)/Receptionist will contact the Fire station.

Class teachers should practice moving their pupils to the “gathering” points and then undertaking a roll call.

Should a fire occur during breaks/lunch-time, children should have been “drilled” into moving to the “gathering” points. All adults are charged with the responsibility of bringing pupils from the building to the gathering point in rows in their appropriate classes.

Regular checks should be carried out by the Heads of Wing and Heads of Year. The corridors should allow free movement. Fire doors should be able to be opened freely – not blocked so that a double door reduces to a single door. (Escape routes enable 80 people/minute to pass through a double_door; 40 people through a single door/minute.)

The route of evacuation should be by the nearest door. Not running but “speedy” movement.

Staff should check toilets for pupils. Close doors after evacuation.

Staff bring with them any pupil “returning” to their class and place the child in their “class” position in the gathering points.

ALL staff includes Kitchen staff.

[Kitchen staff shall carry out a fire risk assessment of their own area.](#)

High risk areas are Kitchens, Boiler Room, and any room which may use a heat source. Evacuation routes may require alternatives depending upon the fire source. Due diligence is required by all staff. The key issue is that no adult/pupil remains in the building.

The fire alarm has a single tone:-

- The 'Evacuate' tone which is a distinctive two-tone sound and sounds throughout the building (The exact location of the fire is recorded via the data record in main reception.)

On hearing the constant two-tone sound, a full evacuation will take place.

Depending upon the source of the fire, pupils and staff will move promptly to an assembly point. Administrative staff will contact the emergency service (the system is automatic, but contact via admin staff will ensure emergency service response).

The alarm systems automatically release the coded and fobbed doors.

Assembly points are located both at the rear of the site on the main field or upper tennis courts in bad weather (preferred location of assembly) or at the front of the site. Maps of evacuation routes are displayed throughout the building.

The decision as to which assembly point is used is the decision of the lead staff supervising a group of children. Should the preferred assembly location not be accessible then the front of the site will be used.

Lower school pupils meet on the left hand side of the field in class order while upper school will meet at the back of the field in class order. The LRC will use the tennis court as a secure area for them to meet and allow movement for these pupils in a safe manner. Front of site assembly points are not marked but this should be in front of the main reception area on the grassed areas or the main car park in the event of bad weather.

Regular drills (at least one per term) are undertaken and practice location at either assembly point. Children are also drilled in taking themselves to their assembly point if they are isolated from their class for some reason (in toilet, on message, music lesson etc). For LRC pupils, they may have advanced warning of any drills to ensure optimised regulation of pupils.

Any adult on site is directed to move to either front or rear assembly point and assist in managing the assembled children.

All lead staff are responsible for bringing the class fire register to the assembly point. (if a lead staff member is not on site at lunchtime, for example, it is their responsibility to pass the roll of being responsible for taking the class register to the assembly point to another employed member of the school staff.)

Designated staff undertake the collation of attendance. This process draws upon the lead staff of each class undertaking initially a roll call to check numbers (twice) and then a subsequent name roll call should the total number of pupils not match the class register total.

In the event of poor weather, the upper tennis courts may be used instead of the school field.

The Designated staff involved in collating attendance following evacuation will take the prepared clipboards listing the classes; they will also ensure that they have the code to the gate to the main field (enabling evacuation of the site).

The Head or Deputy (or next senior member of staff) will consider the outcome of the roll call and:

- Log the names and last known location of any missing individual in preparation for the fire service
- Determine as to whether an immediate search is undertaken for the missing individual.

Walkie-talkies are used to draw information together about roll call numbers and names from the two assembly locations at the front and rear of the site. Directed staff will ensure that they have access to walkie-talkies to carry out this function. Only these directed staff will use the walkie-talkies and keep usage to the essential minimum.

Designated Assembly Fire Staff

These staff take responsibility for pupil numbers in their wing and report to the DH or HT. LRC classes will be led by the class teacher.

1. Sian Galdo
2. Tracey Lewis
3. Nicola Ellyatt
4. Sasha Phillips

There is also an assembly point at the front of the building. The designated member of staff for this will be:

1. Frances Goddard

Side Entrance

- The side entrances now have code locks on them.

Fire Drills will take place at least once per term.

Records of fire evacuation drill, the fire plan and relevant alarm tests and appliance tests are collated and retained by the Business manager and Site manager.

Fire Risk Precautions in Place

All rooms within the school campus are fitted with fire alarm sensors. These are tested every week by the site manager.

The alarm systems automatically release the coded and fob doors.

Classrooms

- All computers are located away from entrances and exits.
- All standard classrooms have two means of escape diametrically opposed to each other.
- Electrical equipment is located safely in the classroom and away from exits and entrances.
- Fire extinguishers are located in each classroom as well as at the optimum areas throughout the school building. These extinguishers and their positioning are clearly marked on the attached map of the school.
- All emergency fire exits are clearly marked on the displayed maps.
- All Portable Electrical items are tested annually for faults

Single exit rooms

- All single exit rooms need to have clear pathways to the door and outside in the corridor.
- Single exit rooms include:
 - DH office
 - HOW ½ office
 - HLTA office year ¾
 - Kiln room
 - LRC immersive and soft play rooms
 - FSO room
 - EY entrance office
 - All toilet facilities

Photocopiers

These are located in:-

- Reception (Restricted access area).
- Wings – EY and Rec - front foyer 1 & 2, 3 & 4, 5 & 6. LRC - Dept Head office

All are clear of exits and each of these appliances has a fire extinguisher located nearby.

EMERGENCY EVACUATION

Extending from the fire evacuation procedures, emergency evacuation may be required as a result of other considerations (gas leak, flood, an 'incident' etc).

The emergency evacuation plan develops the mustering arrangements linked to fire drills and extends our 'duty of care' to re-locating the children to St John's . Reception staff will

bring the Continuity in Business Plan and Emergency File (contains up-to-date contacts for all pupils) together with all mobile phones.

The process of re-uniting pupils with their parents/carers will be undertaken from the St John's. All 'unclaimed' children will remain with staff until parents/carers arrive.

Staff will communicate with a PDCS lockdown whatsapp group. Important to ensure that all staff are in the group on an annual basis.

OFF-SITE ACTIVITIES

No child is taken off-site without the Head/Deputy Head's consent.

Generic off-site parental consent is gathered at the beginning of each academic year (only done on entry)

No visit is permitted until a written risk assessment (including safeguarding forms) of the visit has been carried out by the teacher-in-charge of the visit and this has been approved by the Health and Safety Coordinator. This will include: numbers of pupils participating, staffing ratios, potential "hazard visits and appropriate issues arising. Risk Assessment templates are available on the Shared Drive / Risk Assessments. Notification to the LEA is required for off site visits via EVOLVE when:

- Out of hours
- Residential
- Adventurous/high risk
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The teacher-in-charge of the visit when on the visit is in full charge and is responsible for the Health and Safety considerations. A mobile phone is taken on all off-site visits and kept switched on. A mobile first-aid kit is taken on all group/class visits.

On the trip no child should be allowed out of the care of responsible adults. Ensure regular hand washing and follow controlled procedures for crossing roads.

Residential visits must have a full risk assessment and safeguarding form recorded prior to the visit by the teacher-in-charge and submitted to the LEA. All parents should be informed of the range of activities taking part on the visit.

FIRST AID

Please see the separate list of people who are First Aid trained (Need link here)

First Aid kits are placed in:

- Main Reception
- At the end of each wing of the school
- In the Dining Room (check on location)
- In the Minibus

- By the kitchen staff

Mobile first aid kits are held by:

- By PE staff
- On all minibuses
- On all off-site visits

All actions must be recorded in Accident Record book. These are located:

- At the end of Early Years wing; Infant wing; Years 3 & 4 wing; Years 5 & 6
- Within the LRC
- By the After school club/breakfast club
- Nurture provisions

These logs are reviewed by the H&S Co-ordinator (Deputy Headteacher) every five accidents.

All serious injuries are recorded with the HS Executive via their on-line access through County Hall. (Needs to be rewritten - All injuries that require treatment are reported under RIDDOR via PCC's online platform)

All head and other serious injuries are communicated to parents by telephone call

The risk assessment for First Aid identifies the significant needs of high dependency pupils and those with identified medical needs. The ALNCO and Family Support officer has developed medical care plans for these children in conjunction with their parents/carers and expert medical advice. These children (including those with known allergies) are identified to class teachers and are highlighted in class registers for supply teachers.

- **All head injuries are communicated to parents by telephone at the earliest available opportunity by the first aider or person who dealt with the accident. If there is no reply by phone, a pupil will not be allowed to leave school at the end of the day unless they are accompanied by an adult.**
- **Head injury (and groin injury) letters will also go home with pupils.**
- **Pupils with head injuries are to be monitored closely for the remainder of the day by an adult and are not to be left unsupervised at any time. Any signs of anything unusual are to be logged.**
- **A courtesy call should be made home if a pupil is sent home following a head injury.**

MEDICATION

Please see the separate register of persons trained to administer medicines. (Need link here)

Prescribed medication is only given to a child having received written confirmation of this request from the DR. A record of administering medication is kept in the medical Log.

All medications are held in the locked filing cabinet at the main reception (or in the fridge).

Some medication (Buculum) may be held in locked storage in the corridor of the pupil.

No medication is held in classrooms except for Asthma pumps.

No mention of only administering medication if required 4 times daily?

UNWELL CHILD

All efforts will be made to contact the home of an unwell child in order for that child to be collected. Should this not be possible then the child will be supported in school (or taken to hospital).

Communication with other parents of a communicable infection will only be undertaken at the direction of the Communicable Diseases Medical Officer.

EMERGENCY CONTACTS

The database of all contacts is held within *SIMS* on all teacher PCs. A hard copy is also available at Main Reception. Flying Start playgroup contacts are held in a separate file in main reception and copied for the playgroup base.

Copy is now kept digitally.

PUPILS LEAVING THE SCHOOL PREMISES

Children will be encouraged to leave the school in an orderly fashion at the end of the school day.

EY and Reception - EY and Reception door and gateway

Year 1 and 2 - Dining hall (Bush Camp side)

Year 3 and 4 Dining hall (Memorial garden side) and Main reception

Year 5 and 6 - Year 5 and 6 gateway and door.

All cycles should be locked to the cycle posts. Cycling to school is by parental approval only.

All Lower School pupils will be hand-delivered to the responsible person arranged to collect them. If no-one has arrived to meet the child then he/she will be kept in late pick ups in the dining hall.

SUPERVISION AND THE SCHOOL DAY

Specific times of entry are designated for the start and finish of school sessions in respect of the different phases within the school:

	Morning Start	Morning Finish	Afternoon Start	Afternoon Finish
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Flying Start	Doors open 8.45am	11.30am	12.30pm	3pm
Early Years	Doors open 8.45am	11.30am	12.30pm	3.15pm
Reception	Doors open 8.45am			3.15pm
Lower School	Doors open 8.45am			3.20pm
Upper School	Doors open 8.45am			3.25pm

Supervision is provided for pupils from 7.30 to 08.45 via the Breakfast Club.

All doors re closed at 9am.

No vehicular access to the rear of the site is permitted during the school day unless strictly controlled as part of the risk assessments linked to minor works undertakings.

The front car park allows for safe drop-off of pupils, parking, disabled parking. disabled parking areas – theses are provided at the front of the kitchen block)

The car park is closed from 8.45am - 9.10am and 2.50pm-3.30pm.

HANDLING and LIFTING; CLIMBING

The school advises all staff to be aware of the potential to harm in situations involving lifting young or disabled pupils and advises appropriate H&S consideration of potential situations to avoid harm. Staff are advised to bring their concerns to the attention of the H&S coordinator.

Staff should avoid handling and lifting any item that may cause harm, and they should advise the H&S coordinator of their concerns.

Staff are not to climb on chairs or desks or in any other situation that may cause harm; **all wings** are provided with step-ladders to enable those staff that wish to use them to access classroom storage to do it safely.

The school has a site manager who will undertake, to the guidance of his employer, any handling, lifting and climbing request.

All staff will have POD manual handling training to support staff with guidance on how to lift and carry objects - in particular, equipment in the hall.

High Dependency children may require assistance from staff that involves handling and lifting; these staff will have undertaken specific training to undertake these duties. They

should be aware that good practice in these matters includes early advice to the H&S Co-ordinator of matters that concern them in undertaking these duties.

Other staff should not undertake these special activities unless trained.

SEVERE WEATHER ARRANGEMENTS

The school guidance in respect of severe weather conditions follows two elements:

- Duty of care of children present
- Duty of care of staff present and travelling to work

In the event of contacting staff

- Use of social media to share messages
- Use of school email systems out to all staff
- Use of mobile technology - messages from HOW to staff in the wings

Individual staff make their own decision as to their ability to safely attend work at the normal time of starting work; or at a later time; or that they are unable to attend. They are required under PCC guidelines to make themselves available to their local Pembrokeshire school if they are unable to drive to Pembroke Dock School.

Staff able to attend school care for those children arriving without parents; those with parents re directed to return home. Alternative care arrangements are made for children in school during the bad weather day until they can be collected safely by parents. Any child not able to be collected by their parents/carers will be cared for by staff until the end of the normal school day; these children will only be allowed to leave the school when collected by their parents/carers.

GENERAL SAFETY CONSIDERATIONS

School in General

- ☒ When moving about the school children are encouraged to walk in a sensible manner
- ☒ Children must not be allowed to move or carry articles about the school which are heavy or awkward and which could cause injury to themselves or others.
- ☒ Children should not be allowed to plug in or unplug any piece of electrical equipment. Older children may, of course be allowed to switch on/off a computer.
- ☒ Children are not allowed to climb or stand on any table, desk, chair or ladder.

Classroom Behaviour

Children must be required to move about the classrooms reasonably quietly and without haste.

- ☒ Children must not be allowed to move or carry articles about the classroom which are heavy or awkward and likely to cause injury to themselves or others.
- ☒ No child should be allowed to plug in/unplug any piece of electrical equipment. Older children may be allowed, at the teacher's discretion, to switch on/switch off a computer.
- ☒ Children must not open or close classroom windows other than at their teacher's direction.
- ☒ Children must not be allowed to reach for any article on a shelf higher than their own head height.
- ☒ Children must not be allowed to stand on/climb on tables, desks, chairs or ladders.
- ☒ Any breakage should be cleared up immediately and if it is potential source of injury (glass) only the teacher or any other responsible adult present will pick up and dispose of the pieces in a safe place.
- ☒ All spillages of any liquid must be cleared up immediately and the floor cordoned off until it is dry.
- ☒ No article which could cause injury if it fell should be stored on a shelf.
- ☒ Doorways and gangways between desks or tables should be kept clear of any articles likely to cause injury if tripped over.
- ☒ Children should be encouraged to be Health and Safety conscious at all times, to avoid potentially dangerous practices and to notice and report potential hazards.
- ☒ Teachers should consider supervision of children in classrooms and corridors at all times.

Safety Rules and Procedures in the Hall

- ☒ Children must change into appropriate footwear and clothing before each P.E. lesson
- ☐ All jewellery and accessories will be removed before the lesson. Long hair should be tied back and chewing gum or sweets **never** allowed.
- ☒ Children doing P.E. exercises with or without apparatus should be supervised at all times in the hall/gymnasium.
- ☒ If any apparatus is put out/put away by children it must be done in a sensible manner

- ☐ It is the teacher's responsibility to check any apparatus to see that it is secure and safe to use. High climb apparatus can only be used by staff trained to set-out this equipment.
- ☐ Any apparatus found to be faulty or deemed a hazard should be taken out of use immediately and reported to the Headteacher as soon as convenient.
- ☐ Children should be taught to watch out for and report any faults or potential hazards in the apparatus.

Safety Rules and Procedures whilst at the Swimming Pool.

- ☐ Please see separate guidelines from Pembroke pool.

Safety Rules and Procedures During Science and Technology

- ☐ Children are encouraged to respect science equipment and to practise safety within the classroom. The following safety points are stressed:-
- ☐ Liquids or objects spilled on the floor may cause falls.
- ☐ Objects placed on unaccustomed places during experiments may cause falls or breakage of equipment.
- ☐ Children should not run about when carrying equipment of any kind.
- ☐ Glass should always be handled carefully.
- ☐ Care should be taken when holding objects close to the eyes.
- ☐ Hands should be washed before putting things into the mouth.
- ☐ Tasting of anything should not be allowed except under strict teacher supervision.
- ☐ Children should be made aware that some plants are poisonous and of the ones that are.
- ☐ Plastic bags are a potential suffocation hazard at any age.
- ☐ Use of cutting devices can be very dangerous and should be closely monitored by the teacher.
- ☐ Throwing projectiles or dropping things needs to be done at a carefully chosen point.
- ☐ Care is needed with **all** chemicals even such as vinegar and other household chemicals.

- ☒ Tie back long hair, wash hands in warm water and soap. Cover scratches/cuts with blue waterproof dressings.
- ☒ Wear only clean cookery aprons, kept only for food activities. Use oven gloves and heat mats.
- ☒ Always wash hands again after visits to the toilets.
- ☒ Cover tables with clean, disinfected plastic sheeting.
- ☒ Cooking equipment should be cleaned and dried before being stored. Store separately and use only for food preparation.
- ☒ Site cookers and ovens well away from flammable materials and be aware of dangers associated with the movement of children (E.g. do not allow pan handles to project over the edge of a cooker.)
- ☒ Food should not normally be stored in school but, if small quantities are kept, they should be in labelled, rodent proof containers. Be aware that some children are allergic to some foods, e.g. peanut products.
- ☒ If fridges are used to store foods they should be clean and set to 5c or less. Freezers should be set to –18c or less.
- ☒ If poisoning is suspected refer immediately to a delegated first aider.
- ☐ Minor burns and scalds should be cooled gently under running cold water for 10 to 15 minutes, do **not** apply creams or ointments.
- ☒ With larger burns or scalds cool the affected area with cold running water immediately and send for a delegated first aider.
- ☒ Sources of heat such as gas rings, soldering irons and glue guns should only be used by older children after instruction and under close supervision.
- ☒ It should be pointed out to children that things can be hot even when they don't look it.
- ☒ Test if something is hot by placing the hand above it not by touching it.
- ☒ If hot water is required, use only the minimum required at the lowest possible temperature. Use a safe, closed top container if you must carry water about.
- ☐ **The use of the kiln is to be undertaken only by the trained school staff; when in use the door to the DT room will remain code locked and no pupils are permitted to work in the room without supervision.** (The kiln is currently out of action.)

SCHOOL MINIBUS TRANSPORT

Any school minibuses are contract inspected and maintained by PCC.

Only Midas trained drivers may drive the school minibuses.

Use of the bus

- ❖ The correct off site risk assessments have been completed and lodged with the Health and Safety co-ordinator.
- ❖ The section of the school proposing to make the journey have the availability of an approved driver meeting all of the criteria listed in the school's Code of Practice for minibus driving.
- ❖ The said driver has been presented with and has fully read the school's Code of Good Practice for the driving of the minibus.
- ❖ A pre-journey check of the vehicle is made to ensure that the following health and safety criteria are fully met:-
 - ☐ All seat belts are in working order.
 - ☐ Booster seats are available for children under 1.35m in height
 - ☐ A fully stocked first aid kit is on board.
 - ☐ A fully charged, working mobile phone is present.
 - ☐ The fire extinguisher is on board.
 - ☐ All electrical components are in full working order i.e. lights, indicators etc,.
- ❖ A comprehensive list of all children and adults making the journey and plan of the intended route with proposed timings of the journey has been lodged with the school's administrative staff.

Fuel

The school has two authorised suppliers of fuel for the minibus, these are:-

- o Tesco Filling Station, Pembroke Dock

Maintenance and Security

The school has a full Service Level Agreement with Pembrokeshire County Council's vehicle maintenance section based at Thornton in Steynton, Milford Haven. This is a comprehensive annual contract which encompasses full maintenance and repair of the vehicle to include both taxation and Ministry of Transport annual testing. The service record of the vehicle is held by the staff at the Thornton Depot.

Transportation Of Children in Private Cars

Any member of the permanent teaching staff or permanent support staff is permitted to transport children in his/her private car on official school business provided the following criteria are met in full:-

- ❖ The member of staff has ensured that the vehicle to be used is fully covered by their personal insurance to transport children in the course of their work.
- ❖ The journey has been sanctioned by the Head/Deputy Headteacher.
- ❖ Other than in an emergency, written parental consent has been secured from a child's parents/carers.
- ❖ The vehicle has a current certificate of roadworthiness (M.O.T.)
- ❖ The driver is in possession of a means of communication such as a mobile phone and that the number of said phone has been lodged with the administrative staff.
- ❖ Full attention is paid to the normal safety procedures associated with children entering and leaving a motor vehicle. These can be found in detail in the section of this handbook dealing with safety protocol for minibus/coach journeys.
- ❖ A full check of all safety features of the car has been carried out before the onset of the journey i.e. The brakes, lights and seat belts are all functioning correctly.
- ❖ Where there are concerns about the ability of the child being transported to remain seated and still during the proposed journey, a second adult will need to be seconded to accompany the driver.
- ❖ If the journey is to deliver a child to his/her home address the driver to ensure that this child is only delivered to a recognised and acceptable adult otherwise the child is to be returned to the school until alternative arrangements can be made.
- ❖ No member of staff will be required to transport children in their personal vehicles and it is done on a purely voluntary basis.

Code Of Practice for the Use of P.E.

Equipment in the Main Hall

The following constitutes a check list to be followed when a teacher intends to use the P.E. equipment:

- ❖ Ensure that all equipment is secure prior to the lesson.
- ❖ Ensure that all pupils are appropriately dressed and are ready to commence the lesson in bare feet or trainers.
- ❖ Ensure that all pupils present are deemed safe in using the equipment.
- ❖ Ensure that all pupils have been instructed in the safe use of the equipment.
- ❖ Ensure that during the lesson no pupils are allowed to climb over the top of the frames nor to touch any of the restraining wires. Younger children should be allowed no higher than the mark on the frame to limit their progress upward.

- ❖ On leaving the hall staff should ensure that all equipment is returned to the position in which it was found at the commencement of the lesson.

The steps access to playgrounds and school field

The design of the school based on one level but placed on a sloping site, required steps and ramps access to playgrounds and playing field.

- All Early Years and Lower School children access their playgrounds and the playing field via the ramp – no children may use the steps either for access or for playing on.
- All Upper School children use the steps for access to playgrounds and playing field:
 - The steps are supervised:
 - At break times
 - At lunchtimes
 - The children are told only to use the steps for access purposes – not for games
 - The children and signage advise children and parents that the steps are not to be used for playing games on.
 - When many children are using the steps to come from the playing field, staff supervise pupils at both the top and bottom of the steps; children are reminded to walk and not run/jump.

SAFE WORKING FOR STAFF - RISK OF VIOLENCE

Pembroke Dock Community School is committed to ensuring the health, safety and welfare of all of its employees. Violence towards its employees at work is **not acceptable and will not be tolerated**. Any employee subjected to violence or violent threats in the course of their employment will be fully supported by Pembroke Dock Community School.

The school will take all reasonable and practical measures to reduce the potential for violence or assault. There is a legal responsibility under the Health and Safety at Work Act 1974, for employers to provide employees with a safe place of work and to ensure their health, safety and welfare whilst at work.

LONE WORKING GUIDANCE

Lone working is set in the context of HSE guidance and acknowledges that there are planned occasions and situations in school that accept the lone working by staff.

Safe working with IT

Guidance is available from PCC H&S Department in respect of safe working with IT.

For those staff involved in more IT display working it is recommended that staff undertake to take regular breaks away from the screen and are comfortable in their working positions (sitting, screen height, screen size etc.). Staff who are concerned about this aspect of their work should alert the H&S Co-ordinator at the earliest opportunity.

Reporting incidents

It is important that schools have arrangements for recording and reporting to the police and LA incidents of crime and loss (where appropriate). Under the RIDDOR, injuries to a person at work, such as a teacher or self-employed person working on the premises, must be reported to the HSE