



Friends of Leonard Stanley School (FOLSS)

Health & Safety Policy

Title: Health & Safety Policy

Person(s) who created policy: Jo Byrne

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Friends of Leonard Stanley School (FOLSS)

HEALTH & SAFETY POLICY

Statement of intent

The policy of the Friends of Leonard Stanley School (FOLSS) is to provide and maintain safe and healthy working conditions and environment for all our members, volunteers, school pupils, parents/guardians, school staff and any other people who are directly affected by our activities, such as members of the public at our events.

Responsibility

Overall and final responsibility for health and safety at all events and activities organised by FOLSS lies with the Committee. This responsibility will be delegated to the Chair(s) in the first instance and if they are not able to attend another designated Committee Member for each event or activity. This Chair(s)/designated Committee Member will be responsible for ensuring that this policy is upheld.

For our monthly Committee meetings, the responsible person is the Chair (s) or in their absence the Secretary.

For all other events the responsible person will be named in advance and their name will be noted on all relevant risk assessments. All volunteers involved will be made aware of who is responsible for health and safety.

General arrangements

The main activity of FOLSS is to organise fundraising events and activities that support Leonard Stanley Primary School. A risk assessment will be carried out before every one off event. This will include assessing risk as it relates to all aspects of the event including: equipment; venue; volunteers; attendees. Appropriate precautions will be taken to minimise hazards at all events and activities.

FOLSS may also run regular events at the same venue or using the same equipment, such as our monthly committee meetings. In this case we will carry out a general risk assessment for the event/activity/equipment/venue. All general risk assessments will be reviewed annually.

We will have a trained first aider present at all events which are open to the public. If we undertake an activity at school that involves staff/pupils, we will ensure a School staff member who is First Aid trained is present.

We will make sure all FOLSS Members, volunteers and staff at events and activities are aware of the location of fire exits.

All volunteers and staff will be made aware of the precautions they need to take as noted on the relevant risk assessment.

No FOLSS Member or volunteer will run an event or activity on their own, and at least two volunteers should stay at an event until it is finished and the last attendees have left.

All FOLSS Committee Members are DBS Certified.

FOLSS holds Public Liability Insurance.



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First Aid and Accidents

The First Aid Box for FOLSS will be brought to every event/activity and is stored in the FOLSS cupboard in the Art Cupboard Room in KS1 (next to the Y2 classroom). The Chair(s) is responsible for checking the contents every quarter. There are also First Aid Boxes located in the School's staff-room, KS1 area and Girl's Pool Changing Room.

The designated First Aider at a FOLSS event/activity will have up to date First Aid training.

All accidents are to be recorded in the FOLSS Accident Book. The book is located in the First Aid Box.

Plastic, disposable gloves are available and all FOLSS Members/Volunteers are advised to use these when dealing with bleeding or other cases of body fluids.

There is a defibrillator on the School's main entrance railings. Dial 999 and the emergency services will give you the key code to unlock the cabinet. The defibrillator will instruct you on its use.

First Aid and Accidents on School Premises – During School Hours

If there is an emergency/non-emergency situation that occurs during a FOLSS organized event in School hours on School premises, then School Staff will respond in accordance with the School's Health & Safety Policy.

First Aid and Accidents on School Premises – Out of Hours

If there is an emergency/non-emergency situation that occurs during a FOLSS organized event out of School hours on School premises, then the designated FOLSS First Aider will be in attendance and if it is an emergency situation an ambulance called by the FOLSS First Aider/adult in attendance.

Behaviour Management

Please refer to the FOLSS Code of Conduct Policy. 00

Behaviour Management on School Premises – During School Hours

If there is an issue with the behaviour of a pupil participating in a FOLSS event at the School during School hours then this will be dealt with as referred to in the School's Behaviour Policy.

Behaviour Management on School Premises – Out of Hours

If there is an issue with the behaviour of a child or adult participating in a FOLSS event at the School out of School hours then this will be dealt with as follows.

- 1) The child or adult will be asked to change their behaviour if it is causing disruption, is disrespectful and/or causing danger to themselves and/or others.
- 2) If the child or adult persists with the negative behaviour after being asked to change their behaviour then they will be asked to 'sit out' of the activity or asked to leave depending on the severity of the behaviour in question. If the outcome is such that a child needs to leave the activity a parent/guardian will be called so they can come and collect their child.

Smoking

FOLSS has adopted a no smoking/no vaping policy within the school building and grounds.

Hygiene



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The School's Head Cleaner must be informed in advance as to when a FOLSS activity is occurring.

It is the responsibility of the FOLSS Chair(s)/designated FOLSS Committee Member to monitor the cleanliness of the building during a FOLSS event. Where possible FOLSS Members after an event must ensure that the areas where an event/activity has occurred are tidied, any litter disposed of and are left in a general state of cleanliness.

All FOLSS Members/Volunteers are responsible for encouraging good hygiene habits in children and adults participating in FOLSS events/activities. Particular emphasis is placed on hand washing.

Equipment

It is the responsibility of all FOLSS Committee Members to ensure that equipment is in good working order and is stored safely. Any faulty equipment should be withdrawn from use and reported to the Chair(s), with a note saying "Fault- Do Not Use". The following point about equipment should also be noted:

Ladders – Several pairs of ladders are kept in school. These are checked during a school's health and safety inspection. FOLSS Members/volunteers are advised to use ladders and not chairs when putting up event related matter, when using the loft space, or for any other task that requires additional height.

Money

Please refer to the FOLSS Finance Policy for full details.

School Building Security

The boundary of the school is clearly defined.

The school has an intruder alarm and CCTV cameras.

The alarm system at a FOLSS event/activity is set only by the Chair(s) or FOLSS Staff Committee Member/Head Teacher/Deputy Head Teacher (if in attendance).

The alarm system is regularly maintained by Stroud Alarms.

Access to the building during school hours is restricted by the use of electric gates (including vehicle and front / rear pedestrian). FOLSS Committee Members and volunteers must initially be identified via the intercom and monitors at the school gates. They are requested to enter only by the front door. They must sign in and wear an ID badge / lanyard issued from the school office whilst within the School premises.

FOLSS Members, Volunteers, Parents/Guardians, and members of the public are asked to use the front door whilst engaging in a FOLSS event/activity. For the Summer Fair and Swimming Pool use alternative 'gate' entrances are used.

FOLSS Committee Members are encouraged to challenge strangers and ask for identification as required (for example if someone other than a known parent/guardian has come to pick up a child from a FOLSS organised event).

Whilst a FOLSS event/activity is being undertaken outside of the School's opening hours the front door must remain locked from the inside (for example during a School Disco/Film Night), unless a designated volunteer is manning the entrance and monitoring entry/exit activity.

See FOLSS Safeguarding Policy and the School's Safeguarding Policy for further guidance.

Availability of this policy

This policy is publicly available through the FOLSS website folss.org.uk, is sent to and reviewed annually by all Committee Members of FOLSS for whom an email address is held and is referenced as part of the information stated in our Data Protection Policy.