



Governor Policy: Health and Safety Policy

1. Context

This Health and Safety Policy for This School has been written to satisfy the requirement for a school-based policy and it will be reviewed on an annual basis. Health and Safety has a very high priority at this School and it is our intention that all stakeholders: governors, staff, pupils and parents, share responsibility for their own safety and that of others.

2. Statement of Intent

- The Governors of the school recognise and accept their corporate responsibility as an employer for providing a safe and healthy environment for the teaching and non-teaching staff in their employment, for the children attending the school and for other people who visit or are users of the school
- They will take all reasonable steps within their power to fulfil this responsibility and they will pay particular attention to the provision and maintenance of facilities and equipment that are safe, to safety arrangements, especially in areas of high risk, to imparting information and advice conducive to safety and to the provision of a healthy working environment and of adequate welfare facilities. Management is responsible for ensuring the highest possible standard of occupational health.
- The Governors recognise their responsibility to implement, monitor and evaluate the arrangements recommended by their employers and their duty to ensure that all legal requirements are addressed.
- Every employer is required to produce and to keep under review a written statement of general policy with respect to the health and safety at work of employees and the organisation and arrangements of all employees. The Governors, as the employer,



have produced the following policy statement for the school. All members of staff should be made aware of this statement and the procedures and arrangements for health and safety.

The Governors undertake to review the policy annually and in response to any major incident.

3. Responsibilities and Organisation

The Governors

- The general duties of the Governors to their employees are set down in Section 2 of the Health and Safety at Work Act 1974 (HSWA):
 - **Section 2 (1)** "It shall be the duty of every employer to ensure, as far as reasonably practicable, the health, safety and welfare at work of all employees".
 - **Section 2(2) (a)** "The provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health".
 - **Section 2 (2) (b)** "Arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
 - **Section (2) (2) (c)** "The provision of such information instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of employees".
 - **Section 2 (2) (d)** "So far as is reasonably practicable as regards any place of work under the employer's control, the maintenance of it in such a condition that is safe and without risks to health and the provision and maintenance of means of access to and egress from it that are safe and without such risks"
 - **Section 2 (2) (e)** "A safe environment with adequate welfare facilities"

The Management of Health and Safety at Work Regulations 1999 (MHSWR) cover the same geographical area as the HSWA and cover all workplaces and work activities. They contain more specific and detailed requirements. They are published by the HSE, as well as Approved Codes of Practice (ACoP) and Guidance.

The Site, Premises and Safety sub-committee of the Governing Body will be responsible for all matters relating to the policy. This committee will complete reports on a termly basis report matters to the full governing body (unless urgent action is required). Risk assessments will be brought to this committee and they will carry out regular school tours to monitor Health and Safety issues.



The Governors have appointed one member who will have oversight of health and safety matters.

The Headteacher

- All problems relating to health and safety matters should be brought to the attention of the Head teacher.

The Head teacher will:

- Take day to day responsibility for all health and safety matters.
- Liaise with the Governors and Employer where different and carry out their recommendations in order to help to ensure that the responsibility as stated in its Policy Statement is fulfilled.
- Ensure risk assessments are completed when appropriate and accurately reflect potential risks/hazards and suitable control measures (see Risk Assessment forms, and in Visits Policy). Risk Assessments are stored on line / in a folder in the School Office.
- Judge whether the steps that need to be taken to remove potential hazards are 'reasonably practicable' and lie within his/her executive authority and, as appropriate, take action.
- Report to the Governors regularly on health and safety matters and to seek their decision in those instances where their normal executive authority does not allow them to take action or where they have doubts about the practicality of a proposed solution.
- Take note of health and safety bulletins and safety instructions issued from time to time by the external agencies, and arrange for this information to be completed and disseminated.
- Investigate, as soon as practicable after their occurrence all accidents and dangerous occurrences and to report thereon to the Governors, Local Authority and Health and Safety Executive as appropriate.
- Be readily available to accredited Safety Representatives and to co-operate with Safety Representatives in carrying out inspection of the workplace.
- Receive written reports from Safety Representatives following an inspection of the workplace and to reply in writing to the points made.
- Keep an up to date list of all Safety Representatives in their establishment, both teaching and non-teaching (including Education Catering Staff).



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- Ensure adequate arrangements for the establishment and running of school Health and Safety Committees and that decisions reached are executed.
- Ensure that a person is nominated as being in charge in his/her absence, that procedures are in place to inform all staff of this and that the nominated people are clear as to their responsibilities.
- Arrange adequate staff training including for him/herself on Health and Safety matters including how to deal with incidents of physical, racial or verbal abuse or harassment.
- Instil a positive culture with regards to health and safety by being an advocate and visible figure of action
- Ensure that Health and Safety is an agenda item at staff and SMT meetings at least once a term (this includes weekly staff briefing meetings)

School Business Manager and the Caretaker will

- Ensure adherence to the Health and Safety policy by him/herself and his/her cleaning staff.
- Regularly check workplaces and equipment and report any hazards to the Head Teacher.

Staff

- All staff will sign and say they have read and accepted the Policy. This will be completed annually.

All staff have a responsibility to safeguard themselves and others in all activities which they undertake being aware of latest guidance. Risk assessments must be carried out on high risk activities including off-site visits. (see visits policy),

4. Policy Implementation

- The Governing Body will participate in and/or arrange for regular inspection of the premises in order to identify and institute remedial work necessitated by any risk to health and safety as derived from the premises, materials or equipment. This testing will be completed routinely, but also when considering changes to the school environment, such as building works or operational changes.
- The Governing Body will ensure through the Head Teacher that those contractors employed to undertake work at the premises undertake that work in a safe manner, so that they do not expose employees or persons using the premises to health and safety

risks. In particular, where risk is involved, the Head Teacher will:

- Telephone the appropriate office – and report the situation.
- Take steps to ensure that all persons are kept well away from the area until the danger is removed.
- Bring it to the attention of the senior representative of the contractor on site if the danger is imminent.
- In accordance with The Management of Health and Safety at Work Regulations 1999 (MHSWR), the Governing Body will arrange for suitable risk assessments to be made in relation to all work activities that could involve hazards to any person's health and safety and will record the result of such assessments and the measures being taken to eliminate and reduce those risks. (See Risk Assessments on shared drive, paper copies held in School Office and Visits policy for Risk Assessment forms).
- The Governing Body will arrange for suitable risk assessments to be made in relation to all work activities that could involve hazards thus adhering to the Control of Substances Hazardous to Health (COSHH) Regulations and other relevant regulations appropriate to the school environment, such as equipment testing.
- The Governing Body will discuss and take decisions on health and safety matters regularly at their meetings. Adequate provision will be made in the school budget for health and safety matters and the Head Teacher will report regularly to the Governors on health and safety.
- The Governing Body will, with other agencies as appropriate, make financial provision for:
 - Providing appropriate training for safety.
 - Disseminating health and safety information.
- New members of staff and contractors and regular visitors e.g. students, work experience placements; volunteers must be fully briefed on health and safety arrangements by the Head Teacher.
- The Head Teacher will ensure that contractors' safety policy statements and safe working methods will be requested and examined prior to work commencing
- The Head Teacher will ensure that any premises defect etc., when reported, are rectified and/or action taken to prevent persons being affected by that defect.
- The Head Teacher will record and report any defect or concern together with the action taken to rectify the situation.



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a) Accidents/Incident/Injuries

- An incident/injuries report form must be used to report all accidents (and near misses), whether or not they involve absence from school and whether or not the person(s) involved is (are) employees. Any incident of a hazardous nature, even when not causing an accident should be reported.
- Accidents to pupils/students should also be reported.
- Incidents of physical, racial or verbal abuse should also be reported
- The accident and incident forms are kept in the Business Manager's Office and details of all accidents will be entered by the Head Teacher in consultation with those persons or person concerned and returns made to external agencies.
- When a serious accident or incident occurs, it is important that the site is left untouched until advice is obtained. Union Safety Representatives also have the right to inspect the site of an accident or serious incident.

b) First Aid

- First Aid boxes are located in teacher's classrooms and in the First Aid room.
- The qualified appointed First Aiders at work are: Rachelle Fays, Ceri Matthews and Wendy Osborne.
- Paediatric First Aid Certificate; Julie Bilson, Bev Juliff, and Louise Coia.
- There are also 16 staff trained by St Johns Ambulance in '6 hour paediatric first aid training'
- The following person has been nominated for checking and re-ordering first aid supplies for the First Aid bags: Matt Sheppard and learning support assistants.
- The first aid bags will be checked and restocked every summer holiday by office staff. The first aid room will be checked on a monthly basis.
- The LSAs in each classroom are responsible for checking if the bag needs restocking during the year.

c) Fire Precautions

- Fire drills: Frequency..... Once a term
- Fire Exits See Fire Risk and Log Book Files
- ProcedureSee Fire Risk and Log Book Files
- Fire AlarmSee Fire Risk and Log Book Files
- Fire notices are displayed in all Classrooms (location - Fire Exit) and Offices.
- In the event of evacuation, no member of staff or pupil shall re-enter the building



without the permission of the senior member of staff present – Headteacher or Deputy headteacher. Where there are members of the police or fire brigade present, the senior member of staff shall seek such permission from the fire or police in charge.

d) Safety Representatives

- Under the Safety Representatives and Safety Committee Regulations 1977 recognised Trade Unions can appoint Safety Representative or the Health and Safety (consultation with employees) Regulations 1996 (whichever appropriate). Safety Representatives are entitled to time off with pay to perform the following functions:
 - Investigate potential hazards and to examine causes of accidents.
 - Investigate employee complaints.
 - To make representations to the employer on matters arising out of (a) and (b).
 - To make representations to the employer on general matters affecting the health, safety or welfare at work of the employees.
 - Inspections of the workplace.
 - Represent employees in consultations with Inspectors of the Health and Safety executive.
 - The school's current Health and Safety representative is:
 - Name: Currently all Health and Safety concerns should be notified to the Headteacher, Deputy headteacher and / or the Business Manager..
 - Union: NASWT
 - Staff Represented: All Staff
 - Safety Representatives are entitled to time off with pay for training. This would normally consist of an induction course followed by such training as is needed from time to time to keep abreast of new developments. Such training will not be provided by the employer but through the Representative's trade union.

e) No-Smoking Policy

The school adheres to English law with regard to no smoking on school premises. Reminders are displayed on the school site. Those wishing to smoke must do so off-site and out of the view of pupils. Visitors and contractors to the school should be made aware of the school policy. The no-smoking ban extends to times of closure too.



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f) School Journeys, Activities and Visits Policy

i. Governors' Responsibility

The Governing Body should be informed in advance of school journeys, activities and residential. Approval of the Governing Body is required and risk assessments should be authorised by the Headteacher, insurance for the trip will be also checked by the Headteacher. A competent person will approve category C visits.

ii. Head Teacher's Responsibility

The Head Teacher will ensure that any journey will be properly planned, the appropriate staff appointed, suitable transport provided, appropriate forms, checks and risk assessments completed, and that liaison with the Governing Body is maintained as appropriate.

iii. Staff Responsibility

It is realised that school visits and extra-curricular activities provide opportunities for learning through direct experience and they can make a significant contribution to the educational development of the child. At his School, visits and activities have a valuable position in our curriculum. Children will benefit throughout their primary education by a variety of out of school experiences. These must be organised so that the experience for the children is safe and structured.

Strict procedures should be firmly adhered to when planning activities or organising visits outside the school. Full guidance with regard to risk assessment, planning and organising visits including the emergency procedure can be found in the **School Visits Policy** and guidance can be sought from the school educational visits coordinator, the Head Teacher or an external competent person.

g) Other Policies and Guidance

The school approves other specific policies (some are mentioned above) that ensure the implementation of this policy. They are listed as: Educational Trips and Visits, Emergency Evacuation Plan, First Aid Policy, Medicines Policy

Date Policy Approved:



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Approved by (name): ... Stephen Breen.....
Position:Chair of Governors.....
Signature:See Office copy.....

Appendices - General Health and Safety Information

1. FIRE SAFETY IN SCHOOL

Wootton Primary School is a "Smoke-Free Environment". All adults and pupils are not to smoke in the school grounds and smoking is forbidden in all school buildings.

Visitors to the school are to be made aware at the school office that smoking in the schools grounds and buildings are forbidden. There are also prominent signs, in sufficient quantities, to reinforce this message.

Fire Alarm System Bell and Fire Extinguisher Locations

There are numerous fire alarm sounders sited throughout the school

The alarms will be tested regularly on Monday mornings at 9.00am and the results recorded in the fire logbook by the Caretaker.

Escape Routes

Stairways, passageways and exit doors must be kept free for escape, must not be obstructed and must be kept in good repair.

All doors on escape routes must be kept unlocked and easily opened whilst the premises are occupied. Fire doors should be clearly labelled and kept closed and never wedged open. All occupants, including pupils, should be



informed that this prevents the spread of smoke, flames and dangerous fumes.

Fire Drills and Evacuation

Details of action to be taken on discovering a fire are posted in prominent positions throughout the school buildings.

These are:

- a. The person discovering the fire should immediately raise the alarm and notify a responsible person;
- b. The fire alarm will ring continuously;
- c. Teachers should ensure doors (and windows if possible if open in summer) are closed behind them when conducting their pupils IN SILENCE by the shortest and safest route to the Assembly Point. Wherever possible they should take their register with them. At the Assembly Point a Roll Call should be taken to ensure that all pupils are accounted for;
- d. Children working in the hall and in shared areas will be led out in an orderly manner via the nearest available exit;
- e. A responsible person such as the Head Teacher, member of the School Leadership Team or School Administrator must immediately contact the fire brigade by telephone;

The Assembly Point is: **The Playing Field Fence on Farmclose Road**

Fire drills will be held regularly and as soon as practicable after the commencement of each term, both for staff and pupils.



No advance notice should be given of fire drills. When the alarm sounds, the assumption should be that it is a real fire and evacuation should take place as quickly as possible.

A fire log is kept in which tests to the alarm system, the dates of fire drills and checks on fire equipment and extinguishers are recorded.

The Fire Service access route is through the main gate in Farmclose Road.

2. ACCIDENTAL INJURY

Most accidents that occur in school are of a minor nature. Where a more serious accident occurs, the strategies listed below are to be adopted: -

- a. Refer to a first aider for immediate advice/action;
- b. Make an emergency 999 telephone call if appropriate; record the time of this;
- c. Inform parent/guardian in the case of accident to pupil(s); record the time of this;
- d. Make arrangements for injured person to be transported to the casualty department if this is considered to be the most appropriate action. Any child being transported must be accompanied by another adult as well as the driver of the car

For all types of accidents an accident form must be completed for both pupils and staff these are located in the medical room and copies are kept. All major accidents are investigated and details recorded. Any injury or accident that falls under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) must be immediately reported to the Headteacher or Business Manager who will fill out the appropriate form, and forward to the relevant parties.



3. FIRST AID IN SCHOOL (See also First Aid Policy)

At Wootton Primary School our aim is to have sufficient numbers of fully qualified First Aiders. See school office for the list of current First Aiders.

Contents of the First Aid Bag in each classroom

- A card with general first aid guidance
- A supply of individually wrapped sterile dressings
- Sterile eye pads with attachments
- Triangular bandages
- Safety pins
- A selection of medium, large and extra large sterile medicated dressings
- Disposable gloves.

HIV, AIDS. HEPATITIS . etc. and First Aid

All staff and First Aiders are to be asked to follow hygiene guidelines irrespective of whether the virus is present or not. Disposable bins/gloves are provided in the medical room.

It is the responsibility of the School office staff , LSAs /First Aiders to check the contents of First Aid bags. They will ensure that the contents of the First Aid bags are replenished as necessary, and checked once a term.

Location of First Aid Boxes

The main First Aid box is located in the medical room. All classrooms have small kits containing minor injuries resources.



Please see the first aid policy.

4. MEDICATION

The School does not allow over the counter medication to be brought into the school. Prescribed medication and inhalers may be administered once parents have completed the appropriate form, (available from the office). Failure to have medication on hand could be life threatening. e.g. Epi-pen for anaphylactic shock. Each child will have an individual medication plan and appropriate training will be given to relevant staff. Such medicines e.g. inhalers will be kept in the medicines box in each classroom and will be transported by the class teacher whenever the child is being educated out of class.

Please also see the medical needs policy

5. WORKPLACE SAFETY OF TEACHERS, PUPILS AND VISITORS

Teachers have a responsibility to ensure, in so far as is reasonably practicable, that both they and their pupils operate in a safe environment.

- a. Calm orderly conduct throughout the school and playground reduces the chance of accident;
- b. Teachers are responsible, in so far as reasonably practicable, for the supervision of safe movement within the classrooms, hall, corridors and stairways for themselves and pupils;
- c. Where electrical equipment is in use and when working above floor level the same health and safety codes of practice for



the Site Supervisors and Cleaners must be adhered to (see section 16);

- d. Teachers should check that the temperature of classroom does not fall below 16 °C and as a norm 18 - 20 °C is considered most suitable;
- e. Step ladders should always be used when working above floor level - not chairs or tables. The working at height risk assessment should be implemented. The ladders are checked for defects on a monthly basis.

6. MANUAL HANDLING

Staff must not attempt to lift or move anything they consider to be too awkward or heavy for them such as a piano or T.V. Risk assessments must be carried out. Special care must be taken when asking children to move heavy objects and the member of staff has responsibility for assessing the risk in asking the children to perform handling tasks. Hot drinks are not allowed to be taken into classrooms (to be consumed in staffroom only) when children are present. The following guidelines should be followed when carrying out tasks that require manual handling-

Think before you lift

Plan the lift. Where is the load going to be placed? Use appropriate handling aids where possible. Will help be needed with the load? Remove obstructions, such as discarded wrapping materials. For long lifts, such as from floor to shoulder height, consider resting the load mid-way on a table or bench to change your grip on it.

Keep the load close to the waist

Keep the load close to the waist for as long as possible while lifting. The distance of the load from the spine at waist height is an important factor in the overall load on the spine and back muscles. Keep the heaviest side of the load next to the body. If closely approaching the load isn't possible, try to slide it towards the body before trying to lift it.



Adopt a stable position

Your feet should be apart with one leg slightly forward to maintain balance (alongside the load if it's on the ground). Be prepared to move your feet during the lift in order to maintain a stable posture. Wearing over-tight clothing or unsuitable footwear, such as heels or flip flops, may make this difficult.

Ensure a good hold on the load

Where possible, hug the load close to the body. This may be a better option than gripping it tightly with the hands only.

Don't bend your back when lifting

A slight bending of the back, hips and knees at the start of the lift is preferable to either fully flexing the back (stooping) or fully flexing the hips and knees - in other words, fully squatting.

Don't flex the back any further while lifting

This can happen if the legs begin to straighten before starting to raise the load.

Don't twist when you lift

Avoid twisting the back or leaning sideways especially while the back is bent. Keep your shoulders level and facing the same direction as the hips. Turning by moving your feet is better than twisting and lifting at the same time.

Keep your head up

Keep your head up when handling the load. Look ahead, not down at the load once it has been held securely.

Move smoothly

Don't jerk or snatch the load as this can make it harder to keep control and can increase the risk of injury.

Know your limits



Don't lift or handle more than you can easily manage. There's a difference between what people can lift and what they can safely lift. If you're in doubt, seek advice or get help. **Lower down, then adjust**
Put the load down and then adjust. If you need to position the load precisely, put it down first, then slide it into the desired position.

Please see the manual handling risk assessment.

7. HEALTH AND SAFETY IN THE CURRICULUM

A. PHYSICAL EDUCATION

To ensure the safety of pupils when they participate in Physical Education, appropriate clothing and footwear must be worn:

- Shorts and tee-shirt top
- Plimsoles.

Jewellery should not be worn, long hair should be tied back when necessary; the eating and drinking of any foodstuffs is not permitted.

Barefoot work for gymnastics/dance/drama is encouraged after teachers have carried out a visual risk assessment of the floor surface.

At no time are pupils permitted to take part in physical education/dance/drama in stockinged feet.

Teachers should carry out a risk assessment of the floor surface /nearby furniture and reduce any chance of a child slipping or tripping before commencing any PE lesson. Training update on the carrying of and setting out of apparatus will be carried out once a year in September.?



Teachers should have an understanding and knowledge of any type of physical education and its aims. They must not be tempted to teach to a standard that is beyond their own knowledge and competence.

Teachers are encouraged to attend appropriate training courses from time to time. It is particularly important that care is taken to ensure that undue stress is not placed on the body by;

- Leg lowering movements
- Straight leg sit-ups
- Touching the floor from a standing position
- Bouncing with flat feet.

As a general principle, in all activities pupils should be able to perform with backs rounded and legs bent.

AT ALL TIMES a "warm up" should precede vigorous exercise.

Use of Mats

Pupils must be taught to land safely from a variety of situations and the development of safe, controlled landings should be a major aim of gymnastics lessons.

Indoor/Outdoor Games

Any game involving physical contact will include an element of risk and the possibility of injury.

This can be minimized by specific attention to the following:

- a. Surfaces should be free of stones, glass and other debris. The playing field should not be used if frost damage causes dangerous ridging;



- b. Indoor games should only be played in situations where loose equipment or furniture does not constitute a hazard. Care should be taken that hard equipment should not be used which would break light bulbs or windows;
- c. Games should be played in controlled conditions and with good conduct; a healthy attitude towards opponents should be encouraged. Whilst heavy competition is natural, excessive competitiveness should be actively discouraged;
- d. Appropriate footwear should be worn for games such as football etc.
- e. Clothing should be suitable for the conditions: track suits or jogging suits may be worn in cold weather, no heavy trainers are allowed.

Apparatus

The school business manager will appoint a contractor who will carry out annual inspections of both indoor and outdoor apparatus. However, it is the responsibility of the teacher to ensure that an inspection is carried out for superficial defects or faults in the apparatus.

Teachers will report any of the following to the Head Teacher immediately:-

- any bending, breaking, warping, cracking or loosening of parts of equipment
- any cracks, splinters, rust or other corrosion of equipment
- any sharp points or edges in equipment



- any missing, damaged, loosened, sharp corners or insecure fittings.

When any such report is made the Head Teacher will have the equipment removed from use until it can be repaired or replaced. All equipment is checked by an external contractor annually.

Pupils will be taught to carry the equipment in the correct way.

B. SWIMMING

There will be a Life Saver present at the pool with a relevant, checked and verified life saving qualification.

If a bus is used to transport pupils all pupils going to the pool must be marked on the register and counted on to the bus. Whilst on the bus, pupils must remain seated and wear seat belts. An adult must sit next to the emergency exit door.

No running is allowed at the baths and no swimming is allowed unless the pupils are being supervised. One blast on the whistle and all pupils must stop what they are doing and look at the instructor; two blasts on the whistle and all pupils must get out of the pool immediately.

All pupils line up before leaving the pool and they are counted out to the bus.

Please see the swimming pool risk assessment

C. DESIGN AND TECHNOLOGY

This area of the curriculum requires that pupils develop skills in investigation, the use of tools and working with a variety of materials.



It is essential that adequate supervision be applied at all times by teaching, associate and voluntary staff.

Preparation of Design and Technology Activities

Teachers should seek advice about good practice. Teachers should try out a new tool, technique or procedure for themselves, so that they are aware of any potential dangers or difficulties.

Teachers should identify those activities that require supervision and ensure that only a manageable number of children are engaged in them at any one time.

Children should be made aware of the possible consequences of their actions to others. e.g. careless use of tools.

Organisation of Design and Technology

- a. Children should be taught to take care of tools and equipment; to work systematically and to clear away afterwards;
- b. Equipment should be classified as to:
 - that which is for general use
 - that which can only be used under direct supervision
 - that which is for teacher use only;
- c. Materials which children require should be stored in such a way that easy and safe access is possible;
- d. Avoid trailing extension leads across the floor;
- e. Ensure a good level of natural and artificial lighting;



- f. Particular care must be exercised when using certain materials details of which are included in the Design Technology Policy Document which all teachers have a copy of, and is also found in the Headteacher's policy file, and the policy file located in the staff room.

D. EXTRA CURRICULAR ACTIVITIES

The person in charge must have access to a First Aid Kit at all times. If children are transported in parents' cars then they must be wearing seat belts and the driver must have the correct insurance cover.

E. OFF SITE VISITS INCLUDING RESIDENTIAL VISITS

All visits requiring children to leave the school site must be cleared, in advance, by the headteacher. All visits requiring transportation must have written parental permission. A generic permission letter that all parents give when their child joins the school covers visits involving walking in the locality. Children must be accompanied by an appropriate number of responsible adults; guidance on this can be sought from the headteacher. Risk assessments must be carried out by a teacher before taking any children on a visit. For visits involving an overnight stay, written risk assessments, using the school format, must be submitted to Plumsun before permission for such a visit is given. Insurance is already in place for such visits.

A list of children off site must always be left in the school office.

F. TRANSPORT

When pupils are travelling by coach they sit only one pupil per seat.

It is a legal requirement that all coaches (but not service vehicles) are fitted with seat belts. It is also a legal requirement of the teaching staff accompanying the children to ensure that all children wear safety belts. This should be checked prior to departure.



When children are travelling by coach or minibus during school time, a list of all children on the bus must be left in the office.

School staff should not ask any parent to transport a child other than their own as this has implications in law for checking the safety and legality of the parent's vehicle.

Please see the risk assessment.

G. SUNCARE/HOT WEATHER POLICY

Advice is given on the risks of over exposure to the sun and children are encouraged to wear hats, but the application of sun creams and sun blocks etc remains the responsibility of parents. In hot sunny weather, children will be encouraged to seek shade or will not be taken out for extended periods at lunchtime.

8. PHYSICAL HANDLING OF PUPILS

Occasionally the need arises to use physical handling for a child's own safety. Teaching staff are given authority to do this, providing they follow the correct procedures and providing they have received appropriate training. Further details about this can be found in the Physical Intervention Policy - situated in the policy files

9. VIOLENCE AND AGGRESSION TO STAFF

Wherever possible steps will be taken to eliminate such as risk to staff; children who are likely to have aggressive outbursts will have behaviour plans in place and will receive appropriate support. Staff should not work alone; parent's evening interviews should be conducted with doors open and a senior manager will always remain behind until the last parent has left the site. Should any incident of violence and aggression to a member



of staff occur, then the incident will be logged, by the headteacher and appropriate action taken.

Please also see the security risk assessment and the behaviour management policy.

10. **VISUAL DISPLAY UNITS (VDU's)**

For people whose duties entail working with VDU equipment, short frequent breaks are necessary. Such employees may ask the Governors of the School to pay for an eye and eyesight test, with regular check-ups thereafter. For children, staff should ensure that children are correctly seated for use of a VDU, and not too close to the screen. A child should work continuously at a screen for no more than 30 minutes.

Please see the Office risk assessment

11. **ELECTRICAL TESTING**

All electrical apparatus will be inspected and tested every year by a qualified PAT tester. Any items that fail the test will either be condemned or repaired before their use is permitted once again.

12. **ANIMALS AND PLANTS IN SCHOOL**

The school complies with the details in the memorandum 3/90 "Animals and Plants in Schools Legal Aspects".

Please see the risk assessment.

13. **ON SITE VEHICLE MOVEMENTS**

Where it can be avoided there will be no movement of vehicles on site when children are present; staff who park on site arrive well before the time at which children start. Occasionally there may be a need for a



delivery vehicle or maintenance vehicle to move on site during the school day. In this case children will be moved away from the area the vehicle needs to access and will be fully supervised by staff until the vehicle stops. A locked barrier is in place to prevent vehicular access to anywhere except the driveway.

Please see the Carpark risk assessment

14. CODE OF PRACTICE FOR SITE SUPERVISOR AND CLEANING STAFF

Under Health and Safety regulations here is a responsibility to ensure safe systems of work and in maintaining safe plant and premises.

Employees have a duty and a responsibility to avoid injury both to themselves and to others.

Employees are required to co-operate with management to meet their statutory requirements under the Health and Safety at Work Act. Risk assessments for tasks such as working at height; cleaning and manual handling will be prepared by the headteacher in consultation with the site supervisor.

*** EMPLOYEES SHOULD NOT TAKE RISKS ***

Maintenance, Equipment, Materials

Boiler Rooms

The Caretaker or nominated contractor only is responsible for the operation of the boiler plant. In the event of a boiler failure, the Caretaker should not attempt to rectify the fault, the appointed Maintenance Engineer should be informed and no further action taken.

The Boiler Room should be, as far as possible, kept clear of all materials and equipment other than that which is necessary for the operation of the Boiler Plant.



The Boiler Room should be kept locked at all times except when the rooms are occupied by the Caretaker or other authorised staff.

Please see the boiler room risk assessment.

Cleaning Materials

All detergents and disinfectants are poisonous if taken in quantity and must be stored in a safe and secure place. Containers should be checked for leaks before storing to avoid a situation where leaking containers combine their contents to produce toxic fumes in a closed room.

Before using a cleaning material the container label must be read and any instructions carried out. Special instructions in respect of storage must be adhered to.

No liquids or materials should be stored in empty containers other than those stated on the label.

COSHH

A file of all substances used in school, which details its safety data information, is kept by the business manager. Should any substance be purchased for school use which is not detailed, then the business manager should be informed. Responsibility is delegated to the business manager for filling in a COSHH assessment sheet. The caretaker and business manager will ensure that contractors follow this procedure, reviewed annually.

Floors

When floors have been recently scrubbed, wet mopped or where new polish has been applied, warning signs indicating wet or soft areas of seal or polish should be placed in the appropriate position.



Polish or seal containers should not be placed near hot pipes in the Boiler Room, these materials should be stored away immediately after use.

Floor Polishing and other Cleaning Machines

All Machinery should be checked before use and any faults reported immediately by the Site Supervisor. A faulty machine should be locked away with a warning notice that it should not be used until repaired.

Plugs and cables should be checked visually before use.

Machinery must not be plugged in when not in use and should be stored in a secure place.

All Machines should be kept in a clean condition and vacuum bags must be emptied regularly.

Ladders and Access Equipment

When working above floor level, ladders or steps must be used. Before use, a check should be carried out that ladders or steps are in a safe condition.

Ladders and steps, when erected, should be long enough to reach the place at work without the user having to over reach in any direction.

When the Site Supervisor is working above 11' another person shall be present.

Please also see the Working at height risk assessment,



Store Room

The Site Supervisor's Store and Cleaning Cupboard should be kept locked, but a spare key is available in the office if access to the cupboard is needed in an emergency.

"No Smoking" signs should be displayed in stores used for stationery and combustible materials.

15. **SNOW AND ICE**

In snow and ice the premises, including entrances, exits and pathways are to be kept in a safe condition as far as reasonably practicable and within reason.

In very severe conditions, regard must be given to the practical circumstances prevailing, and where necessary, and with the agreement of the Head Teacher, some areas may be taken temporarily out of use.

Please see the adverse weather risk assessment.

16. **SELECTION OF CONTRACTORS**

When work on site requires expertise other than that found in school, contractors will be selected from the School's approved list. Where work is commissioned by the school, procedures will be followed as detailed in the premises Management handbook and due consideration will be given to the asbestos identified in the older school building. The headteacher and governors are responsible for ensuring that the contractor has appropriate credentials and adequate public liability license. Contractor's should be referred to the Contractor's site and signing in file which details the policy and rules to be followed whilst on site.



17. **Asbestos**

Please refer to the 'Managing Asbestos' site file located in the Business Manager's office.

18. **Water**

A water risk assessment has been completed and checks are in place to ensure to ensure that the risk of legionella is controlled. Please see the risk assessment.

18. MONITORING AND EVALUATION

Inspection Arrangements

The Head Teacher will ensure that all accidents, incidents and emergencies are accurately and promptly recorded. RIDDOR reporting guidelines will be followed if required.

The Head Teacher and/o Business Manager and /or Governor and/or Safety Representative will conduct a formal Safety Inspection once a term in order to ensure:

- a. That physical controls are in place and working;
- b. That staff are carrying out the functions allocated to them.
- c. To ensure that procedures are current, relevant and effective.

The Safety Inspection will also involve a review of the accident/incident reports, ensuring that appropriate steps have been taken, and, where relevant, the Governing Body and have been informed.



The Safety Inspection will involve a review of all relevant maintenance records.

Accident/Incident reports and relevant maintenance records will be reviewed periodically to check procedures and to identify possible patterns when accidents occur and to identify any opportunities for remedial action to prevent recurrence.

The Head Teacher, Business Manager and/or Safety Representative will welcome and fully co-operate with any Health and Safety Inspections and Audits.

Frequency and Method of Reporting to the Governing Body

Following the Safety Inspection, the Business manager / Safety Representative and/or Governor will prepare a written report for submission firstly to the Head Teacher and then to the Governing Body at the Governors Meeting.

The Governing Body will also be kept informed by the Head Teacher of:

- a. Reports of any Health and Safety Audits arranged.
- b. Reports of HSE Inspector's visits, including any enforcement action;
- c. Report of Safety Representative's inspections;
- d. Details of any new Health and Safety legislation, including HSE/ESAC guidance;



The Governing Body will make reports on Health and Safety matters to:

- a. Parents, through *Governors' minutes*, in the Prospectus for new parents and on other occasions as appropriate and in response to specific concerns.