



Health and Safety Policy

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Bridgewater Primary School

Health and Safety Policy

AIM

The aim of this document is to provide a whole school approach to Health and Safety in the provision of standards for pupils, staff and all visitors to the school. Its aim is to provide a positive and consistent approach to health and safety in order to provide a safe environment for all and to eliminate or reduce the risk of accident.

It is our aim, as far as it is reasonably possible to provide and maintain equipment and systems of work which are safe, to adopt high standards in the handling, use, transport and storage of all substances and articles and within the provision of the landlord/tenant relationship to maintain a working environment that is safe and without risk to health.

INTRODUCTION

At Bridgewater Primary School we recognise the importance of safety, health and welfare in the successful operation of all activities. We believe and promote the active participation of every person in the organisation, in order to achieve and maintain the highest practicable standards of accident prevention and the reduction of risk.

The Governors fully accept responsibility under all relevant Statute Law (See Appendix 5) and also under Common Law, for the Health & Safety of our employees and also persons other than our employees affected by our activities.

The Governors require all employees of the school and others to co-operate in the implementation of the policy insofar as it is part of their duty. Breaches of the Policy will be regarded as very serious matters.

In terms of insurance against liability in this area, the Governors will rely on the cover provided by the Local Authority. The Governors' policy will be to seek to act in good faith in these matters.

A copy of the Health and Safety Policy is available from the school office as well as on the staff drive.

RESPONSIBILITIES

The Local Authority (LA), as the employer, is responsible for making sure that risks, particularly the risks to staff and pupils, are managed so far as is **reasonably practicable** (Health and Safety Executive, 2014). The employer's health and safety functions are delegated to members of staff in the school to fulfil on behalf of the employer. However overall legal accountability for the health and safety of employees and others cannot be delegated and remains the responsibility of the employer.

It is the responsibility of the Governors to ensure that the Health and Safety Policy remains relevant; implemented within the establishment, relevant information is communicated effectively and to monitor the policy. The Governors only have responsibility over those matters for which they have executive responsibility and where they have contractual authority. Where they do not have control, such as over capital expenditure needed to eliminate a hazard, they are responsible for notifying those with responsibility and then taking reasonable measures to minimise the problem.

The delegated overall and final responsibility for the Health & Safety in the school is that of the Head Teacher. In the case of the Head Teacher's absence for any reason, the responsibility will be that of the Deputy Head Teacher or other members of the School Leadership Team.

All individual employees have a duty under Section 7 of the Health & Safety at Work Act 1974, to co-operate in matters affecting Health & Safety. They must take reasonable care of themselves and others. They must, in as far as it is possible at the time rectify any matter which appears to them to be hazardous. If this is not practicable, they must take action to render it safe and report the defect to the Head Teacher or the School Business Manager as appropriate. The School Business Manager will liaise with Amey Business Services and report to the Helpdesk any defect which falls within the remit of Private Finance Initiative (PFI) contract which cannot be promptly resolved by Amey site staff. All other defects which the School Business Manager cannot eliminate him/herself will be reported to the Head Teacher and where necessary the Chair of the Premises, Health and Safety Committee. Where the necessary expertise is not immediately available, professional safety advice will be sought.

Certain tasks necessary to discharge the responsibility for health and safety matters have been delegated to specific bodies and individuals are set out below.

Key accountabilities of the Governing Body:

- Including Health & Safety on all agendas of the Premises committee and regular reporting at full Governing Body meetings.
- Monitoring of the Health and Safety policy through undertaking regular Health and Safety inspections and reporting findings to Governors' Premises Committee meetings which will be minuted.
- Prioritizing actions where resources are required
- Ensuring actions are followed through
- Annual report on Health & Safety to the Full Governing Body
- Reviewing and ratifying the school's Health and Safety policy

Key accountabilities of the Head Teacher:

- Ensuring regular inspections are carried out by the Governors
- Ensuring action is taken
- Liaising with Governors and/or the LA on policy issues and any problem in implementing the Health & Safety Policy
- Co-operating with trades union Health & Safety Representatives. Fire safety, including equipment and drills, must be regularly monitored and reviewed.
- Ensuring the school has appointed Fire Wardens and Educational Visit Co-ordinators
- Effective risk management

Key accountabilities of the School Business Manager:

- Ensuring the day to day management of Health & Safety matters in the School according to the Health & Safety policy.
- Undertaking regular inspections and reporting any Health and Safety concerns pertaining to the PFI contract to Amey Business Services
- Liaising with the PFI site manager and caretaker as representatives of Amey Business Services, who take responsibility for facilities management.
- Passing on information received on Health & Safety matters to appropriate people
- Carrying out investigations
- Bringing problems to the Head Teacher's attention.
- Identifying staff training needs

- To monitor purchasing and contracting procedures to ensure that the Health and Safety Policy is complied with.

Key accountabilities of the Office Manager:

- Maintaining and retention of accident records
- Reporting and investigating of serious accidents (children and adults) promptly to the Head Teacher and LA
- Ensuring that adequate numbers of staff are first aid trained.
- Ensuring First Aid boxes are positioned in easily located places and checked and replenished at least once a term
- Act as Senior Fire Warden, co-ordinating fire drills and reporting back to Head Teacher and School Business Manager.

Key accountabilities of all staff:

- The day to day management of Health & Safety in accordance with the Health & Safety Policy
- Checking classrooms/work areas are safe
- Checking equipment is safe before use
- Ensuring safe procedures are followed
- Ensuring protective equipment is used, when needed
- Participating in inspections.
- Bringing problems to the School Business Manager's attention.
- Reporting of any accidents using accident forms and ensuring that these are handed into the school office.

HEALTH AND SAFETY ARRANGEMENTS

Premises and Grounds

The School Business Manager meet at least termly with the Amey Site Operations Manager and Health and Safety is a standing agenda item. The Health and Safety Governor undertake a termly inspection with the Headteacher.

Site Security

During term time and teacher training days, **all** visitors to the school are expected to report to the main school reception on arrival and departure from the school. Amey contractors are expected to sign in / out at the main reception before reporting to the caretaker.

Outside of school hours, all visitors to school will sign in at the caretaker's office.

When contractors, appointed by Amey Business Services, are engaged in work at the school, the caretaker will liaise with the contractor to ensure that the contractor is aware of the school rules, of any particular hazards, which may be present and of any temporary rules which may apply during the contractor's presence on the premises.

The School Business Manager will ensure that contractors engaged to undertake repair work on school equipment / furnishing submit a risk assessment prior to undertaking the work and have appropriate insurance cover. The School Business Manager will be responsible for ensuring that Amey staff are aware of site work being undertaken.

Training and dissemination of this policy

All new members of staff and supply teachers will be made aware of the Fire Safety procedures and given the opportunity to discuss these with a responsible member of site management staff such as the Headteacher or member of SLT. They will be given access to a copy of the Health and Safety Policy and an opportunity to discuss it with their line manager, as part of their induction process.

New members of staff will be made aware of any special responsibilities they may have under the Health and Safety Policy as part of their induction process.

Supply teachers must be fully aware of any local arrangements for emergency actions such as fire evacuation procedures, accident procedures and reporting, and any other safety arrangements which may affect them during their time on the school premises.

There will be regular updates of training for all staff.

Fire Safety

Smoking:

Bridgewater Primary School is a "Smoke-Free Environment", smoking is not permitted on the school grounds or in school buildings. This includes the use of E-Cigarettes.

Fire Alarm System and Fire Extinguisher Locations

There are fire alarm bells and extinguishers sited throughout the school, the locations of which in the Fire Logbook which is maintained by Amey Business Services. The alarms are tested regularly and the results recorded in the fire logbook by the caretaker.

Escape Routes

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

Fire doors are clearly labeled and kept closed. 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:

- On finding a fire it is the responsibility of the individual to sound the fire alarm using the break glass points around the school. If a fire is evident the Senior Fire Warden must be immediately informed of the location and extent and the office informed. The school office will call the Fire Service.
- When the fire alarm is raised the Site Supervisor/ Caretaker and Fire Warden will be responsible for identifying the source of the alarm and the evacuation of the school must begin. Once identified the alarm can either be deactivated or the fire service is called.
- The fire alarm will sound continuously
- Teachers should ensure doors and windows are closed behind them when conducting their pupils IN SILENCE by the safest route to an Assembly Point. At the Assembly Point a copy of the register is distributed to all class teachers and should be taken to ensure that all pupils are accounted for. Please ensure that any toilets in your area are checked for children
- A staff register will be taken, based on the Access Portal sheet

- Children working in the hall and in shared areas will be led out in an orderly manner via the nearest available exit

The two Assembly Points are:

The far side of the large playground at the Year 3 end of the building (Ignite) and the MUGA pitch (Inspire)

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 Personal Evacuation Plan is in place for any children with physical disabilities.

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.

Accidental Injury:

Most accidents that occur in school are of a minor nature. All staff must follow the correct procedures when dealing with any type of accidental injury. If a member of staff is at all unsure about dealing with a minor accident then they should refer immediately to a first aider. **All** cases of head injuries must be referred to a first aider, the appropriate forms filled in and the child's parents/carers informed. Where a more serious accident occurs, the strategies listed below are to be adopted:

- Refer to a first aider for immediate advice/action
- Make an emergency 999 telephone call, if appropriate; record the time of this
- Inform parent/guardian in the case of accident to pupil(s); record the time of this
- 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 accidents requiring adult attention, an accident form must be completed for both pupils and adults. Pupil accident forms are located in the medical room, adult forms are in the school office and must be completed and given to the Office Manager, copies of these are submitted to the County Council. Any injury or accident that falls under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) must be immediately reported to the Headteacher and reported to the LA Health and Safety Officer.

First Aid in School:

First Aiders:

At Bridgewater Primary School our aim is to have at least four fully qualified First Aiders. See Appendix 1 for the list of current First Aiders.

First Aid box contents:

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

It is the responsibility of the Office Manager to check that First Aid boxes are placed in easily located places and available at all times to anyone who is on the premises. He/she will ensure that the contents of the First Aid boxes 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, additional First Aid boxes are located in each classroom. All year groups have a travelling first aid bag that they take with them on visits or trips.

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.

Medication (See also Supporting Children with Medical Conditions)

The school does not allow ordinary medication to be brought into the school unless prescribed by a doctor, in the original prescription container and when a Request for School to Administer Medication form has been filled in by the parents. All medication is kept in the medical room. The exception to this are Epi-pens where we have 2 for each appropriate child. One is kept in the classroom in a zip folder with photograph of the child and instructions for use and kept on the whiteboard for all to see and the other is kept in the medical room. In these cases each child will have an individual medication plan and appropriate training will be given to relevant staff (see Appendix 3 for current list of specific trained staff). All medicines including inhalers are kept in the medical room and are kept separately in named zip wallets with the medication, photograph of the child and medication sheet signed by the parents. These go with the children if they leave the school premises on trips or visits etc.

Infectious diseases

The school refers to 'Guidance on Infection Control in Schools and other Childcare Settings', Control of Infections in Children' (Public Health England, 2014) which can be accessed on line. As a general principle, children with any infection should be excluded from school while they have the symptoms or are feeling unwell. Pages from the handbook may be photocopied for parents if they are in need of further details. Adults/employees suffering from infectious diseases should seek the advice of their doctor.

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. This includes but is not limited to:

- Calm orderly conduct throughout the school and playground reduces the chance of accident

- Teachers are responsible, in so far as reasonably practicable, for the supervision of safe movement within the classrooms, hall and corridors for themselves and pupils
- Where electrical equipment is in use and when working above floor level the health and safety codes of practice for staff must be adhered to
- If teachers are concerned as to the temperature of their classroom, this should be reported to the caretaker and School Business Manager
- Step ladders should always be used when working above floor level - not chairs or tables

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 TV. Guidance for correct lifting procedures is contained in appendix 2. 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. The children should never carry cups of tea or coffee for the staff and hot drinks should only be transported in an individual container with a lid. Advice is that hot drinks should not be taken into classrooms where children are present; however, it is appreciated that sometimes it is not possible for teaching staff to have a break time away from children. Hot drinks should not be carried in corridors etc. at peak times, e.g. start and end of day.

Health and Safety in the Curriculum

Teachers are encouraged to be creative in their planning and teaching but know that health and safety is of paramount importance. Where the children are partaking in activities such as Science and Design and Technology teachers must assess the risks whilst they are planning the lesson. If they have any concerns then they must complete a risk assessment. The book 'Be Safe' is available in the school (STEM room) and can support the staff's awareness of certain safety issues within the curriculum. We also encourage outdoor learning as much as possible and have two members of staff trained in 'Forest Schools'. This outdoor learning includes visits to our school pond. This is locked at all times and ground rules are firmly established. These are reinforced to the children before each pond visit. As with all learning, the risks will be assessed accordingly and lessons planned and prepared carefully in order to fulfil health and safety needs. Staff must ask a senior member of staff if they are unsure of any activities they plan for. Please see the Curriculum policy and outdoor risk assessments for more information.

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
- Trainers (plimsolls must only be worn to walk to and from the hall and in emergencies. They do not support the foot enough for sporting activities).

Jewelry including earrings should not be worn, unless in exceptional circumstances; long hair should be tied back when necessary; the eating and drinking of any foodstuffs other than water is not permitted. Children should remove their earrings for school. Students unable to remove earrings should be required to make them safe by taping front and back. The taping should be sufficient to prevent the stud from penetrating the bone behind the ear. **Staff are not required to remove or tape earrings for students.** If a child cannot remove their own earrings and the

parent has not tapped or the tapping is not sufficient then the teacher has the right to exclude the child from the class physical activity and provide a safe alternative.

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.

A training update on the carrying of and setting out of apparatus will be carried out each year by the P.E. Coordinator.

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 should make themselves aware if any child has a physical impairment that has been declared which could affect their movements and ensure that the PE is suitable for them.

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 and a ‘cool down’ be used as appropriate.

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 minimised by specific attention to the following:

- Surfaces should be free of stones, glass and other debris. The playing field should not be used if frost damage causes dangerous ridging.
- 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.
- Games should be played in controlled conditions and with good conduct; a healthy attitude towards opponents should be encouraged.
- Appropriate footwear should be worn for games such as football etc.
- Clothing should be suitable for the conditions: track suits or jogging suits may be worn in cold weather.

Trim Trail

All the children will receive guidance each academic year on how to use the Trim Trail safely. Each class teacher will be responsible for ensuring that this is provided at the beginning of the school year.

Please see Appendix 6 for the Trim Trail risk assessment.

Apparatus

Amey Business Services are responsible for ensuring that an annual inspection of fixed apparatus takes place and reporting findings to the School Business Manager. The LA appointed contractor will carry out annual inspections of loose apparatus and the fixed apparatus in the hall and playground including the trim trail and hexagonal gazebo. However, it is the responsibility of the teacher and support staff to ensure that an inspection is carried out for superficial defects or faults in the apparatus prior to use.

Teachers will report any of the following to the School Business Manager 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 School Business Manager will have the equipment removed from use until it can be repaired or replaced.

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

Swimming

There will be a Life Saver present at the pool with a minimum qualification of the National Rescue Test for Swimming Teachers and Coaches" (NRTSTC).

Before the start of each swimming lesson children are reminded that 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.

The school follows the ASA Guidelines for School Swimming (ASA, 2017).

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, support 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

- Children should be taught to take care of tools and equipment; to work systematically and to clear away afterwards
- 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
- Materials which children require should be stored in such a way that easy and safe access is possible
- Ensure a good level of natural and artificial lighting

Teachers will use the book 'Be Safe' in order to support their planning and teaching of D & T activities.

Off Site Visits including Residentials

All visits requiring children to leave the school site must be cleared, in advance, by the Headteacher and Educational Visits Co-ordinator (EVC). 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 and high visibility jackets should be worn by children and adults - a set is available in the medical room; guidance on this can be sought from the Headteacher. Risk assessments must be carried out by a teacher and approved by the EVC before taking any children on a visit. For visits involving an overnight stay, written risk assessments, using the school format, the EVC will ensure that appropriate insurance arrangements are in place. An annual check of Risk Assessments will be undertaken by a Health and Safety Governor.

A list of children off site must always be left in the school office and a mobile phone should always be available to staff leading the group. The person in charge must have access to a First Aid Kit at all times. Further guidance will be found in the Educational Visits Policy.

Transport

Travelling by Coach/ Bus

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

When pupils are travelling by coach they sit only one pupil per seat, they must remain seated and wear seat belts throughout the journey. An adult must sit next to the emergency exit door. A list of all children on the coach must be left in the office. Where coaches are used to transport pupils all children to swimming lessons they must be marked on the register and counted on to the bus.

Travelling by car

If children are to be transported in staff cars they must be wearing seat belts and using the appropriate child seat. Permission slips must be completed by parents of children involved. The school has a motor insurance policy to cover staff on school business trips.

Suncare and hot weather

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.

Water

Children are encouraged to drink water regularly through use of individual water bottles brought to school each day and refilled as necessary.

Physical Handling of Pupils

Occasionally the need arises to use physical handling for a child's own safety. Staff are given authority to do this, providing they follow the correct procedures. Staff will also receive appropriate training. All incidents of physical restraint should be recorded and reported to senior members of staff. Physical handling plans will be written for the children.

Violence and Aggression to Staff

Wherever possible steps will be taken to eliminate such 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; parents' evening interviews should be conducted with doors open and a senior leader 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 using the LA form, and appropriate action taken.

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 (VDU or tablet) for no more than 30 minutes.

Electrical Testing

All electrical apparatus will be inspected and tested every year by a recognised tester. Amey Business Services are responsible for organising PAT testing of all electrical equipment with the exception of ICT equipment. Any items that fail the test will either be condemned or repaired before their use is permitted once again. Amey are responsible for reporting the findings of the test to the School Business Manager. All ICT equipment is PAT tested annually and this is arranged by the school. Electrical items should be checked before use for general safety eg frayed cords and damaged plugs. Fixed electrical apparatus, including wiring, is the responsibility of Amey. Any electrical equipment brought into school for use by others must be in a safe condition.

Animals and Plants in School

The school complies with the details in the memorandum 3/90 "Animals and Plants in Schools Legal Aspects". In accordance with County Council guidance, dogs should not be allowed on the premises, except in special circumstances.

Under the terms of the PFI contract, permission to bring any animal onto the site must be sought from Amey Business Services.

On Site vehicle movements

Where it can be avoided there will be no movement of vehicles on site when children are present; staff and visitors who park on site do so away from areas used by the children. 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. Parents' should not drive onto the

school site during the school day unless they have a disability badge or have sought permission from the Headteacher due to exceptional circumstances. Between the times of 7:45 - 8:30 and 3:45 – 6pm, parents' who are dropping their children off for clubs should park in the turning circle and at no times during the staff car park. If a bus is expected during these times then parents must find alternative parking off site.

Code of Practice for Staff

Under Health and Safety regulations there 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. Working at height, cleaning and manual handling will in the main be the responsibility of Amey Business Services, but school staff should follow guidance provided through the risk assessment process.

*** EMPLOYEES SHOULD NOT TAKE RISKS ***

Maintenance, Equipment, Materials

The caretaker, as the on-site representative of Amey Business Services, has responsibility for health and safety issues relating to the plant room, cleaning materials, COSHH, etc..

Dealing with Hazardous Waste

The caretaker is responsible for checking the grounds for hazardous waste and for the removal of hazardous waste from the grounds in accordance with guidance from Amey Business Services. Hazardous waste includes glass, hypodermic needles, condoms and animal fouling. A sharps box is kept in the medical room for safe disposal of needles.

Protective gloves will be worn while dealing with the removal of an object.

Any discovery of hazardous waste on the school ground should be reported to the caretaker or School Business Manager immediately.

School Premises and Grounds

Amey have responsibility for the buildings with the exception of the mobile and should ensure that they shall be maintained in a safe condition, particularly regarding such matters as walkways, windows and structural defects. The Head Teacher has responsibility for the mobile and red lined area, and this is delegated to the School Business Manager. Each member of staff has the responsibility of notifying the School Business Manager or Site Supervisor of any concerns eg broken tiles, torn carpets, broken windows, safety of electrical equipment etc. across the site.

Snow and Ice

During conditions of snow and ice, the premises, including entrances, exits and pathways are to be kept in a safe condition as far as is practical and within reason. This is the responsibility of the AMEY Caretaker. In very severe conditions, regard must be given to the practical circumstances prevailing and where necessary, with the agreement of the Head teacher, some areas may be taken temporarily out of use.

Cleaning

Amey has responsibility for the cleaning and employment of cleaners on the main school site. It is their responsibility and they should ensure that cleaners are not exposed to abnormal hazards in the course of their work.

Heating, Lighting and Ventilation

Amey should provide adequate standards of ventilation, temperature, lighting and humidity throughout the school. They should ensure that systems are inspected and maintained to ensure that this is achieved where reasonably practical. However, staff should give due regard to cost implications of wasting energy; lights and heaters should not be left on unnecessarily in empty rooms etc.

Outdoor Play Equipment

The outdoor provision provides opportunities for pupils to engage in active play. Opportunities for balancing, climbing, hanging and swinging will enrich the children's experiences during play breaks as well as developing strength and fitness.

Children are supervised whilst using outdoor play equipment within the school hours. Supervising staff should be familiar with the equipment, the rules for use and take into account the ability, age and size of the children using the equipment. Staff must use their judgement and act as loco parentis (in place of a parent).

The guidelines detailed below should be followed.

- The pupils should be regularly informed and reminded often about the safe use of climbing equipment and other outdoor equipment.
- Staff/supervisors on duty must ensure that outdoor play equipment is visible and can be appropriately supervised when in use.
- Staff/supervisors on duty have a responsibility to make regular checks for defects and report them as appropriate.
- Consideration should be given to a rota for use, taking into consideration the age and number of children using it at any one time.
- Staff/supervisors have a responsibility to ensure appropriate behaviour is being demonstrated.
- Consideration needs to be given to weather conditions, outdoor play equipment should not be used during wet or icy conditions.
- Where equipment is sited on grassed areas it should be kept out of use in wet weather and for appropriate length of time afterward to allow ground to be sufficiently dry.

If parents allow the children on equipment, such as the trim trail, after or before school, then they must take full responsibility for the supervision and safety of their own children. There are notices displayed clearly outside stating parents' responsibility for their own children.

School Kitchen

TnS manage the catering provision on the school site. The catering Chef has the responsibility to enforce the basic Health & Safety disciplines in the kitchen and in particular those associated with food safety.

Managing Food Allergies

The School and TnS work closely together to ensure that children with food allergies are catered for whenever possible. Parents are responsible for advising the school of any food allergies and providing doctors notes to confirm this when requested by the school. The school office provides TnS with a list of children with allergies and these are displayed on the kitchen wall. Children with allergies are given a red band alongside a wristband for their meal choice and hand these into

serving staff. Catering staff must take note of these children and if unsure as to whether the meal choice is appropriate speak to the Chef.

Child Protection (see Safeguarding and Child Protection Policy)

The school recognises its responsibilities with regard to child protection issues. All staff have a responsibility to report any concerns regarding a child to the DSP (Designated Senior Person). All staff, Governors and classroom volunteers are DBS (Disclosure and Barring Service) checked. A Child Protection Governor has been appointed, as well as designated staff with responsibility for this area (DSP). Child Protection Training for all staff and Governors is updated annually. For further details see the Safeguarding Policy.

Monitoring and Evaluation

Inspection Arrangements

The Headteacher will ensure that all accidents, incidents and emergencies are accurately and promptly recorded using standard LA documentation and procedures.

A member of the Senior Leadership Team and/or Health and Safety Governor will conduct a formal Safety Inspection once a term in order to ensure:

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

The Headteacher will review accident/incident reports weekly, ensuring that appropriate steps have been taken, and, where relevant, the Governing Body and/or LA have been informed.

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 Headteacher will welcome and fully co-operate with any Health and Safety Inspections and Audits arranged by the LA.

Frequency and Method of Reporting to the Governing Body

The Headteacher and Health and Safety Governor will prepare a written report for submission annually to the Governing Body via the Premises Committee.

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

- Reports of any Health and Safety Audits arranged by the LA;
- Reports of HSE Inspector's visits, including any enforcement action;
- Details of any new Health and Safety legislation, including HSE/ESAC guidance;
- LA codes of practice;
- DCSF guidance and advice;
- Reports by HM Inspectorate drawing attention to possible safety matters more generally.

FINAL STATEMENT

Please see the appendices at the back of this document for additional information. This policy is to be reviewed on an annual basis to ensure an adequate recognition of changing circumstances within the school.

Governors responsible for Health and Safety: Mrs J Macgregor and Mrs S Garrett

Approved by the Premises, Health and Safety committee: 2nd May 2017

Ratified by the Full Governing Body: 11th July 2017

Signed:

Mrs Mary Kay
Chair of Governors

Mrs Alison Harvey
Head teacher

APPENDIX 1: First Aiders (2016-2017)

Name	Qualification	Expiry Date
Joanna Harris	First Aid at Work	6 June 2017
Janice Cox	First Aid at Work	6 June 2017
Jessica Wise	Paediatric First Aid	24 February 2018
Karen Gilkes	Paediatric First Aid	10 March 2018
Claire Pearson	Paediatric First Aid	30 April 2018
Janet Hopper	First Aid at Work	20 May 2018
Tom Elmore	Paediatric First Aid	30 June 2018
Ann Archer	First Aid at Work	2 September 2018
Victoria Scott	First Aid at Work	10 November 2018
Jackie Agostini	First Aid at Work	26 January 2019
Rose Leggatt	First Aid at Work	26 January 2019
Sue Biddle	Activity First Aid	8 March 2019
Jennie McMenzie	Activity First Aid	8 March 2019
Sarah-Jane Manns	First Aid at Work	6 July 2019
Heather Montgomery	Paediatric First Aid	28 November 2019
Dorothee Rose	Paediatric First Aid	28 November 2019
Danielle Robertson	Paediatric First Aid	28 November 2019
Nicky Hensman	Paediatric First Aid	28 November 2019
Amber Zafar	Paediatric First Aid	28 November 2019
Not renewing:		
Louise Hurrell	Paediatric First Aid	9 June 2016

APPENDIX 2: Guidance on Manual Handling

How to lift – from the floor:

Floor Position - Adopt a position with the load between the feet, with the leading foot beside the load and pointing in the direction it is to be moved

Legs and back – Bend the hips and knees and keep the back straight. Do not get onto one knee as this can overflex the knee when lifting

The grip – take a firm grip and, if practicable, keep the elbows inside the thighs

The Head – keep the chin drawn in. This will keep the head and back in a straight line.

The Lift – Push upwards, with a smooth action, using the legs to lift the load and keeping the load close to the body.

How to lift – from a table or desk:

Slide the load to the edge of the table and turn it so the heaviest part, or any part likely to come adrift, will be closest to the body.

Stand close to the table – feet slightly apart – with the back straight and chin drawn in.

Take a firm grip so you are able to keep the load close to the body.

Bend the knees and push up with a smooth action using the legs to lift the load.

APPENDIX 3: Epi-pen trained staff

Training in the correct use of an Epi-pen is carried out at the beginning of each academic year for all staff.

The following school staff have been trained and have confirmed their willingness to administer treatment to the children with an Epi-Pen.

Name	Expiry Date
Karen Gilkes	15 September 2017
Claire Pearson	15 September 2017
Iain Bhagwandin	15 September 2017
Clare Reece	15 September 2017
Zoe Hall	15 September 2017
Sue Biddle	31 October 2017
Nicola Redden	31 October 2017
Jessica Wise	31 October 2017
Kelly Spina	15 December 2017
Karen Hallett	15 December 2017
Christiana Hankins	15 December 2017

APPENDIX 4: Pond

The pond area is kept locked at all times when not in use. Children are not permitted access to the pond area without an adult. Staff must take heed of the risk assessment for use of the pond before accessing this area with children. The pond area will be checked regularly for any signs of risk to health.

APPENDIX 5: Statutes

Health & Safety at Work Act 1974

Control of Substances Hazardous to Health Regulations 1988

Noise at Work Regulations 1989

Electricity at Work Regulations 1989

First Aid at Work Regulations 1981

Fire Precautions Act 1971

Abrasive Wheels Regulations 1970

Occupiers Liability Acts 1957 & 1974

Health & Safety (information) Regulations 1989

Safety Representatives for Employees and Committee Regulations 1977

Food Safety Act 1990

Factories Act 1961 S 14

Public Health Act 1936 and 1961 (Nuisances)

The Management of Health & Safety at Work Regulations 1992

The Workplace (Health, Safety & Welfare) Regulations 1992

The Personal Protective Equipment at Work Regulations 1992

The Provision and Use of Work Equipment Regulations 1992

The Manual Handling Operations Regulations 1992

The Health & Safety (Display Screen Equipment) Regulations 1992

The Control of Substances Hazardous to Health Regulations 1994

APPENDIX 6: Risk Assessment for outdoor equipment

GENERIC RISK ASSESSMENT FOR: Outdoor Equipment on school grounds

Date: To be reviewed annually and health and safety checks to be completed each term.

Significant Hazards and Identification of Risk	Control Measures Include any relevant sources of guidance	Residual Risk Rating
Injury to themselves	<p>Children to be told rules of playing safely on the trim trail and logs during an assembly at the start of each year.</p> <p>At the start of each year every teacher is to take their class out to demonstrate safe use of the trim trail and the logs, allowing children to have a go whilst being watched by the teacher to ensure they are all children are able to use the equipment safely.</p> <p>Early Years to go as far on the net on the trim trail and not allowed on the large playground during break and lunch times.</p> <p>Year 1 to stop at the end of the tyres due to not being tall enough to go on the monkey bars safely.</p> <p>Year 2 children to be told they can go on the monkey bars when they are tall enough to reach them and able to use them safely without having to jump to reach them – teacher to decide when this is appropriate.</p> <p>During break and lunch times a member of staff is to position themselves next to the trim trail to ensure safe use, whilst others are positioned in view of the logs to ensure safety on those.</p> <p>First aid kit is positioned next to the trim trail and first aiders to be on duty during break and lunch times to deal with any injuries.</p>	Low

Overcrowding on the equipment	<p>Children to be told in assembly and by teachers during a demonstration session how many children are to be on different aspects of the trim trail at once and told to allow the people in front of them time to move onto the next section without pushing or shoving.</p> <p>Rota compiled to tell minimise accidents and overcrowding. Rotas to be displayed in all classrooms to ensure children are aware of when it is their break or lunch time to play on the trimtrail.</p> <p>Children to be briefed on acceptable behavior when playing on the logs on the grounds and how many should be climbing or sitting on them at one time.</p> <p>Staff to be positioned near the trim trail and in view of the logs at break and lunch times to ensure children are following these rules and to remove child/children from equipment if overcrowding occurs.</p>	Low
Children not using equipment safely	<p>If children are misbehaving on the equipment staff are to remove the child from the equipment and remind them of rules set by the school.</p> <p>If such behavior continues frequently and a rule reminder is not sufficient, the child is to be removed and sent to Mrs Harvey for her to decide when it is suitable for them to return on the equipment.</p>	Low
Faulty equipment	<p>Annual inspections to be completed by Zurich Insurance on behalf of Amey.</p> <p>Termly inspections by the governors health and safety committee (including rotting of wood) to check for any wear and tear/faults. These will include the trim trail, logs and the safety flooring around the equipment.</p> <p>If faults are identified children will be told not to use the equipment until it is safe to do so and it has been fixed by the relevant contractors.</p>	Low

REFERENCES:

Department for Education (2016) *Standards for school food in England*
<https://www.gov.uk/government/publications/standards-for-school-food-in-england> [Accessed 27/04/17]

Health and Safety Executive (2014) *Sensible health and safety management in schools*.
<http://www.hse.gov.uk/services/education/sensible-leadership/> [Accessed 25/04/2017]

Health and Safety Executive (2014) *RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013*
<http://www.hse.gov.uk/riddor/> [Accessed 27/04/2017]

Public Health England (2014) *Guidance on Infection Control in Schools and other Childcare Settings*.
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/522337/Guidance_on_infection_control_in_schools.pdf [Accessed 27/04/17]

The Amateur Swimming Association (2017) *The ASA Guidelines for School Swimming*.
<http://www.swimming.org/schoolswimming/useful-school-swimming-resources-teachers/> [Accessed 27/04/2017]

The Association for Science Education (2007) *Be Safe!* 4th ed. London: Association for Science Education.