

WESTON HILLS CHURCH OF ENGLAND PRIMARY SCHOOL

HEALTH AND SAFETY POLICY

1. Statement of Health and Safety Policy and Intent

The Board of Governors is committed to:

- to the provision of safe and healthy conditions for pupils, employees and visitors;
- compliance with all relevant health and safety legislation;

and seek the co-operation of all employees to achieve these objectives in order to minimise injuries and work related ill health.

The main hazards and risk control arrangements are detailed in Section 3.

It is impossible to list every hazard likely to be present at any time and therefore everyone must be continually vigilant to ensure that any new hazards are identified and appropriate arrangements implemented to control the risks.

If in doubt about anything to do with health and safety, stop and ask where necessary specialist advice will be obtained from Personnel Services Health and Safety Section.

This Health and Safety Policy will be reviewed annually and amended as necessary in the light of new developments and information gathered from monitoring.

Signed Chair of Governors

Signed Headteacher

Date

2. Organisation and General Responsibilities

THE GOVERNING BODY

2.1 The Governing Body is responsible for ensuring that:

A Health and Safety policy is prepared

Staff functions are set

Staff are aware of what is expected of them

Staff are competent to meet these expectations

2.2 THE HEADTEACHER

The Headteacher is responsible to the Governing Body for ensuring that:

Hazards are identified and arrangements are made and implemented to control the significant risks and comply with the relevant health and safety legislation.

The above arrangements are recorded in the Health and Safety Policy

These arrangements are monitored to ensure they are working

Staff are capable of dealing with the health and safety requirements of their work

Any problems in achieving the intentions of the schools general statement of health and safety policy are reported to the Governing Body.

Specialist help and assistance are obtained where necessary.

The results of health and safety monitoring are reported to the Governing Body along with details of any major injuries to staff or pupils and visitors

Monitoring the Health and Safety standards of the school on a day-to-day basis.

2.3. THE TEACHERS/ALL STAFF

Teachers are responsible to the Headteacher for:

Taking reasonable care for their own health and safety and that of other staff and visitors who may be affected by their activities.

Where appropriate, exercising supervision of pupils so as to minimise risks to their health and safety.

Using any work equipment in accordance with the training and instructions provided.

Co-operating as is necessary to implement the arrangements of this policy.

Reporting to the Headteacher any health and safety matters they cannot or do not feel competent to deal with themselves and any shortcomings they see in the health and safety arrangements.

Monitoring the health and safety standards of their own teaching areas daily ensuring that appropriate risk control measures are implemented.

2.4 PUPILS

Pupils are expected

to exercise personal responsibility for their own health and safety and that of others.

to observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, jewellery, knives and other items considered dangerous).

2.5 HEALTH AND SAFETY ASSISTANCE

The appointed persons for Health & Safety responsibilities are:

Mouchel Health & Safety Team, Mill House, Brayford Wharf North, Lincoln. LN1 1YT
Telephone 01522 836713/4

3.0 ARRANGEMENTS

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3.1 General Hazards

A high standard of housekeeping is expected to reduce the risk of accidents. Furniture and equipment shall be kept tidy and not allowed to pile up so as to cause a toppling hazard. Unwanted items are to be cleared out and not allowed to accumulate in such ways as to congest the working areas. Pupils' bags are not to be left in walkways or areas where they create tripping hazards. Staff and cloakroom monitors will remind children of this.

Specific attention is to be given to avoid slipping and tripping hazards such as trailing cables, damaged floor coverings, slippery floors surfaces. Staff are expected to rectify these situations where possible or report them to the cleaner in charge. (Book inside the cleaner's cupboard on the door).

Step stools and ladders are provided and must be used where necessary to reach above head height. Staff are to inspect these before use and report any defect to the cleaner in charge. Staff are not to use chairs, boxes or similar items and are not to climb up the face of cupboards or storage racks.

Filing cabinet drawers shall not be overloaded and staff must not open more than one drawer at once as this presents a toppling hazard. Desk and cabinet drawers are to be closed immediately after use and not left open.

Damaged or defective furniture and equipment is to be reported to the cleaners in charge. Also any sharp edges which may cause injury and/or damage to clothing must also be reported.

Pupils are reminded on a regular basis about the dangers of fingers trapped in doors. The cleaners in charge are responsible for checking routinely that the self-closers operate properly ensuring that adjustments are carried out if doors close too quickly. The vulnerable doors have been identified as the main entrance door, the doors to the pupil's toilets (because pupils tend to wait outside these for their friends) and the doors in the foundation classroom.

All radiator spindles must be fitted with a hand wheel or cap to prevent penetration injuries.

Running is not permitted within the school building, or along pavements/pathways and care is necessary when using doors, particularly those without viewing panels. Doors must not be opened without regard for someone coming from the opposite direction. Classroom outside doors to be used with caution on a windy day and secured open using the catch.

3.2 Vulnerable Glazing

The vulnerable areas of glazing have been protected with anti-shatter film to prevent serious injuries in the event of breakage. This includes all wired glass in doors/side panels and below that 800mm from the floor.

3.3 Electrical Equipment

The Headteacher will ensure that all work equipment purchased meets the relevant safety standard required and is suitable for the intended task. In addition sufficient instruction information and training will be provided to all operators of equipment.

The Headteacher will ensure that all work equipment is maintained to prevent danger. All such maintenance inspections must be carried out termly. Computers will be serviced regularly by the current school IT support company.

Staff shall not attempt repairs or make modifications to electric equipment other than those normally associated with daily operations. Any defects or malfunctions must be reported immediately to the Headteacher.

The fixed electrical installation in the school is inspected and tested on a 5 yearly basis by electrical contractors and any maintenance to prevent danger is carried out.

The Bursar is responsible for maintaining an up to date inventory of all portable electrical equipment.

Only electrical equipment provided by the school shall be used. Formal visual inspections/tests of portable electric equipment are carried out annually to identify any maintenance that is required to prevent danger. (Low risk office equipment such as computers where the mains cables are organised to prevent damage are unlikely to require maintenance to prevent danger and are not included).

All staff are alerted to the dangers of defective wiring and equipment and are encouraged to visually inspect electrical equipment before use and to report any defects immediately.

It is essential that where portable electric equipment is used outdoors a residual current device (RCD) is used to reduce the risk of serious electric shock. Staff must use REC adapters if one is not fitted into the fixed wiring and to cease using any equipment which causes the RCD to trip.

3.4 Working at Heights

The cleaners in charge will ensure that the following safe working practices are carried out when working at heights:

Staff are reminded that falls from heights are the most common cause of fatal and serious accidents at work.

The need to reach things at heights should be eliminated where ever possible, e.g. displaying pupils' work and storing things below head height, using window poles instead of climbing to open windows. Where this is not possible proper access equipment must be used and the following rules followed:

Before using a ladder or stepladder make sure it is the right equipment for the work. Scaffold towers or specialist access equipment may be required to reach the position and enable the work to be carried out safely. In these cases the equipment must be erected in accordance with the

manufacturer's instructions by a person who is competent having received sufficient instruction and training.

Ladders and Step Ladders - Risk Control Measures

- Check that equipment is in good condition; do not use ladders or step ladders with cracked broken or splintered stiles/rungs/steps/hinges/cords or other defects.
- Check the ladder is clear of overhead electric cables.
- Set the ladder at the correct angle (1 out to every 4 up)
- Never climb higher than the fourth rung from the top to ensure adequate hand hold.
- If using the ladder for access onto a flat roof or platform etc. make sure it extends at least 1.1 m above the stepping off point so as to provide an adequate handhold, especially for coming down.
- Move ladders and step ladders so as to avoid the need to overreach.
- Secure the ladder at the top wherever possible, this ensures the ladder cannot slip sideways or backwards, whilst doing this get someone to foot the base.
- If this is impracticable, see that it is firmly secured at the base or footed by a responsible person
- Ladders less than 3m in length, where securing a footing is not practical can be used unsecured or footed, providing they are set at the correct angle on a firm, level, non slippery surface.
- Ladders over 3m in length must be secured as above or footed.
- Make sure that extension ladders have enough overlap to prevent collapse.
- Stand the ladder or stepladder on a firm level base and not on loose material.
- Clean wet, icy or greasy rungs or steps before use, make sure footwear is in good condition and free from mud or grease on the soles before climbing.
- Carry light tools and equipment in pockets or a holster/tool bag slung from a strap over the shoulder, use a hoist line to raise larger items when at the working position.
- Stepladders must be long enough to reach the work and provide a secure handhold. Do not stand on the top step or platform on a stepladder unless it is constructed with a secure handhold.
- Always spread stepladders to their fullest extent for stability.
- Whenever possible place step ladders at right angles to the work, i.e. with the front or back of steps facing the work. Pushing, pulling or reaching sideways whilst on step ladders should be avoided because it is less stable, where this is unavoidable another person should support the steps to prevent them tipping.

3.5 Substances Hazardous to Health

All substances used within the teaching areas are classified as not hazardous to health or are used in such ways and in such quantities (e.g.. Tippex) that the risks to health are concluded to be insignificant and written assessments are not required under the COSHH Regulations.

Staff are responsible for ensuring that all substances are properly labelled, stored and used when necessary, disposed of in accordance with the manufacturers instructions. Staff shall be aware of the requirement to assess the risks to health of any new substances brought into the school to ensure they fit into the above classification, or if not, appropriate the risk control measures are devised, implemented and recorded.

School Cleaning Substances

Liquid cleaners, disinfectants and bleach carrying the 'Irritant' and 'Harmful' warning labels are used for the general purpose of cleaning in the School

These substances are necessary, substitutes without these hazards are considered not to be effective.

The following measures are used to control the risks to health from the use of these substances:

- The substances are kept secure at all times when not in use to prevent access by pupils and unauthorised persons.
- The substances are only to be used as directed by the manufacturers on the containers.
- Substances shall not be mixed together. This is particularly important with bleach; toxic fumes can be generated if this is mixed with other substances.
- Skin contact with the substances straight from the containers or prolonged/repeated contact with diluted solutions can cause health problems e.g. redness of skin, eczema or dermatitis. Contact with the skin is to be avoided by the wearing of PVC gloves. These are to be inspected before use and replaced if damaged. At least one spare pair of gloves is kept in stock at all times.
- Accidental splashing on the skin or in the eyes need to be washed immediately with plenty of water and further medical assistance sought if any problems persists. Any skin problems associated with the use of these substances shall be reported to the Head Teacher and where appropriate to a medical practitioner.
- Where substances are transferred into smaller containers for use they are marked with their contents and appropriate hazard sign.

3.6 Fire Risk Assessment

A fire risk assessment has been carried out as required by the Fire precautions (Workplace) Regulations 1997. The significant findings are recorded overleaf.

Fire Risk Assessment Record of the Significant Findings.

1) Fire hazards identified in the premises

A) Combustible materials and flammable liquids/gas hazards

Pupils coats and outdoor clothing, books, papers, cardboard/paper displays, carpets in some rooms, soft toys, soft balls/footballs, bean bags, plastic covered foam filled gymnasium mats, dressing up clothes, foam filled chairs in the staff room, oil for heating, waste paper/packaging, tea towels, Christmas decorations during December.

B) Source of ignition hazards

Fixed and portable electrical equipment, oil-fired boiler for the hot water radiator central heating system.

2) Risk assessment and control measures

A) Preventing a fire starting

The main control measure to prevent fires from starting in the school is to ensure that combustible materials do not accumulate around the electrical equipment, staff are aware of this and routine monitoring is carried out by the Headteacher. A high proportion of the combustibles are kept in storerooms, items being stacked carefully to prevent any likelihood of contact with the lights.

Waste bins are emptied into plastic sacks at the end of each day, the sacks are placed in bins located clear of the buildings in the dustbin compound away from the building. This building is kept locked. Any large amounts of waste packing materials are removed to the recycling bins immediately.

Smoking is not allowed in the school/school grounds.

The boiler is located in a separate room which is kept free of combustibles. Supplementary heaters are not needed. The oil tank is well clear of the premises.

The fixed and portable electrical equipment are inspected/tested (annually) and maintained where necessary to prevent danger. (Records in office).

The only cooking appliances are a microwave cooker in the staff room and 'Russell Hobbs' electric ovens which are used occasionally in cooking area for simple cookery demonstrations.

A meeting is held with contractors before any maintenance work is carried out at the school, the measures necessary to safeguard pupils and staff are agreed, along with fire prevention measures where blowlamps, pitch boilers or other heat producing equipment is to be used.

B Limiting the injury and damage if a fire starts

(i) General

No one is particularly at risk from fire. Combustible materials are kept to a minimum to limit the size of any fire that starts.

(ii) Fire detection and warning

During the normal school day staff are in and around all parts of the building every few minutes and a fire developing would be noticed quickly. A break glass operated, electrical fire alarm is fitted with break glass points at each exit door. The sounders can be heard throughout the school.

(iii) Means of escape

Exit doors fitted with 'push bar to open' devices provide an escape route from the hall and double doors from the classrooms to the outside of the school. The exit door from the administration offices/HT office/Staffroom (only areas without an external fire exit door) are

only 5m away from an exit door + 8m from the main entrance. The Admin area has a window which opens wide enough to be used as an exit route.

All entrance doors in normal use are secured with a push button lock from the outside, these can be opened easily from inside.

All exit doors are signed with the 'Fire Exit' notices incorporating 'Pictograms'.

(iv) Fire fighting equipment

Carbon Dioxide extinguishers (2 kg) are located in the secretary's office, library area and Breakfast Club/Cooking area. Foam extinguishers (6 litres) are located in the library area, outside Y5/6 class, SEN area and two in the hall. There is a fire blanket located in the cooking area outside Y5/6 class and in the staff room.

(v) Planning for an emergency

Procedures to follow in the event of a fire are displayed on notices around the school. Staff are instructed of these on their induction and the procedures are tested by carrying out a fire drill once every term. Disabled pupils would be evacuated with all other pupils.

(vi) Maintenance and testing of fire equipment

The following is carried out by the Cleaners/Headteacher:

- Self-closers on fire doors are checked weekly to ensure they fully close automatically (Caretakers).
- Fire extinguishers are checked visually on a weekly basis to ensure they are present and unused.

Fire extinguishers are serviced annually by Chubb (Certificate displayed in the school office).

The fire alarm is serviced by specialists on a contract basis.
Staff trained in Fire Safety awareness.

3) Assessment conclusion and any risk education measures necessary

The above measures are adequate to control the risks from fire. This conclusion is confirmed by satisfactory reports in the past from Fire Brigade inspections.

3.7 Fire Precautions

Fire prevention is part of everyone's duties. In particular attention should be paid to checking the premises before leaving at night to ensure nothing has been left which could lead to a fire developing whilst the premises are unoccupied. All electrical equipment that need not be left on, such as computers, photocopiers and kettles are to be switched off. Equipment needed to be

left on should be kept clear of combustible material in case of a fault developing when unattended.

The volume of combustible rubbish must be kept to a minimum in order to reduce the risk of fire. Arrangements must be made to have any large amounts of combustible rubbish removed from the building.

The Headteacher is responsible for ensuring that:

- termly fire evacuation practices are carried out
- fire alarms are tested on a weekly basis
- any emergency lighting system is tested on a regular basis.

These tests must be recorded and the Headteacher is responsible for the recording of these inspections.

The Headteacher is responsible for ensuring that all fire extinguishers and fire blankets are in the correct place. The Headteacher must ensure that the fire extinguishers are inspected and maintained annually.

3.8 Fire Procedures

A fire drill is held once every term. Should a fire occur, the most important consideration is the orderly evacuation of the pupils to a place of safety.

The sequence to be followed in a fire routine is as follows:

1. Alarm
2. Evacuation
3. Call Fire Brigade
4. Assembly
5. Roll Call
6. Tackle fire (but do not put yourself at risk).

1. Alarm

Any person discovering an outbreak of fire should sound the fire alarm which is nearest to them. These are situated near the entrance/exits to playground on each classroom (5), main entrance/exit to playground, both entrance/exits next to Y5/6 class/cooking area to playground, both entrance/exits from hall to front of school, PE store entrance/exit (through hall) to the right side of school, front entrance/exit in lobby area, side entrance/exit to left side of school

2. Evacuation

On hearing the alarm pupils should stop and listen for instructions from their teacher. They should leave the classroom in single file by the fire exit route nearest to them and to the assembly point. The teacher taking the attendance register following at the rear of the class, closing windows and switching off any electrical equipment where possible.

Anyone not actually in class when the alarm sounds, e.g. in the toilets, office, etc. should go immediately to the place of assembly and join his/her group. Members of staff, where possible, must be made responsible for checking toilet areas on the way out from the building to ensure no children are left behind.

All non-teaching staff on hearing the alarm should go immediately to the place of assembly.

With the exception of a search for missing persons, no one must be allowed to re-enter a building until permission is given by the Fire Brigade or in the case of a drill, by the Headteacher.

Lunchtime Evacuation

- When the alarm begins, pupils should stand quietly and await adult instructions
- The adult within the room should calmly ask children to line up at the fire door – children lead out and the adult must ensure they close the fire door behind them
- In the hall, children lead out using both fire doors and walk in single file. If the fire is near the boiler house – children to go across car park onto pathway and lead to pathway along the field.
- Children in the two classrooms having packed lunches line up then lead out of the class fire exits and line up along the far side of the playground facing away from the building.
- The School Bursar (Mrs Pocklington or whoever is covering the administration office) will check Foundation Stage/KS1 End, Head Teacher (or Mrs Upsall in her absence) will check KS2 End.
- The Headteacher, or senior teacher in her absence, will check total number of children once outside and Mrs Pocklington will check the total number of staff
- Children and staff in other areas must leave by the nearest fire exit if it is safe to do so

Staff have been shown how to extend the opening of windows in the staffroom, administration offices and Head Teacher's office, if they are unable to leave these rooms.

3. Calling the Fire Brigade

When the fire alarm is sounded, a call goes automatically through to the monitoring station (GB Alarms), who in turn will call the fire brigade.

4. Assembly

The Reception/Years 1, 2, 3, 4, 5 & 6 will assemble on the field alongside the rear playground nearest to their exit point facing away from the building. Pupils in the hall will go to the path alongside the fence. A senior teacher takes charge in the Headteacher's absence. Mrs Pocklington will collect the registers, clocking in and out cards and the visitors book from the main entrance to hand over to the fire brigade.

5. Roll Call

Immediately the classes have arrived at the place of assembly, a roll call should be taken from the Attendance Registers. Each teacher shall report immediately to the Headteacher 'all present' or otherwise.

If anyone is missing an immediate search by the Headteacher will be made and no place to which pupils have access should be overlooked.

The Officer-in-Charge of the Fire Brigade should be met on arrival and immediately informed whether or not all persons have been safely evacuated.

6. Attacking the Fire

Circumstances will dictate as to whether fire-fighting operations should be attempted. Fire fighting must always be secondary to life and safety.

As soon as is practicable after the beginning of the school term all new pupils and staff should be shown over escape routes, shown fire alarms and instructed in the fire routine procedure.

A fire test drill should then be held and repeated at least once a term.

A record of all fire drills is kept in the Fire Alarm Log Book, available for inspection when requested. This is kept in the Reception office next to the main office.

Fire exit doors must be unlocked and kept clear at all times when the premises are occupied.

At no time shall cars be parked near the school gates so as to obstruct the entrance in the event of a fire tender needing access.

The Headteacher is responsible for ensuring that termly fire evacuations are carried out, at varied times of the school day. All of the fire evacuations must be formally recorded in the log book.

The Headteacher is responsible for ensuring that all fire extinguishers and fire blankets are in situ where required and designated.

3.9 Manual Handling Operations

Manual handling operations are required to some extent in most of the school's activities and it is not reasonably practicable to avoid them. Most of these within the classroom do not generally involve significant risks and are within the capabilities of all staff. The measures detailed below are considered adequate to reduce the risks of injury to the lowest level reasonably practicable.

- Staff shall not attempt to lift or move anything they consider to be too heavy or awkward for them. If help is not at hand the matter should be reported to the Head Teacher. If any particularly large/heavy items must be moved the cleaner in charge/Headteacher should be contacted.
- When lifting boxes, parcels etc. the back must be kept straight and lifting carried out using the leg muscles. Never bend from the waist and lift with the legs straight as this puts strain on the back muscles and spine and may lead to injury.

Special care is to be exercised where pupils are involved with the moving of objects e.g. pianos. Staff are required to assess these operations and only allow pupils to be involved where they will not struggle and to ensure that adequate precautions are taken to prevent injury.

The manual handling of any objects which are of significant size and weight to present a significant risk of injury, and which cannot be avoided, is only to take place following a risk assessment to determine the control measures to reduce the risks to an acceptable level.

The following operations have been assessed and along with the manual handling training that has been provided are considered to be adequate to reduce the risks to the lowest extent reasonably practicable.

Staff trained in lifting hoists in May 2008

Staff trained in Restraining Training 2013,2015, 2017

Chair and Table Moving

Measures to reduce the risk of injury:-

- using correct lifting techniques
- carrying no more than 3 chairs at a time
- carrying no more than 1 table at a time (single tables)
- obtaining assistance where the timescale involved could lead to over-exertion.

Miscellaneous Packages and Items

Measures to reduce the risk of injury:

- using correct lifting techniques;
- using the trolleys and barrows provided;
- obtaining assistance where the weight/size of load is beyond individual capacity.

3.10 Display Screen Equipment/Interactive Whiteboards

Computer equipment is used extensively in the school office and staff in this area have been designated as 'users' under The Health and Safety (Display Screen Equipment) Regulations 1992 where applicable employees are designated as 'users'.

'Users' are provided with information and training about the risks to their health and how to minimise them;

Workstations operated by 'users' are assessed to ensure they satisfy minimum requirements and the risks are reduced to lowest level reasonably practicable;

Work at display screen equipment is planned so there are breaks or changes of activity.

Under these Regulations, 'users' are entitled to eye tests and any special spectacles require for display screen work. Initially 'users' are to request these through the Head Teacher who will provide referral letters to take to an optician of their choice.

Work related upper limb disorders such as pain to the muscles, ligaments and nerves of the hand and arm can be brought about by repetitive movements associated with intensive keyboard or mouse operations. Properly arranged workstations and organisational systems will minimise the risk of these disorders. Staff should be aware of this type of injury and report any pain, discomfort, swelling or weakness experienced during or shortly after keyboard/mouse work.

Interactive Whiteboards – all staff have received a copy of the school’s Health & Safety Information Sheet 9. . All classroom boards are backlit Touchscreens. The Hall has a projector which is ceiling mounted and the brightness of the beam is reduced to suit the level of the room. Staff and children are advised not to stare at the projector or stand facing into the beam.

3.11 Smoking at Work

Smoking is not permitted in the school/school grounds. This is to prevent unwanted exposures to environmental tobacco smoke which is health hazard and to minimise the risk of fire. We are a no smoking school.

3.12 First Aid Arrangements

Mrs. H. Pocklington (Bursar) is in charge of First Aid arrangements and is responsible for ensuring that the First Aid resources are kept up to date and adequately stocked, in accordance with the first Aid at Work approved Code of Practice 1990. The required list of contents is listed in the Education Health and Safety Manual. First aid resources are kept in the PPA Room. A Blue First Aid kit is kept in the breakfast club area to be used if needed by adults who are preparing/serving food.

First aiders and first aid materials must be taken on all school trips, including the weekly swimming lessons.

The Head Teacher is responsible for ensuring that there are adequate numbers of staff trained in first aid. Staff will be trained regularly as part of their in-service training including two members of staff who will be Paediatric First aid trained.

3.13 Infectious diseases and Aids

When a child has an infectious disease, the appropriate action of exclusion will be taken as advised in the advice given to Head Teachers by the north and south Lincolnshire Health Authorities,

All accidents should be dealt with as if the individual concerned is HIV positive and this will eliminate any risk to everyone. First aiders should always cover any exposed cuts or abrasions they may have with a waterproof dressing before treating a casualty, whether or not any infection is suspected. They should wash their hands before and after applying dressings. Whenever blood or other body fluids have to be mopped up, disposable rubber, latex or vinyl gloves and an apron should be worn and paper towels used, these items should be placed in plastic bags and safely disposed of. Gloves and aprons are available . The Aids virus is killed by household bleach and the area in which any spills have occurred should be disinfected using one part of bleach with 10 parts of water. The bleach is kept in the caretaker’s locked cupboard and under the sink in the staff room. A mouthpiece (kept in the First Aid area) should be used when giving mouth-to-mouth resuscitation.

3.14 Pregnancy at Work

Staff who become pregnant shall inform the Head Teacher so that an assessment can be carried out to ensure that any risks created by their work are identified and eliminated or controlled. Advice on pregnancy and work is given in the County Council leaflet PO/EL/12.

3.15 Young persons working or on work experience in the school

If young persons come to the school to work or on work experience special regulations apply. A 'young person' is someone who has not attained the age of 18 and a 'child' is someone not over compulsory school age. They require that a specific risk assessment to identify any measures that are required to reduce the risks because of their immaturity, inexperience and lack of awareness. Where a 'child' is involved then the findings of the risk assessments and the protective/preventive measures to be taken must be communicated to the person having parental responsibility for the child.

All young persons will work directly under the supervision of an experienced member of staff who is responsible for ensuring the appropriate measures are taken to protect their health and safety. The activities that young persons are likely to be involved in are low risk. To ensure that persons having parental responsibility for 'child' are informed as described above, a copy of this policy shall be forwarded to them with the confirmation letter.

3.16 School security Safeguarding

Access to the school is via the main reception entrance which is monitored at all times to prevent unauthorised access.

All other doors at the front of the school are locked from the outside to prevent unauthorised access but these can be readily opened from the inside in case of emergency.

The car park is fenced from the areas occupied by pupils.

When pupils are outside at play times or during sports they are supervised closely to ensure they do not go through the gates onto the pathed areas by the car park.

All visitors are required to report to the office on arrival. The names of all visitors, their time of arrival and departure are recorded. All visitors shall wear a badge of identification while on the school site.

Unknown persons on the school site not wearing a visitor's badge are to be asked what they are doing and if they require assistance. In some cases it may not be appropriate for a lone member of staff to make this approach, in these cases the Head Teacher is to be informed and if necessary the police called for assistance.

The school has a comprehensive Child Protection and Safeguarding Policy.

3.17 Violence at Work

The school seeks to minimise staff vulnerability to violent disturbing behaviour, including threats, intimidation and verbal abuse as well as physical assault. This kind of behaviour will not be tolerated from parents and further action such as banning/prosecution will be taken. Staff who have any qualms about parental interviews should arrange for a colleague to be present. At parent consultation evenings, the teachers all meet parents in the hall. Staff should not become confrontational even if provoked, offer to arrange another meeting with senior colleagues and close the interview.

Do not hold meetings with parents in isolated classrooms and have clear objectives and a set timescale.

Do not make home visits alone.

If verbally or physically abused leave or call for assistance immediately.

Staff should report any concerns and all incidents of verbal abuse, threats or actual assaults to the Head Teacher. This will enable incidents to be monitored, investigated and appropriate action taken.

Staff will be sympathetically treated who suffer violence at work and a variety of support systems are available. Advice on violence at work is given in the leaflet PO/EL/18. The school has the 'Use of Force to control and Restrain Pupils Policy' implemented.

3.18 School Outings (including swimming)

Staff should note that pupils face far higher risks on school visits than they do in the school. The hazards of all visits must be identified and appropriate risk control measures built in to the arrangements. The DfE document 'Health and Safety of Pupils on Educational Visits' is used as a guide for the risk control arrangements. All school outings must be accompanied by a fully qualified teacher who will be responsible for the safety of the children throughout that visit. Members of staff responsible for taking children swimming should familiarise themselves with the County Council guidelines on school swimming. These can be found in the Education School Administration Handbook which is available in the school office. All members of the staff who take the children swimming will have the Teachers' Life Saving Certificate. The First Aid bag is to be taken on all school and swimming visits along with the Critical Incident Plan and the school mobile.

All school trips will be covered with adequate insurance. The party leader will be responsible for carrying out the appropriate risk assessments prior to the visit and these need to be approved by the EVC/Headteacher, Governors and LA depending on the visit type. The school uses the online Evolve system for risk assessments.. Parents of children going on field trips will complete a medical form before the journey and attend a meeting to discuss any medical issues with the Head Teacher.

3.19 Medicines

Medicines and pupils with special medical needs will be managed in accordance with the School Medicines Policy.

3.20 Injury Reporting

Minor injuries to staff and pupils are recorded in the accident book by the person administering first aid.

The Head Teacher or Bursar is responsible for completing the PO3 forms for more serious injuries and for carrying out the statutory reporting procedures for "major" and "over 3 day"

absence injuries as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

The Head Teacher or Bursar is responsible for the statutory reporting incidents covered by The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), a supply of PO3 forms must be kept available for this purpose. These forms must be used to notify the Health and Safety Executive (HSE) of any 'major' injuries to staff, pupils or visitors and any 'over 3 day absence' injuries to staff.

'Major' injuries to staff are basically any break of the large bones or any injury which requires hospitalisation for more than 24 hours.

All 'major' injuries must be notified to the HSE immediately by telephone 0115 971 2800 followed with an PO3 form within 10 days.

'Over 3 day' absence injuries to staff do not require telephone notification but the PO3 form must arrive at the HSE within 10 days of the injury.

Some incidents which do not result in injury must be reported by telephone and PO3 form to the HSE. These are known as 'Dangerous Occurrences' and are only those which are specified by the regulations. These are mainly large incidents in the construction and manufacturing sectors but some such as a fire or electrical short circuit which disrupts activities for more than 24 will apply.

Procedure for Dealing with Accidents to Children

1. Investigate the nature of the injury.
2. For a minor injury, treat as necessary wearing surgical gloves if there is any bleeding.
3. For more serious injuries, consult the Headteacher or paediatric first aid trained staff and record in the Injuries Book with your signature.
4. If there is any question of hospital treatment, then the child should be taken there by ambulance if there is a possibility of broken bones, internal injuries, serious head injuries etc., unless it is deemed that transportation by car would be more suitable.
5. The child must be accompanied by an adult, preferably a parent.
6. The parents must be contacted immediately. Emergency numbers and contacts and details of the child's GP are kept in the office in a small blue box, on the secretary's desk, next to the telephone.
7. If the injury is less serious but still requires hospital treatment the school should first attempt to contact the parents so that they can take the child to hospital themselves. If this is not possible, then the child must be taken by 2 adults from school.
8. In emergencies, teachers are enabled to sign treatment consent forms in 'loco parentis'.
9. As soon as possible after an accident the accident reporting procedure must be carried out.
10. Where the extent of the injury is not immediately apparent, regular checks must be made on the child's health during the school day and before the child goes home. Any necessary action should be taken as above. The child must not be allowed to walk home if there is any doubt as to his/her fitness. A note should be sent to the parents informing them about what has occurred so that they are warned to observe the child. Bumps on the head – parents are notified by a note.

3.21 Induction Procedures

All new members of staff must be given a copy of the Health and Safety Policy. Their duties under the policy must be discussed and understood. New members of staff should be made aware of any special responsibilities under the Health and Safety Policy. The Headteacher and other members of the teaching staff are responsible for supplying the relevant information. (Induction pack and checklist given).

Supply teachers must be fully aware of any local arrangements for emergency action i.e. fire evacuation, accident procedures and reporting and any other safety arrangements which may affect them whilst in school. It is recommended that brief notes be given to supply teachers on arrival, in the form of the supply policy. The Bursar is responsible for supplying the relevant information.

3.22 Physical Education, Sport and Playtimes

Most injuries to pupils occur during these activities.

General rules for play times

A sufficient number of staff must be available to supervise play times and shall position themselves where they can see all pupils.

Staff shall watch for and control over enthusiastic behaviour, in particular running and ball games shall only take place in the designated areas. Running and ball games are prohibited in the 'Quiet ' areas.

Staff shall not carry hot drinks whilst on playtime supervision duties or have in classrooms whilst children are about.

General rules for sport and physical education

It is the policy of the school to follow the advice and guidance from the relative national governing body for the activities carried out and to allow only suitably qualified staff to be involved.

Physical activities should be quietly undertaken and there should be strict control, especially if competitive games are being played.

Ensure pupils are involved in activities appropriate to developing their existing abilities.

Staff shall position themselves where they can see all pupils.

Appropriate clothing should be worn at all times. Loose and floppy clothing should be tucked in shorts. No baggy tops should be allowed.

Long hair should be tied back with an appropriate clip or bobble. Watches and earrings must be removed.

Ensure all equipment is safely set up before using.

Check equipment for signs of wear/defect regularly. Limit the number of pupils using any one piece of outdoor apparatus.

Move equipment safely using several pupils. Do not allow pupils to struggle, teach how to do it. Put away equipment safely.

3.23 Vehicles on the Premises

Vehicles manoeuvring around the premises, particularly reversing in restricted areas are a major risk and can cause serious even fatal injuries. Special care is necessary to ensure that pupils are kept away from the vehicles on the school premises. The school has a School Traffic Management Plan in place.

Pupils shall not be on the playing field when the gang mower is in operation.

A separate entrance is provided for pedestrians and vehicles. Pedestrian pathways lead to a side gate and side door for pupil access. There are dropping off bays where pupils can get out onto the pavement and walk to the entrances.

Delivery and contractors' vehicles are encouraged not to enter the premises at school starting and leaving times.

The staff car park has a barrier security system in place.

Our roadway is a one-way system, entrance and exit gates are all signed, and so is the staff car park. We have disabled parking spaces and the entrance is kept clear for Taxi's and delivery vehicles.

3.24 Craft, Design and Food Technology

Round ended scissors to be used where possible.

Sharp craft knives, kitchen knives and sharp-ended scissors are stored securely and only used by children under close supervision.

Pupils shall be shown how to use the simple hand tools available to them in the classroom safely. Teachers should not assume they have been taught this before because they have used the tools before. When not in use tools are locked away in the D&T cupboard.

If the material or tools pupils are using are likely to produce chips or splinters which fly off, then safety goggles must be worn.

Hot wire polystyrene cutters must only be used in well-ventilated rooms.

Pupils shall not use spray glue and only low temperature glue guns are to be used by pupils.

In addition to the above it is the policy of the school to follow the advice and guidance detailed in the DCSF publication 'Safety in Practical Studies'.

Parental permission is needed for all food tasting activities.

3.25 Information Technology

Equipment will be checked regularly, electrical items tested annually and serviced on a regular basis. Staff and children will not work at a computer for longer than 30 minutes at any one time. Parental permission will be needed for children to put work on the Internet. Permission slips will be kept in the child's individual record file. Parents, staff and children are made aware on how to use the internet safely.

3.26 Packed Lunches/Hot Lunches

Parents are given out a leaflet on healthy packed lunches and a copy of advice to parents produced by the Lincolnshire Food Liaison Group, when their child starts school.

Hot meals are provided by Ideal school Meals and meet all the necessary health and safety requirements.

The lunch boxes are stored in both cloakroom areas and on trolleys.

3.27 Supply Staff/Volunteers in School

General duties and responsibilities will be given to supply staff prior to a visit to school.

Details of first aid and fire arrangements will be given to supply staff on their arrival by either the Headteacher, class teacher or Bursar. They will be issued with notes on fire and accident procedures (Supply Teacher policy).

The Bursar will ensure with the supply teaching agency and the supply teachers that they are DBS checked and this is up to date. All volunteer helpers will also be DBS checked and the class teacher will ensure volunteers helpers are briefed on Safeguarding and Health & Safety issues and given a copy of the Volunteer Policy. They will attend a workshop led by the Head of Pastoral Care before they begin to volunteer in school.

3.28 General Arrangements

Children can come into their class as soon as they arrive at school at 8.45am and begin early work activities. 3 or more members of staff are on duty to supervise the rear playground during morning playtimes.

Morning Break

11.00 – 11.15 a.m. (No glassware/china mugs to be taken onto Playground)

During wet playtimes, Teacher or Teaching Assistants supervise their own classroom and monitor the toilet area.

Children can only use the play equipment on the field when supervised by staff – each class has their own day for the playground equipment.

No children are to be sent out of school without the permission and knowledge of the Head Teacher

Bicycles must be wheeled on the path and put in the cycle rack in an orderly fashion.

The side door is closed after the start of school. Only children with permission are allowed out of the playground gate unsupervised at the end of the day. The rest of the children are collected via the rear doors of their classrooms.

Any child who does not normally go home for lunch will not be allowed out of the school without the written permission of the parent. Staff are responsible for passing on the written information to the Headteacher allowing adequate time for checks to be made where necessary.

We do not have many school rules. Those which exist concern social behaviour, common sense and safety, e.g. no running in any school building or along the narrow pathway leading to the playground. They are displayed in the classrooms and in the school.

3.29 Caretaking

The cleaners in charge are responsible for using all cleaning chemicals in accordance with the manufacturers' instructions. Full product information, safe working methods and COSHH assessments have been provided for all premier products in accordance with the premier products booklet. If alternatives to premier products are used in the school then the Head Teacher must make an adequate COSHH assessment on these products before they are used. If not the products must be disposed of.

The cleaners are responsible for storing cleaning materials in a safe manner and locked away out of reach of the children. The cleaner's storage cupboard will be locked at all times during school hours. Cleaning materials will not be left in classrooms or toilet areas (except table top cleaning fluid for after lunch).

The cleaners are responsible for the maintenance of floor surfaces to ensure that there are no tripping hazards or slippery surfaces. In the event of a floor surface becoming dangerous, it must be reported to the head teacher immediately.

The cleaners are also responsible for the maintenance of fixtures and fittings i.e. replacing light bulbs and broken door handles etc.

Staff should notify the cleaners of any hazard that becomes apparent within their working area.

The cleaners are responsible for the maintenance of the battery bank for the fire alarm and emergency lighting system and also for the maintenance of the emergency trip wire for the oil feed to the boiler house.

The cleaners are responsible for the boiler house. It must be clean and tidy and free of all flammable and combustible materials. The air ventilators must be open and never obstructed. Cleaning and servicing of electrical or moving parts must never be carried out without isolating first. A warning sign must be attached to the switches and equipment that are isolated and if repairs are being carried out the warning signs must remain until all repairs are complete.

All instructions issued for the boiler must be displayed on a wall adjacent to the system to which it refers.

Rubber gloves must be worn when handling fuel oil.

3.30 Contractors

The head teacher should ensure that all contractors report to the school office on arrival and departure from the school. This is necessary to ensure that the head teacher can make necessary arrangements (see Education Health and Safety Manual for further guidance on procedures for dealing with contractors). The Bursar will ensure contractors on site have been DBS checked.

When contractors are engaged in work at the school the head teacher will liaise with the contractor for his/her representative to ensure that the contractor is aware of the school rules, of any particular hazards that may be present, and of any temporary rules that apply during the contractor's presence on the premises.

The head teacher will ensure that all temporary rules, such as exclusion from the premises or parts thereof, are made known to all staff, pupils and visitors to the premises.

3.31 Monitoring and Review of Performance

Regular monitoring of the Safety Policy is the responsibility of the governors and the head teacher. The County Council's General statement of Safety Policy requires the governors and head teacher to test the arrangements to ensure that they are working correctly.

The head teacher and the governors shall carry out a safety inspection of the premises at least once a year.

The head teacher should carry out regular inspections of the school with the health & safety governor.

Regular monitoring of the safety within the school will be carried out by the head teacher through the normal managerial arrangements within the school.

The supplementary statement will be reviewed at least annually taking into account the findings of any safety inspections. The safety policy will be reviewed more regularly if the arrangements laid down in the policy are found not to be working effectively.

The Health & Safety Governor and the Head Teacher complete the schools Health & Safety Self Assessment Checklists booklet, and send response form to the LA annually.

3.32 Grievance and Disciplinary

All matters concerning health and safety matters will be dealt with under the standard grievance and disciplinary procedures as laid down in the appropriate terms and conditions of employment.

3.33 Toileting/Continence Good Practice Guidance

- Staff to wear disposable gloves and aprons while dealing with the incident
- Soiled nappies to be double wrapped
- Changing area to be cleaned after use with antibacterial spray/wipes
- Hot water and liquid soap available to wash hands as soon as the task is completed
- Hot air dryer or paper towels available for drying hands

Review

This policy was reviewed and updated in January 1998.

It is reviewed on an annual basis and amended as necessary with any new legislation.

The head teacher and safety governor carry out a risk assessment every autumn term.

This policy was reviewed and updated in the spring term 2000.

This policy was reviewed and updated in the spring term 2001.

This policy was reviewed and updated in the spring term 2004.

This policy was reviewed and updated in the autumn term 2005 – with the move the new site/school building.

This policy was reviewed and updated following H&S Audit – Autumn 2006

This policy was reviewed and updated in Autumn 2007.

This policy was reviewed and updated in Autumn 2008.

This policy was reviewed and updated in Autumn 2009.

This policy was reviewed and updated in Autumn 2010.

This policy was reviewed and updated in Autumn 2011.

This policy was reviewed and updated in Autumn 2012.

This policy was reviewed and updated in Autumn 2013.

This policy was reviewed and updated in Autumn 2014.

This policy was reviewed and updated in Autumn 2015.

This policy was reviewed and updated in Spring 2017