

CHANGE NO.	DATE	DETAILS	BY

Health and Safety Policy Acknowledgement Sheet
(All staff to be instructed in this document layout and content)

I declare that I have read and understood this Health and Safety Policy.

I am aware of my duties and responsibilities contained within, and agree to abide by any relevant legislation, guidance and school procedures that apply to the undertakings within my work activities/employment.

I agree not to carry out any activities I have not been trained in, or that are not part of my job role or delegated responsibilities.

I also agree to bring to the attention of the Headteacher any hazards, discrepancies or shortfalls in the school's health and safety arrangements I am, or become, aware of.

Signature.....

Print Name.....

Date.....

Please return this page to the School Admin Officer.

Contents:**Page No:**

Policy Statement	4
Roles & Responsibilities	5/6

Arrangements and Procedures to ensure policy is met:

1. Administration of Medicine	12
2. Accident Reporting	13
3. Animals in School	13
4. Auditing of Safety System	13
5. Blood, avoiding contamination	14
6. Chemical Safety	14
7. Contractors on Site	14
8. Electrical Safety	15
9. Fire Safety	16
10. First Aid	16
11. Flammables	17
12. Inspections	17
13. Ladders and Stepladders	17
14. Lone Working Guidelines	17
15. Manual Handling	18
16. Office Safety	18
17. Off Site Visits	18
18. Pregnant Workers	19
19. Risk Assessments	19
20. Safety Training	20
21. Security	20
22. Smoking	20
23. Transport	20
24. Alcohol and Drug Abuse	21
25. Staff Wellbeing	21
26. Housekeeping	22
27. Violence at Work	22
28. Work Experience Placements	22
29. Asbestos	22
30. Legionella	23
31. Monitoring and Review of Health and Safety	23

STATEMENT OF GENERAL POLICY

The Headteacher and Governors of Lethbridge Primary School believe that the health and safety of persons within the school is of paramount importance. It is our intention to prevent accidents and occupational ill health and where possible eliminate hazards in the workplace.

It is the intent of the Headteacher and Governors of the school to ensure that a safe and healthy workplace is provided and maintained for all our employees. This will include the provision of safe systems of work, safe plant and equipment and a safe access and egress to the premises. We will ensure that adequate information, instruction, training and supervision are provided to ensure that staff can carry out their work safely.

The Headteacher and Governors will ensure that others who are affected by our activities are not subjected to risks to their health and safety. This will include pupils, visitors, parents, volunteers and contractors.

These responsibilities will be achieved by the establishment of an effective health and safety management system within the school. This will involve the implementation of arrangements for the effective planning, organisation, control, monitoring and review of preventative and protective measures.

The Headteacher and Governors will ensure that adequate resources are identified and provided for health and safety.

We believe that health and safety standards will be maintained only with the co-operation of all staff, pupils and visitors to the school. We expect all staff to co-operate fully with this policy. In addition we will ensure that all pupils, visitors and contractors are provided with the information they require to enable them to comply with this policy.

It is the intention of the Headteacher and Governors that procedures to ensure relevant health and safety issues are embedded within the curriculum at all levels where appropriate.

This statement together with the safety policy will be communicated to all members of staff via the school's regular training sessions and through induction training for new staff. A copy of the policy is included in the staff handbook, which is issued to every member of staff.

The effectiveness of the policy will be regularly monitored to ensure that health and safety arrangements are being implemented and that the people named in the policy are carrying out their duties.

The policy will be reviewed annually and revised where necessary.

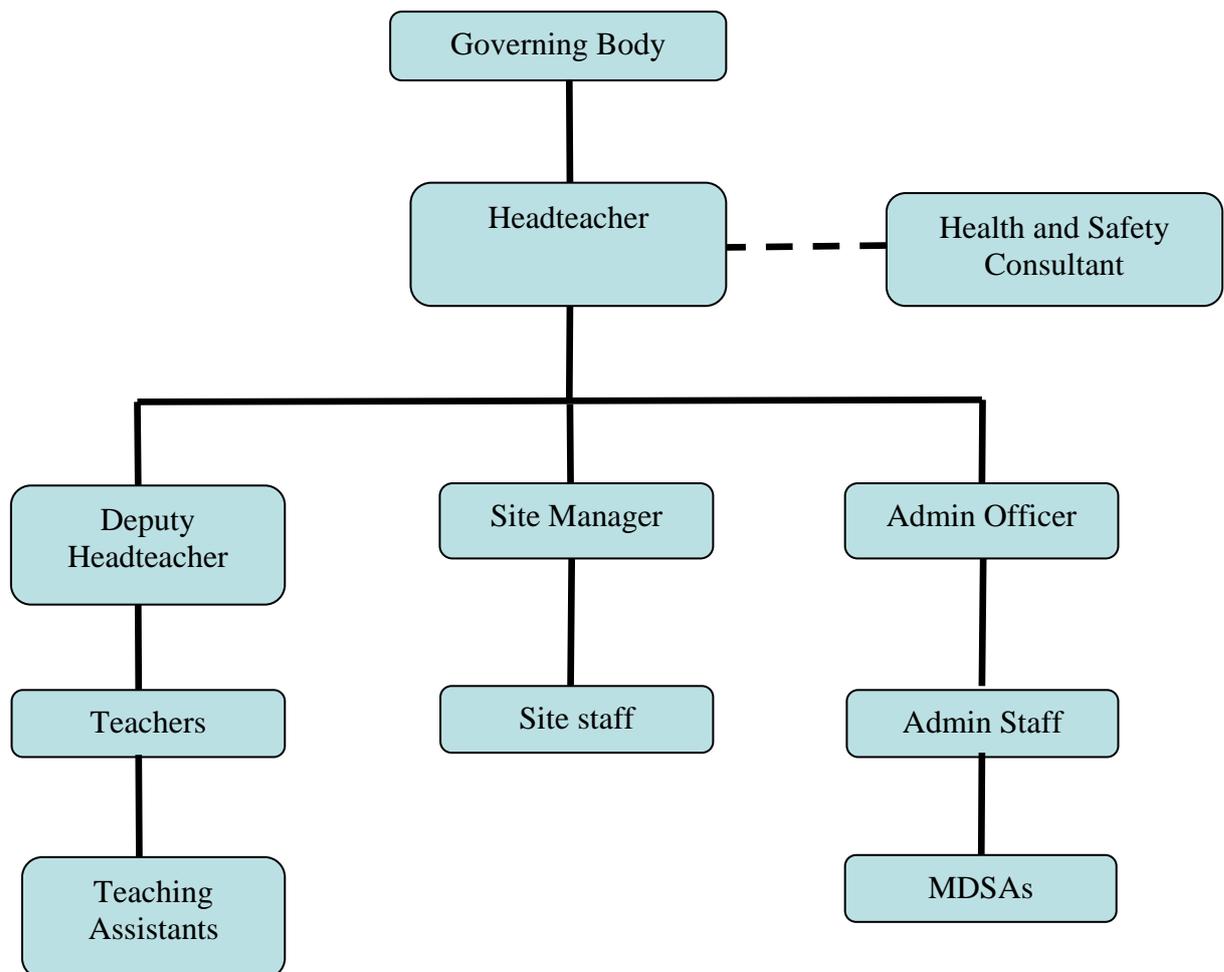
Signed..... (Headteacher) Date

Signed..... (Chair of Governors) Date

Responsibilities

Organisation within the School to meet the requirements itemised under the General Policy Statement.

Ultimately the responsibility for all School organisation and activity rests by definition, with the Headteacher. However all staff have a responsibility towards safety with the specific lines of delegation being set out as shown below.



ROLES AND RESPONSIBILITIES

1.1 Governing Body

In the discharge of its duty the Governing Body, in consultation with the Head Teacher will:

1. Make itself familiar with the School's Health and Safety Manual
2. Ensure that the policy contains rigorous and comprehensive systems for active monitoring (auditing health and safety management systems, inspections, risk assessments) and reactive monitoring (accident/incident investigation) and rectifying identified faults within the School
3. Ensure there is adequate provision both in staffing, facilities and resources to allow the school to meet both its legal and moral obligations with respect to health, safety and welfare
4. Receive updates on the school development plan for health and safety at each meeting from the Head Teacher/Deputy Head Teacher and SBM order to enable the Governing Body to monitor the adequacy of arrangements and take any action necessary
5. To consider information, statistics and reports relating to health, safety and welfare matters
6. To consider and make recommendations regarding individual health and safety issues which have not been resolved at management level
7. Annually or in response to a major incident, assess the effectiveness of this policy by development, implementation and suitable revision.
8. Annually by means of a physical inspection of the school, evaluate all risks relating to the premises, school activities and events. This check will also include asking specific questions of senior school management to ensure compliance.

In particular the Governing Body undertakes to provide:

1. A safe environment for staff and pupils to work, including a safe means of entry and exits to the premises.
2. Plant equipment and systems of work that are safe.
3. Safe arrangements for the handling, storage and transport of articles and substances.
4. Adequate welfare facilities as outlined in this policy.
5. Suitable training and instructions as required for governors, staff and pupils in Health and Safety, as deemed necessary dependent on the roles and duties to be performed.

1.2 Head Teacher

The Head Teacher retains overall responsibility for ensuring the health, safety and welfare of all the employees and the health and safety of pupils, visitors and contractors. The following duties normally are handled by the Head Teacher but can also be delegated to the Deputy Head Teacher or other suitable staff:

1. provide liaison with any Inspectors: Local Authority, Department for Children, Schools and Families (DCFS) (previously DfES) and HSE with regard to safety aspects
2. budget for safety and health matters
3. review the Health and Safety Policy annually and when significant changes occur within the organisation of the school
4. develop, introduce, maintain and review safety management procedures to ensure the school complies with legislative requirements and good industry practice e.g. risk assessments including fire, display screen equipment and manual handling
5. nominate specific staff with designated safety roles, e.g. School Business Manager, Site Manager, throughout the school
6. ensure that routine maintenance checks and inspections required by legislation of fixed service equipment, i.e. boilers, pressure vessels etc. are undertaken;
7. ensure the provision and maintenance of all 'fire' equipment, including the preparation

- and review of the Fire Risk Assessment
8. ensure health and safety issues associated with major building projects are complied with
 9. ensure that injuries, diseases and dangerous occurrences as classified under RIDDOR, are reported to the enforcing authority and to monitor incidents to identify methods of reducing accidents
 10. to ensure the necessary records are maintained relating to accidents associated with the work of the school
 11. ensure safety procedures are developed and adhered to for operations carried out within the School by her staff and by outside contractors under her control
 12. ensure that health and safety is considered as an integral part of teaching
 13. instigate appropriate disciplinary action where it is shown that staff have ignored or shown a disregard for health and safety matters outlined within the Safety Policy, School Codes of Practice or health and safety legislation
 14. ensure that premises safety inspections are carried out at specified intervals, they are recorded and that necessary remedial action is carried out
 15. ensure that health and safety is taken into account when considering any proposed or impending changes, e.g. building works, room allocation or usage, etc
 16. ensure that emergency procedures and fire evacuation practices are in place within the school
 17. investigate and advise on hazards and precautions
 18. have a general oversight of health, safety and first aid matters
 19. monitor the general safety programme
 20. publicise safety matters
 21. ensure all full and part-time staff receive appropriate health and safety training at induction which must include emergency arrangements (i.e. first aid, fire and accident reporting), and specific sections of the Health and Safety Policy are discussed to ensure that new members of staff are aware of their responsibilities and any restricted tasks and activities
 22. monitor student health records prior to entry and to report/advise on illnesses that need to be brought to the attention of specific staff (e.g. epilepsy)
 23. ensure adequate numbers of staff are provided with appropriate training so that they may support the following management arrangements:
 - First aid
 - Fire and emergency evacuation
 - Risk assessments, including fire, display screen equipment, manual handling, substances and general risk assessments

1.3 School Business Manager and Deputy Head

The SBM and DH are responsible for the liaison of health and safety management throughout the School. Additionally, they will:

- a. make an annual report, in conjunction with the Site Manager on health and safety matters to the Headteacher and the Governing Body
- b. assist with inspections and safety audits
- c. investigate and advise on hazards and precautions
- d. develop and establish emergency procedures, and organise fire evacuation practices within the school
- e. monitor the general safety programme on behalf of the Headteacher

- f. make recommendations to the Headteacher for matters requiring immediate attention, e.g. changes to legislation or outcomes from premises safety inspections
- g. make recommendations to the Headteacher on matters of safety policy in compliance with new and modified legislation
- h. publicise safety matters
- i. liaise with outside bodies concerned with health and safety e.g. Corporate Health and Safety team, Health and Safety Consultant
- j. monitor accidents to identify trends and introduce methods of reducing accidents
- k. to ensure the necessary records are maintained relating to accidents associated with the work of the school
- l. Send out medical alert notes to parents and compile a school list to be held by staff. Supply staff are asked to familiarise themselves with the form.
- m. keep records of hazards identified on site by staff and the remedial action taken and when
- n. ensure all accidents within the area of responsibility are recorded in line with the school policy

1.4 Teachers

Teachers are responsible to the Deputy Headteacher for the immediate safety of the pupils in their classroom. Nominated teachers are responsible for their own classroom and associated equipment and as such it is their responsibility to ensure that it is maintained to a high standard with respect to health and safety issues. Additionally, each teacher will:

- a. follow safe working procedures personally
- b. give adequate safety information regarding the activity being undertaken prior to the activity commencing and during the activity as and when required
- c. ensure that special working procedures, protective clothing and equipment, etc are provided and used where necessary
- d. ensure that clear instructions and warnings are given to pupils verbally as often as necessary
- e. ensure that the classroom and other areas are tidy and good housekeeping procedures are followed
- f. undertake a visual inspection of equipment prior to use
- g. report defects where necessary
- h. ensure all accidents, incidents and near misses within the area of responsibility are recorded in line with the school policy

1.5 Teaching Assistants

The teaching assistant is immediately responsible to the Teacher they report to. Additionally, the teaching assistants will:

- a. follow safe working procedures personally
- b. be familiar with the general and particular safety rules that apply to their area of work
- c. ensure that the classroom and other areas are tidy and good housekeeping procedures are followed
- d. undertake a visual inspection of equipment prior to use
- e. report defects to the teacher they report to
- f. ensure all accidents, incidents and near misses within the area of responsibility are recorded in line with the school policy

1.6 First Aid Trained Personnel

First Aiders are responsible for supporting health and welfare issues within the School and in particular:

- a. to be responsible for attending to and monitoring student or visitor illness/injury and to refer students to their own doctor or hospital as appropriate
- b. to maintain school medical equipment
- c. to monitor student health records prior to entry and to report/advise the Headteacher of illnesses that need to be brought to the attention of specific staff (e.g. epilepsy)
- d. to assist in the monitoring of first aid equipment and boxes on School site
- e. to assist in the development and health promotion activities at the School
- f. to ensure the necessary records are maintained relating to accidents associated with the work of the school
- g. Organise first aid cover at lunchtime

1.7 Site Manager

The Site Manager will:

- a. report on health and safety matters with respect to the School buildings and grounds
- b. ensure safety procedures are developed and adhered to for operations carried out within the School by his staff and by outside contractors under his control
- c. be responsible for the provision and maintenance of all 'fire' equipment and assist in the review of the Fire Risk Assessment
- d. ensure that routine maintenance checks and inspections required by legislation of fixed service equipment, i.e. boilers, pressure vessels etc. are undertaken
- e. undertake premises safety inspections and keep records of any faults identified
- f. attend to defect reports and recommendations from the Headteacher, staff, Safety Representative and School Business Manager
- g. ensure that all portable electrical equipment is tested on an annual basis
- h. ensure all accidents within the area of responsibility are recorded in line with the school policy
- i. ensure equipment, including personal protection equipment is maintained in a safe condition and that substances hazardous to health are stored in a safe place
- j. ensure that he is familiar with the school's Health and Safety Policy
- k. conduct a termly health and safety inspection with the Headteacher and Health and Safety Governor
- l. conduct a half-termly site check with the Headteacher
- m. meet with the School Business Manager on a weekly basis to manage site issues
- n. ensure that all cleaning staff are aware of any implications of the Health and Safety Policy as it affects their work activities e.g. storage arrangements for materials, equipment, substances etc
- o. report to the Headteacher School Business Manager defects and hazards that are brought to his notice
- p. ensure that everything received from suppliers (for direct school use), machinery, equipment, substances etc. is accompanied by adequate information and instruction prior to use
- q. inspect, check, test and record, as appropriate at defined intervals, the fire alarm, fire extinguishers, fire doors, evacuation routes, emergency lighting, fixed play equipment and water temperatures

- r. inform the Headteacher whenever contractors are due to enter the school to undertake maintenance, service or works contracts
- s. maintain a record of hazardous substances used for cleaning and similar purposes

1.8 Health and Safety Consultant

Prepare and review the Health and Safety Policy, Fire Risk Assessment and general risk assessments.

Carry out an annual health and safety audit of the school, to include a walkthrough of the premises and the provision of a report to include an action plan for improvement.

To provide advice on the following:

- a. Legal requirements affecting health, safety and welfare
- b. Personal protective clothing and equipment
- c. Working methods, equipment or materials, which could reduce risks

1.9 Safety Representatives

Trade unions can appoint safety representatives who are legally entitled to inspect premises, investigate accidents and undertake safety training.

The trade union safety representative will consult the Headteacher on any relevant health and safety matters.

In accordance with the Safety Representatives and Safety Committee Regulations the safety representatives will, where appointed:

- a. represent the employees in consultation with the employer and with his/her representative; investigate potential hazards and dangerous occurrences at the workplace and examine the causes of accidents at the workplace
- b. investigate complaints by any employee he/she represents relating to health and safety and welfare at work
- c. represent employees in consultations with inspectors of the Health and Safety Executive and of any other enforcing authority
- d. receive information from Enforcement Inspectors
- e. attend meetings of safety committees to which he/she is elected
- f. inspect the workplace if they have given the employer or his/her representative reasonable notice in writing of their intention to do so and have not inspected it in the previous three months. He/she may carry out additional inspections where there are substantial changes in work conditions

1.10 Staff Liaising with Contractors

Staff liaising with contractors carrying out work at the School should bear in mind that they have a responsibility to take appropriate action if they observe the contractor or his employees using any working practice or item of equipment which the member of staff considers to be dangerous or potentially dangerous. Such action could include reporting the matter to the Admin Officer and/or Site Manager for them to rectify or, failing that, reporting to the Headteacher.

Staff must ensure that any contractor arriving at site, reports to Reception and a nominated person ensures that the contractors are informed of any hazards on the school site e.g. asbestos. Approval must also be gained by the contractor to start work. Only those staff nominated by the Headteacher to liaise with the contractors must undertake this activity.

1.11 All employees

All employees are responsible for his or her personal safety and that of other persons in the School by the proper observation of School rules and procedures (e.g. by ensuring visitors report to the Reception Area on arrival at the school.)

Staff are reminded of the general duty imposed by the Health and Safety at Work etc. Act 1974 within Sections 7 and 8:

'It shall be the duty of every employee while at work

- a) to take reasonable care for the health and safety of himself and other persons who may be affected by his acts or omissions at work, and,*
- b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.'*

'No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions'

Whenever an employee is aware of any possible deficiencies in the School's Health and Safety arrangements, they must draw these to the attention of the Headteacher

Please note the following:

- a. It must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage
- b. Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards
- c. All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees

1.12 Safety Representative

It is the responsibility of the safety representative to make such proposals as they see fit with regard to methods of achieving improvements in health and safety aspects in the school.

1.13 Safety committee

The safety committee is to comprise of:

- School Business Manager
- Safety Representative
- Site Manager
- Deputy Head
- Nominated Governor

The committee will meet as deemed necessary. The safety committee as a whole, or through individual members is to monitor health and safety performance and recommend any action necessary should this performance appear or prove to be unsatisfactory. In particular the safety committee will:

- Consider implementation of any new health and safety legislation.
- Ensure risk assessments have been carried out as necessary.

- The development of school safety procedures and safe systems of work.
 - Monitor the effectiveness of safety procedures and safe systems of work.
 - Monitor the effectiveness of the safety content of employee training.
- Monitor the adequacy of safety and health communication and publicity in the school

SPECIFIC ARRANGEMENTS FOR HEALTH AND SAFETY

1 Administration of Medicine

It is recognised that staff do not have an obligation under their contract to administer medication to pupils and that such administration is on a voluntary basis. There is a requirement however under the DfEE to assist pupils with medical needs.

The school accepts the need for some pupils to receive medication during school hours. To this extent some members of staff will administer medication under the guidelines shown in this procedure.

- Medication will only be administered for children with a care plan in place.
- The care plan will contain clear instructions about the dosage and time of the administration.
- The school will log details of all medication administered and advise parents accordingly.
- The medication will be stored in the medi-safe in the child's classroom.
- On school trips, the trip leader will accept responsibility for the administration of medication.
- For any other medication required during school time not covered by a care-plan, parents and guardians will be requested to make arrangements for a responsible adult to visit the school to administer the medicine to the child.
- This medication policy should be brought to the attention of all parents through the school prospectus.
- Note: Inhalers and eye drops for hay fever are outside of this procedure See separate procedure under 'Asthma' and Eye Drops

Reference: see DfEE publication "Supporting children with medical needs".

1.2 Asthma and Eye Drops

1.2.1 Asthma

The school recognises that asthma is a widespread, serious but controllable condition affecting many pupils at the school. The school positively welcomes all pupils with asthma to achieve their potential in all aspects of school life.

Guidelines for dealing with an asthmatic attack should be made known to all staff and covered in annual training

Details of all pupils in the school who have an asthmatic condition should be contained in the school medical register which all staff must have access to.

The school will develop and follow a procedure for dealing with inhalers in school to ensure that all children have immediate access to their medication as required and that parents are informed of their child's usage of the medication in school. All staff will be made aware of the procedure and requested to follow it.

1.2.2 Eye drops

Some pupils in school are likely to suffer from hay fever during the summer months, the symptoms maybe relieved by the use of eye drops. If the child is deemed capable of administering the eye drops themselves by the parent, then these may be kept in school and the child use as necessary. If an adult needs to administer the drops then as above a parent must arrange for an adult to come in and do this.

2. Accident Reporting

All minor injuries to pupils, visitors to the school should be recorded in the school first aid log, which is kept in the first aid rooms. More serious injuries should follow the Accident Reporting Flowchart.

- If the accident results in the person being taken to hospital and arose out of, or in connection with a work related activity or a curriculum sports activity e.g. supervision, condition of premises or equipment then these need to be reported in conjunction with the RIDDOR Regulations 2012
- Where a child is taken directly to hospital from school, the Health and Safety Executive should be notified.
- Where a child has suffered a head bump or nose bleed, a letter should be sent to their home to advise the parents or guardian.
- The accident book should record the following information:
 1. name of injured person
 2. time, date and place of the injury
 3. what happened to cause the injury
 4. the injury sustained
 5. any treatment given
 6. names of any witnesses.

More serious injuries should be investigated to try to prevent it happening again. This investigation and its findings should be documented.

3. Animals in school

Animals within the school will be handled, treated, and cared for in a humane manner. Enclosures must be appropriate to the animal and it is the responsibility of the staff member to ensure that the animal has sufficient food, water and a comfortable environment to reduce the stress for the animal. Habitats must be maintained and cleaned by staff not students. Although children help with care of animals the animals remain the responsibility of a named adult. Risk assessments are in place to cover the safe keeping and handling of animals and their humane treatment. Animals do not remain on the school premises at weekends or during holidays.

Arrangements can be made for animals to visit the school in a proper organised way and a guide to precautions that should be taken are as follows:

- Parents are advised of a proposed visit beforehand requesting details of any medical conditions need to be aware of that may be effected by the proposed visit.
- Ensure that pupils wash their hands before and after handling animals.

4. Auditing of the Safety System

It is a legal requirement that the Safety System is regularly checked to ensure that it remains up to date and effective. A safety audit will be undertaken once a year during the autumn term.

During the audit the management procedures shown in this safety policy will be checked to ensure that they are still put into practice and that the staff are aware of them.

A walk through the school will be undertaken to look for failings in the system and to see if the policy is being put into practice.

The auditor, as a check that it has been inspected, should sign the accident book.

An action plan will be given to the Head Teacher with deadlines for the action to be carried out by, and the auditor will sign these off, as they are satisfied.

5. Blood avoiding contamination

All staff should be familiar with this procedure before having to handle blood.

Wash hands first

Put on disposable gloves.

Clean any wound as necessary or ask a first aider to treat.

Dress any wound as necessary.

Dispose of the gloves and wipe or put contaminated material into a plastic bag and seal if possible and then dispose of it into the main bin.

Wash hands thoroughly again.

Record incident in the accident book.

6. Chemical Safety

- The most hazardous chemicals used in the school are likely to be the cleaning materials used by the cleaners and the site manager. These should be kept locked at all times when they are not being used. Teachers should not keep their own small supply for their own cleaning jobs.
- Chemicals and cleaning chemicals should always be stored in their own container with the original label and warnings showing clearly on the container.
- Never use food or drink containers to store chemicals.
- Keep only small quantities of the chemicals.
- Any spillages should be cleaned up immediately they happen.
- Teach pupils to recognise the orange warning symbols, which they may come across on household containers such as bleach, disinfectants, lavatory cleaners, oven cleaners, paint strippers etc. and warn of the dangers.
- Ensure protective clothing is available when using chemicals.
- COSHH assessments must have been carried out before using chemicals and the user informed of the dangers and control measures to be in place for that chemical. There should also be suitable first aid arrangements available for treating chemical splashes.

7. Contractors on site

- Head Teachers should be aware of the schools responsibilities regarding contractors. Checks need to be made for competence and insurance. Contractors need to be supervised on site by the Head Teacher.
- Ask the contractor for risk assessments.

- Before any work commences it is advisable to hold a meeting on site with the contractor to agree how potential problems can be avoided.
- When using local contractors it is advisable to set up the schools own approved list. This will ensure that only suitable contractors are brought into the school to perform tasks. The advantages of such a list are:
 - The school will know whom to call quickly in the event of an emergency.
 - Staff will know who to call in the absence of the Head Teacher.
 - The contractor will have been checked beforehand so you will know whom you are getting.
 - References will have been taken up and checked.
 - Once the contractor is on the approved list you will only need to check on them once a year.

For a contractor to be approved they should satisfy the following criteria:

- Be capable of carrying out the work in a competent manner, either by qualification or experience.
- Can supply sufficient resources to satisfactorily complete the job without having to resort to an upfront payment.
- Be able to supply several satisfactory references, which can be substantiated.
- Be a member of their relevant trade association.
- Has sufficient and up to date Public Liability insurance - ask for a copy of the certificate and keep it on file, note the expiry date and check it has been renewed.
- Has an up to date and meaningful safety policy.
- Has documented risk assessments.
- Agree to abide by the school safety policy and rules in writing.
- Clearly state what work will be undertaken and at what cost and by when in writing before the work commences so that understanding and agreement can be reached.

8. Electrical Safety

The Electricity at Work Regulations imposes certain duties on schools to ensure the safety of those who may be affected by it. The following procedure should be adhered to in the use of electricity.

- All portable electrical appliances should be tested as necessary. The frequency of the tests varies according to the equipment and where/how it is used.
- Staff should be instructed to visually check each item of electrical equipment before it is used. Look for signs of burning, damaged cables, loose covers etc.
- Any faults must be reported to the Head Teacher immediately and the equipment taken out of use until it is suitably repaired.
- No one is allowed to work on any electrical circuitry or equipment unless competent and qualified to do so.
- Be aware of the dangers of trailing cables and do not have trailing cables across walkways.
- Four way extension blocks should be secured to the computer trolley to prevent them getting entangled. This prevents tripping hazards and damage to equipment.
- The fixed electrical installation should be tested at five yearly intervals.

9 FIRE SAFETY

- Fire drills to be carried out at least once per term. The time taken to evacuate the school to be recorded. If it takes longer than the recognised time of two minutes then investigate and consider carrying out the drill again.
- Using one of the six annual fire drills, notionally block off one of the escape routes to more closely simulate a fire situation.
- An approved contractor on a regular basis must test the fire system.
- Any faults on the system to be reported to the contractor immediately.
- The break glass points should be tested weekly from a different point each time.
- Emergency lighting should be regularly tested.
- All records of the alarm system tests and fire drills are to be kept for inspection.
- All should know fire assembly points. Ideally they should be marked.
- Registers must be taken to the assembly point to carry out a roll call.
- Fire extinguishers to be serviced regularly.
- Fire exits to be checked daily to ensure they are not blocked.
- Fire exit doors to be checked regularly to ensure that they are in good condition and can be opened.
- Fire signs to be adequate and updated to comply with any recent changes to regulation
- Fire Marshals to 'sweep' the buildings in the event of a fire or alarm to ensure that it is empty and that the doors are closed.
- If anyone is to fight a fire they must be properly trained.
- All staff and particularly supply teachers are made aware of fire arrangements.

10 FIRST AID

- The school will endeavour to have at least three qualified first aiders to allow for cover during school visits. Where possible the remaining staff will have received the basic one-day first aid training.
- A list of the qualified first aiders is available in strategic places throughout the school. All staff including supply teachers are made aware of the first aiders and their location.
- First aid kits are available in the school and their contents checked and replenished as necessary by the nominated first aider or whoever is nominated. Only first aid items may be held in a first aid kit. There must be no creams, lotions or tablets in the kit.
- Portable first aid kits must be available, suitably stocked and taken on all visits away from the school.
- In the event of a more serious injury such as:
 - Unconsciousness
 - Severe bleeding
 - Object stuck in throat
 - Deep cut that may require stitching
 - Suspected fracture
 - Severe asthma attack
 - Severe reaction to bites or stings

- Swallowing or suspected swallowing of toxic substances

DIAL 999 AND ASK FOR AN AMBULANCE.

CALL PARENTS OR GUARDIAN IMMEDIATELY.

11. FLAMMABLES

Some cleaning items are flammable and some highly flammable. Where these items are used, no large quantities will be stored. Deliveries and orders will be kept to a minimum. Where such items are required in the school, they will be stored in a suitable, locked metal cabinet in the caretaker's store.

12. INSPECTIONS

The school is inspected regularly by the Head Teacher and the site manager for any defects that could lead to an accident or ill health of any occupant. These inspections are carried out normally once per term and the results briefly recorded in the school log or inspection book. The health and safety representative for the school should accompany these inspections.

The Governors carry out an annual safety inspection and submit a report to the Head Teacher for action.

13. LADDERS AND STEPLADDERS

All access equipment will be subject to a formal documented inspection by the Site Manager at a frequency appropriate for amount of use. Where extending ladders are used, normally by the caretaker, then proper instruction or training should have been received. It is recognised that this training may have been received during previous employment. Roof work, even retrieving balls, should not be undertaken during windy or severe weather

- There should be sufficient stepladders or kick stools provided around the school to prevent staff from using chairs for access to high shelving or putting up displays. Staff should receive basic instruction in the use of step ladders to ensure that they are aware that they must not have any degree of side loading and that the top step should not be stood on, unless it is designed for this, and has a suitable rail to support the user.
- There should not be any chairs in storerooms.

There is a safe use practice guide for staff using stepladders

14. LONE WORKING – GUIDELINES FOR USE OF PREMISES OUT OF HOURS

- These guidelines aim to improve security of staff and apply to cases where staff may want to be on school premises out of normal school hours. This includes in the evening, at weekends and during school holidays. They are guidelines only and staff are free to exercise their own judgement. They do not apply to organisations that hire school premises out of hours: such organisations must make their own security arrangements.
- Arrange for your use of the premises to coincide with at least one other member of staff wherever possible.
- Plan your use in advance and sign your intention on the white board in the staff room and let the Head Teacher know, so that other staff are aware that someone is working in school.
- If you must be in school on your own out of school hours, ensure that someone else knows where you are and when you expect to leave. Let them know when you have finished.
- Secure the entry door when you are inside.

- Consider drawing any available blinds to restrict visibility into the room from the outside.
- Take with you a mobile telephone so that you have a means of communication in the event of an emergency.

15. MANUAL HANDLING

- All staff are made aware of the risks associated with manual handling. Staff are advised to avoid manual handling as much as possible. Manual handling includes lifting, pulling, pushing, moving and carrying. Where there are manual handling tasks to be carried out then a suitable risk assessment will be undertaken to determine if the risk can be reduced. This is particularly important where the school has disabled pupils who may need assistance for certain tasks.
- Where a manual handling assessment for a pupil is needed, it is likely that specialist assistance will be required.
- Where staff have to carry out manual handling operations, then the appropriate level of training will be provided.
- Seeking assistance with the task can often reduce the risks for simple handling tasks.

16. OFFICE SAFETY

- The office must be checked to ensure that trailing cables from computers do not cause tripping hazards.
- There should be adequate storage provided for files etc.
- Space under desks and open floor areas should not be used for storage.
- All staff that use PC's for a significant amount of time must complete the Workstation Self-Assessment Checklist, and return it to the Admin Officer who will progress any corrective actions as necessary.
- These staff are entitled, if they wish, to an eyesight test, particularly if they are experiencing visual difficulties associated with the use of DSE, and if they request it.
- The optician's fee for the eyesight test will be reimbursed by the school on producing a receipt.
- If the optician confirms that a member of staff requires new visual correction specifically for work with PC's, the school will pay a contribution towards the cost. It should be noted that some users who already wear glasses may or may not need special glasses for PC work.

17. OFF SITE VISITS

- An off site visit is defined as any visit where pupils are taken away from the school site.
- Risk assessments will be completed and documented for all off site visits. Where the visits are regular such as the swimming pool, the risk assessment will be completed then reviewed each term or year as necessary.
- All DfEE guidelines are to be followed before any site visits take place. All necessary documentation is to be completed before the visit takes place.
- Where activity providers are used, then their competency is to be checked.
- The risk assessment process determines the level of first aid cover on the visit.
- First aid kits are always to be taken on visits.

- The Head Teacher must check all arrangements for off site visits before the visit commences.
- The leader for off site trips will be the organising teacher. If specialised instruction or expertise is needed, the leader will arrange for the appropriate person, suitably qualified, to be used.
- The leader will normally make a preliminary visit to ascertain the suitability of the chosen venue. Alternatively the recommendation of another member of staff who knows the venue may be sought.
- The leader will ensure that there are contact telephone numbers, which can be used to contact the party or the school in case of emergency and that the school visits procedure has been followed.
- The following staff to pupil ratios will be used as recommended in Wiltshire Education Service booklet 23 - Safety in Outdoor Education:
 - Local Study Visits – For a short local study visit during a lesson (for example a class exploring and investigating the immediate environment beyond the school) 1 adult per class, with a minimum of 1:30
 - Educational Day Visits- 1 Adult to a maximum of 15 pupils. Deep water sites and coastal environments present special risks and so at least 2 adults should accompany each visit on these occasions. Some field study centres provide staff to teach and organise activities; the party leader should confirm the extent of such assistance before finalising supervision arrangements for the trip.
 - Residential Visits, to all types of centre including self-catering. Where visits involve an overnight stay or are likely to extend beyond midnight on the day of the visit, the ratio of adults to pupils will be at least 1:15 with a minimum of 2 adults. Where the party is mixed and over the age of 9 then at least 1 adult of each sex will accompany the party. Camping trips will have a ratio of at least 1 adult to 10 pupils.

18.New or Expectant Mothers

Pregnancy should not be equated with ill health. It should be regarded as part of everyday life and its health and safety implications can be adequately addressed by normal health and safety management procedures.

Many women work while they are pregnant and many return to work while they are still breast feeding. Some hazards in the work place may affect the health and safety of new and expectant mothers and of their children. The policy sets out the known risks to new and expectant mothers and gives advice on what needs to be done to comply with the law.

Staff (full and part-time) are required to inform the Headteacher as soon as possible and in writing when pregnancy has been confirmed.

The Headteacher will undertake a risk assessment of the employee work activity to ensure no risk to the health of the employee or the unborn child. Copies of the Risk Assessment will be kept and will be reviewed if circumstances surrounding the pregnancy alter in any way.

19.RISK ASSESSMENTS

Risk assessments will be carried out by the school to comply with legislative requirements. The risk assessment will be lead by senior school management but will include as many staff as possible. Risk assessment is better carried out by several people together rather than as an individual

exercise. The risk assessment will look at the hazards encountered, who may be harmed by them, how they may be harmed and the control measures that are in place or need to be put in place. The findings of the risk assessment will be brought to the attention of staff and the assessment reviewed and revised as necessary. The review will take place at least annually but may take place sooner if there are changes that require it, such as building work being carried out at the school.

20.SAFETY TRAINING

The safety training needs of the school will be considered by senior school managers and the appropriate training arranged for staff.

Safety training will be given to new or relief teachers as soon as they join the school. As an absolute minimum this basic training should include the procedures for fire and first aid. They should also be made aware of this safety policy and the procedures for implementing it.

The Head Teacher will arrange refresher training as necessary.

21.SECURITY

- It should be possible to make the school secure during the day. Doors should not be left open where this would allow access to people.
- Visitors to the school should be directed to the main reception by signs outside.
- Visitors, even regular visitors, contractors etc., should sign the visitor's book at reception. The school will consider if badges are desirable for visitors.
- If unknown visitors are encountered in the school, or are not wearing a valid badge, refer to separate intruder policy.
- Visitors should sign out at the end of the visit.
- All valuable equipment (say over £100) should be security marked and an inventory compiled and maintained by the school administration team.
- Staff are responsible for the security of their own personal items. These can be deposited in the office or staff room during the day.
- Pupils should be discouraged from bringing valuable items into school.
- Pupils can ask the class teacher or the administration team to look after small quantities of money they may bring into school.
- Parents should be reminded of the need to identify pupil's clothing by securing nametags to them.
- The Head Teacher will devise a method of cash handling. The school safe should be used to store larger amounts of cash. Cash should not be stored on the premises for any longer than is necessary.

22. SMOKING

No smoking is allowed within the boundary of the school premises.

23.TRANSPORT

On all transport, responsible adults will supervise pupils as follows:

MINIBUSES

Only minibuses with forward facing seats and seat belts for every passenger will be used.

On every trip there will be at least one other adult in the minibus in addition to the driver.

All drivers will have an appropriate full driving licence.

BUSES AND COACHES

All passengers will have a seat to themselves.

On every trip there will be at least one other adult in the coach/bus in addition to the driver.

HIRED TRANSPORT

Only hire companies approved by the Governing Body will be used. The criteria is that the Transport operator has a current Department of Transport licence and that all drivers have a current Passenger Carrying Vehicle licence for the size of vehicle that they are to drive.

PRIVATE CARS

The teacher responsible for the trip will inform parents and Guardians if pupils are to be taken by private car.

All occupants will use seatbelts.

Private cars will only be used where the drivers have passenger liability insurance.

No charge will be made for the use of private cars, thus allowing the use of cars whose drivers have insurance cover for social, domestic or pleasure use only.

24. Alcohol and Drug Abuse

Staff attending work while under the influence of alcohol or drugs creates an unprofessional image of the school and increases the risk of accidents both to themselves and to colleagues. To minimise the probability of accidents from alcohol or drug abuse, staff whose judgment is impaired will be excluded from work and will be subject to disciplinary procedures.

If you are feeling depressed or anxious about either your work or social situation alcohol or drugs will not provide a long term solution. For help contact the Headteacher in the first instance for confidential help and support.

Some drugs prescribed for medical reasons are likely to impair judgment and lower concentration. If you feel you are affected when on medication please inform your immediate supervisor so that additional arrangements may be made to safeguard you while at work.

25. Staff Wellbeing

Stress is defined by the Health and Safety Executive as “the adverse reaction people have to excessive pressures or other types of demands placed on them.” This distinguishes stress from the pressures or challenges that provide the motivation for everyday living. Being under pressure can often improve performance but when demands and pressures become excessive they can lead to stress.

People respond to pressure in different and individual ways. Much will depend on an employee’s personality, experience, motivation and the support available from managers, colleagues, family and friends. Difficulties faced outside of work can also have an impact on someone’s ability to cope or function well at work.

If stress is intense and sustained it can lead to mental and physical ill-health and contributes to employee ill-health and sickness absence. It is important that all staff are aware of the factors that can give rise to stress (stressors) so that where possible their causes can be foreseen and appropriately managed before damage/harm is done. The Headteacher will liaise with staff in identifying the individual stressors and, where practicable, steps will be taken to minimise/eliminate these stressors.

Workloads and stressors will be monitored on an on-going basis as part of 1:1 reviews.

26. Housekeeping

The risk of injury within the workplace is most likely to be caused by the more mundane hazards as a result of poor housekeeping. Trips and falls can be caused by trailing cables, objects left on floors, traffic routes blocked within the classroom. It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear. The Site Manager will undertake an inspection whilst opening the school each morning to ensure that communal areas are free from trip hazards, etc. He will report all hazards, obstructions, defects or maintenance requirements to the Admin Officer. It is the duty of all staff to be vigilant and aware of possible hazards. If any spillages occur, these should be dealt with immediately.

The school will be cleaned as per the cleaning schedule and will be monitored by the Site Manager. All waste will be disposed of according to appropriate health and safety guidelines.

27. Violence at Work

All staff must report to the Headteacher any incident of aggression or violence (or near misses) directed to themselves from any source.

Staff should always take steps to minimise the possibility of violence in school.

Parents who are known to be violent or aggressive should never be seen by staff unless another member of staff is present.

28. Work Experience Placements

Any proposed placement should be discussed with the Headteacher.

As the placement provider, risk assessments should be undertaken by the Headteacher/teacher as soon as the placement details have been agreed in conjunction with the secondary school or college and before the student takes up the work placement.

Providers should be informed in advance about any individual students who may be at greater risk, for example because of any specific medical needs/behavioural needs or learning difficulties.

Teaching staff must be aware of the risk assessment in order to ensure the safety of the work experience student whilst in the care of the school.

29. Asbestos

Asbestos will be identified on the school site

The school will maintain the Asbestos Register, which will be kept up to date by the Site Manager

An asbestos management plan will be developed by the school, and updated at least annually

Any person required to manage or monitor asbestos in the school will be provided with suitable and sufficient training as appropriate

Information on the location of asbestos containing materials will be disseminated to all school staff

Any contractor who attends the school to carry out work that may disturb the fabric of the building must scrutinise the asbestos register, and sign to confirm they have read and understood it

All new building work or maintenance will take into consideration regulations regarding the identification and removal of materials containing asbestos

30. Legionella

Legionella bacteria will be controlled within the school's water system by the appointment of a competent contractor to carry out inspections, flushing, temperature checking and sampling as appropriate.

In-house temperature checks and flushing will also be carried out by the Site Manager in accordance with the school's Legionella Risk Assessment.

31. Monitoring and Review of Health and Safety

Health and safety standards will be monitored by the Headteacher in conjunction with the school governors by the following:

- The Headteacher will include health and safety as part of the agenda of their regular meetings
- The Headteacher will conduct an annual premises inspection with the Admin Officer and Site Manager and Trade Union Safety Representative (where appointed);
- The Governors' agenda and Headteacher's report to the Governors will both have health and safety as standing agenda items.

Inspections

To maintain and improve standards throughout the school, premises safety inspections will take place with records kept, according to the details below:

- The Site Manager inspects the site as part of his daily routine, with urgent matters referred to the Headteacher and/or Admin Officer who will take appropriate timely action. More routine matters will be discussed at the weekly premises meeting between the Headteacher, Site Manager and Admin Officer and actioned accordingly.
- The Headteacher and Site Manager inspect the site on a half-termly basis.
- The Headteacher, Site Manager and Health and Safety Governor conduct an annual health and safety inspection, and report back to the Governors
- The Headteacher conducts Risk Assessments on an annual basis or as and when necessary.
- All significant matters are reported to the Governors

Auditing

As a means of confirming that the necessary systems to comply with legislation are in place and are being followed, the Health and Safety Consultant will complete an annual health and safety audit. The action points identified through the audit will form part of the school development plan.

Health and Safety Policy Review

The school acknowledges that the Health and Safety Policy is a working document that includes details of policy and procedures relating to health and safety issues.

The school will constantly monitor and update the Policy as appropriate and will undertake a formal review on an annual basis with advice and assistance from the Health and Safety Consultant, and endorsement from the Governing Body.

***Reviewed September 2017
To be reviewed September 2018***