



Health and Safety Policy

Swinderby All Saints Primary School

Approved by:

Headteacher

Date: July 2025

Reviewed:

Annual

Health and Safety Policy

The Health and Safety at Work etc. Act 1974 requires employers with five or more employees to have a written statement of health and safety policy. The Policy must be prepared and brought to the attention of employees and be reviewed and revised as is appropriate to ensure it remains valid.

The Management of Health and Safety at Work Regulations 1999 specifically require that schools assess the risks from their activities, and implement arrangements to control them and to comply with health and safety legislation. The significant findings of these risk assessments must be recorded. The arrangements section of the Health and Safety Policy are, in effect, significant findings of risk assessments.

Section 1 General Statement of Health and Safety policy

The Governing Body is committed to:

- the provision of safe and healthy conditions for pupils, employees and visitors;
- compliance with all relevant health and safety legislation;
- seeking the co-operation of staff, pupils, parents and
- contractors to achieve these objectives in order to minimize 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.

2.0 Organisation and General Responsibilities

2.1 Governing Body

Are responsible for ensuring that:

- a health and safety policy is prepared, implemented and reviewed to ensure it remains valid;
- health and safety standards are monitored by direct involvement or by considering inspection reports;
- actions are prioritised where resources are required;
- health and safety is an agenda item at Governors' meetings;
- a Governor is given specific responsibility for health and safety;
- the Governor with specific health and safety responsibilities and the Head Teacher receive health and safety management training and are competent to deal with the health and safety aspects of the work;
- assistance is obtained from specialists when in any doubt about the health and safety standards to apply;

- the Director of Education and Cultural Services is informed of any situation of concern where appropriate health and safety standards cannot be implemented.

2.2 Head Teacher

The Head Teacher 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 significant findings regarding the above are recorded in the Health and Safety policy;
- the arrangements are monitored to ensure they are working;
- employees are aware of what is expected of them and that they are capable of dealing with the health and safety requirements of their work;
- any problems in implementing appropriate health and safety standards are reported to the Governing Body;
- specialist help and assistance is obtained where necessary;
- the reports of health and safety monitoring are communicated to the Governing Body along with details of significant injuries to employees, pupils and visitors.

2.3 All Employees

Are responsible for:

- taking reasonable care for their own health and safety and that of other employees and visitors who are affected by their activities;
- where appropriate, exercising effective 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;
- monitoring the health and safety standards of their own areas, ensuring that appropriate risk control measures are implemented;
- reporting to the Head Teacher 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.

2.4 Pupils

Pupil are expected:

- to exercise personal responsibility for their own health and safety and that of their classmates;
- to observe standards of dress and behaviour consistent with the safety of themselves and others;
- to observe the rules of the school and in particular the instructions of teachers.

2.5 Health and Safety Assistance

The Health and Safety Team is appointed to be the competent person as required by the Management of Health and Safety at Work Regulations 1999 and is responsible for providing the health and safety assistance as and when requested.

3.0 Arrangements and Significant Findings of Risk Assessments

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.

Specific attention is to be given to avoid slipping and tripping hazards such as trailing cables, damaged floor coverings, slippery floor surfaces.

Staff are expected to rectify these situations where possible or report them to the Site Manager or Headteacher.

Step stools, step ladders are provided and must be used where necessary to reach items above head height. Staff are to inspect these before use and record in the red book which ladders they have used and the purpose they are needing them for. Report any defect to the Site Manager or Head teacher. The Site Manager will check the record of who has used these at least every 6 months.

Staff and pupils MUST not use chairs, boxes or similar items or climb up the face of cupboards or storage racks to reach items out of reach.

Filing cabinet drawers shall not be overloaded and employees 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 Site manager or Head teacher.

Sharp edges which may cause injury and/or damage to clothing must also be reported.

Pupils are reminded on a regular basis about the risk of fingers being trapped in doors. Door closers and hinge strips are fitted to reduce incidents

The Site Manager is responsible for checking routinely that the self closers operate properly, ensuring that adjustments are carried out if doors close too quickly.

All staff are expected to wear sensible and suitable shoes and clothes that will not lead to accidental injury. Open-toe sandals and high heels may not be suitable in the work place

All radiator spindles must be fitted with a handwheel or cap to prevent injuries.

Heaters with hot surfaces are fitted with guards to prevent injuries and hot water temperatures in pupils' areas are set so as not to exceed 43 degrees C to prevent scalding.

Running is not permitted within the school building 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.

3.2 Guardrails on Stairs and Landings

Falls down stairwells are a major risk to pupils in schools with multiple floors. To minimise the risks, staff must ensure good discipline in these areas, making sure that pupils do not run or play about on stairs or landings. The guardrails on the stairs and landings have been checked to ensure they meet the requirements of the Health and Safety (Workplace) Regulations 1992.

3.3 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 800mm from the floor.

3.4 Electrical Equipment

Staff shall not attempt repairs nor make modifications to electrical equipment other than those normally associated with daily operations. Any defects or malfunctions must be reported to the Head teacher.

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

Only electrical equipment provided by the school shall be used. This equipment is PAT tested annually.

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 electrical equipment is used outdoors, a residual current device (RCD) is used to reduce the risk of serious electric shock. Staff must use RCD adapters if one is not fitted into the fixed wiring and to cease using any equipment which causes the RCD to trip. The RCD plugs are kept in the staff resource cupboard

3.5 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 wherever 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:

Staff shall not use ladders or step ladders if they are working alone in or around the school; if an incident occurs there is no one to call for assistance.

Before using a ladder or step ladder, 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 manufacturers' instructions by a person who is competent, having received sufficient instruction and training. **ONLY TRAINED STAFF ARE ALLOWED TO WORK AT HEIGHT OVER 3 METRES.**

Step –Stools and Step Ladders -- General Rules

- Check that equipment is in good condition, do not use items with cracked, broken or splintered stiles/rungs/steps/hinges/cords/clips or other defects.
- Check the ladder is clear of overhead electrical 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.
- 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.
- Step ladders must be long enough to reach the work and provide a secure hand hold.
- Do not stand on the top step or platform on a step ladder unless it is constructed with secure hand hold.
- Always spread step ladders to their fullest extent for stability and check that retaining hinges/cords/clips are secure.
- 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.

3.6 Substances Hazardous to Health

Where possible all substances used in the school should be non-hazardous e.g. not labelled 'Toxic', 'Harmful', 'Corrosive' or 'Irritant'.

All substances must be properly labelled, stored, used and - when necessary – disposed of in accordance with the manufacturers' instructions. Staff should be aware of the requirement to assess the risks to health of any hazardous substances brought into the school to ensure the appropriate risk control measures are devised, implemented and where appropriate, recorded. Some hazardous substances are unavoidable: the COSHH assessment for cleaning substances and legionella bacteria are given below. The control measures for the hazardous substances used in Science, Technology, Art and Catering where applicable, are as recommended in the relevant section.

School Cleaning Substances

Liquid cleaners, disinfectants and bleach carrying the 'Irritant' and 'Harmful' warning labels are used for general purpose cleaning in the school. These substances are necessary; 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, where 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 must be avoided as this can cause health problems e.g. redness of skin, eczema or dermatitis.
- Contact with the skin is to be avoided by the wearing of protective 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 needs to be washed immediately with plenty of water and further medical assistance sought if any problems persist. 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, dilution ratios and appropriate hazard sign.
- The above measures are considered necessary to comply with the COSHH Regulations and it is concluded that these will adequately control the risks to health presented by the use of these substances.

Legionella Bacteria

There is a small risk of legionella bacteria developing in the domestic water system. If droplets are inhaled, as when taking a shower, this could lead to legionnaire's disease which can be serious for vulnerable persons. A company specializing in water hygiene is used to assess the risks and carry out recommended remedial work and testing.

The Site Manager is responsible for ensuring the hot and cold-water services are thoroughly run through prior to the school re-opening after more than 5 days closure.

ALL water outlets are flushed/recorded weekly.

3.7 Fire Risk Assessment

A fire risk assessment has been carried out as required by the Management of Health and Safety at Work Regulations 1999. The significant findings of the fire risk assessment are attached to the back of this policy.

Fire fighting equipment is inspected and maintained annually by a qualified person.

3.8 Manual Handling of Items and Loads

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.

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. moving PE apparatus. Staff are required to assess these operations and only allow pupils to be involved where they will not struggle and need to ensure that adequate precautions are taken to prevent injury.

Chair and Table Moving.

Measures to reduce the risk of injury: -

- using correct lifting techniques;
- carrying no more than 2 chairs at a time;
- using special trolley for moving stacks of chairs;
- carrying no more than 1 table at a time (single tables);
- obtaining assistance where the timescale involved could lead to over-exertion.

Dining tables are fitted with wheels to reduce lifting.

3.9 Moving and Handling Assistance for Pupils with Special Needs

An assessment of the moving and handling needs of pupils with special needs will be carried out before the pupil starts at the school. Where necessary, advice and guidance will be obtained from parents, the Health Authority and Health and Safety Advisors. The assessment will identify the moving and plan appropriate for each pupil. The hierarchy of measures in these plans shall be as follows:

Hazardous moving and handling operations shall be avoided, so far as is reasonably practicable, by the use of hoists/slings and, where appropriate, encouraging pupils to move themselves or by re-organising activities. Where the above is not reasonably practicable, measures shall be implemented to reduce the risk of injury to the lowest level reasonably practicable; training for staff in using the correct techniques, team lifts, the use of wheelchair ramps, transfer boards, handling belts, sliding sheets, turntables etc.

3.10 Display Screen Equipment (DSE)

Computer equipment is used extensively by staff in the school office and some teachers.

These members of staff have been designated as 'users' under The Health and Safety (Display Screen Equipment) Regulations 1992. 'Users' are provided with information and training about the risks to their health and how to minimize them. Workstations used by the above 'users' have been assessed to ensure they satisfy

minimum requirements and the risks are reduced to the lowest level reasonably practicable.

Frequent changes of activity occur; therefore, no special breaks need to be planned into work routines to prevent the onset of fatigue. 'Users' are entitled to eye tests and any special spectacles required 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 work stations and organisational systems will minimise the risks 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.

3.11 Smoking at Work

Smoking is not permitted anywhere inside the school or in the school grounds.

3.12 Contractors' Activities

Construction and maintenance work involve major hazards, and particular care is necessary when these activities take place on the school site. Contractors have a duty to carry out their work in accordance with relevant statutory provisions. The school has a duty to ensure the health and safety of pupils, employees and visitors on the site and must exercise sufficient control to make sure that contractors discharge their duties.

Only contractors who are on the County Council's approved list, or can show in some other way that they are competent to carry out their work in accordance with the relevant statutory provisions, will be selected for work on the premises. Before work commences, the Head Teacher or delegated members of staff must ensure that arrangements to control the risks are implemented by the contractors to protect pupils, staff and visitors. The Head Teacher or delegated member of staff shall then monitor the contractor's activities to ensure the arrangements are adequate. Any situation where the control measures are insufficient must be raised immediately with the contractors.

The Construction (Design and Management) Regulations 1994 (CDM Regulations) will apply to larger projects. i.e. all demolition work irrespective of size, and construction work which involves more than four persons or takes longer than 30 days. In these cases, the Head Teacher or delegated member of staff is responsible for seeking specialist advice regarding what must be done to comply with these Regulations.

3.13 First Aid Arrangements

Having staff trained in emergency first aid is considered to be appropriate for the risks and numbers of persons present. It is the policy of this school to train as many teachers and midday meal supervisors as possible in emergency first aid so that there is always cover for the most likely times that injuries occur and for absences/school trips etc. This training is repeated every 3 years to maintain competence.

First aid boxes stocked with the recommended contents are located at appropriate points.

Shortages must be notified to Mrs Sims

All staff should familiarise themselves with the location of these so that, in the event of an injury these can be located quickly. The main centre for First Aid is located in the medical room but there is also a box available in the kitchen and at the top of the stairs by Class 4, outside the Cabin Club, medical room and in plastic shed for playground toys on playground. In cases where there is doubt about severity or acute illness, an ambulance can be summoned from the telephone in the office. No member of staff should transport pupils or staff in private cars in these instances.

Staff should administer first aid treatment in accordance with their training and always. Show caution if in doubt by seeking a second opinion.

The Site Manager checks the medication folder, medication cabinet, first aid boxes and the accident book is checked every 6 months.

Head Injuries

Head injuries can easily be underrated. Any significant knock to the head which shows signs of swelling, grazing, crushing, or which changes the behaviour of the pupil, should be referred immediately for further medical attention. Slight knocks to pupils who have had previous head injuries could be serious and these also should be referred immediately for further medical attention. Parents are to be contacted immediately where further medical attention is necessary and informed via the standard of any apparently non-significant head bumps which show no signs or only slight reddening.

Other Injuries

Broken bones may sometimes not be obvious in children. Any injury which results in continued pain or changed mobility should be referred immediately for further medical attention.

Infection Control

Aids and hepatitis B viruses are a risk to staff involved in the provision of first aid. The universal precautions for cleaning up body fluid spillages detailed in the Department of Health poster 'Guidance on infection control in schools and nurseries' should be followed to prevent the spread of infection. This poster is displayed in the Staffroom.

EPI- Pen

There is a child in school who suffers from a severe allergy. They have an EPI-Pen that they have on them at all times. A spare EPI-Pen is kept in the medical cabinet in the medical room. **These are only used in extreme emergency** and only staff who have received training in the use of this equipment, should administer this in the prescribed way. The likelihood of an anaphylactic reaction to an allergen should be already be known to the school. All Epi-pens must be labelled with the child's name. The pens are then kept in the medical cupboard outside of the classroom. It is the responsibility of the **parent** to keep the school supplied with current versions.

IT IS NOT THE SCHOOL'S FAILING IF THE EQUIPMENT IS NOT UP TO DATE.

3.14 Pregnancy and 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 and in the Department of Health poster 'Guidance on infection control in schools and nurseries' which is displayed in the Staffroom.

3.15 Young persons working or on work experience in the school.

If young persons come to the school to work, or are 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. Where such young people are involved, specific risk assessments need to be undertaken 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, 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 a 'child' are aware of this, they shall be informed as described above; a copy of this policy shall be forwarded to them with the confirmation letter.

3.16 School Security

Access to the school is only via the Main entrance which is monitored at all times to prevent unauthorized access.

All other doors are behind the security fence/gates which prevents unauthorised access. All other doors can be readily opened from the inside in case of emergency.

All visitors are required to report to the school office on arrival. They are usually met in the reception area

The names of all visitors and their time of arrival and departure should be recorded and a badge issued for identification whilst 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 this case the Head Teacher is to be informed and, if necessary, the police called for assistance.

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 pupils or parents and further action such as exclusion/banning/prosecution will be considered. The following steps should be followed:

- Staff who have any qualms about parental interviews should arrange for a colleague to be present;
- 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.

A register is kept of those who have demonstrated violent tendencies in the past.

- Reference should be made to this register when arranging meetings with parents so that appropriate support can be organised.
- Staff who suffer violence at work will be sympathetically treated and a variety of support systems are available.
- Further advice on violence at work is given in the leaflet PO/EL/18.

3.18 Educational Visits

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 into the arrangements. A summary of these must be recorded for all visits undertaken. A Risk Assessment form must be completed and approved by the head for LOW RISK activities. Visits that may be classed as medium or higher risk will need time to be considered by the governors. The DfEE document 'Health and Safety of Pupils on Educational Visits' is used as a guide for the risk control arrangements.

Farm visits pose a risk of infection and the precautions are detailed in the Department of Health poster 'Guidance on infection control in schools and nurseries' and the DfEE memo on this subject must be followed. This poster is displayed in the Staffroom.

3.19 General Guidance and Medicines and Infection Control

The storage and provision arrangements for pupils' medicines are set out below and must be strictly adhered to.

- Only the listed items shown in the First Aid boxes should be used.
- No antiseptic creams or liquids must be used on injuries
- Cotton wool should never be used
- Special lint-free wipes are provided
- Wounds may be dressed with the specialised cover dressing.
- First -aiders and a first aid box must be available on school trips.
- Aspirin may not be given to any child under 12 even if parents have supplied them.
- Staff do not have the authority to administer medicines except emergency medication for which training has been given. If a child is required to take medicine in school, then a permission form will be signed by their parent or adult and a staff member will oversee a child taking this medicine.
- Any medicines such as inhalers, Epi-pens etc. will only be accepted into school if they are labeled with the child's name, the dispensary's/doctors name on an official label.
- Always use the disposable gloves when treating open wounds.
- If in doubt about an injury- ask for a second opinion.

Exclusion periods for illnesses

- Pupils who are unwell with an infectious disease should not be at school and should be kept away until they are better or no longer pose a risk of infection to others. The recommended periods of exclusion should be in accordance with the guidance set out in the Department of Health poster 'Guidance on infection control in schools and nurseries.

- **Medicines in School**

No medication for headaches etc. should be administered or allowed in school.

The District Health Authority state the following guidelines for the administration of drugs/ medicines in schools:

Those where the child has some form of chronic illness such as diabetes, epilepsy, asthma and hayfever. Only medicines prescribed by a registered medical practitioner and labelled by a chemist with the child's name and the amount/frequency of the dosage, should be accepted into the school where it can be retained securely out of the reach of children. There is a cabinet on the wall in the Medical Room. Injections must only be administered by staff who have received specific training.

Children suffering from infections requiring treatment by antibiotics should not normally be in school until the course of treatment has been completed and it is advisable for members of staff not to administer medicines in such cases.

Where arrangements are made for parents to enter school to administer medicines, do not accept unmarked containers into school, and keep them stored in the staffroom fridge or the medical cabinet securely out of the way of children.

Female members of staff must exercise extreme care in cases of German Measles during pregnancy.

Exclusion periods for illnesses can be found on an information poster on the back of the staffroom door.

The AIDS guidelines are for your protection in case anyone with whom you deal has the Virus. They also protect others if you have the virus.

Wear protective gloves when treating blood injuries. Wear proactive gloves and clothing if dealing with other body fluids.

Keep cuts covered at all times in case you have to give emergency treatment when access to safety gloves is not possible.

Further guidance covering AIDS can be found in the booklet HIV & AIDS- A Guide For The Education Service. DES kept in the staffroom.

3.20 Injury Reporting

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

The Head Teacher is responsible for ensuring that the PO3 forms are completed 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.

A PO3 form is available on line (BW to download). 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 pupils and visitors are those which require them being taken to hospital. This only applies to injuries which arise in connection with work, either through a premises fault or through work organisation such as lack of care, not those which arise from play or sport activities or which arise from a health condition.

'Major' injuries to staff are basically any break of 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 a PO3 form within 10 days.

'Over 3-day absence' injuries to employees 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 hours or the failure of a lift, will apply.

The Health and Safety Team (01522 552205) shall be contacted if in doubt about these reporting procedures.

3.21 Statutory Notices

The Head Teacher is responsible for ensuring that a 'Health and Safety Law' poster is displayed where staff can read it.

3.22 Health and Safety Representatives and Consultation

The role of trade union appointed health and safety representatives is recognised and encouraged.

Zoe Longstaff has been appointed as Health and Safety representative and will be consulted during the preparation and review of the health and safety policy of the school to enable effective co-operation in the promotion and development of the health and safety arrangements. Facilities and time off from normal duties will be provided so that Zoe Longstaff can carry out the functions of a health and safety representative as detailed in the Safety Representatives and Safety Committee Regulations 1977.

3.23 Staff Induction Procedures

The capabilities of all new members of staff with regard to their own health and safety and that of pupils in their care will be taken into account before employment starts.

Adequate information and training will be given to ensure that they are aware of the school's health and safety arrangements, particularly: -

- evacuation procedures;
- first aid and injury reporting arrangements;
- any other relevant emergency procedure.

3.24 Physical Education, Sport and Play Activities

Most injuries to pupils occur during these activities.

General rules for play times

When the playground is salted a record of this will be made. A sufficient number of staff will be available to supervise play times and will be positioned where they can see all pupils.

Staff shall watch for and control over-enthusiastic behaviour. In particular ball games which shall only take place in the designated areas. Running activities and ball games are prohibited in the 'Quiet' areas round the Peace Garden area.

The retrieval of balls from neighbouring gardens by climbing fences is prohibited. Allowing pupils to leave the grounds to retrieve equipment must be done with extreme caution. Consult a senior member of staff if in doubt.

Extreme care should be taken with hot drinks. Covered cups are available.

Fixed outdoor play equipment shall be visually inspected on a daily basis by staff during the season of use or before use at all other times. A termly inspection will be made by Mrs Feast and School Governor, Mrs Lynne Carter and a record kept. All play equipment will be annually inspected by a specialist contractor.

General rules for sport and physical education

It is the policy of the school to follow the guidance in the document 'Safe practice in Physical Education' published by the British Association of Advisers and Lecturers in Physical Education (BAALPE) and the guidance from the relevant national governing body for the activity concerned.

Only suitably qualified members of staff are to supervise physical education and particular attention should be paid to the following:

- Physical activities should be quietly undertaken and there should be strict control and undertaken with the minimum of noise, especially if competitive games are being played;
- Ensure pupils are involved in activities appropriate for 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; Tracksuit bottoms must not trail on the ground

- When working inside, no footwear should be worn during the activity.
- When walking to the Hall however, footwear must be worn. Children should put shoes on in order to visit the toilets during indoor lessons.
- Long hair should be tied back;
- Watches and ring type earrings must be removed; All other jewellery is prohibited at school. Earrings must be taped over if they cannot be removed
- Sports areas and pitches should be checked before activities start, to make sure there are no dangerous objects about Similarly a check is needed of indoor spaces used for activity.
- 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 apparatus;
- Set up apparatus with adequate spacing between each item;
- If pupils are involved in moving equipment, make sure this is done using the correct techniques with enough pupils to ensure that they do not have to struggle;
- Landing areas should be away from any wall and other furniture;
- Pupils must be supervised at all time in the hall when using apparatus;
- Make sure that equipment is put away safely.
- When holding sporting events where parents/friends etc are invited be aware and control over enthusiasm or any offensive comments made by visitors that are not appropriate. Expulsion from the ground is possible and any threatening behaviour should be reported to the police.

3.25 Vehicles on the Premises

- Vehicles maneuvering 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. In particular:
- Pupils shall not be allowed on the playing field whilst grass mowing takes place;
- Delivery and contractors' vehicles must be prevented from entering the premises at school starting and leaving times;
- Parents and pupils are reminded at times to use the lay-bye area with care and responsibility.

3.26 Subject specific

The advice and guidance in the following documents are practiced to control the risks:

- CLEAPPS L5p Safe use of Household and Other Chemicals
- L86p Electrical Safety - Primary
- L164a Heating in Primary Science
- L190p Studying Microorganisms in Primary Schools
- GLU Glues and Adhesives
- The Association for Science Education (ASE) - 'Be Safe - Some aspects of safety in school science and technology for key stages 1 & 2'
- The National Association of Advisors and Inspectors in Design and Technology NAAIDT) - 'Make it safe!'
- DfEE - 'Safety in Practical Studies' and 'A Guide to Safe Practice in Art and Design' In particular teachers shall ensure that: Sharp knives and sharp ended scissors are stored securely and only used by older pupils under close supervision.

- Round ended scissors to be used where possible.
- Only non-hazardous paints and glues are used.
- Pupils shall be shown how to use the simple hand tools available to them in the classroom safely and it must not be assumed that they have been taught this previously because they have used the tools before.
- Eye protection is used by pupils where materials or tools are likely to produce chips or splinters which fly off.
- Hot wire polystyrene cutters are only to be used in well ventilated rooms.
- Pupils do not use spray glue.
- Only low temperature glue guns are to be used by pupils
- In cookery lessons the quantities of hot liquids are to be kept to a minimum and poured by an adult. Pans positioned so as not to be knocked over. It is best if only the oven is used for heating/cooking.

Technology

It is the policy of the school to follow the advice and guidance detailed in 'Safety in Practical Studies (DfEE Publication).

- Close supervision is exercised over pupils' behaviour;
- Cleaning and tidying up is carried out at the end of the lesson and unwanted items are disposed of at regular intervals;
- Electrical tools must not be used by pupils unless sanctioned by the Headteacher and a risk assessment carried out prior to use. Adults may use them but only while exercising extreme care for themselves and pupils. No tools should be left out at breaks or in any situation where a responsible adult is absent.

Internet Safety: Guidance is provided for pupils in the form of talks within lessons, posters displayed near to computers and by the school having a stringent firewall. Meetings are arranged for parents delivered by NSPCC to provide guidance.

Food Technology

The following measures are taken to control the risks:

- Secure storage and use of kitchen knives.
- Health and Safety briefing sessions for pupils in handling food and equipment must precede a lesson and close supervision to ensure the rules are followed.
- Pans positioned on cookers so that handles do not protrude.
- Routine maintenance inspection of the cooker.
- Routine inspection and testing of all electrical equipment.
- Secure storage and following the manufacturers instructions for the use of bleach.

Art

The guidance in the DES publication 'A Guide to Safe Practice in Art and Design' is used as a basis for the risk control measures. Most inks and paints are water based and are very safe. some inks and paints are oil based (some lino printing inks and marbling inks) but are otherwise non hazardous.

Suitable step ladders are provided for putting up displays and working at heights; staff and pupils shall not stand on desks or chairs. Clay is purchased in small quantities to minimise the manual handling risks.

The dust levels from dry clay residues are minimised by wet cleaning methods and having good general ventilation. The kiln is sited in the boiler house to minimize interference and accidents. A trained person should be responsible for the loading and starting of the kiln. Only ready mixed liquid glazes are used; these are stored securely and good hygiene precautions are used to control exposures.

Drama and Music

The following measures are taken to control the risks:

- Suitable access equipment is provided for adjusting and replacing the stage lights and other work at heights. i.e. step ladders
- All stage light pylons are secured by chains to prevent toppling during usage.
- Stage materials and equipment are stored securely to prevent falls.
- Pupils are closely supervised during lessons.
- Pupils are told about the dangers of interfering with stage lights and scenery at the time of rehearsal and performance
- Routine inspection and tests of electric equipment such as lights, distribution panels and dimmer boards are carried out.
- RCD protection for electrical sockets used for equipment on the stage and for all sockets which are used to supply pupils' own equipment, amplifiers etc.

School Productions

In addition to the above the following measures are taken to control the risks:

- Adequate precautions are taken to prevent falls from scenery constructions and from the edge of the stage. (Height of stage 45cms)
- Scenery and materials are stored securely to prevent falls.
- All non-essential combustible materials are removed from the stage area and no Combustibles are kept beneath the stage.
- Curtains and scenery on the stage are kept well clear of lights.
- All exits from the hall are kept clear and unlocked.
- Emergency lights (portable) are tested to ensure they work properly.
- Emergency exits are clearly signed.
- Well lit routes are provided for pedestrians from car parks.
- Vehicles are not allowed on the premises.
- Chairs for the audience are kept clean and in good condition.
- The hall floor surface is maintained so as not to be unduly slippery.

Catering

Refreshments such as tea and coffee are served at functions. There are separate details for food handling in the serving of hot school meals. This guidance must be followed to ensure cross contamination and possible food poisoning or related food 'illnesses'.

Hot school meals are not prepared on the premises.

- All staff who set up tables and clear away have received the relevant training. All staff who serve the food wear the appropriate clothing and have received a certification in Basic Food Handling.
- The Local Environmental Health Authority regularly inspect log books and review operation systems. The school achieves excellent reports each time.

3.27 Statutory Engineering Inspections (Not applicable in this school)

3.28 Working Alone

Some activities involve special risks and shall not be carried out whilst alone on the premises. If an accident occurs, there will be no one to help or summon assistance.

These will include those listed below. These require specific risk control measures:

- Working at heights of more than 2 metres (from floor to feet position).
- Moving and handling tasks where assistance is required to minimise the risk of injury.
- Meetings with people who have a record of violent behaviour or meetings where conflict or disagreement is anticipated should never take place by design.
- Working alone on the premises should be avoided where possible but where this is unavoidable the doors should be secured to prevent intruders. (Doors which provide emergency escape can be readily opened from the inside.) A telephone must be readily available. In addition, everyone who works alone on the premises must make sure that someone knows where they are and what time they will be finished. These persons should be instructed to make contact if the person working alone is overdue and raise the alarm if there is no reply.

3.29 Working Time

The school recognises that when people work too many hours, their health can be affected and the risk of mistakes/accidents is increased.

Compliance with the requirements of the Working Time Regulations 1998 is seen as the way to minimize these risks.

Normal school arrangements usually ensure that staff receive the daily breaks and annual leave entitlements specified in the Regulations.

Some members of staff, during term time, work many hours more than the normal school week, both at the school and at home. When averaged over the reference period of 17 weeks, which will take account of school closures, the limit of 48 hours per week set by the Regulations is unlikely to be exceeded. Any member of staff whose workload dictates that they are required to work excessive hours should raise this with the Head Teacher.

3.30 Fire Risk Assessment:

Record of the Significant Findings

Premises and description

Primary School, two storey construction in open grounds with play areas and sports field.

1) Fire hazards identified in the premises

A) Combustible materials and flammable liquids hazards

General: Books, papers, cardboard/paper displays, carpets, curtains/blinds in some rooms, wooden furniture, foam filled chairs, waste paper/packaging, pupils clothes, hair, bags and outdoor clothing,

Collective worship: The candle lit for collective worship is battery operated.

P.E: Plastic covered foam filled gymnasium mats, team strips and tabards, goal nets

Art: Cardboard/paper art displays, fabrics, wax,

Kitchen: tea towels, packaging materials.

Drama: scenery and clothes (not permanently out)

Caretaking: flammable paints/white spirit for decorating and cleaning solvents.

B) Source of ignition hazards

General: Fixed and portable electrical equipment

Collective worship: Candle

Art: Heat from electric kiln (separate room –away from classrooms)

Kitchen: Electric cooker. Electrical equipment.

Drama: Electrical equipment- (restricted usage)

Caretaking/Maintenance: 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 kitchen is not left unattended while cooking is taking place and staff ensure that the tea towels and cleaning cloths are not placed where they could catch fire.

Smoking is not allowed in the school.

The main control measure to prevent fires starting for the rest of 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 a covered skip which is located away from the buildings at the front of the school. Any large amounts of waste packing materials are removed to the skip immediately.

The boiler is located in a separate room which is kept free of combustibles.

Supplementary heaters are sometimes used in the staff room and administration areas but are switched off when leaving the room.

The fixed and portable electrical equipment are inspected/tested at the recommended frequencies and maintained where necessary to prevent danger.

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

The Kitchen, ICT Room and the Boiler House are the areas of most fire risk in the school.

Combustible materials in these areas are kept to a minimum to limit the size of any fire that starts. The upper floor area and rooms accessed by single direction corridors are the areas of most risk if a fire 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.

Vision panels are provided in all classroom doors to aid early discovery of a fire affecting the corridor.

A break glass operated, electrical fire alarm is fitted with break-glass points at the top of the staircases and at each exit door. The sounders can be heard throughout the school.

(iii) Means of escape (A plan is a good way of escape and these are located at strategic places around school. Exits are well directed and marked.

Most classrooms have just one exit door. The classrooms upstairs are reached by a concrete set of stairs. No combustible material is kept under the stairs. A clear access is always

maintained. All other classrooms and teaching areas are within 20 metres of a fire exit door. Apart from the hall there are never more than 50 persons present in one room and the rooms do not contain high fire risks, such as highly flammable liquid cabinets which have to be passed to reach the door. Multiple exit doors (push bar, outward opening) are provided for the Hall, Most rooms exit to a corridor with escape in either direction.

Corridors and stairwells are kept free combustibles, particularly those which provide the only escape route.

The doors leading onto corridors are self closing and fire resisting.

Exit doors at the base of the staircases, on the route designated for exit, are all outward opening to prevent a rush of people jamming the doors closed.

All exit doors are unlocked whilst the school is occupied or capable of being easily unlocked from the inside.

All exit doors lead to the outside of the premises where it is possible to reach the assembly point in a safe area.

The escape routes are short enough to ensure that all of the school can be evacuated in less than 3 minutes.

Emergency lights are positioned in the corridors and all exit routes and doors are signed with the 'Fire Exit' notices incorporating 'Pictograms'.

(iv) Fire fighting equipment

Dry powder extinguisher and a fire blanket are located in the Kitchen area.

Water extinguishers are located in the corridors.

Carbon dioxide and dry powder extinguishers are located near to the Information Technology Room and Office Areas.

(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.

Special procedures for evacuating pupils with special needs have been devised and are practiced on fire drills.

(vi) Maintenance and testing of fire equipment

The following is carried out by the Site Manager:

- The fire alarm is tested from a different point each week and all points are checked at the start of term.
- Fire doors, exit signs and emergency lights are checked monthly and recorded.
- Fire drills are carried out half termly on different days and at different times of the day.
- The self-closers on fire doors are checked weekly to ensure they fully close automatically,
- The fire extinguishers in the corridors and Boiler House are checked visually every week to ensure they are present and unused.
- The fire extinguishers are serviced annually by a qualified contractor.
- The fire alarm is serviced by specialists on a contract basis

3) Assessment conclusion and any risk reduction 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

Assessment carried out by

4.2 FIRST AID ARRANGEMENTS

The required list of contents is listed in the E.H.&S. Manual. (Section D7/90).

Only the listed contents should be used in the first aid boxes and no other items. E.g., Antiseptic cream or liquid is not listed and therefore should not be present or used. Cotton wool must not be used for first aid cleaning or dressing as the fibres can contaminate any wound. Lint - free dressings should also be kept in the First - Aid boxes.

First-aiders and first-aid boxes must be taken on all school trips.

Children on sustaining an injury on the playground at breaktime will be sent inside with an older child to the staffroom where a qualified first-aider will see to the injury. At lunchtimes one of the qualified lunchtime supervisors will see to the injury

The Headteacher is responsible for assessing the number of first-aiders needed on site i.e. emergency aid trained or fully qualified first-aiders. But there is a need to cater for sickness and absence by having at least TWO fully qualified first-aiders on site.

Contacting Parents

If a child becomes ill or has an accident whilst at school it will be necessary for the school to contact a parent or guardian to arrange for the child to receive medical attention off the premises. In the case of a severe accident e.g. a cut that produces a noticeable amount of blood or a fracture then the first aid administered will be sufficient to try and maintain that current position. No attempt must be made to clean deep wounds etc. The parent must collect the child and make the necessary arrangements. Teachers or non-teaching staff should use their vehicles to transport a child to the hospital or medical centre. An ambulance should be called if the situation is considered to be an emergency.

GENERAL ARRANGEMENTS: - INSIDE.

Corridors.

Pupils must not run along corridors. Ensure that any potentially dangerous items are carried a sensible way. Do not leave items - such as staplers and screwdrivers unattended.

Free passage should be maintained in the corridors and this means that coats and bags must be kept in the lockers or hung up in Class 2's cloakroom

All movement around the school should adopt an 'on the right' principle, especially on the staircase.

Stairs.

These are not play areas. Any silly behaviour on the stairs must be severely reprimanded. No displays must protrude and in so doing, hinder evacuation. Tables must not be placed on the landing areas.

Class Supervision.

Pupils should be supervised at all times. However, they will be times that older children in Year 6 and Year 5 may be working in small groups outside direct supervision but within the security of the school site. This is a necessary part of their growth in personal responsibility. The teacher must be certain that the ground rules of acceptable behaviour are established. The numbers should be very limited (two to three). The job should be specific and they should be made aware that this is a privilege they have earned that may be taken away through poor behaviour.

During an emergency you might need to leave the classroom. At these times try to get the classroom assistant or other non-teaching staff member to cover. If this is not possible let another teacher know so they can give a limited amount of cover. At these times, leave the pupils seated and carrying out a 'static' activity. e.g. reading.

If a child is disturbing the classroom on no account should the child be excluded from the class (put outside the door). If the child was then to be involved in an accident then the courts might decide negligence on the grounds that this child in particular needed closer supervision.

Children kept in as a punishment should be in the hall and sat at a table, if working, or on the floor if reading. They should be supervised at all times.

Classroom Storage

Do not place items where they can be pulled onto the heads of children below. Avoid cluttering up floors with boxes over which children can fall.

Keep all exits clear.

Uniform

The uniform suggested in the school handbook is considered to be a suitable one to ensure safe working for the majority of school activities. However, aprons and 'coveralls' will need to be worn for activities such as art and craft etc.

A change of clothing and suitable footwear must always be worn for all P.E. work.

Piano

Particular care should be taken at all times when moving this instrument. It is a two-person job.

Do not attempt to push the piano from the front or rear, always work from the side holding the keyboard and the rear hand rail if one is fitted.

Pupils should not be involved in moving the piano.

Clubs

The 'Hampshire' ruling means that children cannot be released from school before the stated time in case there is no one to collect them. If you cancel clubs watch out for those absent at the time of giving out notice. Any children should wait in the hall/entrance hall/classroom until collection in such circumstances. Before the club is planned a letter of parental assent is needed that contains emergency contact and 'fall-back' arrangements for any reason.

Dismissal of Village Children.

The Reception class parents will collect the children from the classroom. Year 1/ 2 pupils will be taken to the entrance hall door to be collected. Class 3 will be dismissed from the hall door and Class 4 from the black gate. Any child not collected will be brought back to the entrance hall or will return to their classroom with their teacher.

Dismissal of Bus Children.

All bus children are escorted to the bus to and from the bus by a member of staff. A register is taken.

Garden Shed.

The shed at the top of the sports field should be considered out of bounds to pupils unless they are being supervised by an adult.

PE Shed.

PE sheds will be opened by adults but children may be permitted to remove or put back equipment.

Cycling

The riding of bicycles or scooters is banned in the school grounds. Cyclists must dismount and push their cycles to the cycle shelter.

Boundary Fence.

Children are not to climb up or scramble under the boundary fence.

Raised Drains/ drain Covers.

Children are not to play on or jump on the drain covers.

Snow and Ice

Slides are not permitted. Snowballing is allowed on the playground at the far end only by permission and judgement of the teacher/ staff member on duty. Any salting of the playground area and around the school premises will be made by the Site Manager or deputy and will be recorded by them.

Snowballing of Key Stage 1 children by Key stage 2 is not allowed at all. The picking on one or two children by a group of others is not to be allowed.

Supervision of children on the playground.

There will be a teacher on duty each morning from 8:45 a.m. until school begins.

Teaching assistants are on duty at each breaktime covering the playground. Those on duty have the responsibility to regulate behaviour.

Midday supervisors provide cover at lunchtimes.

During wet playtimes the Supervisors/TA's will patrol the classrooms.

- Children with work to do must be sent to the Hall where there is a measure of supervision from people passing through.
- Children needing medical attention will be treated outside and a first aid box from outside Class 2 will be taken outside.

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

The Insurance policies the school holds are saved alongside this policy.