



St. Peter's C.E.V.C. Junior School

Health and Safety Policy and Manual

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To be read in conjunction with this policy. Copy attached.

1. St. Peter's Junior School C.E.V.C. Health and Safety Policy Statement

1.0 STATEMENT OF INTENT

- 1.1 The aim of the Governing Body is to provide a safe and healthy environment for staff, pupils and visitors of St. Peter's Junior School.
- 1.2 The Governing Body accepts that it has a responsibility to take all reasonably practicable steps to secure the health of all using the school premises or participating in school-sponsored activities.
- 1.3 The Governing Body believes that the prevention of incidents, accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.
- 1.4 The Governing Body will take all reasonable steps to identify hazards and reduce the risks from them to a minimum. All staff and pupils must appreciate, however, that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.

2.0 THE DUTIES OF THE GOVERNING BODY

- 2.1 In the discharge of its duty the Governing Body will:
- (i) make itself familiar with the Local Authority's Health, Safety and Welfare Policy, the Local Management of Schools Scheme and the advice and guidance provided by the LA;
 - (ii) take account of that policy and scheme within budget and other policy considerations;
 - (iii) ensure that there is an effective and enforceable policy in the school;
 - (iv) periodically assess the effectiveness of this policy and ensure that any necessary revisions are made;
 - (v) establish an effective health and safety management structure within the school and monitor and evaluate the Headteacher's performance on health and safety matters;
 - (vi) bring to the attention of the County Health and Safety Department any health and safety concern outside of their control or any health and safety responsibility that they are unable to meet.
- 2.2 So far as is reasonably practicable the Governing Body, through the Headteacher, will make arrangements for all staff, including temporary, supply and voluntary staff and helpers and those on fixed-term contracts, to receive comprehensive information on:
- (i) this policy;
 - (ii) all other relevant health and safety matters (and specifically on child protection and safeguarding procedures);
 - (iii) the instruction and training that is available.

3.0 THE DUTIES OF THE HEADTEACHER

- 3.1 As well as the duties which all members of staff have (see 4.0), the Headteacher has general and specific responsibilities. These are;

- (i) To manage the school's staff, site and activities so that the health, safety and welfare of all those involved is secured;
- (ii) To comply with LA policy and duties under the Local Management of Schools Scheme;
- (iii) To bring any health and safety concern outside of own control or any health and safety responsibility that is unable to be met, to the attention of the Governing Body and the County Health and Safety Department;

And specifically –

- (iv) To assess and record all significant risks to staff, pupils, visitors, contractors and hirers and to ensure that they are controlled as far as is reasonably practicable;
- (v) To develop and distribute a policy on health and safety;
- (vi) To monitor and secure compliance with the school's policy and the control measures identified through risk assessments;
- (viii) To inspect the school site and property for any unsafe condition and to make safe in an appropriate timescale;
- (ix) To arrange routine maintenance and servicing of equipment;
- (x) To consider health and safety in the selection of contractors and the planning of contracted work, and to provide general supervision to contractors whilst on the school site;
- (xi) To investigate all accidents, near misses and episodes of work-related ill-health;
- (xii) To monitor and evaluate the health and safety performance of staff;
- (xiii) To have and practise emergency and contingency plans;
- (xiv) To provide the means for consultation with staff on health and safety matters;
- (xv) To supply an annual health and safety audit of standard indicators to the County Health and Safety Department.

3.2 The Headteacher is required to take all necessary and appropriate action to ensure that proper health and safety standards are maintained at all times.

4.0 THE DUTIES OF ALL MEMBERS OF STAFF

4.1 Staff are responsible and accountable to the Headteacher for all matters relating to health, safety and welfare within their classroom or working area.

4.2 All staff are expected to familiarise themselves with the health and safety aspects of their work. For a comprehensive, but not exhaustive list of aspects that the different staff will need to pay particular attention to, please refer to the bottom of this policy document. (Section 13).

4.3 All staff have a responsibility to:

- (i) take reasonable care of their own health and safety and that of any other persons who may be affected by their acts or omissions at work;
- (ii) follow agreed working practices and safety procedures;
- (iii) report any accident, near miss, defect, incidents of violence, including verbal abuse or any hazard to the Headteacher/Health and Safety Representative (Mark Rackham);
- (iv) ensure health and safety equipment is not misused or interfered with.

5.0 THE DUTIES OF TEACHERS

5.1 Teachers must follow the duties as laid out above and in addition:

- (i) they must ensure that, where conditions apply, all pupils or persons under their control receive instruction and are provided with training to enable them to operate in a safe and efficient manner;
- (ii) it is the role of all curriculum leaders to induct any new members of staff on Health and Safety issues relating to their curriculum area.

6.0 THE DUTIES OF HIRERS, CONTRACTORS AND OTHERS

6.1 The Headteacher will seek to ensure that hirers, contractors and others conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

6.2 When the premises are used for purposes not under the direction of the Headteacher, then the principal persons in charge of the activities will be expected to maintain the safe practices as indicated in paragraph 3.2 of this document.

6.3 When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then the organiser, even if an employee, will be treated as a hirer and will comply with the requirements of this section.

6.4 When the premises are hired to persons outside the employment of the LA, it will be a condition of all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Governing Body and that they will not, without the prior consent of the Governing Body or the Headteacher:

- (i) introduce equipment for use on the school premises;
- (ii) alter fixed installations;
- (iii) remove fire and safety notices or equipment;
- (iv) take any action that may create hazards for persons using the premises or the staff or pupils of the school.

6.5 All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provision of the Health and Safety at Work Act 1974 and must pay due regard to the safety of all persons using the premises.

6.6 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Headteacher will take such actions as are necessary to prevent persons in his or her care from risk or injury. This may include requiring the contractor to stop work or leave the site.

6.7 The Governing Body will draw the attention of all users of the school premises (including hirers and contractors) to Section 8 of the Health and Safety at Work Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare.

7.0 STAFF CONSULTATIVE ARRANGEMENTS

7.1 The Governing Body, through the Headteacher, will make arrangements for full and proper consultation with employees on health and safety matters. The nominated safety representatives of each accredited trade union or staff association will be offered a role in these consultations.

8.0 EMERGENCY PLANS

8.1 The Headteacher endorses the Wiltshire emergency plan which covers all foreseeable major incidents which could put the occupants or users of the school at risk.

An emergency pack is available on the school office noticeboard, containing:

- Checklist
- Pupil contact names and numbers
- Emergency contact list
- Emergency conditions and major incident guidance October 2009

The emergency contact list/closure flowchart is produced annually for swift contact to all staff/governors in an emergency. In the event of the need to evacuate the building, emergency alternative accommodation has been arranged with St Mary's Church.

9.0 SOURCES OF ADVICE AND TECHNICAL ASSISTANCE

Whenever required, the Governing Body, Headteacher and other staff will seek advice from the appropriate persons to ensure that the most current and relevant information is used in carrying out this policy.

10.0 REVIEW

10.1 The Governing Body and Headteacher will review this policy statement annually and update, modify or replace it as it considers necessary to ensure the health, safety and welfare of staff and pupils.

11.0 SPECIFIC PROCEDURES AND FURTHER GUIDANCE

11.1 The Governing Body and the Headteacher ensure that written procedures, preceded by risk assessments, are produced and maintained to provide detailed and current information about the specific health and safety arrangements are in place to deal with particular risks and situations. These procedures give instructions as to how staff should carry out duties or activities and will clearly state who is responsible for doing what and in what circumstances. All staff will be informed about these procedures.

11.2 The written procedures required within the school are to be found listed on the first page of this document.

11.3 Copies of the school's Health and Safety Policy and Health and Safety Manual can be found in the Staffroom, Admin Office and Headteacher's office.

12.0 TRAINING ARRANGEMENTS

12.1 Training is viewed as a constant requirement, based on the ability to recognise who requires it and when. This might take the form of Induction Training for new staff, Awareness Training or Retraining. This could be provided in house, or through external agencies. Courses through External agencies are organised through the INSET co-ordinator.

12.2 Specific training is a "hands on" training approach for specific members of staff where it is recognised by the Governors that they need specialised or job specific training.

12.3 Please refer to the list below for a MINIMUM list of competencies and responsibilities which different members of staff need. These procedures can be found in the school's Health and Safety Manual.

13.0 COMPETENCY PROBABLE RELEVANT STAFF

Health and safety management: Headteacher

General risk assessment: Senior Management and Health and Safety Governors, all teaching and office staff.

Premises management: Senior Management and Premises Governors.

Management of contractors: Caretaker, Headteacher and Premises Governors

Outdoor education organisation: Educational Visits Co-ordinator

First Aid: Requisite number of staff as identified in school first aid need analysis

Emergency First Aid: All staff responsible for pupils involved in high risk activities or likely to be in isolated areas plus nominated Appointed Persons where no first aider is present

Administering medication: All staff authorised by the Headteacher to administer medication

Person manual handling skills: All staff who have to move, transfer, support the weight of pupils

Manual handling skills: All staff whose role includes the regular movement of significant loads

Use of fire extinguishers: Staff in kitchens and teaching staff

Fire awareness: All staff

Food safety and hygiene: Staff involved in the handling or preparation of food

Dealing with aggressive behaviour: All staff identified through risk assessments as being likely to encounter aggressive behaviour from pupils or parents

Using force to control or restrain pupils: All staff authorised by the Headteacher to engage in planned physical intervention

Mini-bus driving: All staff authorised by the Headteacher to drive a mini-bus for school purposes

Swimming lifesaver: All staff who may be in overall charge of a swimming session

Swimming poolside adult: All other adults on poolside duty

Control of hazardous substances Science Co-ordinator, Design & Technology Co-ordinator, Caretaker
Use of display screen equipment: Office and teaching staff, ICT Technician.

Signed Signed
Headteacher Chair of Governors

Date Date

Date of next review

St. Peter's Junior School C.E.V.C. Health and Safety Manual

Access Equipment

Falling from a height is one of the most common causes of serious injury, and so you should always consider if the end result could be achieved from ground level. If not, appropriate means of access are provided. Appropriate means can be a stepladder or higher ladder. Chairs, tables, boxes, shelving and any other non-load bearing object are not appropriate means and must not be used! Step ladders and ladders are located in the general store, Head's office, Admin office and Caretaker's store. They all have attached a guide to using them safely, as set out below. They are regularly checked (annually) by the Caretaker. If you find anything wrong with them, DO NOT USE them and report the failure to the Headteacher immediately.

Guide for using stepladders:

- ✓ check the condition of the stepladder before use.
- ✓ ensure legs are fully apart and locked in position.
- ✓ only use on a level and firm base.
- ✓ no more than one person at a time.
- ✓ never stand or sit on the top rung and only go as high as you need.
- ✓ use the handrail for support.
- ✓ keep your weight over the centre of the stepladder.
- ✓ never hang things off the stepladder.
- ✓ never overstretch; get down and move the stepladder.
- ✓ never straddle the stepladder.
- ✓ use stepladders 'face-on' and not 'side-on' to the job.
- ✓ lock or fully open adjacent doors or have a second person act as a lookout.

Ladders

- ✓ check the condition of the ladder before use.
- ✓ ensure the ladder is of sufficient length. The ladder must extend at least 1.05m above the landing place or the highest rung to be used.
- ✓ secure the ladder by tying it to the structure and use an anti-slip device at the base of the ladder.
- ✓ if this is not possible, have a second person foot the ladder but be aware that this is only effective up to a height of 5m.
- ✓ no more than one person on the ladder at a time.
- ✓ only use on a level and firm base.
- ✓ incline the ladder at an approximate 75° angle (one unit horizontally for every four vertically).
- ✓ face the ladder at all times and keep weight centred between the stiles.

- ✓ there should be three points of body contact with the ladder at all times.
- ✓ never overstretch - get down and move the ladder.
- ✓ beware of using ladders in high winds or in close proximity to power cables, particularly if made of metal.

Asbestos

Our premises have been subject to an asbestos survey and we have a copy of the register recording the location of all suspected asbestos materials. This register is kept in the Admin Office. The school uses this information when planning or authorising any work likely to disturb the asbestos. The asbestos registers are regularly reviewed and updated by the LA.

The 'Asbestos Information Notice' is prominently positioned in the Staffroom so that it is immediately visible to all staff and anyone likely to be carrying out work on the fabric of the building

In addition all items containing asbestos display a sticker.

All staff, contractors and others who undertake work on site are aware of the asbestos register and the location of

asbestos/suspected asbestos. The location of asbestos in our school was disseminated to staff at Staff Meeting November 2009.

Don't

- ✗ disturb the asbestos by sticking pins, staples, sellotape etc. onto the surface.

Caretaking and Cleaning Duties

Our Caretaker and cleaners play an essential role in maintaining our safe and healthy school. The school management takes responsibility for all aspects of their health and safety including carrying out risk assessments of their duties, providing relevant information and training, and making sure that appropriate equipment is available and used.

Caretaking and cleaning employees should consider the following advice:

Working at height (See Access Equipment above)

Trip hazards

- ✓ power cables on equipment must be properly stowed away when not in use.
- ✓ equipment must not be left in corridors and communal areas.
- ✓ brushes, mops etc. must be stored so they cannot topple over.
- ✓ door mats should not protrude above the mat well.

Electrical equipment

- ✓ before using any electrical equipment, check that the plug and cable are in good condition and that there is no obvious damage to the equipment. If any defect is found - do not use until repaired, and inform the Headteacher.
- ✓ all electrical equipment should be marked as having passed an electrical safety test - if not marked, do not use. The only exception to this is new equipment less than one year old.
- ✓ only use equipment which you are familiar with and that you know the proper working method for.
- ✓ only ever use equipment for the purpose it is designed for and in accordance with the manufacturer's guidance.
- ✓ never leave equipment unattended - children will be tempted.
- ✓ ensure equipment is properly stored away and that any damage is promptly reported to the Headteacher.
- ✓ do not use any personal equipment unless it has been electrically tested by an authorised and competent person.
- ✓ if using any electrical equipment outdoors, you must use a residual current device.

Slippery Floors

✓Wet or damp mopping:

put up warning signs before work commences. Leave only the minimum amount of water on the floor so that it will dry quickly. Toilets are not to be cleaned during school hours.

✓Wet polishing:

put up warning signs before work commences. Do not walk over wet polish and if possible barrier off the area until dry.

✓Waxing (spirit based polish):

over waxing will make a floor slippery. If this occurs, strip back to the floor seal and apply a thin coat of new polish. When the polish is dry the surface should be regularly buffed to keep the polish hard and evenly spread.

✓Spillages of food or liquids:

be vigilant and clear up all spillages as quickly as possible.

✓Wet weather:

consider appropriate matting inside main pedestrian entrances. Be aware that, in wet weather, surface water will accumulate and 'mop it up' as soon as possible and regularly.

✓Outside paths and all pedestrian routes:

should be kept clear of debris, litter, moss and leaves, particularly in wet weather. In icy conditions, adequate walkways must be made safe by gritting.

Chemicals, cleaning agents and other hazardous substances

✓wherever possible substitute harmful substances with safer alternatives.

✓Under COSHH regulations, all staff responsible for ordering materials are responsible for ensuring that everything supplied is accompanied by adequate instructions and information prior to use.

✓before the use of any substance the school has assessed the risk to the health of the users and others. See section on Hazardous Substances.

✓Working in conjunction with the Headteacher, staff will ensure that assessments have been carried out and that monitoring is in place as necessary.

✓All users of cleaning agents and caretaking products must take care at all times whilst handling them and follow any guidance from the manufacturer and the school.

✓if personal protective clothing is necessary, e.g. gloves, apron, goggles, the school provides it free of charge and it must be worn.

✓do not mix different cleaning products as harmful fumes may be produced.

✓be aware of the correct procedure for first aid especially splashes into eyes. A dedicated eye splash emergency first aid kit is located in the Staffroom.

✓on all occasions consider any risk to other people in the vicinity and those who may be exposed after you leave.

✓if any liquid is decanted into another container, the new container will be properly labelled as to its contents.

✓all cleaning agents and caretaking products are securely locked away in the Caretaker's store when not in use. Access by children is prohibited and cupboard is locked when school is in operation.

Manual handling (See section below)

Other duties

✓be aware of your limitations. Do not attempt to carry out duties which require a skilled tradesman, e.g. electrician, plumber, gas fitter etc. Staff requiring "odd jobs" of our Caretaker are asked to request the task through the Headteacher, so that the workload of the Caretaker can be assessed and regulated.

Communicable Diseases

When children, visitors or employees attend school with certain conditions or illnesses they present risks to the health of others. It is necessary in some instances for the infected person to stay away from the school until the incubation period has passed. The Department of Health and the DfES issue generic information and

guidance on these periods. Posters giving details are located in the Admin Office and Staffroom.

The main source of advice on infection control both for the LEA and individual schools is the Consultant in Communicable Disease Control (CCDC) within the Wiltshire Local Health Protection Unit. Advice from the CCDC should be considered to be that which the LA endorses irrespective of any apparent contradiction with other advice from GP's, parents or other sources.

Consultant in Communicable

Disease Control

Wiltshire Local Health

Protection Unit

Southgate House

Pans Lane

Devizes SN10 5EQ

Tel: 01380 733732

We take particular care to notify expectant mothers amongst the staff about any communicable diseases affecting any of the pupils or other staff. In particular Chickenpox, German Measles and Parvovirus.

ALSO SEE SECTIONS on Health of Employees, Health of Pupils, Medication for Pupils and Pregnancy.

Construction (Design & Management) Regulations 1994

ALSO SEE SECTIONS on Contractors and School Managed Projects

Where possible St Peter's School will use the LA Buildings Team who will appoint a CDM (Construction Design Manager for each job)

The school is responsible, as far as is reasonably practicable, to:

a) select and appoint a competent Planning Supervisor and Principal Contractor.

The principal role of the Planning Supervisor is to co-ordinate the health and safety aspects of the design and planning phase of the work including the preparation of a pretender safety plan and a comprehensive safety file for the end user.

b) be satisfied that adequate resources are allocated for health and safety.

c) provide the Planning Supervisor with all relevant health and safety information.

d) ensure that work does not start until the Principal Contractor has prepared a satisfactory safety plan, built on the pre-tender plan prepared by the Planning Supervisor.

e) ensure that the safety file is available after completion of the project.

Consultation with Employees

It is a legal requirement as well as being good management practice to consult with employee representatives over matters of health and safety.

Such matters may include:

▲ development of policy and procedures

▲ the selection or recruitment of persons to deal with health and safety issues

▲ the provision of safety training

▲ the provision of safety equipment or clothing.

Normally consultation will take place with Trade Union Representatives. (See Section on Trade Union Representatives). If these Trade Union Representatives are also prepared to represent non-members then no other parties need be involved.

However, if the Trade Union Representative is not prepared to represent non-members or there is no Trade Union Representative, then the school must, under the Health and Safety (Consultation with Employees) Regulations 1996, consult with other representatives of the employees. St. Peter's has a designated Health and Safety Representative. This person is currently Ros Thornbury.

Contractors

All contractors on first entering the school site will read the relevant parts of the Health and Safety Policy and inspect the asbestos register. By signing in to our visitor's book they are indicating that they have read these documents. Any contractor who is working in this school will be accompanied by a staff member/governor or will have a current (under 3 years old) CRB certificate.

A contractor is responsible for ensuring, as far as is reasonably practicable, the health and safety of himself, his employees and anyone who might be affected by his activities, e.g. LA employees, pupils, members of the public. This responsibility includes not only his manner of working, e.g. preventing objects falling from heights, but also the work done, e.g. the item of machinery, after repair, must be safe.

Despite this, the school has responsibilities in respect of the work of contractors.

These can broadly be listed as:

- to take reasonable care in the selection of contractors
- to prepare proper specification of work
- to consult prior to work commencing
- to monitor the work in progress and on completion
- to take action where a contractor's activities may adversely affect the health or safety of employees, pupils or visitors
- to ensure compliance, if applicable, with the Construction (Design and Management) Regulations (otherwise known as CDM).

Where the LA or Environmental Services Department or Property Services have selected the Contractor they will be responsible for all issues relating to the Contractor.

Selection of Contractors

The Governing Body is free to use any contractor to undertake work at the school. However, the Environmental Services Department maintains a list of 'approved contractors' to carry out building works, plumbing, flooring, glazing, heating, electrical and specialist works. Our Governors/staff take advantage of this list as it precludes the need for further vetting.

If Governors choose to use a contractor who is not on the approved list they will attempt to establish the competence of the contractor by consideration of the following points.

- references from previous customers
- inspection of previous work
- examination of the contractor's policy, procedures and practices for compliance with health and safety matters
- membership or registration with a Federation or National Inspection Council.

All contractors must hold the necessary level of Public Liability Insurance as stipulated by the County Council - currently this is usually £5 million.

Anyone working on electrical or gas installations must be NICEIC or CORGI registered respectively.

Consultation prior to work commencing

A contractor will be informed of any special features of the job or its execution where known. For example, whether there are underground cables to be aware of or whether the school needs to continue use of an area or maintain access to it. The asbestos register will also be checked (see section on Asbestos).

All working procedures will be discussed, agreed and recorded at a meeting held on the premises before work commences.

Monitoring work

On major contracts organised through the LA it is likely that there will be regular visits from ESD or PS Officers to ensure satisfactory progress according to specification. In these instances the school should raise any concerns with this Officer.

For minor maintenance work, the school will monitor the activities of the contractor in as much as they affect the health and safety of employees, pupils or visitors. The basis for concern should be the expectations and knowledge of an average person.

Taking action

In the event of an imminent risk of serious injury to LA employees, pupils or visitors, the school will instruct the contractor to suspend work immediately and seek advice from the Health and Safety Adviser at County Hall or from the Environmental Services Department or Property Services.

Design and Technology

SEE ALSO DESIGN AND TECHNOLOGY POLICY

This needs to be read in conjunction with the Design and Technology Policy and the document, "Make it Safe", published by the National Association of Advisers and inspectors in D & T. All teaching staff have copies of this document, and further copies can be found in the Headteacher's office.

Most design technology activities carry some degree of risk.

Teachers must ensure that they are familiar with all risks which might arise from the tools, equipment, materials and processes they plan for children to use. Trying things out for themselves to assess risks is a good principle. All teaching assistants and volunteer helpers must be appraised of the safety procedures and practices relating to any of the activities that they support.

It is important to assess the risk in all activities in order to determine:

- a. where close supervision is required
- b. suitable group size
- c. suitability for whole class participation
- d. where particular skills need to be taught
- e. levels of hygiene required.
- f. individual pupil medical needs which may affect the activity.

See Section on Risk Assessment.

Children should be made aware of the possible consequences of their actions and how to work in a safe manner. Tools should be suitable for the size, age and ability of the children using them.

Classroom Organisation

Methodical classroom organisation is essential and should promote a safe working environment in which children learn how to work safely as well as the need to look after and manage tools and equipment.

Whilst children should be taught to access tools independently some tools should always be kept stored in a secure place by the teacher and be asked for by children. This is so that the use of these tools can be monitored and supervised. These tools are:

- all sharp cutting tools (not saws)
- heavier capacity safety snips
- glue guns.

The above tools will only ever be used under the supervision of an adult.

Materials should be stored in such a way that children can identify what is available and access them safely.

Children should be taught to:

- ✓ work in an organised way ensuring that work surfaces do not become cluttered with unused tools and material such that a safety hazard is created.
- ✓ take care of tools and equipment, return them to their correct place and identify when they are damaged or require blades to be changed.
- ✓ be hygienic, to clear away at the end of a session, avoiding the creation of excessive dust by removing waste materials into a container with a damp cloth or vacuum cleaner and not to blow particles off surfaces.
- ✓ use sharp tools correctly, patiently, without forcing, keeping all fingers in sight and behind the direction of cut.
- know what to do in the event of hot glue or glue gun making contact with their skin.
- ✓ always use a safety rule and cutting mat with modelling knives.

Display Screen Equipment

The term 'display screen equipment' includes all conventional desk top computers plus lap top units.

A 'User':

is defined by Wiltshire Council as someone who regularly uses DSE:

- a) for continuous periods of more than one hour and
- b) for more than 21/2 hours per day or 30% of the average working day whichever is the greater.

and who also meets most of the following criteria:

- c) has no discretion as to whether the DSE can be used to do the job
- d) requires particular skills in the use of DSE
- e) has fast transfer of information between user and screen as an important requirement of the job
- f) a high level of attention and concentration is required by the user.

We currently have no members of staff who fulfil these criteria. The criteria are reviewed regularly, to ensure this has not changed.

Action by the School in respect of designated Users

Users will have their workstation assessed to ensure compliance with minimum standards. The Assessor will do this in consultation with the User. Based on the findings of the assessment, improvements will be made to meet minimum standards. The CD Rom to help assess this, should the need arise, is located in the Headteacher's Office.

Users are encouraged to take a 5 - 10 minute break from intensive keyboard work every 50 - 60 minutes. In practice, the normal day to day school environment is likely to produce regular breaks - answering the telephone, dealing with enquiries etc.

Users will receive information on the health risks associated with DSE work and training on the setting up and use of the equipment and software.

Problems with workstations in relation to Health and Safety should be reported in the first instance to the Headteacher.

Financial Contribution for Eyesight Tests & Corrective Lenses

Designated Users are, on request, entitled to a regular eyesight test with the cost being borne by the school. The school should make all Users aware of this. The school will ensure the following areas are assessed:

Seating and Posture for Typical Office Tasks

1. Seat back adjustability
2. Good lumbar support
3. Seat height adjustability
4. No excess pressure on underside of thighs and backs of knees
5. Foot support if needed
6. Space for postural change, no obstacles under desk
7. Forearms approximately horizontal

8. Minimal extension, flexion or deviation of wrists
9. Screen height and angle should allow comfortable head position
10. Space in front of keyboard to support hands/wrists during pauses in keying

Model Workstation Layout

1. Adequate lighting
2. Adequate contrast, no glare or distracting reflections
3. Distracting noise minimised
4. Leg room and clearances to allow postural changes
5. Window covering to adjust natural light
6. Software: appropriate to task, adapted to user, provides feedback on system status, no undisclosed monitoring
7. Screen: stable image, adjustable, easily readable, glare and reflection free
8. Keyboard: easily usable, adjustable, detachable, legible, glare free
9. Work surface: allow flexible arrangements, spacious, glare free, comfortable height
10. Work chair: adjustable, stable - 5 or more castors on base, swivelling seat
11. Footrest
12. Document holder: stable, adjustable and positioned to avoid change of head movement and re-focusing
13. Heat and humidity to be maintained at appropriate levels.

Electricity and Electrical Appliances

Competence to work with electricity

The Headteacher and the Governing Body will ensure that any contractor, parent helper or any other individual engaged by the school is competent to undertake the level of electrical work required.

Maintenance of Fixed Wiring and Apparatus

Property Services arrange for the maintaining, testing and carrying out any alterations to the fixed electrical system, up to and including the permanent socket outlets and any fixed apparatus, e.g. hand dryers, extractor fans and heaters. Fixed electrical installation tests and inspections are usually carried out on a 5 year cycle. It is, however, the responsibility of the school to check regularly for any visual damage to sockets, switches etc. and to take prompt action in notifying the Property Helpline.

Maintenance of Portable Equipment

The school is responsible for the maintenance of portable electrical equipment. It has arrangements to maintain an inventory of all portable electrical equipment. When new equipment is placed in school, the purchasing member of staff is responsible for recording the serial numbers and details of the item and giving it to the Admin Officer, so that the inventory can be kept up to date. Thus, each item is uniquely identifiable. Each item on this inventory is subject to three levels of inspection:

Firstly: an informal visual check by the user on each occasion.

Secondly: a formal visual check by a competent person at intervals proportional to the degree of wear and tear the equipment receives.

Thirdly: formal test, including insulation and earthing tests, to be carried out by an appropriately trained and competent person, at intervals determined by the County policy.

More information about each of these three inspections follows:

The informal visual check by the user

All users, including older pupils, should be encouraged to look for;

- cuts, abrasions or other damage to the cable covering
- cracked or chipped plugs or bent pins
- non-standard joints including taped joints in the cable
- the outer sheath of the cable not being gripped where it enters the plug or the equipment so that the coloured insulation of the internal wires can be seen
- damage to the outer cover of the equipment or obvious loose parts or screws

- overheating indicated by burn marks or signs of melting.

Any defective equipment that is found must be taken out of use until repaired and reported to the Headteacher.

The formal visual check by a competent person

The checks should be done with at least the frequency of the formal test period but even more frequently if the equipment is prone to heavy usage, particularly by the pupils. The check should include all of the informal visual checklist above, plus;

- Remove the plug top and check that the cable connections, especially the earth where fitted, are correctly made:
- Ensure that there are no 'loose' strands of wire within the plug.
- Check that the cable clamp grips the outer cable insulation firmly.
- Check that the fuse is of the correct rating for the appliance. It is good practice to mark the fuse rating on plugs with an indelible marker to ensure that the correct replacement fuse is used.

The formal test by a competent person

The school has arrangements for testing portable electric equipment. This is usually referred to as P.A.T testing and requires a special piece of testing equipment.

We have our equipment tested by an electrical contractor organised by the school.

Records of all tests and formal visual inspections are kept in the Headteacher's Office.

- All equipment is labelled as having passed its test and be marked with the date that the next test is due.
- New equipment can be used until the first test is due but should be immediately entered onto the school's inventory.
- The school is responsible for any equipment plugged into its power supply. The school does its best to ensure that the users or hirers of the premises either have their equipment tested or use a suitable protective device such as a circuit breaker or residual current device.

To reduce risks users should:

- ✓ avoid the temptation to employ any further extension leads.
- ✓ never link extension leads together.
- ✓ where the use of an extension lead is unavoidable, ensure that it is routed in such a way as to prevent any risk of damage to the insulation, and in a way that does not present a trip hazard.
- ✓ visually check that all leads in use are undamaged.
- ✓ check that all plugs contain the correct size of fuse, and are correctly wired with all connecting leads secured tightly and the outer cable sheath held firmly by the cable clamp.
- ✓ cease using block adaptors.
- ✓ extension leads should be included in the annual P.A.T. testing scheme.

Emergencies

Critical Incident

Wiltshire has a 'duty manager' system to support schools in the event of a critical incident.

A critical incident could include:

- student/staff lost or injured on a school visit
- student/staff suicide
- physical attack on student/staff
- sudden death of a student/member of staff
- life threatening property related failure

During office hours please ring 01225 713898, outside of office hours (1700 - 0800) please ring 0845 6070888.

Copies of the LA's "Emergency Conditions" document are held by the Headteacher and Deputy Headteacher. A further copy is held by the Chair of Governors and is part of the Emergency Pack on the wall of the school office.

Smaller Incident Emergencies:

Should a member of staff require immediate help for a serious incident, St. Peter's operates a "Red Card" system. In every classroom and teaching area, hanging by the door is a Red Card, with the location on. A member of staff can give this to a child and the child will take it straight to the Headteacher's office and hand it to the Head who will immediately attend the location. If the Headteacher cannot be found, then the Admin Officer will release the Deputy Head to attend the incident.

Classrooms outside of the main school building also have portable panic buttons which sound in the Admin Office when used. This will also summon a member of staff to attend, usually the Headteacher. Teachers on playground duty or doing PE outside should remember to take the "playground" red card from the staffroom.

Following an incident, it is the duty of the Headteacher or Deputy to decide on the appropriate action necessary. For a list of examples of behaviours which would merit the sending of the Red Card, please see also the section: **Violence to Staff**.

At Lunchtimes, should a need arise to summon help, one of the MDSA's will leave the playground and seek assistance. If they are in the classrooms with the children, then the Red Card system would be used, as set out above.

Fire

To establish the potential risk from fire and to determine the appropriate control measures the school regularly undertakes a formal fire risk assessment. The assessment covers five main areas:

1. The possibility of inadvertent fire through the proximity of flammable materials to possible sources of ignition;
2. The adequacy of fire detection and warning systems;
3. The adequacy of fire evacuation procedures;
4. The adequacy and maintenance of fire-fighting equipment;
5. The training of staff and dissemination of information to them.

Any significant risks identified by the Assessment will be addressed by the school within a timescale commensurate to that risk.

Escape Routes

- ✓ escape routes must be kept unobstructed at all times and should not have any fire hazards on them.
- ✓ routes are wide enough for the number of persons who may have to use them.
- ✓ special arrangements will be made for the safe evacuation of those with restricted mobility.
- ✓ all doors are easily and immediately openable from the inside (without the use of a key or similar device).

Fire Notices

Notices detailing the action to be taken in the event of a fire are conspicuously displayed in every classroom and common area. Children's instructions on discovering a fire are to find the nearest adult to tell. From that point onwards, the adult will take charge of the situation.

The adult is responsible for breaking the glass of a call point and raising the alarm. Staff are aware of where the call points are.

The notices within each teaching area indicate the nearest exit route and the point of assembly. Staff should be familiar with all the escape routes and exit points, as well as call points and extinguisher locations. These are rehearsed at the beginning of every term, through a fire practice.

Fire Signs

- ✓ all escape routes are clearly signed as such with directional arrows and, a 'running man' symbol. Fire exit doors are clearly signed as such and have an illuminated sign with a secondary power source where the exit is from a room used for public assemblies.
- ✓ fire fighting equipment is highlighted by a sign.
- ✓ all signs have a pictorial symbol plus text.

Information for staff and pupils

✓in the first week of a new school year all staff and pupils are taken over all primary and secondary fire escape routes, shown the position of fire alarm points and given verbal instruction in the general fire procedure.

✓all supply teachers receive instructions on the fire procedure before beginning work.

Fire Alarms

Our school has an electronic fire alarm and a handbell in the outside classroom. Should you hear an alarm going off, it will be the fire alarm and appropriate evacuation procedures should ensue.

- **on a daily basis:** the caretaker checks the panel for normal operation. Any fault will be immediately addressed;

- **on a weekly basis:** a single break glass contact (call point) is operated and the alarm allowed to sound for a few seconds to ensure that it is in working order. This is done out of normal school hours Staff are made aware of the day and time of the test. All call points will be tested in rotation to ensure that each zone is tested at least once every quarter. A record of the call point used, along with any defect, is made. These records can be found in the Headteacher's office.

Any defect will be reported to the Property Helpline or to the school's service engineer immediately.

These tests are also be used as an opportunity to ensure that the alarm is audible in all parts of the premises. Any problems with audibility should be reported to the Headteacher.

Fire Drills

✓are held at least three times annually, usually at the commencement of each odd numbered term.

✓drills will occasionally simulate conditions in which at least one of the escape routes from the building is unavailable.

✓a record of all drills is kept in the Headteacher's Office.

Emergency Lighting

✓emergency lighting is battery operated lights which will automatically come on should mains lighting fail.

- **on a monthly basis:** the Caretaker tests each self contained light and each internally illuminated exit sign by simulating a failure of the main supply for a period sufficient only to ensure each lamp is illuminated by means of its own battery;

- **on a six monthly basis:** we have a service engineer carry out a full maintenance check. This is organised by Property Services.

✓a record of these tests is kept in the Headteacher's Office.

Nominated Persons

✓The office staff will call the Fire Brigade. The method for calling the Fire Brigade and the full address of the school is displayed alongside all telephones.

✓Staff are designated to act as Fire Clearance Wardens and check that their particular part of the premises is clear before evacuating themselves. This means that before they lead children out of the building, they check that all children are in the line. Children are expected to walk, in silence, following the member of staff. Children are briefed to call out, should there be a problem, i.e. a child falls and injures themselves, runs off etc. All areas are finally checked by designated personnel who give the Headteacher the all clear in the playground. Once on the playground, a register is taken to ensure all children are present and accounted for. Any missing person should IMMEDIATELY be reported to the Headteacher.

Under no circumstances should anybody re-enter the building having left it, until the all clear signal has been given.

Extinguishers in school are:

Water: Red

for use on paper, wood, textiles. Not to be used on electrical fires or flammable liquids.

Carbon Dioxide: Black

for use on electrical fires predominantly.

Dry Powder: Blue

for use on electrical fires and flammable liquids or gases.

Foam: Cream

for use on flammable liquids, oils etc. Not to be used on electrical fires.

Blanket: White, square

For use on electrical fires predominantly.

Fire Extinguishers

Fire extinguishers and fire blankets are provided throughout the school and are subject to an annual servicing contract managed at County Hall.

Staff are not required to fight fires: their responsibility is to evacuate the building. Staff are reminded that a fire extinguisher will only be able to tackle a small fire, and that they should not attempt to fight the fire unless they are confident in doing so. Fire extinguishers are strategically placed throughout the school in doorways and exit routes, as these areas are the priority to keep clear.

Any replacements or re-filling due to mis-use is paid for by the school. If the school has any concern over the condition of an

extinguisher or if one needs recharging, we contact:

Blaze Fire Protection: Tel: 01666 822 100

Extinguishers have a small patch of colour around the neck to indicate the type.

Red – water

Black - carbon dioxide

Blue - dry powder

Cream - foam

Other Good Practices in Fire Precautions

- All doors and windows should be closed when the school is not in use. Staff should close doors and turn off lights as they leave their rooms and at night, the Caretaker is responsible for ensuring that all doors and windows are closed.
- rubbish and combustible waste should not be allowed to accumulate anywhere but particularly not in boiler rooms, under stairwells, on any escape route or adjacent to any external part of the building.
- outside waste containers should not be stored directly next to buildings.
- displays and decorations of paper, polystyrene or fabric must not be suspended from light fittings.
- not more than 14 litres of petrol in separate containers of not more than 0.5 litres each may be stored without a licence from the Fire Authority.
- boiler rooms should be separated from other parts of the building by fire resisting construction
- combustible items must not be stored or allowed to accumulate in boiler rooms.
- staff should not enter or remain in boiler rooms other than for essential maintenance or repair tasks. Any apparent excessive fume or gas smells should be reported to the school's maintenance provider or emergency services.
- fire retardant curtains, furnishings and mattresses should be used near potential sources of ignition.

First Aid

This section is divided into two parts;

Provision of First Aid

Administration of First Aid

Provision of First Aid

We can provide first aid for all employees and, in keeping with the *in loco parentis* doctrine, to all pupils also.

We have individually assessed the need for:

- i) first aiders
- ii) appointed persons
- iii) first aid containers
- iv) travelling first aid kits
- v) other facilities such as first aid rooms, notices, signs etc.

based on:

- 1 the past history of incidents
- 2 the range of activities undertaken on site
- 3 the nature and number of pupils
- 4 the distribution of people over the site
- 5 the remoteness of the site from emergency medical services
- 6 annual leave and other absences of First Aiders
- 7 the consequences of teaching staff having to leave classes to administer first aid
- 8 the risks involved in a specific activity, e.g. PE.

First Aiders

A First Aider is someone who holds a current certificate obtained by successfully completing a 'First Aid at Work' course accredited by the Health and Safety Executive.

Certificates are valid for 3 years and must be renewed before they expire by attending a two day refresher course.

Non-teaching staff are first aiders as well as teachers.

We currently have 3 trained first aiders on staff. A list of current first aiders is on display in the staffroom, Medical Room and Admin Office, along with the expiry date of their qualification. During class times, the Admin Assistant will usually be the person who would deal with any First Aid needs. In the absence of the Admin Assistant and should a first aider be required during class time, a child would be sent to one of the qualified teachers for assistance. The First Aider would send the "Red Card" to the Head's office, and as soon as the Headteacher arrives, they can attend the first aid incident.

First Aid Containers

✓ first aid containers are clearly marked with a white cross on a green background. They are kept in the medical room. **Appointed Persons**

✓ an Appointed Person is someone nominated by the first aider to call, direct and inform the emergency services and generally take charge of a situation. This is usually the Office Staff or Headteacher.

Travelling First Aid Kits

✓ travelling first aid kits are available on all coaches, minibuses and vehicles used to transport numbers of pupils and staff.

Other facilities

✓ We have a first aid room for the treatment of injuries and for keeping casualties warm and comfortable during treatment and if necessary whilst waiting for the emergency services.

Administration of First Aid

Only properly trained First Aiders administer first aid. When administering first aid, the following precautions should be observed;

- i) staff should be aware of the potential for allegations of improperly touching a pupil. If necessary, a second member of staff should be present to act as a witness.
- ii) any exposed cuts, abrasions or sores on the First Aider should be covered with a dressing before administering first aid.
- iii) disposable plastic gloves should be worn when cleaning up blood or other body fluids. Gloves and anything else used to clean up should be disposed of via the clinical waste bin in the medical room, where they are located.

iv) any blood or other body fluid should be washed off with soap and water if it comes into contact with the First Aider.

v) surfaces should be wiped down with a solution of suitable disinfectant. This is located in the Caretaker's Store room.

All administration of first aid, no matter how minor, is recorded and retained for a period not less than five years in case it is required for use in any legal or civil action. This record book is kept in the medical room.

Any claim against an employee is covered by the Authority's insurance policies, provided the member of staff was acting in good faith and without malice.

Food Preparation and Production

This section covers three areas:

Food preparation on the school premises other than by the School Meals Service

Food brought into school for sale or general consumption (see Note below for the definition of 'sale').

Enforcement of Food Safety Legislation.

Food prepared on the School premises other than by the Sue Brady Catering Ltd

Any area where food or drink is regularly produced is registered as a 'food business' with the relevant District Council. Areas such as serveries or kitchenettes used by the PTA or others for group or function catering also falls within this requirement.

Areas where food is prepared or produced as a purely educational activity are generally accepted as being exempt from registration requirements although, of course, good hygiene standards are expected and should be maintained in such areas.

Staff rooms where items of food may be prepared or produced for individual requirements would not fall within the provisions of the Food Safety legislation.

Any person who is involved in the preparation of food for sale must be trained, instructed or supervised to an extent commensurate with that task.

Compliance with the legal requirements of the relevant Food Safety legislation and the responsibility for food prepared on site by any 'non-school' person or group, e.g. a hirer of the premises, lies with that person or group.

Food brought into school for sale or general consumption

The school has responsibility for ensuring so far as is reasonably practicable the safety of those consuming any such food.

This includes food provided by parents or other non-commercial or private sources for classroom parties, fetes, PTA functions or any other type of school sponsored events. As it is impossible to be entirely confident of the methods of preparation and storage of such food, we restrict such provision to the less risky types of food

Enforcement of the Food Safety Act and associated Regulations

Wiltshire Council is the enforcement authority for the purposes of the Act and the associated Regulations. The Environmental Health Officers of the Council are enforcement officers and are empowered to inspect any food premises in exactly the same way as HSE Inspectors inspect general safety matters. We are required to co-operate with such enforcement officers and allow entry onto or into the premises at any reasonable time in the pursuance of their duties.

Glazing

We do not have any windows which have unrestricted opening and there is no potential for somebody to deliberately or inadvertently fall from a height likely to cause an injury.

In all areas of glazing where there is a foreseeable likelihood of forceful contact either by a person or an object, such as a football or equipment being carried or pushed, the glazing has been replaced with safety glass film.

Governors

Our School Governors are aware of their role as indicated in section 2 of the our Health and Safety Policy at the front of this Manual. Governors are also aware of a document entitled, 'The Responsibilities of School Governors for Health and Safety' produced by the Education Service Advisory Committee and endorsed by the Health and Safety Commission. (ISBN 0-11-886337-1)

Hazardous Substances

A hazardous substance is considered to be:

- i) any designated as toxic, corrosive, harmful or irritant. These are normally highlighted by the use of the words under a black and orange symbol on packaging and labelling;
- ii) any dust in significant quantities;
- iii) any substance allocated an occupational exposure standard or a maximum exposure limit by the Health and Safety Executive;
- iv) any micro-organism involved in a working activity which creates a hazard to health;
- v) anything else that can cause an ill-health effect!

Where there is the potential for any person to be exposed to any of these, the school will take the following action before that exposure occurs.

1. Consider whether the potential for exposure can be eliminated by using a safer alternative, changing the work practice or ceasing an activity.
2. If this is not possible the school will carry out a written assessment of the risk of exposure and identify any appropriate control measures that are necessary.

Hazardous substances that are used or generated on the site include:

- cleaning products
- caretaking products
- pottery glazes
- glues
- bodily fluids and solids

These have been assessed for the degree of risk of exposure.

The precautionary measures taken and, most importantly of all, the way in which the substances are used or encountered have been discussed with staff. Rubber gloves are available for anyone who comes into contact with these substances. When using them, we will:

- ensure good general ventilation
- prohibit eating and drinking
- encourage good personal hygiene
- clear up spillages immediately and the entire area when finished
- ensure proper labelling and storage arrangements
- use personal protective equipment

All assessments are reviewed annually by the Headteacher

Health & Safety Executive - their role and powers

All schools in Wiltshire fall under the jurisdiction of the Bristol Office of the Health and Safety Executive. Contact with the Inspectors of the HSE will normally be for one of two reasons. Periodically the HSE carries out routine inspections of schools but they may also visit in response to a specific incident which has been reported.

Any employee or school is at liberty to contact the HSE directly; however, it is preferable for contact to be made through the LEA Health and Safety Adviser. The address of the Health and Safety Executive is:

The Health and Safety Executive,

4th Floor, The Pithay, All Sanit's Street, Bristol.

Telephone: 0117 988 6000. Fax: 0117 926 2998

This information is also on display in the Staffroom on the "Health and Safety Law" poster.

Health of Employees

Services are available to us through the LA's arrangements with the corporate Occupational Health and Safety Section, should any member of staff need them.

Pre-employment health screening

All new employees are required to complete a medical health questionnaire as part of their application. This information is scrutinised by the Occupational Health Advisers to determine any potential health conflict between the prospective employee and the type of work involved.

Ill-health investigation and back-to-work rehabilitation

When an employee is off work due to ill-health, the reasons for the absence will be established. Every episode of sickness absence is considered by the Headteacher, to discover if it is directly work-related or exacerbated by being at work. Occupational Health Advisers may be asked to assist in this process.

Sickness absence which is prolonged or repeated may be reported to the Education Personnel Section who can then refer to the Occupational Health Advisers.

Intervention to assist the school in rehabilitating the employee back to work is usually appropriate after 4

weeks absence. In circumstances when rehabilitation is not possible, the Occupational Health Advisers can help to determine the options available to the school and the employee.

Health promotion

We acknowledge that the health of any individual can to a significant extent be influenced by the lifestyle of that person and we support employees in the promotion of good health practices.

New and expectant mothers

We will assess the risks presented to new and expectant mothers at work as soon as the school is made aware of that condition. The section on Pregnancy in this Manual gives greater advice about this.

Health of Pupils

The School Nursing Service is available to advise on general health issues relating to pupils. However note that the Consultant for Communicable Diseases is to be taken as the LA source of specialist advice pertaining to specific illnesses.

Please refer to the Sections within this Manual on Communicable Diseases and also on Medication for Pupils.

Incident Reporting

This section is divided into 3 parts:

School Employees

Pupils

Procedure for reporting incidents to school employees (including harm through acts of violence)

The Headteacher is ultimately responsible for ensuring the procedures outlined below are carried out satisfactorily.

▲ If an employee is injured, the details will be entered into the statutory Accident Book. This can be found in the medical room. The Headteacher and Admin Officer must be informed when an entry is made, so that the relevant forms can be generated.

▲ Each entry into the Accident Book will generate the completion of the County Council's 'green' Incident Report and Investigation Form, irrespective of how serious or minor the injury is. These forms are kept in the Admin Office and will be completed by the employee.

▲ Emotional distress will be entered into the Accident Book if requested by the staff member or deemed appropriate on behalf of the person. Such incidents should be reported on the 'green' Incident Report and Investigation Form.

▲ The form is self-explanatory but must be completed diligently with a level of investigation commensurate with the incident.

The Headteacher will sign Section 7 of the form before it is sent to Health and Safety Department, County Hall.

This is the extent of the reporting procedure for minor injuries.

Some more serious injuries, however, require an additional type of reporting.

▲ Any of the following injuries will be reported by the Headteacher to the HSE immediately by telephone 0845 300 9923. We will also notify the LA Health and Safety Adviser by telephone if the HSE indicate that they intend to attend the scene of the incident.

Incidents can also be reported on-line to the HSE at www.riddor.gov.uk

- Death.
- Any fracture, other than to the fingers, thumbs or toes.
- Any amputation.
- Dislocation of the shoulder, hip, knee or spine.
- Loss of sight (whether temporary or permanent).
- A chemical or hot metal burn to the eye or any penetrating injury to the eye.
- Any injury resulting from an electric shock or electrical burn (including any electrical burn caused by arcing or arcing products) leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
- Any other injury:
 - a) leading to hypothermia, heat-induced illness or to unconsciousness
 - b) requiring resuscitation: or
 - c) requiring admittance to hospital for more than 24 hours.
- Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent.
- Either of the following conditions which result from the absorption of any substance by inhalation, ingestion or through the skin:
 - a) acute illness requiring medical treatment: or
 - b) loss of consciousness.
- Acute illness which requires medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

▲ Finally,

Any injury which prevents the injured person from continuing at his/her normal work for more than 3 days will also be reported to the HSE. In calculating the days lost, we will not take into account the day of the incident but count non-working days.

Procedure for reporting incidents involving pupils

The Headteacher is ultimately responsible for ensuring the procedures outlined below are carried out satisfactorily.

▲ If a physical injury is sustained, the details must be entered into an 'Accident Book'. This is kept in the medical room. It will be completed by the member of staff who is on duty in the medical room during break times, or by the supervising adult if the injury occurs during lesson time.

▲ We have a local system of reporting incidents to parents and teachers. For head injuries, a "red form" is issued to both parties, indicating the nature and treatment of the injury. For more serious incidents, a phone call home is also made, via the Admin Office as soon as possible after the incident.

▲ A 'green' Incident Report and Investigation Form will be generated and completed by the Headteacher in conjunction with others if necessary, **only** if the incident is attributable to any of:

- a) a factor under the school's control e.g. levels of supervision
- b) plant, equipment, tools or substances
- c) the condition of the premises.

This will exclude many playground collisions and sporting injuries. The form is kept in the Admin Office. The Headteacher will sign Section 7 of the form before it is sent to Health and Safety Department, County Hall.

This is the extent of the reporting procedure for minor incidents.

▲ Some other types of injury, however, require an additional type of reporting.

The HSE must be notified by telephone immediately on 0845 300 9923 if:

- (i) a pupil is taken to hospital or killed; and**
 - (ii) the incident is attributed to any of the factors**
- a)-c) given above.**

Procedure for reporting incidents involving non-employees

The Headteacher is ultimately responsible for ensuring the procedures outlined below are carried out satisfactorily.

These may be parents, siblings, visitors, contractors, members of the public etc..

▲ Details of any harm will be recorded and notified to the LA and the HSE as per pupil incidents.

▲ Incidents to contractors or other people at work at the school, e.g. delivery persons, will be reported to **their** employers.

The Wiltshire Health and Safety Manual has a flow diagram to follow as to whether an incident is reportable or not.

Legionella

It is important to understand that inhalation of water aerosol is the only significant means by which a health risk is presented.

- We are categorised as a school without a significant potential risk from legionella.

As such, we are subject to:

- A 3-yearly check and testing of the water system.

We have this work undertaken as part of the LA Maintenance Pooling Scheme.

Action in the event of a positive result to the testing of water for Legionella bacteria

The LA contractor, or the school's own contractor, will inform the school of any positive analysis of water samples. Any sources of aerosols will be immediately isolated and prevented from being used. The school, or the LA Maintenance Pool Operator, will arrange for the necessary corrective treatment to take place at the earliest possibility. Provided we can operate without using the isolated facilities there is NO NEED for the school to close in the intervening period. However parents will be informed of the temporary situation. Once confirmation of eradication has been received any isolated facilities will be brought back into use in line with the contractor's advice.

Legionnaires' Disease

Legionnaires' Disease is normally contracted by inhaling Legionella bacteria. It is very uncommon (only about 200 cases per year in the UK) but when diagnosed can usually be treated effectively with antibiotics. Children are not considered to be a susceptible population.

Library Resource Centre

This section contains some basic advice to consider in arranging the school library resource centre.

Seating

- ✓ the tables and chairs are appropriate to the age group of the users.
- ✓ sets of tables and chairs match.

Lighting

- ✓ there is sufficient natural and artificial lighting for pupils to study printed materials.

Heating and ventilation

- ✓ a comfortable working environment is provided.

Shelving

- ✓ good quality shelving is provided to protect the health and safety of pupils.
- ✓ the construction is sound with no sharp corners or splinters.
- ✓ key measurements are based on child ergonomic charts. This allows pupils to reach the top shelf without the use of steps.

Lone Working

HSE defines lone working as:-

People in fixed establishments where:

- Only one person works on the premises
- People work separately from others
- People who work outside normal hours

If a member of staff wishes to work in school at a time when they would be defined as a lone worker then they should follow this procedure.

1. Inform a colleague, family member, friend or text the Headteacher: 07921 763058 of your intention with an approximation as to how long you intend to stay in the building, remembering to inform the family member, friend, colleague or Head's text when you leave the building.
2. Have a mobile phone with you or else work in close proximity to the office phone.
3. Lock the main doors behind yourself and remain secure within the building.

You should not:

- Work at heights i.e. no ladder work or standing on furniture.
- Lift items that require 2 people, i.e. tables.
- Use machinery you would not usually use in the course of your duties.
- Use P.E. large apparatus.
- Lone work if you are medically unfit or unwell.
- Allow access to the building to any caller unless cleared with the Headteacher or Caretaker.
- Leave locked areas unlocked, that includes windows.
- Challenge trespassers on site.

Under section 40 of the Local government Act 1982, amended as part of the 1996 Education Act, it is an offence for a person to cause a nuisance or disturbance on a school premises.

Lone working carries a risk to person or property if people intrude onto school property. If any lone worker is concerned for their safety or that of the premises then they should contact the Police on 08454 087000.

If you deem it an emergency then you should not hesitate in calling 999.

Other telephone numbers: Caroline Spindlow 07921763058
Peter Hands 07757 632856

Manual Handling

Manual Handling means: The transporting or supporting of a load by hand or by bodily force including lifting, putting down, pushing, pulling or carrying. A load includes a person or animal as well as inanimate objects but does not include an implement, tool or equipment while in use for its intended purpose. So examples of typical manual handling tasks in schools are:

- moving tables and chairs
- carrying piles of books
- putting out PE equipment
- transferring special needs pupils and so on.

This section deals with two general areas of manual handling:

Handling inanimate objects

Handling mobility-impaired pupils

In both cases, The Manual Handling Regulations 1992 make it a legal responsibility for schools to carry out RISK ASSESSMENTS.

Staff should follow the Manual Handling Operations Regulations 1992, by answering these questions before attempting the task:

Is it reasonably practicable to avoid moving the loads?

Is it reasonably practicable to automate or mechanise the operations?

Does some risk of manual handling injury remain?

If the answer is “Yes”, then determine further risk reducing measures or cease the activity, and report the problem to the Headteacher.

Handling Inanimate Objects

All staff are expected to recognise their ability in handling inanimate objects. If they are intending to move an object, they are expected to ask for help and refer to the Caretaker or Headteacher.

Handling mobility-impaired pupils

A number of pupils will have some degree of mobility-impairment. Whether this is a permanent impairment or a temporary one, we have procedures in place to ensure the safety of the pupil and of the staff that may be assisting.

Individual risk assessments are completed for pupils.

Short-term immobility

When mobility-impairment is temporary such as when a pupil (or adult) has a limb in plaster or is using crutches then the school will assess the means by which that person can move safely around the school site and most importantly, evacuate in the event of an emergency.

Staff or, if suitable, other pupils can be allocated duties to provide a steadying hand for balance, on steps for example, but no untrained person is allowed to lift, carry or provide significant weight-bearing support.

If a pupil has a degree of immobility requiring this level of assistance then the school will undertake a full assessment of need with the parents before the child next attends.

Permanent or long-term immobility

Pupils with permanent or long-term mobility-impairment require specific attention to ensure that the manual handling situations that will be encountered are identified, assessed and controlled so that the health, safety and well-being of the pupil and staff is protected.

The Physical Impairment Service within the LA will be involved in the preparation of assessments and handling plans in all cases at the stage when pupils are about to start school or transfer to a new school.

- Attention must be given to the requirements of the Disability Discrimination Act.
- As a general rule, the lifting, carrying and weight-bearing of pupils should be avoided or kept to a minimum. Account should be taken by those trained to do so of the benefits and rehabilitation effect of encouraging the pupil to provide independent movement.
- Risk Assessments will be undertaken and recorded for all pupils needing physical assistance. All aspects of school life will be considered including access to the curriculum, outdoor education, PE lessons, emergency arrangements as well as therapy and toileting needs. The Physical Impairment Service will undertake these assessments and prepare handling profiles, in conjunction with the school, for pupils transferring. At all other times and for reviews, the school has this responsibility.
- Risk assessments will consider the risks to both the pupil and the employees involved and be regularly reviewed at intervals not exceeding 6 months (children grow!) or whenever other circumstances likely to affect the assessment present themselves.
- For pupils with Statements of SEN the need for physical assistance will be part of the Annual Review.
- Assessors and handlers will be given specific training.
- Suitable numbers of trained staff will be available to carry out manual handling tasks safely and cover for absences. Those involved will be trained in advance of having to handle pupils.
- All relevant staff will have access to the risk assessments and handling plans for the pupils that they are assisting. They will also be aware of the LA and school policy on manual handling.
- All members of staff should be aware of the importance of highlighting any personal injury or condition, including pregnancy, which might affect their ability to safely carry out their duties.
- All handling equipment identified by the risk assessment and handling plan must be available and kept maintained, serviced and in proper working order. Faults and repairs must be reported to the Headteacher immediately, so they can be dealt with promptly.

Medication for Pupils

This section sets out the school's and LA's position in respect of supporting pupils with medical needs in schools.

General Principles

1. The County Council and school is committed to pursuing a policy of inclusive education. In other words, no child should be unnecessarily excluded from school or other educational activities simply by virtue of having a medical condition.
2. Risk assessments, individual health care plans and school nursing health care plans compiled by trained and competent persons, in conjunction with parents/carers, should determine the procedures which the school will need to adopt to comply with the LA's policy of inclusive education. These assessments and plans should also identify any exceptions to normal participation in school activities.
3. Teachers and support staff have a responsibility to act as any reasonably prudent parent would to maintain the health and safety of the pupils under their control, whether this is at school or during any other school event or activity. In exceptional circumstances, this might extend to administering medicine or taking other medical action in an emergency.
4. Subject to point 3 above, the decision of the school management is that the Office staff are deemed to be able to administer medication to pupils which has been prescribed by a GP.
5. Subject to point 3 above, it is the entirely the decision of each individual employee, within any school that chooses to accept the responsibility for the administration of prescribed medication, as to whether

he/she is prepared to personally administer medication. No sanction would be taken against any employee who declines to undertake this task.

6. No medication will be given to any pupil without the specific written consent of the parent/carer concerned. It must be prescribed by a doctor and have an official pharmacist label with instructions on how and when the medicine should be administered. Some older children may also be deemed capable of administering their own medication. See the section below, **Children taking a course of Prescribed Medication**, for the procedures.

7. **Note:** Non-prescribed medicines containing analgesics (including mild painkillers such as aspirin, paracetamol in tablet form or in cough mixtures) should not be given even with the consent of parents/carers.

8. The concern of employees administering medication in respect of personal liability is unfounded. The LA takes vicarious liability for the actions of its staff provided those actions are taken in good faith and in accordance with LA policy and practices.

Children taking a course of Prescribed Medication

- The medicine, together with the written consent and instructions from the parent/carer, should be delivered to the Admin Office, where possible by a parent, and should be handed personally to the designated member of staff. In no circumstances should staff administer prescribed medication on their own initiative or without the written consent of parents/carers.

- A written record is kept of the administration of all prescribed medication to pupils. This is kept together with the instructions, and is checked on every occasion and completed by the designated member of staff. The record gives the date and time of administration, the name of the medicine, the dose given, the name of the child and the name of the staff member administering the medication. This form is retained on the school premises in the Admin Office.

- Medicines must be stored safely in the pharmacist's original container and be clearly labelled with the contents, the child's name, and the dosage and/or other instructions. Medication is locked in the school admin office filing cabinet unless it is an inhaler or epipen, in these cases they are kept either on the pupil or in an agreed place in the classroom that pupils and the class teacher are all aware of. At St Peter's, the portable defibrillator is in the staffroom on top of the staff pigeonholes.

The Admin Officer will check the accuracy of the name and date. Some medication such as liquid antibiotics or insulin may need to be kept in the refrigerator in the staffroom. These medicines will be placed in a suitable additional sealed container, e.g. tupperware box and clearly marked "medicines".

- Any medication which has passed its expiry date will be collected from school by parents within 5 days of the expiry date or it will be disposed of safely (e.g. by returning it to the local pharmacist). Medicines should not be disposed of in the sink or toilet.

Special Circumstances

- Some pupils/children have unusual or special specific medical needs which may require treatment in an emergency. Examples would be extreme allergic reaction (anaphylactic shock) to wasp stings or food such as peanuts; epileptic seizure, which may involve invasive medical procedures such as giving an injection or inserting rectal diazepam. Other instances where children require special personal care involving intimate or invasive treatment include assistance with catheters or the use of equipment for children with tracheotomies.

There should be detailed discussion with any previous school and the formulation of a carefully designed individual health care plan or school nursing health care plan, to meet the needs and circumstances of a particular child.

We have developed procedures which bring together the parents, school and, where appropriate, GPs/Consultants in the development of the Individual Health Care Plan. The documentation for the Individual Health Care Plans will initially be held by the School Nursing Service, but once an IHCP has been agreed for a pupil, a copy will be held by the school and all relevant staff must be aware of its content. Children's Individual Health Care Plans are stored in the Admin Office.

- The Headteacher will seek staff who are willing to undertake the **necessary training** to enable them to act in emergencies or administer treatment in potentially life threatening situations where there is no

alternative. In many cases, the treatment will involve a simple procedure, such as using an “Epi-pen” to administer emergency intramuscular medication, or inserting a suppository.

- For the protection of both staff and children, a second member of staff should be present while the more intimate procedures are being followed, and appropriate personal protection must be worn. Staff should protect the dignity of the child as far as possible, even in emergencies.

- For those children who require treatment including invasive medical procedure, only those who are both willing and appropriately trained will administer such treatment.

Training in invasive procedures should be conducted by qualified medical personnel. The school nurse is often able to provide this training.

- Subject to parents/carers consent all staff should be made aware of the pupil’s condition and where to locate the trained staff in the case of an emergency. There will be sufficient trained staff to cover for any absences. All staff are made aware of the importance of respecting the confidentiality of medical information

- It may be appropriate for pupils to keep items such as an Epi-pen with them in the school. Where this is not appropriate, sufficient care is taken to handle and store medicines and medical aids for use in emergencies at the school. Items such as syringes, Epi-pens and suppositories, are placed in a clear plastic zip wallet and clearly marked “Emergency Medication” and with the pupil’s name. These are kept in the Medical room in the big metal cupboard.

Children requiring special personal care

Children requiring special personal care will usually have a statement of need and as such, a dedicated member of staff will be trained to carry out these duties. The member of staff should follow the guidelines set out for dealing with the task by referring to the section on **Administration of First Aid** the following precautions should be observed;

i) staff should be aware of the potential for allegations of improperly touching a pupil. If necessary, a second member of staff should be present to act as a witness.

ii) disposable plastic gloves should be worn when cleaning up body fluids. Gloves and anything else used to clean up should be disposed of via the dedicated bin in the medical room, where they are located.

iv) any blood or other body fluid should be washed off with soap and water if it comes into contact with the carer.

v) surfaces should be wiped down with a solution of suitable disinfectant.

Risk Assessment

For a number of pupils with medical needs it may be appropriate for risk assessments to be conducted on certain activities, e.g., physical activities, external visits, residential visits. The risk assessment would consider such issues as the pupil’s medical needs, medication requirements; physical abilities, emergency treatment etc. (see section on Risk Assessment for further information)

Monitoring

Governors and the Headteacher have the specific responsibility to:

- monitor and secure compliance with the school’s policy and the control measures identified through risk assessments;
- ensure staff are properly trained, instructed and supervised for any relevant health and safety role
- ensure that all staff engage properly with LA and school health and safety procedures;
- monitor and evaluate the health and safety performance of staff;
- supply an annual health and safety performance report of standard indicators to the Assistant Director.
- Health and Safety Governors complete a walkabout 6 times a year and a range of other strategies are used, including informal behavioural checks with all users, through questioning and surveys, as well as the more formal methods, such as risk assessments.

Outdoor Education

The school is firmly committed to the provision of outdoor education as an important part of our activities and as a means to broaden the learning opportunities for children. However, any trip or event which takes children outside of the normal school environment carries additional risks which need to be carefully assessed and managed.

To manage these risks, the following basic procedures must always be applied.

- We have a member of staff identified as the school's Educational Visit Co-ordinator (EVC); This is **Mark Rackham**

- The EVC has undertaken LA provided training for this role;
- All proposed outdoor education events must be authorised by the Headteacher; A record of trips is kept in the Headteacher's office.
- All **designated** outdoor education events must **additionally** be authorised by the LA;
 1. • All child participants must have parental consent if the trip involves a journey by transport other than walking, or if part of it falls outside of the normal school day. These parental consent forms are kept in the Office in the relevant "trip envelope" up until the date of the trip itself. Afterwards they are put in the store where they are kept for a year. Teachers are expected to check that all children have returned the parental consent form **BEFORE** taking the child on the trip. Any child without permission will not be allowed to attend the trip. Vulnerable non-returners will be telephoned by the teacher to try and get permission prior to the trip. In rare instances, a verbal permission may be sought from a parent.

Designated events requiring LA authorisation are:

- Residential trips
- Foreign travel
- High risk activities including:
 - Watersports – sailing, canoeing, kayaking, rafting, windsurfing, rowing etc.
 - Swimming – other than routine swimming lessons
 - Caving
 - Climbing
 - Trekking – by foot or horse
 - Skiing
 - Coastal or cliff walking
 - Cycling – other than cycling proficiency lessons and tests
 - Hazardous sites – e.g. farms, quarries, construction sites, open water, remote areas etc.

Organising Outdoor Education

All outdoor education events should have a learning relevance or other legitimate educational benefit to the participants.

Individual members of staff may propose trips but in all cases the Headteacher must approve the completed planning proposal. In doing so the Headteacher will assure herself that:

- The event has an educational value;
- The trip has been thoroughly planned and organised;
- The group leader(s) is (are) sufficiently competent and experienced to lead the trip;
- The levels of supervision are adequate in terms of number, gender balance and suitability of individuals;
- All foreseeable risks have been assessed and appropriate control measures are in place;
- Adequate contingency and emergency plans are in place;
- Proper communications with parents/guardians and those participating have been made and recorded where necessary;
- All travel arrangements are through reputable and approved sources.

If at any stage after giving approval, the Headteacher or Group Leader learns of any reason why the trip can not go ahead safely then the trip must be delayed, postponed or cancelled regardless of inconvenience or costs which might be incurred. Exceptions to this might be where minor difficulties can be overcome during the event or where the proposed event or itinerary can be altered.

Submitting Outdoor Education Proposals to the LA for Approval

Outdoor education trips which fall into any of the designated higher risk categories given earlier will be submitted to the LA for approval at least 4 weeks in advance of the start date of the trip.

Details are submitted on-line using the system approved by the LA. This can be accessed from www.bestbesafe.co.uk or from the WISENET Intranet page.

The LA Adviser will scrutinise each proposal to determine if LA and DfES guidance has been followed before giving approval. Alternatively additional information might be requested before approval can be given.

Outdoor Play Equipment

We have a range of outdoor play equipment which is subject to annual risk assessments. Children are not allowed on the play equipment unless they are supervised by an adult. A member of staff supervises the vicinity of the colourful play area. Children who are new to the school are trained in its use at the beginning of the September term, in terms of what they can do on each section and the safety rules: no two people on any one part at the same time. No jumping off from the high levels. Any problems with the play equipment must be reported to the Headteacher immediately.

Parent/Carer Helpers

We actively encourage parent/carers helpers or other volunteers to participate in the life of our school. There are some health and safety issues involved in this assistance. All volunteers are required to sign and return the Code of Conduct.

Parents/Carers in Classrooms

- must be treated as employees in terms of receiving instruction and information about safety and emergency procedures;
- must have demonstrated competence if using or supervising dangerous equipment or machinery.

Parents/Carers with substantial unsupervised access to children

- All parents/carers who regularly help at the school will be asked to undergo a CRB check.

Parents/Carers undertaking decorating, repairs, maintenance work etc.

- to all intents and purposes, in these circumstances, we would treat parents and volunteer helpers as employees/contractors;
- this means that we should:
 - check competence
 - assess physical suitability
 - check correct equipment is available
 - check equipment is safe and in good condition
 - check insurance cover
- we are aware that there is the potential for criminal action or civil action to be taken against them in the event of any breach of duty;
- see sections on Contractors, Construction (Design and Management) Regulations 1994 and School Managed Projects
- Carry out a risk assessment on the work activities intended. See section on Risk Assessment.
- Check Asbestos Register. See section on Asbestos.

Parents transporting pupils

- School will not condone this.

Parents preparing food

- see section on Food Preparation/Production

Passenger Assistants

Passenger Assistants (formerly known as Escorts) assist pupils who have difficulty accessing transport. Such pupils invariably have an educational statement. The appointment and allocation of Passenger Assistants is undertaken by the Passenger Transport Unit of the Environmental Services Department. All matters relating to the health and safety of Passenger Assistants and the pupils they assist, and issues of absenteeism and emergency cover should be referred in the first instance to:

- PTU helpline

01225 713204 / 713358 (with answer phone facility)

or

- Senior Assistant, Special Needs Transport section

01225 713308

St Peter's has ascertained that all taxi staff have current CRB clearance.

Physical Education

SEE ALSO PHYSICAL EDUCATION POLICY. There are potential risks in many aspects of physical education. To counter these, we adhere to the guidance given in two documents;

- 'Safety in Physical Education'

Wiltshire County Council

- 'Safe Practice in Physical Education' (2000)

Management of Safety in Physical Education Departments Checklist:

1 Safety Policy Documents

The P.E. policy includes a section on safety. It is reviewed and updated on a two yearly cycle or as the need arises. Copies of the policy have been given to all staff

Any incidents during PE activities are recorded in the medical book, which is kept in the Medical room. We keep a maintenance record for all apparatus and equipment including that which is not serviced by the LA contractor in the Headteacher's Office.

Risk assessments cover all areas and activities usually undertaken by the pupils in Physical Education. When teachers and groups are working away from the main school building (playing fields etc), the teacher or another member of staff will take a mobile telephone with them in order to contact the school or emergency services, should the need arise.

Safety Guidance, Training and Communication

In the policy, there is a set of safety rules for pupils, along with guidance to all staff on what is expected of them in terms of H&S.

We keep a record of staff safety training for swimming pool lifesaving in the Headteacher's Office.

Safety Procedures in gymnasium and swimming pool

It is important that staff undertake all reasonable actions to prevent injury and risks to health during P.E. lessons and that all pupils observe safety guidance and work in a safe manner. Teachers are always present when activities are being undertaken and the handling of equipment is appropriately supervised.

Our lesson procedures reinforce safe working practice (Beginning and end of lessons, apparatus and equipment management systems). Please refer to the school's PE policy for further guidance on this aspect.

Our gymnasium and dance and drama studio floor cleaning is effective with the floors having the appropriate friction qualities. **Safety check for specific equipment**

Teachers should check that the equipment is in safe condition and used in a manner which fully complies with regular practice before the children begin to use it. Any problems should be reported in the first instance to the Headteacher.

Pregnancy

As soon as a member of staff indicates that they are pregnant, the Headteacher will consider the suitability of their workload and make any necessary alterations to ensure that person's wellbeing. Elements to consider are:

DSE work - according to the National Radiological Protection Board, there is no significant risk to health posed by the levels of radiation emitted by display screen equipment. There is the possibility of postural problems from long periods in a static position.

Biological Agents - exposure to certain substances will be detrimental. Amongst those agents known or thought to be harmful are the rubella virus, mercury, lead, carbon monoxide and chemicals which may be absorbed through the skin.

Work conditions - e.g. floor surfaces which may become slippery, adverse weather conditions likely to cause slips, long periods standing or sitting, extended hours which may lead to tiredness.

Manual Handling – This should be considered by the member of staff carefully before undertaking any moving or lifting of objects. Alternative arrangements will need to be made.

Others - such as vibration and extreme heat or cold may be harmful.

Clearly, this is not an exhaustive list and all elements of the work must be considered.

Radon

A systematic and on-going schedule of testing has been implemented throughout schools in Wiltshire to monitor for the presence of radon. Schools selected for testing are chosen because of the geological features of the area in which they are located.

Risk Assessment

It is already well established under the general requirements of the Health and Safety at Work Act 1974 that a duty of care is owed to employees, pupils and other third parties alike. That is to say that those responsible for the day-to-day running of the school must ensure as far as is reasonably practicable the health, safety and welfare of any person put at risk through the school activities.

Risk Assessment is a process to check that we are fulfilling all of our legal obligations but is, in itself, also a statutory duty under the Management of Health and Safety at Work Regulations.

We use the forms provided By Wiltshire County Council to conduct and record a systematic assessment of all of our premises and activities.

The process:

- identifies hazards – what could foreseeably cause injuries or harm;
- considers the existing precautionary measures that are in place;
- assesses the level of residual risk - gauge the likelihood of it happening and the severity of the harm;
- **makes a judgement about whether this level of risk is acceptable;**
- leads us to identify any additional precautions necessary to reduce the risk to a level that is as low as is reasonably practicable.

This quantification of risk is the key to determining whether or not a school is currently meeting its duty of care. The process of risk assessment also enables the school to prioritise resources where they are most needed, i.e. to safeguard against the greatest risks.

What needs to be assessed?

Only the significant and foreseeable risks to the health, safety or welfare of employees and others that the LA is responsible for have to be formally assessed. "Significant risks" should be judged on the criteria of the seriousness of the potential outcome. Any injury likely to require first aid or worse is significant. "significant risks" should be taken to mean anything that a reasonable person would judge to be above and beyond that which normal everyday life might throw up.

"Foreseeable risks" are those which a reasonable person might accept as being predictable and credible in the circumstances.

The following is a list of risk assessments that we have considered and undertaken.

- risk of falling a distance likely to cause injury

- risk of using dangerous equipment/tools
- risk of contact with excessively hot substances or surfaces
- risk of contact with electricity
- risk from moving heavy or awkward loads
- risk of exposure to hazardous substances
- risk from lone working and violent or aggressive behaviour
- risk from driving or vehicle/pedestrian collisions
- risk from asbestos disturbance
- risks from the work of contractors
- risk of fire
- risks associated with outdoor education events
- risks associated with delivery of the curriculum

How to carry out risk assessments

There are 3 broad types of risk assessment that we do.

General risks

Property and premises risks

Special risks

Copies of all of the risk assessment forms to use, can be found in the Wiltshire Health and Safety manual.

General Risks

The General Risk Assessment Form (RA1) is used to assess the risks to employees, pupils or others from specific activities or situations. Examples of these are:

- The use of a specific piece of equipment such as a kiln and outdoor play equipment etc.
- Routine functions of the school such as playtimes, mealtimes, vehicle movements on site.
- Individual scenarios and issues such as violence to staff, simple outdoor education events, PTA fund raising events etc.

Premises Risks

The Preliminary Risk Assessment Forms (RA2-7) and the Risk Assessment Record Form (RA0) is used to assess the risks to employees, pupils or others from the potential dangers inherent in particular parts of the building and grounds.

Form RA2 is for identifying risks in teaching rooms*;

Form RA3 is for identifying risks in circulation and common areas;

Form RA4 is for identifying risks in toilets and cloakrooms;

Form RA5 is for identifying risks in offices and general rooms;

Form RA6 is for identifying risks in kitchens;

Form RA7 is for identifying risks in playgrounds, playing fields and car-parks;

Form RA0 is to record the assessment of any identified risk.

* The majority user of the teaching room will complete the assessment of that area.

For each hazard 'ticked' on any of the Preliminary Risk Assessment Forms (RA2-7), a Risk Assessment Record Form (RA0) must be completed to assess the risk. Each Risk Assessment Record Form is then kept attached to the relevant Preliminary Risk Assessment Form.

Special Risks

These are done using the individual and specific risk assessment processes designed for the purpose and include:

- Outdoor education trips – see section on Outdoor Education
- Lifting and handling of pupils or of heavy or awkward loads – see section on Manual Handling
- Fire – see section on Fire

- Prolonged use of computer workstations – see section on Display Screen Equipment
- Risks specific to new and expectant mothers – see section on Pregnancy
- Exposure to hazardous substances – see section on Hazardous Substances
- Risks specific to Science and Design Technology curriculum – see sections on Science and Design Technology

Managing the System

The Headteacher co-ordinates the risk assessment process. This involves distribution of the forms, making sure they are completed diligently and then making sure that any actions identified within them are agreed and prioritised according to risk. The Health and Safety Governors are made aware of the findings of risk assessments each October as it is they who are locally responsible for maintaining health and safety standards within the school.

Risk Assessment is an ongoing process and all assessment is regularly reviewed as a matter of course and as soon as there is any reason to suspect that circumstances have changed. It is a legal requirement that all significant risk assessments are recorded and so completed assessments are to be kept at the school to be produced if requested. They are kept in the Headteacher's office.

Training

We ensure that those undertaking complex or detailed assessments have a sound understanding of the principles and legal standing of risk assessments.

Roofs - working on and access to

This section covers 3 areas of work:

External roofwork and access

Internal roofwork and access

Working from ladders at roof height

Only employees and contractors who have been specifically given permission to do so from the Headteacher, are allowed onto any roof, into any roof space or otherwise be at roof height.

Children, adult helpers and unauthorised employees and contractors **MUST NOT** go onto any roof or into any roof space for any reason.

External roofwork

- As a general rule, access to roofs is avoided;
- All proposed access onto roofs is subject to a proper risk assessment;
- Necessary access is by authorised persons only wearing suitable footwear and any other relevant protective clothing;
- The length of time spent on any roof is kept to the minimum necessary to achieve the end result.

Correct means of access and fall-prevention are used -

- Access to any pitched roofs, any fragile roofs and all flat roofs above one storey high is prohibited without a full written system of work approved by a competent person. The system of work will incorporate access, fall protection and fall arrest information as well as details of the movement and storage of tools, equipment and materials;
 - Access to any single storey flat roof is by means of a suitable access device. In most cases this will be a ladder although tower scaffolds or hydraulic man-lifts may occasionally be used;
- A competent person to approve the full written system of work required for high risk roofwork might be the LA Health and Safety Adviser, our CDM Planning Supervisor or another qualified Building or Structural Engineer.

The school always agrees the working procedures of contractors.

Internal roofwork

Reduce the frequency and duration of time spent inside roofspaces -

- As a general rule, access into roofspace is avoided;
- All proposed access onto roofspace is subject to a proper risk assessment;
- Necessary access is by authorised persons only wearing suitable footwear and any other relevant protective clothing;
- The length of time spent in any roof space is kept to the minimum necessary to achieve the end result.

Correct means of access are used and adequate working conditions prevail -

- A suitable means of access is used. This will typically be a ladder or step-ladders;
- The asbestos register is consulted prior to access;
- Adequate lighting is available;

Working from ladders at roof height

ALSO SEE SECTIONS ON ACCESS EQUIPMENT AND CARETAKER AND CLEANING DUTIES.

Typical tasks done from ladders at roof height within schools include clearing gutters, cleaning windows and painting. In all instances a risk assessment will be undertaken to assess if a ladder is the most suitable means of access for these types of job.

As a general rule, ladders should not be used as a working platform. They must **never** be used to work from, where at least both feet and one hand can not be securely on the ladder at any particular moment.

All ladders that are used must:

- ✓ be in good condition;
- ✓ be tied to the structure or be footed by a second person or an approved anti-slip device;
- ✓ be one metre longer than the highest rung being stood on.
- ✓ be marked with a British Standard or European Standard load rating. These will be described as either the “Duty Rating” or “Maximum Vertical Static Load”. The Duty Rating must be at least 115kg. The Maximum Vertical Static Load equivalent must be at least 150kg;
- ✓ never rest against glazing, guttering or other plastic features. Instead use a stay or a stand-off resting on a firm surface nearby.

Safety Inspections

We have formal arrangements to carry out regular safety inspections.

Who?

Usually inspections are done by the Health and Safety Governors 6 times a year. Others involved may be Leadership team, the Caretaker, or anyone whom the Headteacher deems necessary.

How often?

We undertake termly inspections on high risk areas. We divide the other inspections into manageable chunks, staggered through the year.

How?

The object of the safety inspection is to identify hazards (the potential for harm) and to monitor the standard of health and safety actually being displayed at the time of the inspection.

The timing of the inspections will vary: it is essential to see the school being used as a workplace; so during school hours is one time for the inspections to take place.

Recording the findings

As the inspection is being carried out, one person takes notes. They are sufficiently detailed and referenced to a specific room or area.

At the end of the inspection, the group looks over the comments made to make sure there is no ambiguity and that nothing has been omitted.

From the inspection notes, a full report is compiled including indication of priority of action and denoting who is to be responsible for ensuring action is taken.

The inspection report is, as a matter of course, considered by the Governors.

Ensuring action

There will be things that can be put right at the time of the inspection, e.g. moving trip hazards, but the majority

of action will normally require some liaison or discussion.

We prioritise action based on the perception of risk and the budgeting implications. This may involve notifying the LA of particular issues which the school believes are either beyond its area of responsibility or its financial capacity.

The Corporate Health & Safety Advisers undertake regular visits to schools to monitor standards.

Findings and recommendations are reported to the Headteacher, the Chair of Governors and to the LEA.

Approximately 25% of schools will be inspected each year on a 4 year rolling programme.

Periodically our inspection reports will be audited by the LA . they are kept for a minimum period of 3 years.

School Crossing Patrol Service

The school does not have use a School Crossing Patrol as it is deemed unsuitable by Wiltshire Council.

School Managed Projects

In very many cases, any building alterations or extension in and around the school structure will have health and safety implications.

All projects, regardless of the source of funding and the amount of external professional advice, require the **prior approval** of the Director of Environmental Services, on technical/structural grounds, before they may proceed.

Full details of each proposal must be submitted in advance to the School Buildings & Places Section of the Department for Children and Education at County Hall. These details include:

- A completed school managed project proposal form.
- Details of your independent building advisor including their professional indemnity insurance cover.
- A technical specification of the work.
- A location plan and detailed architect's/surveyor's drawings.
- Copies of the Fire Officer's/Building Regulations/Planning approvals (or written confirmation from our advisor that they are not necessary for the project).
- Confirmation that the Asbestos Register has been checked, and details of how any asbestos found will be dealt with.
- Copies of at least three fixed-price quotations (not estimates) for the work, obtained on a standard specification /sealed tender basis.

We allow at least three weeks for the LA to seek approval of proposals from the Director of Environmental Services. Further details may be requested from the school, and in some cases, it may be necessary for officers to make a site visit to assess the proposals. The Director of Environmental Services will provide recommendations, and, if satisfied with the proposal, his formal approval to the technical aspects of the project concerned. Any recommendations must be taken account of and may require revisions to the proposals. The Director of Environmental Services will expect the school to have sought guidance from a building professional about whether additional advice or approvals such as Planning and Building Regulations consent are needed, and also if Construction (Design & Management) Regulations 1994 and Water Supply (Water Fittings) Regulations 1999 apply.

Every project, which may affect the capacity of the school, requires prior approval; even where no building work is involved, e.g. changing a classroom into a library.

PLEASE NOTE ...

Chartered Architects, Chartered Surveyors or Architectural Technologists who have practices in their own right, together with an appropriate level of professional indemnity insurance, should provide independent professional advice.

Science

We have adopted a published document as our guidance on safety during the teaching of science.

'Be safe!'

1 Safety Policy Documents

We have an up-to-date safety policy document in our Science Policy. Copies of the policy have been issued to all staff.

2 Functions of Named Persons

The Science Co-ordinator is responsible for the maintenance of an up to date collection of safety documentation and for inducting new staff, including newly qualified teachers into the safety policy procedures.

4 Risk Assessments

The risk assessment procedure covers those required by the COSHH Regulations (i.e. hazards to health), the Management of Health and Safety at Work Regulations (i.e. hazards leading to harm) and any other Regulations.

Schemes of work, lesson plans, or similar documentation are annotated to identify hazards and list the required precautions.

5 Safety Guidance, Training and Communication

In the policy document there is:

A set of rules for pupils.

Guidance for staff (teaching and non-teaching) on supervision of pupils in Science

Guidance/rules for staffing (teaching and non-teaching) on what is expected of them in terms of health and safety generally

A set of clear procedures for the induction and training of new staff, newly qualified staff, students, supply or cover teachers.

A set of clear procedures for discussing safety and up-dating all staff on new safety information.

An up to date reference collection of safety documentation in a location known to all staff.

Security Procedures

Health and Safety is invariably linked to security procedures. This section will look at the areas in which the two issues most commonly cross.

Visitors

Cash Handling

Protecting Valuable Equipment

Safeguarding Personal Property

Key Control

Unauthorised use of school facilities

Visitors

We have many visitors. They include contractors, people making deliveries, LA Officers and parents.

Visitors are directed by means of notices to the reception desk in the Admin Office. Here they are asked to sign in a book, outlining their name, whom they are visiting, the time and nature of their business. If the visitor does not have clear means of identification attached to them, they are provided with a Visitor Pass, with their name recorded.

As a general rule, visitors are escorted to and from their destination within the school, although this is not always necessary in the case of regular callers. Regular callers will always be asked for evidence of their CRB clearance.

All members of staff are instructed to challenge anyone encountered in the building whom they do not recognise as a legitimate visitor. Such people should be required to produce evidence of their identity and account for their presence. If they are unable to do so satisfactorily, they should be escorted to the Reception Area or to the Headteacher, where the purpose of their visit may be confirmed. If the latter course is chosen, the reason for it should be clearly explained - legitimate visitors should not mind. Under no circumstances should visitors be permitted to remove items of property or the property of staff, unless the person witnessing the event has personal knowledge of the visitors' identity and their authority to do so. Walk-in thieves, sometimes under the guise of 'equipment repair personnel' can be extremely plausible in manner and appearance, and staff need to be aware of the dangers.

Cash Handling

Cash is never be kept on the premises for any longer than absolutely necessary.

Cash left in the building overnight is locked in a safe. If there are considerable quantities of cash on the premises on any one day, this too is placed in the safe.

All cash not required immediately is routinely locked in the safe and the keys kept on the person of an authorised individual. This is usually the Admin Officer.

Substantial sums are regularly banked, so far as is possible, at irregular times and transported by differing routes.

Protecting Valuable Equipment

All valuable property is marked both visibly and 'invisibly' in such a way as to readily identify its source, should it be stolen and subsequently recovered.

Safeguarding Personal Property

All staff are encouraged to take an active interest in the security of their personal property whilst on the premises or engaged on school business elsewhere.

Classrooms and offices should be kept locked during the day when they are unoccupied.

Generally staff are discouraged from bringing valuables to work unless they are necessary for a particular activity. They are also advised against leaving personal property overnight, even in an apparently secure area.

Key Control

Keys are issued to staff only on the basis of demonstrable work related necessity. They may be issued:

- permanently, where the holder requires a regular frequent and long term access
- temporarily, where the user requires occasional infrequent access.

An inventory of permanently issued keys is kept up to date in the Admin Office. Temporarily issued keys are logged in and out in a separate register. Staff have been instructed not to make copies of keys without authority.

It is clearly stated and understood at the time of issue that:

- the recipient is responsible for the safe keeping of the key
- the key is not to be passed to a third party without permission.

All lost keys must be reported immediately.

The Caretaker or a nominated staff member is responsible for giving access to the cleaning staff.

Cleaners should not, in the normal course of events, hold keys.

Occasionally, we conduct a key audit to confirm the whereabouts of every key.

Unauthorised use of school facilities

We are fortunate in the security of our school site. Out of school hours access is difficult.

We have undertaken a risk assessment according to the nature of our site and facilities.

We considered:

- access to external play equipment
- access to external sheds/outbuildings
- access onto roofs
- storage of combustible waste
- things that can be improvised as missiles
- evidence of broken glass, cans, needles

- evidence of dog faeces
- evidence of vandalism/failed arson.

Stress and Employee Well-being

The role of the LA, Headteacher and Governors is to try to avoid the circumstances that studies show as the causes of harmful stress and to act promptly and supportively to limit the effects that it can have.

Some of the common foreseeable possible causes of ill-health, stress and other harm in schools

- Volume of work - too much or too little
- Hours being worked – including at home
- Constant or hard-to-meet deadlines
- Constant changes in duties and priorities
- Work beyond a person's ability – lack of training, information, support etc.
- Work not suited to an individual's personality or psychological capacity
- Lack of supervision or guidance from line management
- Lack of communication between levels of staff
- Lack of equipment or unsuitable equipment
- Regular exposure to challenging behaviour from children
- Bullying among staff
- Peer behaviour such as social exclusion, practical jokes, sexual harassment etc.
- Inconsistent applications of 'rules' to different individuals or groups.
- Personal issues affecting performance and capability at work.

Action to respond

1. We are aware that we are susceptible to any of these causes.
2. We make time to **consciously** assess the exposure of individuals to these factors and the effect that it may be having.
3. We manage the situation to the extent that our authority allows using the LEA's procedures and specialist staff and Governors to support if necessary. Each situation will always need to be treated on its individual merits.

Support Staff

The LA has specialist staff who can provide professional support to schools who have to deal with employee well-being issues.

Education Personnel Officers

can help us to match employees and posts by advising on the recruitment and selection process.

The Occupational Health Physician and Occupational Health Adviser undertake pre-employment medical screening that will ensure that recruits are fit to undertake the range of duties within the job and identify the type of support that a person may require to perform effectively in the job. They will carry out health assessments in the event of employees suffering ill-health and, if appropriate, facilitate a return to work.

A Staff Counsellor is available to provide a confidential support service to any employee by self-referral.

For more information and advice please contact:

Education Personnel Officers on

01225 713670/713826/713827

Occupational Health Adviser on 01225 713182

LA Health and Safety Adviser on 01225 713567

Staff Counsellors on 01225 713147

Your School Link Adviser

The Health and Safety Advisers can provide advice and support to enhance the physical working environment and introduce safe systems of work. They can also contribute to the risk assessment process.

Trade Union Appointed Representatives can provide members with information and support on a wide range of issues and any member may seek their advice at any time.

Link Advisers offer a wide range of pastoral support, mentoring schemes and peer counselling.

What we can expect from staff

No matter how vigilant the Headteacher, other senior staff and Governors are, it is inevitable that individual employees will often be the first to identify circumstances which could induce stress or be aware that they are starting to experience some of the early signs of stress.

All employees must therefore take responsibility for alerting a suitable person to any concern they may have in respect of stress or their general ability to carry out their work duties without detriment to their health or safety or any other sense of discontent.

A suitable person means either the Headteacher or, if this is not possible, Deputy Headteacher or Team Leader, the Chair of Governors or any of the specialist support staff listed in this section.

The source of the concern may not be wholly work-related and employees are encouraged to share details of circumstances in their personal lives that could be significantly affecting work performance. All such information will be kept in complete confidence to the extent that Council procedures allow.

Swimming

Comprehensive guidance on the precautions to be observed during school swimming lessons can be found in the publication 'Safety in Physical Education'. We use the Marlborough Leisure Centre swimming facilities on a weekly basis with our SLC pupils and Y6 non-swimmers.

Life Saving

The following are minimum standards.

- ▲ The life saving and resuscitation skills appropriate to the pool are practised every year.
- ▲ The school uses the Leisure Centre Lifeguard.
- ▲ When making swimming arrangements the Headteacher, will check that the teacher/instructor in charge of a deep water pool has taken the teaching course equivalent to the A.S.A. Teacher's certificate and qualified in a lifesaving course as indicated above. The Teacher/ Instructor may be counted as the overall nominated lifesaver.

Ratio

There are qualified adults on duty at the pool side at a minimum ratio of 1 for every 20 children in the water, remaining there until the children have left the water.

Safety Considerations

- ▲ No lifeguards may be on duty continuously for periods exceeding 45 minutes. No one enters the water under any circumstances until life guards are on duty.
- ▲ Adults on duty make sure that lifesaving equipment (pole, life belt, rope) is ready for immediate use in case of difficulty. A life belt or pole of sufficient length to stretch at least half way across the pool is ready for immediate use at the pool side. The pool depth is clearly marked at each end and at sudden changes of depth.
- ▲ All teachers/adults who are on the pool side are conversant with the normal operating procedures and the emergency procedures of the pool which they are operating. These procedures are written for every pool in which school children swim. It is the responsibility of the Headteacher to ensure that these are prepared and that the supervisory staff are conversant with them. Procedures are reviewed every year. Regular incident training is part of the 'familiarisation with procedures' process that all adults and teachers undertake at least every year.
- ▲ Swimming pools that do not have pool side panic buttons must make appropriate arrangements which are included in the written emergency procedures, whereby the alarm can be raised and the appropriate emergency service is contacted as soon as possible. Access to a telephone is essential. Children must not enter the water unless the water temperature is at least 17°C (63°F) but special care is needed when the water temperature is any less than 19°C (70°F).
- Swimming should preferably not take place within one hour after a large meal.

- There is firm adult supervision of children both in and out of the water including when using the changing rooms.
- The deep water areas are clearly defined.
- Teachers/adults are aware of individual children who cannot stand in the shallow end. Careful attention is given to any weak swimmer who is required to work out of his/her depth.
- The number of children is restricted according to the size of the pool and the size and depth of the shallow end.
- Goggles are not recommended in school class lessons. In exceptional cases, goggles worn should comply with British Safety Standards. This is the responsibility of the parent providing them.
- Swimming caps can help to keep the hair dry and under control and are recommended but, if they are not worn, long hair must be tied back.
- Diving is to be allowed only into an area clear of all other swimmers. The following depth for diving must be strictly adhered to:
 - from bathside into not less than 2.5 metres
 - from one metre firm board into not less than 3 metres
 - from one metre spring board into not less than 3.5 metres
 - plunge dive or racing dive into not less than 1.25 metres, unless practising for competitive events.

Children with Special Needs

Before taking any child with special needs swimming, the school should be familiar with the full text of the guidance document referred to earlier.

Unprogrammed swimming and out of school swimming

Before authorising any unprogrammed swimming (lunch hour, after school, clubs and holidays) or before authorising any sea bathing or river bathing, the school should be familiar with the full text of the guidance document referred to earlier in this section and the advice and procedures relating to high risk outdoor education events.

Temperature

There is no maximum limit on air temperatures in schools but, where temperatures are excessive and uncomfortable, local cooling methods such as window blinds or fans will be considered.

The minimum temperature requirements for schools are as follows:

- 18° Celsius in areas where there is a normal level of physical activity associated with teaching, private study or examination.
- 21° Celsius in areas where there is a lower than normal level of physical activity because of sickness or physical disability, including sick rooms.
- 15° Celsius in areas where there is a higher than normal level of physical activity, for example, areas used for physical education

Under no circumstances should additional personal heating equipment be brought into the school.

Thermometers are available to enable temperatures to be measured.

Trade Union Safety Representatives

Members of Trade Unions which are recognised by the County Council are entitled to elect from their membership a person to act as the Safety Representative. These Union appointed Safety Representatives should not be confused with other persons tasked by the Headteacher to co-ordinate health and safety matters within the school who are often also referred to as Safety Representatives. A Trade Union Safety Representative has various rights and functions but holds no legal responsibilities in the event of accidents, incidents or breaches of legislation.

Rights include to have time allocated for safety training and to have any equipment required to carry out the role, e.g. telephone, stationery etc..

Functions of a Trade Union Safety Representative

- to investigate any issues relating to the adverse health, safety or welfare of any person being represented;
- to investigate any health and safety risks in the workplace and to examine the cause of accidents;
- to make representations to the Governors and Headteacher resulting from these activities;
- to carry out safety inspections;
- to consult and be consulted by any Enforcement Officer;
- to attend any relevant Safety Committee.

Safety Committees

The School is obliged by legislation to set up a Safety Committee when requested to do so in writing by two or more Trade Union Safety Representatives within the establishment. The committee should comprise equal numbers of Union Representatives and Management Representatives. The main objectives of the Committee should be to:

- develop local policy, procedures and arrangements based on the LA safety policy
- discuss and monitor safety training requirements
- study the cause of accidents and discuss trends thereof
- advise on information and publicity relating to health, safety and welfare.

Joint School Health and Safety Forum

This Forum meets 6 monthly under the chairmanship of the Director to discuss and consult upon the approach to health and safety within schools. Education Trade Union Safety Representatives, Headteachers, LA Officers, Diocese representatives and specialist Occupational Health & Safety Officers make up the membership.

Training

For school employees

The continuous development of employees' skills and knowledge contributes significantly to their health and safety and to their ability to ensure the health and safety of those they teach and supervise. We carefully assess the level of training that the relevant employees have had in relation to each of their skills and functions

Current courses are:

- Fire Safety
- Food Safety
- Risk Assessment
- Team Teach
- Any mandatory Caretakers'/Premises Courses
- First Aid

For Governors

The Governor Support Unit offers health and safety within its training programme. Courses provide the information and detail that Governors need to carry out their responsibilities.

COMPETENCY RELEVANT STAFF

Health and safety management: Headteacher, Governors

General risk assessment: Senior Management and others involved in the process

Premises management: Senior Management, Governors

Management of contractors: Caretaker

Outdoor education organisation: Educational Visits Co-ordinator

First Aid: Requisite number of staff as identified in school first aid need analysis

Emergency First Aid: All staff responsible for pupils involved in high risk activities or likely to be in isolated areas plus nominated Appointed Persons where no first aider is present

Administering medication: All staff authorised by the Headteacher to administer medication. Unless a school trip, office staff will administer medication.

Person manual handling skills: All staff who have to move, transfer, support the weight of pupils

Manual handling skills: All staff whose role includes the regular movement of significant loads

Use of fire extinguishers: Staff in kitchens – all staff
Fire awareness: All staff
Food safety and hygiene: Staff involved in the handling or preparation of food
Dealing with aggressive behaviour: All staff identified through risk assessments as being likely to encounter aggressive behaviour from pupils or parents
Using force to control or restrain pupils: All staff authorised by the Headteacher to engage in planned physical intervention
Mini-bus driving: All staff authorised by the Headteacher to drive a mini-bus for school purposes
Swimming lifesaver: All staff who may be in overall charge of a swimming session
Swimming poolside adult: All other adults on poolside duty
Control of hazardous substances Science Co-ordinator, Design & Technology Co-ordinator, Caretaker
Use of display screen equipment: Admin officer
Specialist sport/outdoor activity skills: All staff involved in organising, leading or supervising any high risk sport or outdoor activity
Erecting mobile scaffolding: Caretaker
Testing portable electrical appliances: All staff authorised by the Headteacher to test appliances
Any other hazardous activity: All staff as identified through the school's risk assessments

Trees

We monitor the condition of mature and semi-mature trees so that preventative maintenance can take place before that harm occurs.

Tree Inspections

Routine inspections from ground level are undertaken to monitor the safe condition of trees. This is a specialist role. Two scheduled inspections per annum allow the trees to be inspected both in and out of leaf. Summer inspections will be carried out between June and August, Winter inspections will be carried out between November and January. Trees will also be inspected following severe weather. Climbing inspections may be needed following some ground level inspections to ascertain the condition of the higher branches.

Contractors will also identify trees with ivy covering which impedes accurate tree inspections. After a tree inspection we are presented with individual tree reports noting defects where applicable, or a declaration that all the trees are currently considered to be free of defects. A record of all inspections and remedial work is kept in the Headteacher's Office.

Action Following Tree Inspections

The inspection reports will identify defects and classify action required as immediate/urgent/non-urgent. Any immediate action should be drawn to the school's attention on the day of inspection and the necessary work to control the danger should be carried out there and then. If this is not possible then areas may need to be fenced off and buildings taken out of use. Urgent work should be done as soon as possible but non-urgent work could be noted and checked again at the time of the next inspection.

Tree Preservation Orders

Where a tree is in a conservation area or where a tree preservation order has been made by a local planning authority, the consent of that authority must be obtained before trees can be felled or pruned. This does not apply in an emergency where a tree is dying, or dead, or has become dangerous. We take account of this when acting upon tree inspection reports.

Contractors

Generally we use a contractor to undertake work at our school. In such circumstances, we check the contractor's technical competence, and, where relevant, for street-works accreditation (for working on trees beside the highway).

Vehicles

This section will cover the following areas;

Safe segregation of vehicular traffic and people

Use of private vehicles to undertake work activities

Use of private vehicles to transport pupils

Safe Segregation of Vehicular Traffic and People

We have assessed whether or not there is a foreseeable likelihood of members of staff, pupils or visitors being hit by vehicles on the school site. **See section on Risk Assessment.**

We have to consider employees' private vehicles, delivery vehicles, contractors, refuse collection, school taxis, parents' and visitors' private vehicles, and the main vehicular and pedestrian routes into the school and the times at which they are particularly busy.

By means of this assessment, we have established a set of rules which have been communicated to all parties i.e. staff, parents, contractors etc. These are: No parents or people collecting a child may enter the school car park. Parking permits for Waitrose car park are issued to all new pupils annually for their collectors to use.

The car park is designated as a "No go" area to all pupils. This ensures that no child is there unsupervised.

Staff parking is clearly delineated, and the fire lane is kept clear for access for emergency vehicles.

The gates onto the playground and to the front of the school from the car park are kept shut, as a visual and physical reminder to all that the car park is a no go area.

At 3.10 every day, a teaching assistant or the Caretaker will open the gate onto the playground for the Passenger Assistants (formerly known as Escorts) to turn around, and await the embarkation of their passengers. These children are led onto the playground by their Assistants. The vehicles then leave before the end of the school day and the gates are closed.

Delivery vehicles park outside the school on the highway.

Other visitors to the school during the school day, park in the car park within the designated areas, or use the Parade car park outside the school.

Use of Private Vehicles to undertake work activities

Some members of staff may use their own private vehicles to undertake work activities. In these circumstances the school has a system in place to ensure that all drivers are properly licensed, insured and driving a roadworthy vehicle suitable for the task. Such checks are recorded and repeated whenever the occasion arises.

Travelling to the school and home again does not constitute undertaking work activities.

However, travelling from the school to another place that the employer requires that person to does fall under this definition.

Use of Private Vehicles to transport pupils

Above and beyond the duty outlined in the previous sub-section, we ensure that any other person who may transport pupils in their private vehicle is properly licensed, insured and driving a roadworthy and suitable vehicle.

This will most commonly apply to parents helping the school to transport children on field trips or to sporting events.

This is not encouraged. Head's checks are too onerous.

Where private vehicles are used to transport pupils on organised trips, such as sporting events, consent is obtained from other parents.

School Taxis

All taxi contracts organised by the Passenger Transport Section at County Hall are subject to safety provisions. Any concern about health and safety issues should in the first instance be referred to: Jason Salter at County Hall on 01225 713334

Violence to Staff

Children and adults in our school are almost always safe and secure as they go about their daily business. Overwhelmingly, youngsters obey instructions and respect teachers and other adults in school. For the most part they wish to pursue their learning and to achieve the best that they can.

However, there may be occasional instances when staff are subjected to violence, aggression or verbal abuse. It is not reasonable for staff to have to endure any of these, from pupils, parents or other adults. The policy "Violence and Aggression to Staff" sets out ways in which the LA and school staff can help to prevent them

from occurring and support staff in minimising their effect.

The policy covers the following areas:

- Statement by the Director
- What is meant by 'violence and aggression'
- General policy
- Roles and responsibilities
- Risk assessment
- Preventative strategies
- Responsive measures
- Reporting procedure
- Sources of further advice

We adhere to this document and refer to it for guidance in this area.

What is meant by 'violence and aggression'?

We support the Local Education Authority definition:

'any incident in which an employee is abused, threatened or assaulted by another person in circumstances arising out of the course of his or her employment.'

This applies whether the member of staff is on or off duty and is irrespective of the status of the perpetrator.

This definition is based on advice from the Health and Safety Executive.

Examples of behaviour classed as 'violence' or 'aggression'

- Kicking
- Biting
- Punching
- Poking or pushing
- Spitting
- Scratching
- Head butting
- Tripping
- Actions that restrict movement
- Unwanted physical contact which results in no injury
- Use of weapons
- Use of missiles
- Swearing
- Other verbal or written abuse which causes personal offence or distress
- Sexual, racial or other harassment
- Bullying
- Intimidation
- Damage to personal property

Other aggressive behaviour

- Shouting
- Posturing
- Gestures

- Insults
- Innuendo
- Unreasonable demands or blackmail

Should a member of staff encounter any of the above in the classroom, then the “Red Card” system can be used as a means of summoning immediate help. **SEE SECTION ON EMERGENCIES.** Panic alarms are also available to the outside classrooms. If this incident happens outside of the working day, or if the Red card is not used, the member of staff should still record the incident and inform the Headteacher as soon as possible so that relevant action can be taken. Any occasion where a person is hurt must be recorded on the County Health and Safety report.

Physical Restraint

Where necessary, reasonable force will be used to control or restrain pupils. We have a separate Physical Restraint policy within school for guidance. All teaching staff have had training on physical restraint and copies of the policy have been given out. Further copies can be located in the Headteacher’s Office. Any physical restraint must be recorded in the “red book” which is kept in the Headteacher’s Office.

Waste Disposal

All waste produced by the school is classified as ‘controlled waste’. We are responsible for ensuring that it is disposed of safely and properly. To do this, we follow three rules:

First: make it secure. Keep it in a suitable container. We have three giant wheelie bins in the car park, with lids.

Second: The County Council waste collectors are authorised to do so

Third: We have the correct paperwork for the collection of all controlled waste. The paperwork for waste taken by the District Council has been initiated by the Council and the school has a copy of what is known as the transfer note. Repeated transfers of the same kind of waste between the same parties are covered by one transfer note for up to a year

For collection of waste by any other carrier, the school ensures that a transfer note is in place for each collection. Failure to do so will result in the school being liable and subject to unlimited fines.