

SACRED HEART  
CATHOLIC VOLUNTARY ACADEMY



LIVE LEARN LOVE

HEALTH AND  
SAFETY POLICY

APPROVED BY  
THE GOVERNING BODY  
NOVEMBER 2018 – NOVEMBER 2021

## **HEALTH & SAFETY POLICY**

This document is produced in respect of Sacred Heart Catholic Voluntary Academy only and is published in addition to the County Statement of Safety Policy and in conjunction with the Education Department.

### **1. GENERAL**

The school recognises the need to promote health and safety in order to achieve improved standards and safe methods of work in order to protect all members of the school community and visitors.

It is the school's policy to take steps within its powers to prevent personal injury, health hazards and damage to property. It is also the school's responsibility as far as is reasonably practicable to extend this protection to pupils, staff and members of the general public from foreseeable risks.

In conjunction with the Education Department's Policy Statement and in liaison with the appropriate Safety Representatives, it is recognised that all problems and hazards associated with the following must be brought to the attention of the Head Teacher and Governors of the school:

- Plant, equipment and systems of work.
- The handling and storage of transportation of articles and substances.
- The supply of adequate information, instruction, training or supervision to either staff or pupils.
- The place of work or access to it.
- The provision of protective clothing/equipment for the safe use and handling of machinery and substances.
- The working environment.
- Welfare facilities.

### **2. ORGANISATION**

The school recognises the need to identify organisational methods for implementing and controlling the health and safety of all persons who work within the school.

A summary of the individual responsibilities and hence the organisation and accountability are as follows:

### **3. GOVERNORS' RESPONSIBILITIES**

The Chair of Governors along with the Governing Body has the responsibility to ensure that all reasonable steps have been taken to reduce the possibility of accident or injury to both staff and pupils, although it should be emphasised that individual responsibility cannot fall on individual members of the Governing Body, nor can the Head Teacher of the school or employees avoid responsibility by referring urgent matters to that Body for information and for decision.

The Governors accept and recognise their responsibilities in relation to Health and Safety as defined in the Local Authority's policy. They are:

- To ensure a Health and Safety Policy is implemented and monitored within the school.
- To support and implement the County Council's and LA's Health and Safety Policies.
- To recognise the right of employees, pupils and other users to be provided with a safe working environment.
- To promote a positive attitude towards Health and Safety within the school.
- To ensure sufficient resources are provided for the effective implementation of the various Health and Safety policies and compliance with relevant legislation and codes of practice.
- To monitor and review the operation of the Health and Safety policies in the school.
- To comply with directives issued by the County Council and LA on Health and Safety matters in schools.

An annual inspection of the school premises will be reported to the Head Teacher, who will ensure that any necessary action is carried out.

#### **4. THE HEAD TEACHER'S RESPONSIBILITIES**

The Head Teacher must ensure that the school's policy for Health and Safety is effectively implemented and understood at all levels. The policy must be regularly monitored and revised as necessary and effectively controlled. There is a legal obligation to ensure that the school safety policy is implemented at all levels. In the event of the Head Teacher's absence, the Assistant Head Teachers or other members of the school's Senior Leadership Team will assume these responsibilities.

- The Head Teacher must be aware of all contractors or third parties entering the school premises to undertake maintenance work or work contracts.
- The Head Teacher must ensure that staff and pupils are not endangered by the acts of the contractors. It is necessary therefore to provide a copy of the school's policy to all known contractors in order to alleviate this risk and plan necessary safety measures for the duration of the works.
- The Head Teacher must be aware of the procedures to be followed in the event of the contractor or third party acting in a manner likely to endanger staff or pupils.
- The Head Teacher will have the right to stop what is considered to be unsafe practices or the use of any play equipment, machinery etc. which he/she considers to be unsafe.
- The Head Teacher shall arrange an annual review of the working documents and systems which support the policy, such as emergency procedures, provision of first aid in school, the risk assessments and educational off-site visits (Code of Practice No 11 – Guidance on the conduct of educational visits and adventurous activities).
- The Head Teacher must have regular dialogue with the Chair of Governors in order that information or issues regarding Health and Safety are passed on.
- The Head Teacher will ensure that all newly appointed and temporary staff, volunteer helpers receive appropriate induction on Health and Safety and safeguarding matters and that the Staff Handbook contains up to date and relevant information.

#### **5. PREMISES OFFICER'S RESPONSIBILITIES**

The Premises Officer is responsible and accountable to the school's Head Teacher for all matters relating to Health and Safety within his/her sphere of activity.

The Premises Officer must ensure that s/he is familiar with the school's Health and Safety Policy and that cleaning staff are equally aware of any implications of the policy as it affects their activities. These include storage arrangements, materials, equipment and substances.

Under Section 6 of the Health and Safety at Work Act, the Premises Officer may be asked to take responsibility for ensuring that everything received from suppliers (for direct school use) complies with legislation. For example: approved codes of practice regulations.

- The Premises Officer must report immediately any defects or hazards that are brought to his/her attention to the school's Head Teacher.
- The Premises Officer is responsible for ensuring that any potential hazards brought to his/her attention by the Head Teacher are dealt with as soon as is practicably possible.
- The Premises Officer is responsible for carrying out a weekly test of the school's fire alarm.
- The Premises Officer is responsible for keeping and maintaining all documentation concerning the testing and servicing of alarms within the school. This should be available to the Head Teacher whenever he/she wishes to see it.
- The Premises Officer is responsible for dealing with any issues brought to his/her attention by staff through the 'Maintenance Book'.

## **6. ALL SCHOOL STAFF**

Individual members of staff are to take responsibility for the safety of their own immediate environment, the school as a whole and the safety of the pupils in their care at all times.

All staff must conform to responsibilities as specified. They must ensure that, where conditions apply, all pupils or persons under their control receive instruction and are provided with on the job training to enable them to operate in a safe and efficient manner.

All staff must:

- Check areas are safe before commencing on activity.
- Check that equipment is safe to use.
- Ensure that safe systems of work are used.
- Ensure that, where appropriate, personal protective equipment is used.
- Report any accidents, incidents or 'near misses' to senior member of staff.
- Ensure that a high standard of housekeeping is maintained.
- Be aware of the school provisions for First Aid and procedures for reporting accidents.
- Note that the Health and Safety at Work Act 1974 imposes upon employees and students the duty to co-operate with the school, so far as is necessary, to enable the school to fulfil its general duties required by the Health and Safety at Work Act 1974 and related legislation.
- Note that the Health and Safety at Work Act 1974 imposes upon employees and students the duty not to intentionally or recklessly interfere with or misuse anything provided in the interests of Health and Safety.
- Staff will receive regular opportunities for training on issues such as First Aid, Risk Assessment and fire drill and evacuation procedures.

The Key Stage co-ordinator is responsible for tools and practical equipment. They should ensure that these are kept in good condition with breakages reported to the Head Teacher, enabling replacements to be made where viable. Teachers should report such breakages to the co-ordinator.

Teachers will ensure that all children know about the safety procedure operating in the school/classroom and that these are followed. They should teach children the discipline of tool and room management ensuring that the teaching area is left clean and tidy with tools returned to their place and the floor clear of rubbish.

Hazards in the teaching areas are to be identified, the pupils informed, and the matter reported to the Head Teacher.

It is the teacher's responsibility to ensure that all electrical equipment in the teaching areas is turned off at the end of the teaching day.

Teachers or the responsible adult should always be in the room when tools (including scissors) of any nature are used. It is the responsibility of the teacher to ensure that appropriate tools/materials are available for any adult helpers.

Pupils and adults working within the school should wear protective clothing appropriate to the activity being undertaken e.g. cotton aprons for cooking, plastic aprons for ceramics/painting.

Floor spillages must be cleared immediately.

## **7. PUPILS' RESPONSIBILITIES**

Pupils should follow all Health and Safety procedures and report any problems to the class teacher.

The school has a School Parliament, which is chaired by a member of staff. The committee meets regularly and gives the pupils the opportunity to report any concerns they may have. It is ensured that these matters are dealt with immediately and are reported to the Premises Officer and Headteacher.

## **8. DISTRIBUTION OF HEALTH AND SAFETY INFORMATION**

- a) The master copy of the Health and Safety Policy, Risk Assessments, COSHH Assessments, Codes of Practice and guidance will be kept in the Premises Officers room.
- b) Copies of the Health and Safety Policy together with relevant documents concerning specific areas will be available on the school website and on the Staff Share folder.
- c) All staff will have access to the Health and Safety Policy and will be expected to familiarise themselves with the contents. Where codes of practice, guidance and

advisory booklets or leaflets are referred to in this policy, copies can be found at the locations set out above.

- d) The Head Teacher will issue updates, new guidance and approved revisions as soon as they become available and added to the school website as appropriate.
- e) All new staff including part time, temporary and supply staff will be directed to a copy of the policy on the school website and will receive induction training, which will include relevant health and safety, and safeguarding issues.
- f) The Health and Safety Law poster is displayed on the staffroom door.

## **8.1 THE SCHOOL DAY**

At Sacred Heart Catholic Voluntary Academy, session times are as follows:

8.50am school opens  
9am – 12.15pm  
(Break: 10.25 – 10.40am)

1.15pm – 3.30pm

- a) Teachers from Year Three to Year Six will meet their class on the playground at 8.50am. Reception, YearOne and Year Two children go straight to the classroom at 8.50am.
- b) During the lunch break a member of the Senior Leadership Team and the dining supervisors have responsibility for the children. However, should the need arise; the Head Teacher will also be available to give advice or assistance.
- c) Teachers collect their class from the playground at the end of each playtime and at the end of the lunch hour at 1.15pm.
- d) At the end of the afternoon session teaching staff remain at their bases until the last pupil has been collected by a parent or carer. In the event that a pupil has not been collected at 3.30pm by the parent/other adult, the teacher will bring the child to the office and inform the Office Staff or his/her representative that the pupil is there. Efforts will be made to contact the parent. Once in the care of the parent/other adult, responsibility for the child is passed to them.
- e) In normal circumstances, pupils should have left the premises by 3.40pm.
- f) Children remaining in school to take part in after-school clubs will be supervised by the staff taking responsibility for the activities. Where these or other privately run events are taking place, the adult in charge is expected to supervise the children in their care.
- g) Children who travel to and from school by school transport will wait in the school's reception area where they will be supervised by a staff member.

## **8.2 HEALTH AND SAFETY EXECUTIVE**

Health and Safety Executive Officers have the right to visit the school and have sight of all relevant regulations, documents etc.

During their inspection they are likely to request the presence of the school Safety Representative and the named Governor.

On completion of the inspection, they will inform the Head Teacher of their findings and subsequently forward a written copy of their findings to the Head Teacher and Safety Representative. Any such report received should be discussed at Governors' meetings.

### **8.3 SAFETY REPRESENTATIVE**

The school's Safety Representative is The Premises Officer. The Safety Representative will be a member of the Governors' Environment sub-committee and will take part in meetings.

### **8.4 FIRE AND EMERGENCY PROCEDURES**

Also refer to Code of Practice No 12 - Fire Precautions (Workplace) Regulations (Revised 2006).

All staff should be aware of the following requirements:

- a) At a fixed time each week, the alarm will be tested to ensure that it is effective. Points from different zones should be used to trigger the alarm to ensure that all break glass or other points are in working order. All results should be recorded.
- b) Fire drills must be carried out at least once per term to enable everyone to become familiar with the evacuation procedure. Termly fire drills will alternate between teaching time and lunch time. This will ensure the different manning scenarios applicable under each of these two times are tested. The Head Teacher will co-ordinate periodic briefings with lunch time supervisors to ensure an understanding of fire and emergency procedures. The evacuation time and the general performance of the drill will be recorded.
- c) On sounding the alarm, the fire brigade must be summoned and all staff, pupils and visitors must leave the building immediately, closing doors behind them if possible.
- d) Emergency Procedures are displayed in every classroom and area of the school. The Assembly Point is the school field, immediately behind the school.
- e) If there is no risk to personal injury attempts may be made to tackle the fire using a suitable extinguisher, also switching off power supplies from the mains.
- f) Appropriate members of staff will be trained how to use relevant fire appliances. The Head Teacher will identify fire training needs.
- g) At all times, fire exit doors must be unlocked and easily accessible. Exits must be clearly identified and marked.
- h) All fire appliances will be checked annually by specialist maintenance personnel.

- i) All visitors spending a length of time in the school should be made aware of arrangements in the case of fire. At the beginning of events such as liturgies, concerts, etc an announcement about the location of fire exits will be made.

## **8.5 A FIRE EVENT**

### **8.5.1 IF YOU DISCOVER A FIRE:**

**OPERATE THE NEAREST 'BREAK GLASS' CALL POINT.  
DO NOT DIAL 999. THIS IS THE RESPONSIBILITY OF A DESIGNATED FIRE  
MARSHAL (I.E. THE HEAD TEACHER OR ASSISTANT HEAD TEACHERS).**

**CARRY OUT ANY PREVIOUSLY ARRANGED DUTIES TO BE DONE IN THE  
EVENT OF FIRE OR GO TO THE NEAREST LINE UP POINT.**

### **8.5.2 RESPONSIBILITIES OF FIRE MARSHALS**

Either the Head Teacher/Assistant Head Teachers or member of the Senior Leadership Team will always be present in the school during school hours.

In the event of hearing the fire alarm, responsibility for either delegating or personally undertaking the following tasks rests with the fire marshals:

- a) Immediately dialling 999 to summon the Fire Brigade
- b) Distributing class registers to teachers for the roll call
- c) Liaising with the Fire Brigade on their arrival to advise of status (e.g. any missing persons, confirmed identification of fire or not).

### **8.5.3 ACTION ON HEARING THE FIRE ALARM**

The teacher or responsible adult will supervise children leaving the building by the appropriate exit, closing the door when the last person is out.

Proceed to the Assembly Point on the school field.

Everyone should walk quickly but should not run.

Keep quiet.

Do not stop or return for any clothing, belongings or books.

Registers will be taken by the person with this responsibility and distributed to teachers for roll call.

Only if you are certain a fire marshal has not phoned the Fire Brigade should you dial 999.

Access must be clear for the Fire Brigade.

## **8.6 LETTINGS**



All users must comply with the school's Health and Safety regulations.

Details of fire procedures will be given to hirers.

Precautions must be taken for large gatherings for example, school plays.

All emergency exits must be unlocked.

A telephone must be available for emergency calls.

The Premises Officer or person securing the premises after a letting must inspect the premises and check for possible fires.

If the Premises Officer or authorised person discovers a fire when the school is unoccupied, he/she must sound the alarm and call the fire brigade.

The Head Teacher must be informed immediately.

### **8.7 RUBBISH AND COMBUSTIBLE WASTE** (Refer to Waste Transfer Note)

This should not be left in the boiler room, in escape routes or in the corridors.

Such materials should be put in metal or no-combustible containers and property disposed of as soon as possible.

### **8.8 CLASSROOMS**

Decorations must not be placed near temporary gas heaters or suspended from light fittings.

Doorways and the front of heaters must be left clear.

Glass containers should only be used under the close supervision of an adult and never in water.

### **8.9 PLAYGROUND/SCHOOL FIELD**

A risk assessment should be taken each year and any recommendations put into place. At least three members of staff are on duty whenever the school is on the playground. Two if there is a single Key Stage.

In the event of an accident, the teacher will assess the situation and will send the child to the First Aider or in more serious circumstances, stay with the child and seek assistance. Children must not play in the school's wild life area which is fenced off.

### **8.10 SMOKING**

The school has a policy, which states that there should be no smoking on the school site.

### **8.11 BOILER ROOM**

Combustible items must not be stored in the boiler room.  
The boilers must be inspected annually or Property Services informed.  
The boiler room must be included in the termly risk assessment arrangements.

### **8.12 FIRST AID** (Refer to Code of Practice No 1 - First Aid at Work) (Revised April 2010)

An assessment will be carried out to determine the provision of First Aid facilities that are required. The following factors will be decided on:

- i) The number and location of First-Aid boxes.
  - ii) The number of Certified First aiders (FAW) (EFAW).
  - iii) The number of Appointed Persons.
  - iv) Where on the premises facilities will be set aside to carry out First Aid.
- a) The appointed persons with the appropriate training can be found in Appendix 1.
  - b) All teaching staff act in *loco parentis* during the time that the school is open for children.
  - c) First Aid supplies are kept in each department and a First Aid cupboard is kept in the Medical room. It may only be stocked with items identified by the revised Code of Practice. There is also a First Aid box in the school hall.
  - d) There is an 'Appointed Person' for the purposes of the First Aid at Work Regulations 1981 and will ensure that First Aid box contents are replenished. The Head Teacher will assume the responsibilities of the Appointed Person in the absence of a Nominated First Aider.

The responsibilities are:

- i) To take charge in the situation where personal injury or illness has occurred and where further medical help is needed.
  - ii) To ensure that a first aid box is provided and stocked with designated items **ONLY**.
- e) In cases of serious injury, responsibility of the Appointed Person ends where the patient is handed over to medical care or to the parent/guardian.
  - f) All injuries, whether staff, pupil or visitor must be recorded in the appropriate Accident Book. The school issues 'minor accident forms' and bumped head letters as a matter of routine.
  - g) Accident Books are kept in Key Stage 1 and Key Stage 2 and Health and Safety/Hazard Forms are kept in the school office.
  - h) All serious injuries should be transported to hospital by ambulance as the patient's condition could worsen.
  - i) No attempt to move an injured person should be made until appropriate examination and assessment has been completed.

### **8.13 INJURIES HAVE BEEN WORSENER BY PREMATURE HANDLING**

- a) If a sporting activity has to be ended or postponed, this will have to be accepted.
- b) Minor injuries may be treated on a self-help basis or by any members of staff in *loco parentis*.
- c) Notices giving details of whereabouts of First Aid facilities will be displayed at appropriate sites.
- d) This policy will be reviewed annually and amended appropriately.
- e) Copies will be available for Staff and Governors.

### **8.14 MEDICINES**

Please refer to the Supporting Pupils with Medical Conditions Policy.

### **8.15 FIRST AID BOXES**

According to the Code of Practice No 1 - First Aid at Work, First Aid boxes will contain the following for employees' use when required:

- 1 guidance card
- 20 individually wrapped sterile adhesive dressings (assorted sizes) – detectable (blue), for the catering industry
- 2 sterile eye-pads, with attachment
- 4 individually wrapped triangular bandages
- 6 safety pins
- 6 medium sized individually wrapped sterile unmediated wound dressings (approximately 12m x 12cm)
- 2 large individually wrapped sterile unmediated wound dressings
- 1 pair of disposable gloves

This is a suggested contents list only, equivalent but different items will be considered acceptable.

### **8.16 ACCIDENTS INVOLVING EXTERNAL BLEEDING**

- a) Normal First Aid procedures should be allowed. First Aiders must wash hands before and after administering First Aid, or wearing disposable gloves.
- b) When bleeding has stopped, blood should be washed off surrounding skin with plenty of soapy water without disturbing the wound.
- c) Splashes of blood to the eye or mouth of another person should be washed out immediately with plenty of water.

- d) Contaminated surfaces should be washed thoroughly – 1 part bleach to 10 parts water, using rubber gloves.
- e) In the case of small cuts, whenever feasible, the person should wash the affected area him/herself with soap and water and cover the wound with a dressing provided.

A medical waste bin is located in the disable toilet in the school's main entrance area.

### **8.17 CUTS AND PUNCTURE WOUNDS**

Free bleeding should be encouraged and the part washed with soap and running water and then dressed.

### **8.18 ACCIDENTS** (See Code of Practice No 7)

- a) Staff should ensure that all accidents involving injury or ill health effects are notified to the Head Teacher with enough information to allow him/her to complete the Accident Book.
- b) A member of staff who witnesses, or is first on the scene or first to be informed of any accident, dangerous occurrence or near miss will inform the Head Teacher of the incident. The Head Teacher will investigate all incidents reported by staff unless so trivial in nature that investigation is not warranted. Investigations will involve consultation with Safety Representatives with the aim of identifying the cause and implementing preventative strategies. Accidents will be reported on the on-line reporting system, ASSESSNET.
- c) Compliance with RIDDOR regulations – The Head Teacher will ensure that the Health & Safety Executive is notified of any accidents and dangerous occurrences under the Reporting of Injuries, Diseases and Dangerous occurrences Regulations 1995. Refer to Code of Practice No 7 issued by the LA. He/she will complete the necessary report form (F2508) and send it to the enforcing authority within 10 days of the incident. In the event of a major injury or fatality the notification must be immediate, by telephone, with written confirmation (F2508) following as soon as possible.

### **8.19 IMMEDIATE ACTION**

Necessary medical attention must be given as first priority and the safety of all ensured.

Parents/guardians or next of kin must be contacted as soon as possible. If parents cannot be contacted or are unable to cope, where possible the school will provide an escort.

An ambulance should be called for anyone requiring hospital treatment.

Staff should not use their own cars unless their insurance policy specifically permits this use. (Please consult the Head Teacher).

## **8.20 CHILDREN TAKEN ILL IN SCHOOL**

- a) If a child is taken ill in the classroom, members of staff are asked to send a 'runner' for a member of support staff to take care of the sick pupil. The Premises Officer should be called to clean the area. When the Premises Officer is not on duty, a member of the support staff should be requested to deal with the situation. Provisions for this are kept in the Premises Officer's store room.
- b) The child should remain in the care of the member of support staff until collected from school.
- c) Decisions about contacting parents will be taken by the Head Teacher or his/her representative on site.
- d) Children leaving the school premises early should be logged out.

## **8.21 PARENTAL CONSENT**

The written approval of parents must be obtained when there is a significant risk of injury before children participate in any activity. This will also be required for any outings, trips.

## **8.22 CRAFT/DESIGN AND TECHNOLOGY** (Please refer to the 'Be Safe' booklet)

- a) Children must be well supervised at all times.
- b) Protective clothing is worn when appropriate.
- c) Sharp edged tools are stored so that cutting edges cannot be accidentally touched.
- d) All tools are stored appropriately as in commercially purchased storage unit.
- e) All tools are checked regularly and are only used for their intended purpose.

## **8.23 GLUE GUNS**

- a) Hot melt glue guns should be trigger operated. If used by pupils, protective clothing and eye protection are required. Children under 7 should not use them.
- b) Only low temperature glue guns must be used.
- c) Glue guns should be located on stands ready for use.
- d) Use guns over a piece of hardwood or mat to avoid damage to property.
- e) Electrical checks must be carried out each year and any faults reported in the interim.

## **8.24 FOOD TECHNOLOGY**

- a) It is the responsibility of the individual teacher to check the equipment being used, to ensure that the environment is safe for the pupils concerned and that support staff are fully briefed as to their role and responsibilities.

- b) Ensure that pupils are wearing appropriate aprons, that hair has been fastened back, hand jewellery is removed and that hands have been washed.
- c) Ensure that work surfaces are clear and clean at the beginning and end of the session.
- d) Pupils must be taught how to use tools correctly.
- e) Ensure that equipment is appropriate for the task.
- f) Cooking utensils must be carefully washed and dried at the end of the session.
- g) At the end of the session aprons, tea towels and dishcloths should be washed before being reused.
- h) Perishable food items must be stored in the refrigerator.
- i) Always check the 'use by' date before using foods.

### **8.25 EQUIPMENT AND MATERIALS**

#### **a) Correcting fluids**

- i) Only staff may use correcting fluids such as tippex, as such fluids are toxic.
- ii) Children are not allowed to bring their own correcting fluids to school. Members of staff are asked to watch for children who might do so.

#### **b) Marker pens**

- i) Pens that are mainly water based are to be used.
- ii) When other pens are used, these should only be used by staff – and in a well-ventilated area.
- iii) Staff should ensure that pens suit the board for which they are intended.

#### **c) Rotary Trimmers**

A trimmer is kept in each department. Members of staff are asked to take care when carrying it and put it in safe place after use. Children should **not** use this.

#### **d) Headphones**

Headphones with an impedance of from 400 to 1000 ohms are recommended as anything lower can damage ears. These will be checked regularly.

#### **e) Pen tops**

Only pen tops with ventilated tops should be supplied to children. If children bring their own pens they should be advised to dispose of the tops. Members of staff need to be vigilant about this as there have been several accidents and deaths due to children putting pen tops in their mouths.

f) **Electrical Equipment**

i) **Overhead Projector – Fire Risk**

The OHP should be kept out of the sunlight when not in use.

NOTE: OHP's have been known to cause fire.

ii) **Kettles**

Kettles should not be used in classes or activity areas.

iii) **Installations**

Only approved contractors will be used after consultation with property services. Any faults must be reported immediately.

iv) **Extension Cables**

Those with multi-sockets may be used for computers. They may only be used elsewhere as a temporary measure.

v) **Checklist for Electrical Equipment**

See appendix 2.

vi) **Inventory Book**

All electrical equipment details should be entered in inventory book in the school office.

All equipment should be annually tested and labelled by the electrical technician undertaking the test.

Any defective equipment should be marked 'UNSAFE – DO NOT USE' and report any faults to the Premises Officer.

There should be a stock of plugs and fuses on hand in preparation for inspection.

g) **Printing and Reprographics**

The relevant machines are:

The photocopier is kept in the Key Stage 1 and Key Stage 2 departments.

a) Fluids/solvents must be stored in suitable containers in a separate cupboard.

b) Any impregnated rags must be disposed of immediately.

c) Workrooms must be well ventilated.

- h) **See COSHH Package** (Control of Substances Hazardous to Health Regulations)
- a) Risk Assessments required under COSHH will be undertaken on all hazardous substances. These assessments will only be carried out by competent persons. For the purposes of this policy a competent person is one who has received sufficient training and has the knowledge and experience to make decisions about the risks and actions needed. The assessments and required actions will follow the guidance set out in Guidance Note 4.
  - b) In the vast majority of commercially available chemicals the presence of a warning label will indicate whether COSHH is relevant. Such labelling is required under the Chemicals (Hazard Information and Packaging for Supply) Regulations 2002 (CHIP). These Regulations also require the supplier to provide a safety data sheet.
  - c) COSHH also applies to biological agents connected to the workplace e.g. Legionellae, dust in harmful concentrations, pesticides not covered by CHIP and substances produced in chemical processes.
  - d) Copies of COSHH risk assessments including actions required will be kept in accordance with Section 1 of this Part detailing the distribution of Health and Safety Information.
  - e) As a general principle it is the policy of the Governing Body that wherever possible safer alternatives be considered when purchasing hazardous substances.
  - i) **GAS** (refer to Code of Practice No 3 - Safety and Use of Portable Liquefied Petroleum Heaters)
  - j) **Display Screen Display**
    - a) The Health and Safety (Display Screen Equipment) Regulations 1992 require employers to minimise the risks for staff who habitually use DSE as a significant part of their normal work.
    - b) Workstation risk assessments will be carried out by competent persons on all stations in accordance with the Guidance on Regulations issued by the HSE.
    - c) The school has an eye care scheme to assist with the costs of eye tests for those staff falling within the regulations in accordance with the above guidance.
    - d) Staff and students using DSE must ensure that the adjustable elements of their workstation are set to promote ease of use and comfort e.g. screen, mouse and keyboard position, height of seat, avoidance of glare and reflections, etc. More detailed information is available in the guidance and in the HSE leaflet 'Working with VDU's'.

### **8.26 PE AND SWIMMING – AFTER SCHOOL ACTIVITIES**

(Refer to Code of Practice No 11 – Guidance for the conduct of educational visits and adventurous activities)



Staff are reminded that:

- a) If a parent has put a restriction on a child's activity on medical grounds, it is the **PARENT ALONE WHO CAN REMOVE IT.**
- b) If a child taking part in an unaccustomed physical activity is known to be disabled, or have an ongoing medical complaint i.e. asthma, epilepsy, cystic fibrosis, rigorous supervision should be maintained.

Where these two points are not followed, a serious situation could develop. It may result in claims for damages should an accident occur.

A note of consent must be received from the parent/guardian before a child may take part in swimming and after school activities.

A risk assessment is carried out and arrangement made to ensure the safety of the children. These include:

- a) Children are not allowed in the pool unless an adult is present.
- b) Children must not run on the pool side.
- c) A First-Aider must accompany the children and take a First Aid kit.
- d) The correct ratio of children/adults must be adhered to.

### **8.27 SWIMMING SUPERVISION**

(Refer to Admin. Memo 34 - Recommendations for the Conduct of Swimming)

Teachers are instructed that they do not allow children into the pool unless the pool lifeguard is attendance or if the individual teacher(s) passes the relevant qualifications.

As visitors to the swimming pool, all establishment requirements regarding necessary qualifications must be followed.

### **8.28 CANCELLATION OF ACTIVITIES**

Parents/guardians must be notified in advance if after school activities have to be cancelled. Where this has not been possible, children must be kept in school until the time they would normally leave at the end of the activity.

### **8.29 SCHOOL OUTINGS**

(Refer to Code of Practice No 11 - Guidance for the conduct of educational visits and adventurous activities)

- a) A good practice guide has been issued by the DCSC entitled 'Health and Safety on Educational Visits' and Code of Practice No 11 which must be followed.

- b) The Head Teacher is the designated person trained as an Educational Visit Coordinator.
- c) Specific risk assessments should be carried out for each visit.

### **8.30 ANIMALS IN SCHOOL**

- a) It is felt that pupils can benefit from caring for and observing animals.
- b) Teaching staff should discuss with the Head Teacher the possibility of keeping animals in school.
- c) The animals must be among the approved kinds mentioned in the Dangerous Wild Animals Act 1976.

Pupils are not allowed to bring scheduled animals into school even for a day. This would be an offence. The animals included are:

- All canines, except domestic dogs
- All cats, other than the domestic cat
- Monkeys, apes, crocodile and alligator family
- Poisonous snakes, including adders

### **8.31 PIANO**

- a) There are 3 pianos in the school. These are situated in the School Hall, the Library and the Piano Room.
- b) Only adults should move them.
- c) There should only be one person at each end and then it should be on a smooth, level surface.
- d) Children are not allowed to move pianos.
- e) Premises Officers and cleaners should take particular note.
- f) Movers should stand at each end and should take care when moving pianos backwards and forwards – as a falling piano will always move backwards or forwards. It is therefore important to keep the area clear.
- g) Pianos must not be moved up or down stairs.  
N.B. Children should be kept clear when pianos are being moved.
- h) Pianos should be kept away from direct sunlight and radiators.
- i) Pianos will normally be tuned once a year.

### **8.32 VISITORS IN SCHOOL**

All visitors must report into the office, sign into the visitors' screen and collect a sticker. Members of staff are asked to be vigilant for unauthorised visitors to the school. Any

concerns about the intentions of an unidentified visitor should be reported immediately to the school office and the Head Teacher or the Deputy Head Teacher.

### **8.33 VOLUNTEERS IN SCHOOL**

The school is responsible for the Health and Safety of volunteers in school and they must comply with the school's Health and Safety regulations.

The teacher is responsible for the pupils in his/her teaching group at all times and any volunteers working within the teaching area should be supervised by the teacher. Under no circumstances should volunteers be left in charge of pupils.

### **8.34 CONTRACTORS**

Contractors will be required to report to the school office upon arrival. The Premises Officer will be asked to brief them about the school's expectations for their conduct on site in addition to being made aware of the school's Health and Safety requirements.

- a) All contractors will observe their own health and safety policies and procedure.
- b) Contractors will provide a written risk assessment before they commence work on site.
- c) Comply with the requirements of the Construction (Design and Management) Regulations 2007.
- d) Report to the Premises Officer and sign out at reception when leaving.

### **8.35 PLAYGROUND/OUTDOOR PLAY EQUIPMENT**

- a) All outdoor play equipment must conform to British Standards Institute BS1176 Playground Equipment.
- b) To ensure that all equipment comply with current standards, an annual check should be carried out by a competent contractor approved by Local Authority.
- c) Daily inspections will be carried out on the playground and any concerns recorded.

### **8.35 WATER HYGIENE – LEGIONNAIRES DISEASE (COP 19)**

- a) Legionnaires disease is caused by ubiquitous bacteria which are present in water systems and when allowed to colonise and proliferate can cause serious outbreaks of disease. This is well recognised and an Approved Code of Practice (L8) has been issued by the HSE.
- b) Whilst it has frequently associated with cooling towers it is also common in showers, whirlpool baths, spray taps and virtually any water systems capable of generating airborne droplets which can be inhaled.

- c) The advice in the Code of Practice will be followed on site. Hot and cold water systems will be flushed through to remove any stagnant water from the system and a temperature monitoring of the water monthly and recorded. This will be undertaken by the Premises Officer.

### **8.36 VIOLENCE TO STAFF**

- a) The Governors are concerned about the possibility that staff may be subject to violence of any kind while working in school.
- b) If any is subjected to any aggression on school premises they must inform the Head Teacher immediately.
- c) Staff are asked to keep written accounts of such episodes.
- d) Appropriate steps will be taken by the Head Teacher to deal with such situations.
- e) If necessary, the Governors and LA will be informed.

### **8.37 LONE WORKING**

There is no general prohibition on working alone but in certain specialised circumstances legislation specifies work activities which require more than one person to carry them out safely. For example:

- Entry into confined spaces
- Certain ladder work
- Certain use of dangerous machinery
- Certain work with hazardous chemicals

The general provisions of the Health and Safety at Work act 1974 require safe systems of work to be formulated. It therefore implies the need to address this issue and devise arrangements where necessary for the work to be carried out safely by one person or by making alternative arrangements for the provision of help or back up.

Solitary workers should not be exposed to significantly more risks than employees who work together. Precautions should take account of normal working conditions and foreseeable emergency situations, for example:

- Accident
- Assault
- Equipment failure
- Fire
- Illness

The assessment should result in the identification of all situations where people work alone and once identified being questioned on whether:

- a) The workplace presents a special risk to the solitary worker.
- b) Access and egress can be undertaken safely.
- c) Temporary access equipment can be operated and presents no additional risks to lone worker.
- d) Any equipment or substances involved in the work activities can be safely used by one person.
- e) There is a risk of violence.

Once the hazards presented by the solitary worker have been identified they will require be assessing and as a result of the assessment appropriate action formulating for managing the risks.

Factors that will need to be considered in the assessment include:

- a) The health of solitary workers; have they medical conditions which would make them unsuitable for working alone.
- b) Any training requirements necessary to take into account limited supervision and control. The manager will need to ensure that solitary workers fully understand the risks presented by the work activities and are conversant with the preventative and protective measures and that they do not engage in work activities not approved for people working alone.
- c) The extent of supervision necessary taking into account the competence of the staff, the activities engaged in and whether any special risks are presented by the work activities.
- d) Arrangements for dealing with emergencies; solitary workers, dependant on the risks presents, should be aware of fire and first aid procedures and have means of raising the alarm, for example, access to a telephone.
- f) Consideration should also be given to the establishment of a log-in and log-out system to ensure that someone is aware of their presence at work and the fact that they have not checked out at the end of a given working period.

## **Appendix 1**

Emergency First Aid at Work 24.08.18 valid until 24.08.21  
All Teaching staff and TA's

(4 TA's held current certificates to be renewed in 2020)

## **Appendix 2**

### **Checklist for Electrical Equipment**

*Use 3-amp fuse on:*

Radio  
Tape recorder  
Refrigerator

*Use 13-amp fuse on:*

Iron  
Vacuum cleaner  
Kettle  
Toaster  
Polisher  
Portable cooker  
Convactor heater  
OHP and projector

