

Berkeley Primary School

Health and Safety Policy (third tier) – SpringTerm 2010

Review: Premises Committee Autumn 2012

Coordinator: Head Teacher
Governor: Premises Committee

Section A

Aims

The safety of the children is all-important. We aim to provide a safe working environment, adequate care and supervision and planned emergency procedures to ensure our responsibilities are covered in this area.

The school's Governing Body and Senior Management Team recognise and accept their responsibilities both under law and also under Gloucestershire County Council delegation for local management of schools. As responsible employers and/or persons in control of premises, the requirement to provide a safe and healthy working environment for all employees and others affected by its activities is acknowledged.

The school is committed to ensuring that risk assessments are undertaken, control measures implemented and systems are continuously monitored and reviewed.

In compliance with the Health and Safety at Work etc. Act 1974, this school's Governing Body will ensure so far as is reasonably practicable that:

- the premises are maintained in a safe condition.
- safe access to and egress from the premises is maintained.
- all plant and equipment is safe to use.
- appropriate safe systems of work exist and are maintained including offsite visits.
- sufficient information, instruction, training and supervision is available and provided.
- arrangements exist for the safe use, handling and storage of articles and substances at work.
- a healthy working environment is maintained including adequate welfare facilities.

In addition to the above commitment, the Governing Body also recognises its obligations to non-employees. Where it is reasonably foreseeable that trainees, members of the public (this includes pupils), contractors, etc., are or may be affected by the school activities, the Governing Body will make the necessary information, instruction, training and supervision available to ensure the safety of those affected. As an education provider which must set standards by example for its pupils, this commitment is seen as especially important.

The Governing Body will endeavour within its allocated resources to set aside adequate finance for the policy statement to be properly implemented.

The Governing Body is committed to this policy and all staff are required to comply as a condition of employment. They are encouraged to support the Governing Body's commitment to continuous improvement in our health and safety performance. For the policy to be effectively implemented the school must have the full co-operation of employees and others who use the premises. Employees are reminded of their own duties:

- to take care of their own safety and that of others and;
- to co-operate with the Governing Body and Senior Management Team so that they may carry out their own responsibilities successfully.

All relevant Regulations, Codes of Practice will be complied with as necessary.

Consultation with employee representatives will be held as and when appropriate on all matters affecting the health and/or safety of employees concerned.

A copy of this statement has been provided to every member of staff. Copies are also posted on staff notice-boards. This policy statement and the accompanying organisation and arrangements will be reviewed at least annually and revised as and when necessary.

Section B

Responsibilities and Routines

The Governing Body

- 1.1 In the discharge of its duty, the Governing Body, in consultation with the Headteacher, will:
 - 1.1.1 Make itself familiar with the Local Authority's corporate Safety Policy and the advice and guidance provided by the LA;
 - 1.1.2 Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school;
 - 1.1.3 Periodically assess the effectiveness of this policy and ensure that any necessary revisions are made;
 - 1.1.4 Identify and evaluate all risks relating to;
 - the premises
 - school activities
 - educational visits
 - school-sponsored events
 - 1.1.5 Identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others;
 - 1.1.6 Create and monitor the management structure to enable the implementation of health and safety.
- 1.2 In Particular the Governing Body Undertakes to Provide:
 - 1.2.1 a safe place for staff and pupils to work including safe means of entry and exits;
 - 1.2.2 plant equipment and systems of work which are safe;
 - 1.2.3 safe arrangements for the handling, storage and transport of articles and substances;
 - 1.2.4 safe and healthy working conditions which take into account all appropriate
 - statutory requirements
 - codes of practice
 - guidance
 - 1.2.5 supervision, training and instruction so that all governors, staff and pupils can perform their school-related activities in a healthy and safe manner. All staff will be given health and safety training which is appropriate to their duties and responsibilities. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others, the Governing Body will ensure, that such training is provided. Pupils will receive information and as considered appropriate to

- the school-related activities which they are carrying out. All training will be regularly updated;
- 1.2.6 the required safety and protective equipment and clothing together with information on its use;
- 1.2.7 adequate welfare facilities;
- 1.3 So far as is reasonably practicable the Governing Body, through the Headteacher, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed term contracts, to receive comprehensive information on:
 - 1.3.1 this policy;
 - 1.3.2 all other relevant health and safety matters;
 - 1.3.3 the instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

Head Teacher

The Headteacher has overall responsibility for Health & Safety. In the absence of the Headteacher, the Deputy Headteacher will assume this responsibility.

- 2.1 As well as the general duties of all members of staff, the Headteacher has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school and will take all reasonably practicable steps to achieve this end through the heads of departments, senior members of staff, teachers and others as appropriate.
- 2.2 The Headteacher is required to take all necessary and appropriate action to ensure that proper health and safety standards are maintained at all times.
- 2.3 In particular, the Headteacher will, on a day-to-day basis, be responsible for:
 - 2.3.1 ensuring safe working conditions of the school premises and facilities;
 - 2.3.2 ensuring, at all times, the health, safety and welfare of staff, pupils and others using the school premises or facilities or services or attending or taking part in school-sponsored activities
 - 2.3.3 ensure safe working practices and procedures throughout the school so that all risks are controlled;
 - 2.3.4 arrange systems of risk assessment to allow the prompt identification of potential hazards, and where appropriate ensure that the Governing Body and the LEA are made aware of the findings;
 - 2.3.5 identify the training needs of staff and pupils and ensure, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters;
 - 2.3.6 ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe in a timescale commensurate with the risk;
 - 2.3.7 collate accident and incident information and, when necessary, carry out accident, incident and near misses investigations and implement any remedial action to prevent reoccurrence;
 - 2.3.8 monitor the standards of health and safety throughout the school, including all school-based activities;
 - 2.3.9 monitor the management structure, in consultation with the governors; consult with members of staff, including Safety Representatives, on health and safety issues; and encourage staff and others to promote health and safety

3.0

Class teachers

Class teachers are responsible for the health and safety of the children in their classes from:

8.45 am – 12.15 pm
1.15 pm – 3.15 pm. (YR & KS1)
1.15pm - 3.20pm (KS2)

In an emergency the class teacher is responsible until the Headteacher, a parent or medical authorities take over the responsibility.

3. Class teachers are expected to:

- 3.1.1. exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- 3.1.2. follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Codes of Practice
- 3.1.3. give clear oral and written instructions and warnings to pupils where necessary.
- 3.1.4. follow safe working procedures personally.
- 3.1.5. require the use of protective clothing and guards where necessary.
- 3.1.6. make recommendations to their Headteacher or Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- 3.1.7. integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education
- 3.1.8. avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation; and
- 3.1.9. report all accidents, defects and dangerous occurrences to their Headteacher or Head of Department.
- 3.1.10. be responsible for the health and safety of children participating in after school clubs they are organising. Class teachers are also responsible for ensuring all children attending after school clubs are collected from school or that satisfactory arrangements for children going home alone have been made.
- 3.1.11. dismiss children safely from their classroom at the end of each session;
- 3.1.12. accept responsibility for children kept in to complete work or tidy up the classroom during playtimes or in the lunch hour;
- 3.1.13. collect their class from the teacher on playground duty at the end of breaks (any accident occurring through lack of supervision will be the responsibility of the class teacher);
- 3.1.14. provide a safe working environment within the classroom;
- 3.1.15. plan all class visits according to the Health and Safety Manual and the Educational Visits and School Journeys Policy.

The staff share responsibility for maintaining high standards of behaviour, courtesy and organisation within the school.

4.0

Staff on Playground Duty

The Duty Rota is posted on the wall in the staffroom. All class teachers and Teaching Assistants (TAs) are given their own copy of the duty rota. The headteacher will assume responsibility for children who arrive early on the school bus. When on the playground the children are only permitted to use play equipment which is provided for the purpose by the school. The Teacher on duty must ensure that this is used safely.

5.0 Duties of All Employees [including temporary and volunteers]

- 5.1 Apart from any specific responsibilities which may have been delegated to them, all employees must:
- 5.1.1 act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
 - 5.1.2 observe all instructions on health and safety issued by the LEA, School or any other person delegated to be responsible for a relevant aspect of health and safety.
 - 5.1.3 act in accordance with any specific H&S training received.
 - 5.1.4 report all accidents in accordance with current procedure.
 - 5.1.5 co-operate with other persons to enable them to carry out their health and safety responsibilities.
 - 5.1.6 inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
 - 5.1.7 inform their Line Manager of any shortcomings they consider being in the School's health and safety arrangements.
 - 5.1.8 exercise good standards of housekeeping and cleanliness.
 - 5.1.9 know and apply the procedures in respect of fire, first aid and other emergencies.
 - 5.1.10 co-operate with the appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive.
- 5.2 all employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchase are considered; and
- 5.3 employees delegated responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriate are re-assigned in their absence. The employee's immediate line manager must approve such re-assignments.

6.0 Pupils

- 6.1 Pupils, in accordance with their age and aptitude, are expected to:
- 6.1.1 exercise personal responsibility for the health and safety of themselves and others.
 - 6.1.2 observe standards of dress consistent with safety and/or hygiene.
 - 6.1.3 observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency; and
 - 6.1.4 use and not wilfully misuse, neglect or interfere with facilities or equipment provided for their health and safety.

Section C The Daily Routine

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|---------|---|
| 8.45 am | Head Teacher opens KS2 entrance and supervises KS1 entrance. Children go straight into building. |
| 10.30am | Teacher on duty takes his/her class out for playtime. Duty teachers/ TAs to patrol playground and supervise toilets (Lighthouse toilets). TA will take any child requiring First Aid to the designated First-aid for treatment. The TA should make notes as appropriate in the Accident Book. |

10.43am	A message is sent to warn staff that playtime is about to end.
10.45 am	2 blows on a whistle indicate to children that they are to stand still and be silent. Children line up in their classes. Each teacher to go out promptly and escort their class in.
12.15 noon	Teachers to escort their class in to the dinning hall or playground into care of the Midday Supervisors
1.13pm pm	A message is sent by Midday Supervisor to warn staff that lunchtime is about to end.
1.15 pm	2 blows on a whistle indicate to children that they are to stand still and be silent. Children to line up in their classes. Midday supervisor escort the children into their classroom
3.15/3.20 pm	Teachers supervise children on to the playground where they remain until they are in the care of parents/minders. Teacher on bus duty must check bus register to ensure all children have boarded the bus.

C2 Wet Playtimes

If the weather deteriorates the member of staff on duty must blow a whistle and give instructions to the children to re-enter the school in an orderly fashion. A member of staff must stand next to each door to ensure that the children re-enter the school calmly and sensibly. If the weather is bad prior to the start of playtime the Teacher on duty must decide whether children are to be in or out. If to be kept in, a note must be sent to inform members of staff of this. The staff on duty should supervise the classrooms. At least one Teacher and one TA-LSW should supervise the Infant Block. At least one Teacher should supervise the Junior Block. Classroom doors should be kept open to allow supervision from staff patrolling the corridor.

Wet playtime at lunch times will be supervised by the Midday supervisors-Pupil Supervisors. At least one supervisor should patrol the junior block and at least two supervisors to patrol the infant block (when all the classes are present).

C3 Playtime on the Field

- The duty teacher will send a note to other members of staff if play is to be on the school field.
- Supervising members of staff will wear a high visibility waistcoat for easy identification.
- At ~~10.43~~am a message to be sent to inform members of staff that the children are lining up and the duty teacher will blow a whistle. The children will line up in classes at the top of the field.
- At ~~10.45~~ am the children will return to classes. Teachers are to meet their classes at the field entrance.
- The duty teacher should be the last to leave the field and will bring in his/her own class.
- Children are permitted to use their own play equipment when on the field, but the Teacher on duty must ensure that it is appropriate and used safely.
- If a contractor arrives to mow the field they must wait until the session has ended before commencing with their task. ~~the children should return to the playground.~~

C4 Playtime/Lunchtime appointments - children going out of school

Children are not allowed to leave school without permission of the Headteacher. The person collecting the child must report to the school office from where the child should be collected. If

parents wish to administer medicine to their child at lunch time then this should be done at the school office.

C5 Visitors to School

All visitors including parent helpers must report to the office and wear a badge for identification purposes. They must sign in and out of the Visitor's Book.

C6 Accidents, First Aid and Child Welfare(Glos H/S 5.11)

- At least one member of staff will act as the designated First-aider and will receive regular 'Appointed Person' training. The designated First-aider should, wherever possible be referred to in instances requiring First Aid intervention.
- First Aid Boxes are located in the Medical room~~Secretary's office~~ (contents – see Glos H/S 6.2). The designated First-aider is responsible for stocking the First Aid boxes.
- Any significant incident should be reported to the Headteacher and all injuries, other than minor ones, should be entered in the Accident Book (located in the medical room~~office~~). An Accident Form must be completed if the injury is serious.
- Each half term the Caretaker will review the minor accidents book and report to the Headteacher or Premises Committee any individual accidents or trends having health & safety implications.
- Parents should be informed about accidents involving injury, particularly head injuries. A standard letter should be completed by the adult who attends to the child.
- Pupil Supervisors are responsible for administering First Aid during the lunch hour, although the designated First-aider should be consulted. In the absence of the designated First-aider, the Headteacher should be consulted.
- In the case of an emergency, staff on duty must send for help.
- **The playground must never be left unsupervised.**
- When an accident has been attended to, the member of staff on duty should investigate the cause of the accident and take steps to avoid recurrence. The accident should be discussed with the Headteacher.
- In the case of a more serious injury or illness, parents should be contacted. **Telephone numbers for emergencies are in the pupil directory in the office.**
- A child needing hospital treatment should always be accompanied by a member of staff. In the absence of the Headteacher, arrangements will need to be made for supervising the remaining children. The child must not be left until the parent/guardian arrives.
- Training in emergency First Aid will be provided for all staff each year.
- For serious injuries, the SHE unit will be advised through the online reporting system

Letters for Parents

(to be completed by the person who attends to the injury/incident)

For Accidents:

Dear Parent

Your child has met with a minor injury to his/her _____ today. It has been attended to in school, but we feel you should be aware of it.

Yours sincerely

Dirty Pants:

Dear Parent

Your child has had an accident in school today. S/he has been cleaned and made comfortable. We would be grateful if you would wash the clothes provided and return them to school as soon as possible.

Thank you.

Yours sincerely

C7 Instructions for Cleaning Children (Glos H/S 6.3)

The school has no washing or private changing facilities which are appropriate for dealing with this. As a result, the first course of action if a child requires cleaning by an adult will be to contact the parents and/ or the emergency contact. If it is not practical or possible for the parents to deal with the problem then members of staff may need to clean the child following guidelines below:

1. Two members of staff must be present while the child is being cleaned.
2. Clean clothes/gloves/soap etc. are located in reception classroom/office.
3. Please wear rubber gloves and a plastic apron.
4. Clean the child and dry with paper towels - these should be put in a bag for disposal.
5. Dress child in clothing provided.
6. Place clothing in plastic bag and tie.
7. Swab sink with disinfectant Dispose of gloves.
8. A letter of explanation must be sent to the parents (see sample above).

C8 General Safety Rules

These rules are necessary for promoting safety and good order throughout the school.

- No running in any school building, or from one building to another.
- No climbing on walls, roofs, railings, fences or in trees.
- No bullying or fighting.
- No bubble gum/chewing gum or sweets.
- No toys. (At discretion of Duty staff)
- Children must not leave the premises during school hours unless accompanied by an adult. Members of staff should be informed about dental/medical appointments. (Letter of Consent allows local visits by groups of children.)
- Children, unless they are feeling unwell, should be outside during breaks. Unwell children should be under supervision outside the office.
- In snowy or icy weather the duty teacher will decide whether the children are to be allowed out to play. Making slides is forbidden. The teacher on duty/cleaner-in-charge should see that any slides are salted. (Salt is stored at the front of the main building in a yellow storage container.)
- Only sponge footballs are allowed at playtimes. Other toys/ equipment for Infant/Junior classes are available to the children on a rota.
- Children must wear school uniform and footwear suitable for school. No jewellery, with the exception of wrist watches, to be worn. Simple studs may be worn in pierced ears.
- Hats may be worn outside.

Section D

Outdoor Hazards

Staff should be aware of all potential danger areas:

D1 The Road

Parking near school gates is forbidden. Governors are to review this situation regularly.

D2 Buses

The teacher on bus duty must supervise children and ensure their safety until they are on the bus. A daily bus register must be kept.

D3 Gates

The School Crossing Patrol is responsible for the side gate. It must only be open when s/he is on duty. The main playground gates should be kept locked during the school day. The small playground gate should remain closed at all times.

D4 Vehicles

Access to the school site by vehicles is not allowed during the school day, unless under the direct supervision of member of staff. There is some limited space for staff to park their cars but these must not be moved between 8.30am and 3.30pm. Children must not play in the area where parked cars are standing. In the case of an emergency when a vehicle needs to gain access to the playground during playtime, the Teacher on duty should blow a whistle to signal for all the children to first stand still – then line up.

D5 Walls, trees, roofs, railings, dustbins, toilets, perimeter fence

Children should play only in the main playground or on the field. Walls, trees, roofs, railings, dustbins, toilets and fences should not be used for play by the children. They are not permitted to play around the front of the building or on the railings.

D6 Windows and doors

Broken windows need to be made safe as a matter of urgency. As soon as any member of staff finds a broken window they should report it to the Headteacher.

D7 Ice and Snow

A decision will be made by the Headteacher as soon as is practicable about whether children are to be allowed outside during breaktimes.

D8 Pond Areas

Children are not allowed into the pond area unsupervised.

D9 Swimming Pool

The swimming pool area must be kept locked at all times. The key should be returned to the office after use. Detailed guidelines for the safe use of the swimming pool are outlined in the Normal Operating Procedure (NOP) and Emergency Operating Procedure (EOP). The following general points should be noted:

- an alarm (whistle) must be available in pool areas;
- no child should enter the pool area unless accompanied by an adult;
- no swimming allowed unless a qualified life saver is present;
- the lifeguard must remain in the swimming pool area until all have left;
- no running;
- no shouting or fooling around;
- children should have an awareness of safety procedures;

- all chemicals and hazardous equipment to be kept either in the locked chemicals cupboard in the pump room or in the external locked chemicals store - protective clothing should be worn when using chemicals;
- County Guidelines (**Glos H/S 6.43 and 6.44**) for swimming must be read each year by class teachers and a copy of the procedures agreed and kept;
- regular training in artificial respiration and first aid should be provided for staff and lifesavers;
- holiday letting of the swimming pool may be allowed provided this follows the NOP;

D10 Walking along the road

- children should be adequately supervised in accordance with LEA regulations; [Appendix 1](#)
- a risk assessment must be carried out for each trip and where appropriate recorded on the eGO site
- the risk assessment must be shared with all adults and children before the departure
- the majority of adults must wear a high visibility vest
- an adult should be posted at the front and rear of a class of children;
- children should walk in twos, looking and listening as they proceed;
- children should keep to the inside of the pavement where possible, paying attention to other pedestrians;
- teachers should stop frequently to ensure the children keep together,
- the children should be counted before the journey, during the journey and after arrival to check they are all present;
- when crossing the road the teacher responsible must stand in the middle of the road to stop the traffic. S/he must give the children clear signals when to cross;
- teachers must check that every child is safely back at school;
- read separate documentation for school trips (School Trips & Educational Visits Policy).

Section E

Indoor Hazards (Glos H/S 6.6)

E1 Doors

These should be secured when classes of children are passing through. Children are not allowed to use the main entrance unless given permission to do so.

E2 Electrical Equipment (HS90/10 and Glos H/S 5.4-4.7)

- All electrical equipment will be inspected regularly by an electrical engineer and anything that does not come up to standard will be locked away until it has been repaired. Additionally no unchecked equipment should be used, such as that brought from home;
- All equipment requires regular maintenance;
- Electrical equipment should be connected and disconnected by adults only and any equipment not in use should be switched off and disconnected. See H/S 90/8
- No trailing leads;
- No overloading of sockets;
- Maintenance must be undertaken by qualified engineers only - see HS 91/6.

E3 Cookers

To be used under adult supervision only and if left unattended, the classroom door should be locked The staffroom cooker must be used appropriately ensuring that it is kept clear of hazards at all times

E4 Classroom Equipment - eg scissors, glue, compasses, needles

These should only be used under adult supervision and the children should be taught their correct and safe usage.

E5 Carpets

These should be fastened down to avoid accidents.

E6 Moving equipment and furniture

The correct procedure for bending and lifting should be taught together with the correct means of moving equipment. Children are not allowed to move the TV or the piano.

E7 Defective Equipment

This should be removed from use and reported to the Headteacher. The equipment must be marked accordingly and either repaired by a competent and qualified person or disposed of in a suitable manner.

E8 Physical Education and Games (See PE Policy)

- Children should wear full PE kit - shorts/leotard, T-shirt, sports trainers.
- Long hair should be tied back..
- Jewellery and earrings should be removed and/or ears covered with tape.
- The class teacher will supervise the setting up of apparatus. This will be checked before use. S/he will supervise carefully in all PE lessons.
- Do not use any apparatus the children cannot carry.
- Children should be quiet and sensible when using apparatus.
- Hall doors to be locked if apparatus is to be left unattended.
- Class teacher should wear suitable clothes and footwear.

E9 Obstructions in Corridors

Any obstructions in corridors are to be removed as quickly as possible.

E10 Broken Glass/china

This will be cleared up by an adult, wrapped, labelled and given to the cleaner. Glass containers will not be used in school.

E11 Infant Indoor Play Area

Sand and water play must be carefully supervised.

E12 Ladders

Ladders may be used as a piece of access equipment but should not be used as a working platform. Any work which involves the individual operating off the ground must be referred to members of staff who have received appropriate training in the safe use of ladders. If in doubt the Headteacher should be consulted and if necessary the task delegated to suitably qualified and equipped contractors.

E13 Wet Floors

All spillages should be mopped up immediately. Slippery floors should be marked with warning cones and/or signs.

E14 Window Poles and Blinds

To be used and operated by adults only.

E15 Paper Trimmers

Only paper trimmers with guards are to be used. They can only be used by children when under supervision.

E16 Staple Guns

- To be kept in a safe place and operated by adults only. If children are to carry the guns the safety catch must be in place and the gun carried in a container.

- Removal of staples should be carried out by adults only. ALL staples should be removed from boards at the end of each term.

E17 Photocopier (Glos H/S 5.10)

The photocopier is to be used by adults only.

E18 Musical Instruments (played by mouth)

Instruments should be disinfected regularly. Children should use their own instruments wherever possible.

E19 Medicines

- Members of staff must not give medicines to children.
- Parents are responsible for administering medicines to their children.
- Inhalers must be kept in a safe place by the class teacher.
- An Asthma Register is kept in the School Office. Parents of asthma sufferers are requested to complete a sheet giving details of their son's/ daughter's condition. The school follows the guidelines set out in the LEA guidance document "Asthma in Schools", Glos. LEA, Oct. 2003. This information is regularly shared with all staff.
- In exceptional circumstances, with written parental permission, school staff may administer medication, although it is left to the discretion of staff to decide if they agree to do this. This will be carried out under the supervision of 2 members of staff who will sign to confirm that the correct dosage has been administered.

E20 Technology Tools

These are to be used only in a group situation under very careful supervision. The children are to be taught how to handle them with care and safety.

E21 Science Equipment and Experiments

Equipment should be used under supervision and the children need to be taught correct and safe usage. Substances need correct storage and disposal. Members of staff should read the booklet "Be Safe" (copy in the Staff Room) to ensure safe use of chemical substances and equipment in the classroom.

E22 Glues and other hazardous substances

Staff should be alert to the dangers of fumes from certain glues, fixatives, marker pens, etc. Pupils must not be allowed to use any such products. The class teacher must ensure that all such products are kept secure in a locked cupboard/drawer. All materials which are marked with a hazardous substances label are recorded on a COSH register. One member of staff has the responsibility to maintain these records and ensure that appropriate controls are in place. Where potentially hazardous substances are to be used in the classroom then the member of staff responsible must complete an appropriate risk assessment.

E23 Dogs

Dogs, with the exception of guide dogs, are not allowed on the school premises - either in the building or on the playground or the field.

E24 School Bell

The school bell is currently out of use and should not be rung.

Section F

Violence to Staff

Risks to personal security, premises and property will be assessed through the risk assessment process. Security in the school is the responsibility of Headteacher and governing body will liaise with their local Crime Prevention Officer.

Managers/heads of department are responsible for assessing the risks of violence to staff

Where violence is identified as a significant risk line managers will ensure that appropriate control measures are put in place.

Staff must report incidents of violence and aggression in the same manner as accidents.

Section G **Staff Well-being / Stress**

Managers will include workplace stress as part of the risk assessment process identifying areas of concern e.g. workload, emergency call out, job security etc. and implement appropriate control measures, so far as is reasonably practicable.

Where workplace stress arises, managers will deal with the issue in a sensitive and constructive manner using all available means within GCC to manage stress and assist staff.

Section H **Working at Height**

Line managers/heads of department will ensure that working at height is risk assessed in accordance with LA guidance and that appropriate control measures are put in place to mitigate those risks.

Staff themselves have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.

Section I **Use of VDU's / Display Screens**

The majority of staff within the school are not considered to be DSE users. The school will adhere to the GCC Corporate policy, guidelines and procedure SHE/Pro/5 – Working with Display Screen Equipment,

Line managers heads of department will ensure that DSE workplace assessments are conducted for all users.

DSE assessments will be reviewed annually and where equipment changes or office layouts change or when there is staff changes.

Section J **Handling & Lifting**

Any activities that involve significant manual handling tasks shall be risk assessed and where appropriate training provided for staff.

Managers are responsible for assessing the appropriate approach to handling task and may seek professional advice from the SHE Unit and Occupational Health as necessary

Section K **Fire Precautions & Procedures**

The guidance Fire Safety Risk Assessment - Educational Premises issued by The Department for Communities and Local Government (DCLG) has been adopted.

The named competent person [the Headteacher] is responsible for the implementation of the fire Management Plan by:-

- detailing of any significant findings from the fire risk assessment and any action taken
- testing and checking of escape routes, including final exit locking mechanisms, such as panic devices, emergency exit devices and any electromagnetic devices;

- testing of fire-warning systems, including weekly alarm tests and periodic maintenance by a competent person;
- recording of false alarms;
- testing and maintenance of emergency lighting systems;
- testing and maintenance of fire extinguishers, hose reels and fire blankets etc.;
- testing and maintenance of other fire safety equipment such as fire-suppression and smoke control systems;
- recording and training of relevant people and fire evacuation drills;
- planning, organising, policy and implementation, monitoring, audit and review;
- maintenance and audit of any systems that are provided to help the fire and rescue service;
- the arrangements in a large multi-occupied building for a co-ordinated emergency plan or overall control of the actions you or your staff should take if there is a fire;
- all alterations, tests, repairs and maintenance of fire safety systems, including passive systems such as fire doors.

Section L

Asbestos

- L1 to minimize risk from asbestos containing materials on the school's premises, the school will maintain a safe and healthy environment by:
- L2 complying with all regulations and county policy concerning the control of asbestos
- L3 removing asbestos containing materials where the risk to building users is unacceptable
- L4 to have a named officer (the Headteacher) who will have responsibility for the implementing the Asbestos Management Plan in compliance with The Management of Asbestos in County Council Occupied Premises guidance.

Section M

Contractors

- M1 The school follows the guidance issued by Corporate Building Services as outlined in the property log book for the selection, appointment and monitoring anyone undertaking works. These include:
- checking the competence of contractors and visiting workers (competence can be judged from past experience, recommendation, pre-selection evaluation e.g. CHAS or a combination taking into consideration nature and scale of the works required).
 - examining risk assessments as appropriate to check that contractors and others have correctly interpreted any site specific conditions, etc
 - having clearly identified personnel who are points of contact for contractors and visiting workers
 - having all significant and unusual hazards and risks on site clearly identified.
 - exchanging information on hazards and risks
- M2 Arrangements for monitoring and controlling works in progress. Key areas to focus attention are:
- segregation of traffic and pedestrians
 - segregation of contractors and occupants of the school (where possible)
 - safe systems of work to ensure that works undertaken within occupied areas of the premises are adequately controlled
 - implications on fire precautions due to possible increased risk and interference with fire alarm
 - system and routes of evacuation

- M4 Communication. The school recognizes that it is crucial that issues relating to premises works are communicated effectively. This includes:
- providing visitors with copies of appropriate hazard registers such as the asbestos register
 - telling visitors about hazards on site
 - asking visitors about the hazards and risks which they are bringing on site (e.g. creating noise, dust, fumes)
 - asking visitors about any possible interference with normal working practices (e.g. re-routing of emergency escape routes)
 - controlling access so that contractors know who may also be working on site
 - sign-off/safe completion certificates
 - ensuring completion of the Premises Log Book by contractors and visiting persons

Section N Lettings/shared use of premises

The school will follow the guidance issued in Resource Management Factsheet 4: The School Site & Buildings: Use by Governors & Third Parties issued as part of the extended schools guidance. The governing body will ensure that the hirer/tenant has public liability insurance in place in order to indemnify the school from all such hirer's/tenant's claims arising from negligence.

Section O Risk Assessment

All staff should be alert to potential hazards and should report these immediately to the Headteacher. An annual Risk Assessment will be conducted during the Autumn Term to ensure that all possible steps are taken to identify potential hazards. The format of this will follow the guidelines suggested by HSE – appendix 1. The review date will be fixed according to the nature of the hazards identified. A separate record sheet (appendix 2) will be completed for each Risk Assessment undertaken and will be filed in the Risk Assessments File kept on the premises matters shelf in the school office.

Section P Review

This policy will be reviewed during the Spring Term 2012.

References

Gloucestershire Education Health and Safety at Work Manual
Health and Safety in Schools by Barry Stock
Five Steps to Risk assessment, Health & Safety Executive