



HEALTH AND SAFETY POLICY

Staple Hill Primary School

STAPLE HILL PRIMARY SCHOOL HEALTH & SAFETY POLICY

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PART A - GENERAL STATEMENT

This policy is produced in respect of Staple Hill Primary School only and is supplemental to the Local Authority Health and Safety Policy Statement.

To be read in conjunction with:

- Drug Management Policy
- E-Safety Policy
- Lone Working Policy
- Managing Medical Needs Policy
- Manual Handling Policy
- Safeguarding Policy
- School Trips Policy
- Site Security Policy
- Work-life Balance Policy

STATEMENT OF POLICY

The school considers the health, safety and welfare of staff and pupils to be important, and achieving a safe and healthy working environment essential to the school's goal to promote excellence in teaching and learning.

It is the policy of Staple Hill Primary School to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees whilst they are at work, as well as others who may be affected by the school's undertakings, including pupils, and to comply with the Health and Safety at Work etc. Act 1974 and other relevant legislation.

The school recognises its responsibility to promote a culture where H&S issues are discussed in an open and positive way to achieve improved standards and safe methods of work.

People with specific responsibilities for H&S are identified in Part 2 of this policy and the arrangements implemented to meet the above requirements are as detailed in Part 3 of this policy.

REVIEW

This Policy is reviewed and updated annually.

PART B - ORGANISATION

GOVERNORS

The School governors will:

- Promote a sensible approach to health and safety and ensure competent health and safety advice is obtained;
- Ensure a health and safety policy is in place and regularly reviewed.
- Take reasonable steps to ensure that the school is following the employer's policy and procedures e.g. through regular discussions at governance meetings;
- Ensure staff receive adequate training to enable them to carry out their responsibilities;
- Work in close partnership with the head teacher and senior management team to support sensible health and safety management and to challenge as appropriate;
- Ensure risk assessments of work activities are undertaken and recorded;
- Provide sufficient funding for health and safety;
- Ensure regular safety inspections, at least three a year, are undertaken and that findings are recorded and progressed;
- Establish and maintain a positive health and safety culture.

HEAD TEACHER

The Head teacher will:

- Ensure that the school is following the employer's health and safety policy and has effective arrangements for managing the real health and safety risks at school;
- Maintain effective communications with employers, governors, and the school workforce, and give clear information to students and visitors, including contractors, regarding the significant risks on site;
- Make sure that staff have the appropriate training and competencies to deal with risks in their areas of responsibility;
- Consult and work with recognised trade union safety representatives/ employee representatives and safety committees;
- Make sure that staff understand their responsibilities and know how to access support and advice to help them manage risks responsibly;
- Obtain competent health and safety advice to properly assist the school management to comply with its health and safety obligations;
- Ensure risk assessments of work activities are undertaken, recorded and regularly reviewed;
- Ensure regular safety inspections, at least three per year, are undertaken and that issues identified are actioned or programmed as necessary;
- If he/she delegates H&S duties to an individual, referred to as the H&S Coordinator, he/she ensures that the duties are clearly defined, the person is competent to carry them out and that sufficient resources are allocated to enable them to be carried out.

H&S COORDINATOR

The H&S Coordinator will:

- Be the contact for H&S advice/information provided to the school and will liaise with Head teacher or relevant employees to ensure advice is acted upon or information disseminated as necessary;
- Advise the Head teacher and Governors on action required to comply with relevant H&S Legislation;
- In consultation with Head teacher/Governors, set timescales/ensure work is carried out to meet the requirements of H&S Legislation;
- Carry out the regular safety inspections, at least 3 three annually;

- Receive all accident/incident reports, investigate where necessary and report significant accidents to the Schools H&S Unit via SOFIE Securenet so that RIDDOR reportability can be considered. If the accident is required to be reported to HSE under RIDDOR, this will be done by the Schools H&S Unit.

ACCREDITED H&S REPRESENTATIVE (S)

- Accredited H&S representatives are trade union representatives, appointed by trade union members working for the Local Authority and formally recognised as employee representatives by the employer.
- The Accredited H&S Representatives' rights are covered by the Safety Representatives and Safety Committees Regulations 1977.

EMPLOYEES (ALL)

All employees, contractors and volunteer helpers must:

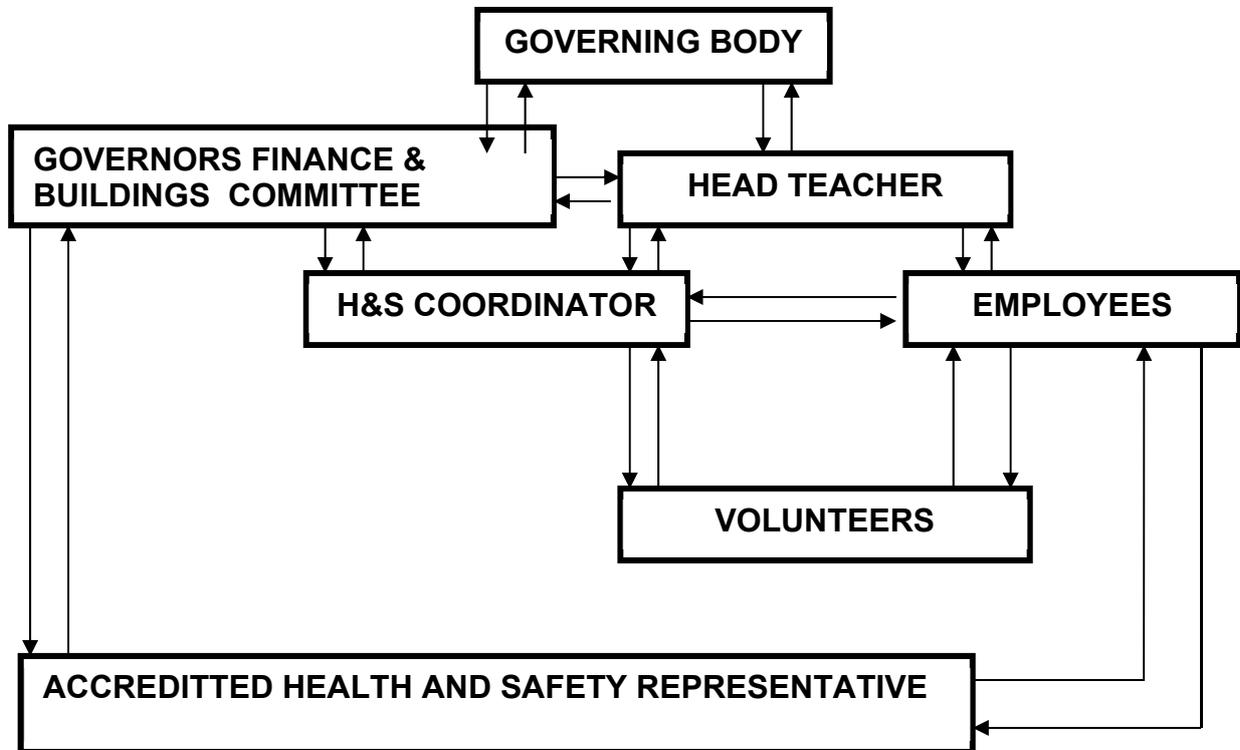
- Take reasonable care for their health and safety at work and that of other people who might be affected by their acts or omissions at work;
- Report immediately, or as soon as practicable, any defects noted with plant, equipment, machinery or the workplace generally to their line manager or other designated person;
- Not misuse anything provided for health and safety purposes;
- Report any accident, near miss incident, dangerous occurrence or case of ill health arising out of work and cooperate with management in investigating such accidents or incidents;
- Cooperate with management in respect of complying with H&S requirements.
- Ensure that their own vehicle insurance covers them for any use of the vehicle for work purposes.

PUPILS

Pupils are expected to:

- Comply with school rules relating to general behaviour;
- Comply with information and instruction provided for safety reasons;
- In cases of emergency to remain quiet, listen and obey instructions given by employees; and
- Not to misuse anything provided for H&S reasons.

SCHOOL STRUCTURE AND LINES OF COMMUNICATION



PART C – ARRANGEMENTS

The following arrangements have either been established through risk assessment at school level or are national standards. This section of the policy is split into two parts, part one is the school wide procedures, **general arrangements**, and part two is the activity-based **specific arrangements**.

C1 GENERAL ARRANGEMENTS

1. Accidents and incidents

1.1 All accidents in school, or related to school activities, will be recorded, and, where appropriate investigated. If the accident is significant or potentially “reportable” to the Health and Safety Executive (HSE) under RIDDOR (Reporting of Injuries Diseases Dangerous Occurrences Regulations) see section 1.2, a SOFIE Securenet accident report form will be completed electronically and sent to the Schools Health and Safety mailbox. The Schools H&S Unit will review the accident and investigation and report to the HSE on the school’s behalf if appropriate. The school will follow HSE guidance for incident reporting in schools.

1.2 RIDDOR – Certain work-related injuries to a member of staff or a child must, by law, be recorded and reported. The employer is responsible for this, but staff may be asked to prepare the report. Employers must report accidents which result in:

- Deaths;
- Specified injuries;
- Over 7-day injuries (where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days);
- Where there is an accident connected to the work activity which causes injury to students, members of the public or other people not at work and they are taken from the scene of an accident to hospital for treatment to that injury (examinations and diagnostic tests do not constitute ‘treatment’ in such circumstances); and
- Specified dangerous occurrences – where something happens that does not result in an injury, but could have done.

1.3 Near Miss Incidents - For any near miss incident, which is an incident with the potential to have caused injury to a person or damage to property, a record is to be completed and sent to the H&S Coordinator who will then decide if it needs to be forwarded to the Schools H&S Unit. This will be the case for any major structural collapse, any explosion or any fire which causes the closure of a room or more

1.4 Violent Incidents - For any violent incident involving staff, violence being non-consensual physical violence, i.e. does not include physical interaction during sporting activity, then a school record will be completed and reviewed by the head teacher, and input to the SOFIE Securenet reporting system if appropriate. Risk assessments relating to that work activity will be reviewed in the light of the incident to ensure that suitable control measures are in place.

2 Asbestos

2.1 No asbestos containing materials were used in the construction of the building and no asbestos containing equipment has been brought in.

3 Computers

3.1 All computers in use within school, whether PC's or Laptops, together with associated equipment such as projectors are purchased from reputable suppliers and installed in line with relevant guidance.

3.2 Computer workstation assessments – To comply with the Display Screen Equipment Regulations any employee who is a 'regular computer user' will complete a self-assessment for their workstation, the completed self-assessment will be reviewed by the H&S Coordinator. Such employees are also entitled to a free eye test, claim forms available from School Business Manager and payment for a basic set of glasses where they are required mainly for use with DSE.

3.3 Laptop computers – The school recognises that laptop computers and similar devices such as "tablets" are not designed to be used for extended periods. If staff are likely to spend extended time working on the laptop then the school will consider measures to reduce the possibility of 'repetitive strain' type injuries. Specifically use of a separate keyboard, setting the laptop up on a surface so the top of the screen is at eye level and sitting in a supportive seat are recommended.

4 Consultation with employees

The school fulfils its legal duty to consult with employees on matters of health and safety by:

- Having H&S as a standard item on the agenda of all staff meetings; Providing regular and timely information.
- Where appointed, to consult with trade union accredited Safety Representatives in good time on all health and safety issues. Accredited Safety Representatives or recognised employee H&S representatives will be invited to become a member of the school's Safety Committee.

5 Contractor management

5.1 The school will ensure that any contractors on site are competent and will be approved to work on site before being allowed to commence work. They will be provided with information relating to hazards that may affect them and the relevant control measures in place within the school. Any contractors working on site will provide copies of their safe practice and will cooperate with the emergency procedures in place for the school. Before work starts a 'Building / Maintenance Check-in Record' form will be completed.

5.2 Small scale building works - This will include day-to-day maintenance work and all work undertaken on site *where a pre site meeting has not taken place*.

a) All contractors must report to the office on their arrival and under no circumstances are they to commence work until given approval to do so by the Headteacher/SBM.

b) Before any work is commenced, it is essential that the Headteacher/SBM is made aware of:

- i) what work is to be undertaken,
- ii) where the work is to be carried out,
- iii) an indication of the likely timescale,
- iv) what equipment is to be used,
- v) what services are required.

c) Before work is to commence, the contractors must be advised by the Headteacher/SBM,

- i) where they can gain access to services,

- ii) what the fire precautions are for the building, i.e. upon hearing the alarm, which is a continuous bell, they must exit the building immediately and report to the playground,
 - iii) any particular problems with the work, e.g. access may still be required to the area.
- d) The contractors must be issued with a visitors pass and advised that it must be worn at all times whilst on site.
- e) The contractors must be advised who to contact on site if they have a problem.

5.3 Large Scale Works - This encompasses all work where a pre site meeting is required. In normal circumstances this will involve work where part of the site is completely handed over to the contractors. Such work usually coming under the requirements of the Construction Design and Management Regulations and the school must exercise the duties of the Client as contained therein.

For all large scale works a pre meeting will take place and the Headteacher/SBM will attend the meeting. This meeting will identify timescales for work, methodology (e.g. noisy work done when school is unoccupied wherever possible), access requirements, emergency access requirements, etc.

6 Emergencies

6.1 The school will put in place arrangements for crisis and emergency management to reduce the consequences of major hazards and risks and to action a recovery plan in the event of a serious incident or accident. School emergency procedures/plan, including contact details, will be accessible off-site and out of hours and are kept on the school server in the School Office Policies Folder.

7 e-Safety

7.1 The school has a separate policy for e-Safety which outlines the permitted activities in relation to ICT, and required controls, security and assurance.

8 Fire safety

8.1 A fire risk assessment has been completed to comply with the requirements of the Regulatory Reform (Fire Safety) Order and this has identified the physical fire precautions in place, the measures to prevent fires starting, and the measures to ensure everyone can escape from the building in the event of a fire. The fire risk assessment is reviewed annually. Fire orders based on the outcomes have been produced and these are displayed.

8.2 Fire drills – Fire drills are required in order to familiarise persons with the systems in place. Fire drills are carried out a minimum of four times a year, twice in terms 1 & 2, once in terms 3 & 4 and once in terms 5 & 6. An evacuation caused by the accidental or malicious sounding of the fire alarms can count as one of the required fire drills.

8.3 Fire alarms – The school has a fire alarm system incorporating detection and break points. The fire alarm is sounded each week (Mondays 5pm) to ensure that it is working and can be heard throughout the school.

8.4 Fire extinguishers – Fire extinguishers are subject to an annual check by competent contractors and on a weekly basis the extinguishers are visually checked by the caretaker to ensure that they are in position and that the pins are in place. All staff are aware that in the event of a fire the priority is to raise the alarm and evacuate the building, fire extinguishers are provided to aid escape if required but are not otherwise intended to be used.

8.5 Fire sprinklers - Fire sprinklers are subject to an annual check by competent contractors.

9 Hazardous substances

9.1 The school recognises the requirement to assess hazardous substances, either in use or created by school activities is a requirement of the Control of Substances Hazardous to Health (COSHH) Regulations. Hazardous substances are those identified as corrosive, irritant, toxic, harmful and any with a Workplace Exposure Limit (WEL), which will include dusts, e.g. pottery, wood etc., and biological hazards.

9.2 The school COSHH assessment is kept in the SBM office and summary information is kept where substances are stored/used.

10 Lone working

10.1 The school will identify lone working activities and lone workers. The risks to lone workers will be assessed and steps taken to avoid or control the risks where necessary. Lone workers will be fully involved in the risk assessment process. The school will take steps to ensure risks are removed where possible or put in place control measures.

11 Manual handling

11.1 All manual handling activities in the school will be identified and risk assessed in accordance with the Manual Handling Operations Regulations. The risk assessment will be recorded and reviewed regularly. Measures will be taken to avoid the need for employees to undertake those manual handling activities which involve a risk of being injured.

11.2 Where manual handling cannot be avoided the school will make every effort to provide appropriate mechanical assistance to make handling the load less likely to cause injury, and that where aids are supplied, employees will be trained in their use.

11.3 Regular Operations – Equipment/Materials: summary of the regular operations undertaken has been produced which indicates what the manual handling operation is, frequency with which it is carried out and whether viewed as a high, medium or low risk. All employees must make themselves aware of this list and follow the procedures indicated. Employees who undertake a significant amount of manual handling will be provided with training whilst basic information on safe practice is available.

11.4 Manual Handling – Pupils: All pupils who may need to be lifted or supported are to be risk assessed by completing the manual handling assessment form.

The need for training will form part of the risk assessment but all employees with a significant involvement will receive basic awareness training, whilst instruction will be given on how to use equipment provided for the students use, e.g. standing frames, wheeled chairs and hoists.

12 Medical needs and first-aid

12.1 First-aid - the school has a first aid risk assessment, which is reviewed annually and will implement the identified control measures. The control measures will include first aid equipment, trained first aiders, and information for employees on first-aid arrangements. A list of staff who hold a first aid at work certificate is on notices displayed in the staff room and the main school office.

12.2 Following An Accident - In all cases where an accident involves a serious injury, e.g. broken bone, or where there is any doubt about the injury the injured person is not to be

moved, unless in danger, until assessed by the first aider. The first aider will then decide what action is to be taken but where they are in doubt as to the severity of the injury the advice is to obtain immediate medical attention by dialling 999 and asking for an ambulance. In cases involving pupils, their parent/guardian should be contacted as soon as possible, but this should not result in a delay obtaining medical attention.

For cases involving injuries that are less serious but still of concern, e.g. sprains, strains, cuts etc. the parents/guardians will be contacted and advised of the situation and asked if they would like to collect their daughter/son or if happy for them to remain in school.

In other cases, e.g. where no injury is visible, the pupil will be kept under observation. If concerns increase however medical attention may need to be obtained but in all cases the parents will be advised of the incident.

In all cases concerning head injuries:

- All children who suffer a head injury need to wear a note with details of the injury.
- A note needs to be completed to go home – at lunchtime a head injury note, at other times an accident note. This needs to make reference as to what happened as this may be needed by a doctor at a later time.
- The incident needs to be recorded in the accident book.

NB in the event of a bump to the head it is essential that persons be monitored and not left alone or unsupervised as appropriate.

12.3 Recording - Any accident where first aid is administered to pupils is to be recorded initially in the student accident book and if more serious the school accident form needs to be completed and sent to the H&S Coordinator. If an accident to an employee or visitor then the school accident form needs to be completed and sent to the H&S Coordinator.

12.4 First Aid Boxes/Materials - First aid boxes are kept on site and these only contain approved materials. The boxes are available for use by all employees/adult visitors on site.

12.5 Injuries Involving Bleeding - Employees dealing with injuries involving bleeding must wear appropriate protective clothing. Disposable gloves and disposal aprons are provided for this purpose and kept in the first aid station by the staff room. Disposal of soiled materials must be in outside bins not public bins.

12.6 Supporting pupils with medical needs

12.6.1 Pupils with medical conditions will be properly supported so that wherever possible they have full access to education, including school trips and physical education. This policy should be read in conjunction with the Managing Medical Needs Policy.

12.6.2 The governing body will ensure that school leaders consult health and social care professionals, pupils and parents, to make sure that the needs of pupils with medical conditions are effectively supported.

12.8 Infectious diseases

The school follows the national guidance produced by Public Health England (PHE) 'Guidance on infection Control in Schools and other Child Care Settings'. A poster is displayed in the staff room.

13 Noise

13.1 The Noise at Work Regulations identify noise levels at which specified action is required and also a general duty to reduce noise levels. The school has undertaken a noise review (11 April 2016) and has not identified any areas or activities as likely to exceed the action levels. If employees have any questions on noise levels they should initially speak to their line manager.

14 Plant and equipment

14.1 The school will identify the maintenance, examination and testing requirements for all items of plant and equipment, LEV, pressure systems, gas appliances, lifting equipment and glazing safety on site and ensure the requirements are met to maintain a safe working environment. Faulty items will be taken out of use until they are repaired or replaced.

15 Risk assessment

15.1 The school recognises the need to complete, record and implement risk assessments for any significant risks arising from school activities. The school will ensure that the risk assessments are effectively communicated to those undertaking or affected by the activities, and that identified control measures are put in place. The school will ensure employees completing the risk assessments are competent to do so.

15.2 The school has a Health and Safety Risk Profile which identifies compliance issues and priorities for action.

16 Safeguarding

16.1 The school has a separate policy dealing with the safeguarding of children and young people and a designated officer has been appointed. All employees are made aware of the policy, a copy of which is kept in the SBM office and Teacher Polices folder.

17 School trips and off site visits

17.1 The school undertakes a variety of off-site visits and management arrangements are described in the school's School Trips Policy. The school recognises that duties under the Health and Safety at Work etc Act 1974 apply to the risk management of school trips, and that the employer has the overall legal responsibility and accountability for the health, safety and welfare for the school staff, and for the health and safety of pupils, visitors and volunteers. The school has appointed a competent *Educational Visits Coordinator (EVC)* to oversee the safety management of off-site visits, and uses the resources of the Outdoor Education Advisers Panel (OEAP) for supporting advice and information.

Any trip away from site overnight must be approved by the Headteacher and must be notified to the Council using the Residential School trips form. Notification is required a minimum of two weeks in advance of the trip.

17.2 Where the off-site visit involves an "adventure activity" (climbing, trekking, caving, water sports) in the UK the school will ensure that the provider is licensed by the Adventure Activities Licensing Authority (AALA). The school will also, where appropriate, use providers with the Council for Learning Outside the Classroom (LoTC) Quality Badge which recognises providers who offer good quality learning outside the classroom and manage risk effectively.

18 Security

18.1 There is a security risk assessment for the school site which is regularly reviewed and updated, particularly following any security incidents. The control measures identified on the security risk assessment will be implemented and checked for effectiveness. Management of school security is overseen by SBM and the Site Manager.

19 Slips and trips

19.1 The school recognises that slips, trips and falls are a significant cause of accidents. All school staff have a responsibility to ensure they are vigilant and report or remove possible slip and trip hazards.

19.2 The school will ensure that there is an effective reporting procedure in place so that identified hazards are resolved promptly by a designated individual.

20 Training of staff in health and safety

20.1 Competency - The school will ensure that all employees are competent to perform their roles. Competence is the combination of training, skills, experience and knowledge that a person has and their ability to perform a task safely. If competence falls short of requirements identified in a role profile then the employee will be provided with appropriate information, instruction, training and supervision to enable them to achieve the required level of competency.

20.2 Induction - All new staff will be provided with information on health and safety and be given health and safety induction training by their line manager including access to this policy. A record of induction training will be kept.

20.3 Risk assessment - All staff with H&S risk assessment responsibilities will be suitably trained in how to complete, implement and review H&S risk assessments.

21 Transporting pupils

21.1 Use of Employees' vehicles – Employees can transport students/equipment in their own cars or drive to other venues during the working day. Employees who use their own cars must confirm that their insurance policy covers them for this purpose and need to hold Business Class insurance for the vehicle they use.

21.2 Use of School Minibus – N/A

21.3 Use of Professional Transport - The school will check that transport and driver are hired in from a reputable source before employing their services for school trips etc.

21.4 Parents' Transport – If needing to use this option the parent(s)/guardian(s) of the students are advised of the venue and time of activity and that their son(s)/daughter(s)/ward(s) are required to be there at that time.

21.5 Insurance – The school will ensure that appropriate insurance arrangements are in place for transporting students where that has been organised by the school.

22 Vehicle movement on-site

22.1 The school will identify and risk assess on-site vehicle movements and put in place a traffic management plan to manage the risks in line with current workplace transport guidance e.g. segregation, marking and lighting. The plan will consider all aspects of on-site vehicle movements which may affect the safety of staff, pupils and visitors. Any arrangements in place will be effectively communicated and clear signage put in place where required. The school will consider as part of the risk assessment vehicle movements occurring immediately outside the school premises which may be associated with school activities, such as staff arriving and leaving work, school buses delivering pupils and delivery vehicles. The implementation of identified control measures will be overseen by the SBM.

23 Violence to staff

23.1 The school will ensure there are procedures in place to inform staff on how to minimise risk from assault. It will be clear what line managers must do in instances where they or the staff they manage have been threatened with, or experience, violent assault or intimidating behaviour in the course of, or as a consequence of, their duties. The procedures will include:

- How to identify threats to employees at an early stage;
- The process for effective risk assessment of violence and aggression;
- The implementation of required control measures;
- Training and support considerations.

24 Wellbeing - occupational health services and managing stress

24.1 The wellbeing of employees is seen as an integral part of the schools health and safety responsibilities. The Governing Body and Head teacher have statutory obligations under a duty of care but also wish to promote an ethos of mutual respect and support across the workforce.

24.2 All employees have the right to a reasonable work life balance and to expect appropriate support or intervention when they experience health or personal difficulties. Employees are encouraged to raise any concerns with the Head teacher or their line manager but also have access to a confidential counselling service. Sickness absence or health concerns will be dealt with under the schools absence policy.

24.3 Occupational health services are available through a referral by the headteacher. Staff counselling is provided directly by Interchange and School Staff Absence Insurance

25 Work at height

25.1 The school recognises the hazardous nature of work at height activities and the requirement of the Work at Height Regulations to identify and risk assess school work at height activities. The risk assessment must be recorded and identified control measures put in place. Work at height legislation identifies work at height as any work where someone or something can fall a distance likely to cause injury. This will include putting up displays if not able to stand on the ground to do so, accessing high level storage and any work where access equipment is needed, e.g. step ladder, ladders, scaffolds. Most employees will therefore undertake an element of work at height and any frequent operations and any involving use of equipment must be covered by a written work at height assessment. Within school the following written assessments are in place.

25.2 Regular operations – A summary of the regular operations undertaken has been produced which indicates what the work at height is, the frequency with which it is carried out

and whether assessed as a high, medium or low risk. All employees must make themselves aware of this list and follow the procedures indicated.

25.3 Specialist operations – These are where specific high level access equipment is to be used and where additional information will be required. This will include use of access scaffolding and any specialist ladders.

26 Workplace safety

26.1 The school is committed to achieving and maintaining the highest possible standards of health, safety and welfare for all employees, pupils and young people, their families and other persons affected by our activities. A key part of this is the provision of a safe workplace – the school will ensure that workplace standards are safe and compliant including a workplace inspection programme and prompt resolution of reported safety issues and defects.

26.2 A water safety monitoring and management programme is in place. An assessment has been completed on the hot and cold water systems and measures have been introduced to manage the risk of legionnaire's disease.

26.3 The schools fixed electrical installation is inspected and certified by a competent contractor every 5 years in accordance with industry best practice.

26.4 Portable electrical equipment is to be visually checked by staff before use, i.e. check equipment and plug undamaged and that wire is not worn or loose entering equipment or plug and if any defects are noted the item is to be put out of use. In addition portable electrical equipment will be tested by a competent person periodically as risk assessed in line with HSE guidelines.

C2 SPECIFIC ARRANGEMENTS

27 Art

27.1 The main hazards for art activities involve the substances used, and the school will include them in the school's hazardous substances risk assessment where appropriate. Substances selected, particularly solvents and adhesives, will be suitable for intended use and age of pupils, particular attention should be given to the type of adhesives and solvents used. Pupils will be provided with protective aprons etc to prevent damage to clothing where necessary. The guidance available from CLEAPSS will be followed.

The school will use a mix of paints, including acrylics and oil based paints. The following hazards are associated with this practice

- a) creation of dusts,
- b) Ingestion of hazardous materials and
- c) damage to clothing.

NB wallpaper paste containing fungicide is not to be used in school.

27.2 Precautions/Practice - The risks associated with damage to clothing, ingestion of hazardous materials and dust creation are managed by ensuring:

- a) only small quantities of paints to be used at one time;
- b) only water based paints are to be mixed and only small quantities
- c) the practice of licking (pointing) brushes is to be avoided
- d) that tables are covered with newspaper to protect the surfaces and ease cleaning;
- e) that cleanable aprons are worn by pupils involved in painting;
- f) that paint pallets and brushes are cleaned after use.

28 Food Activities

28.1 The school has risk assessed the hazards associated with food activities including use of hot items, electrical appliances, cleanliness, food contamination/allergies, use of sharp objects, and emergency arrangements for fire and first aid. The school will ensure that identified control measures are in place, and follow the guidance available from the Association for Science Education (ASE) as described in their "Be Safe" publications.

The following hazards have been identified with this activity:

- a) burns, scalds etc. from use of hot water/oven/dishes/food;
- b) electric shock relating to the use of electric equipment;
- c) fire associated with burning food or faulty equipment;
- d) cross contamination of food leading to food poisoning;
- e) slips trips or falls due to spillages/obstructions on floors/uneven surfaces;
- f) cuts through use of knives and other equipment, i.e. graters.
- g) allergic reactions caused by eating certain foods

These are controlled by the following.

28.2 Location - The risks associated with slips trips and falls are managed by ensuring that:

- a) The oven is positioned/used where pupils and staff do not have to pass close by it. (This will either be in a designated work area or by positioning the mobile unit away from walkways.);
- b) The table/tables on which food is to be prepared is/are positioned to allow easy access around it/them;
- c) the floor area where food activities are undertaken is level, easily cleanable and is kept free from obstructions;

d) any spillages that occur are to be wiped up immediately. Pupils have been advised accordingly and will/can assist in mopping them up.

28.3 Equipment - The risks associated with electric shock and cuts, associated with use of knives and other equipment, are managed by ensuring that:

- a) A visual inspection of all electrical equipment is carried out by staff prior to use. This includes mixers, kettles, ovens, microwaves etc. All portable electrical equipment is also subject to an annual portable appliance test;
- b) Equipment is used in line with manufacturers' instructions and/or training received;
- c) The prohibition on pupils using metal graters, portable electrical equipment and, dependant on age, sharp knives is enforced;
- d) All equipment provided for food activities is kept in good condition and only used for food activities.

28.4 Hygiene - The risks associated with cross contamination are managed by ensuring that:

- a) Everyone, the adults in charge, helpers and pupils, wash their hands before and after handling food. Hands must also be washed after going to the toilet and prior to return if anyone leaves the room/area;
- b) The table/(s) on which food is prepared are cleaned prior to and after use or that the table is covered with a cleanable cover that is cleaned prior to and after use;
- c) Staff and pupils wear the protective clothing provided and that the protective clothing is only used for food activities. All staff/pupils will wear aprons and use oven gloves when handling hot dishes.
- d) All food used will be stored according to The Food Safety and Hygiene (England) Regulations 2013.

28.5 Emergency Provision - The following are on place to deal with emergency situations:

- a) a suitably stocked first aid box is outside the food activity room and names of appointed persons are displayed in the staff room and in the school office.
- b) a fire blanket is kept in the food activity room. The fire blanket is used for smothering fires, i.e. burning pans or if clothing is set alight.
- c) those children who have food allergies which could lead to a medical emergency have health care plans; all teaching and supervisory staff are informed via notices in the staffroom as to how to respond if these children experience an allergic reaction.

29 Play equipment

29.1 All play equipment provided by the school is subject to an ongoing inspection and maintenance programme to ensure that it is fit for purpose. If condition checks indicate defects then the equipment may be taken out of use while repaired or, if beyond economic repair, removed. Accidents and incidents relating to play equipment will be monitored and, if the use of a particular item of play equipment is linked to repeated accidents then its suitability will be reviewed.

30 Pottery

30.1 The school has risk assessed the hazards associated with pottery activities including creation of dust, surface cross contamination. The school will ensure that identified control measures are in place and follow the guidance available from CLEAPSS

The hazards associated with the practice include:

- a) cross contamination of surfaces;
- b) inhalation of dust;
- c) damage to clothing;

These are controlled by the following:

30.2 Clay - The risks associated with creation of dust and cross contamination will partly be managed by ensuring that:

- a) Only premixed clay is used by pupils and that the clay is to be cut into workable sizes;
- b) Desks are protected from staining by covering with newspaper. Newspaper is to be disposed of at the end of the lesson;
- c) Spillages of clay are cleared up immediately using wet mopping or sponging techniques.

NB Brushing of dried clay is prohibited;

d) Only pre mixed 'paint on' glazes are used and **ONLY** by pupils in Key Stage 2, following individual risk assessment. The risk assessment needs to identify if the pupils are capable of understanding the risks associated with the use of the glazes, whether restrictions are required on the numbers using the glazes at one time and what supervision is felt to be appropriate.

30.3 Personal Protective Equipment - The risks associated with damage to clothing are managed by ensuring that:

- a) All staff and pupils working with clay wear the aprons provided.

30.4 Housekeeping - The risks associated with the creation of dust will partly be managed by ensuring that:

- a) All staff and pupils wash hands and the equipment used with clay regularly and at the end of lesson. Equipment is to be washed in the cleaners sink which has a sink trap, in order to prevent blockages forming in other sinks.

31 Science

31.1 The school has risk assessed the hazards associated with science activities using the guidance from CLEAPSS and ASE as described in the publication "Be Safe". The school will ensure that identified control measures are in place.

32 Sport and PE

32.1 The school has risk assessed the hazards associated with sport and PE activities and follows the guidance contained in "Safe Practice in Physical Education" produced by the Association for Physical Education (AfPE). Sports equipment is inspected and maintained annually by a competent contractor.

The main risks associated with teaching this activity relate to personal injury as a result of falls, collisions and being hit by objects. These risks are controlled by following the practices indicated in the above standard.

The general requirements are as follows:

a) Before any lesson pupils will change into appropriate clothing/footwear and remove any jewellery.

b) Staff will remove jewellery and change into appropriate footwear;

NB It is acceptable for staff to wear watches where necessary to time lessons.

c) pupils assisting in setting out apparatus will be shown correct methods for lifting/moving equipment and the teacher in charge will check equipment prior to its use to ensure correct position/fitment;

d) staff must undertake a manual handling assessment on behalf of the pupils, i.e. ask themselves ***can the pupils move the objects where they have been asked to safely and without risks to their health?*** before allowing them to undertake any manual handling task. In particular staff will ensure that where two or more pupils assist with a task the pupils are roughly similar in stature so that one individual does not carry a disproportionate part of a load;

- e) mats are only to be positioned to identify landing areas or routes to be taken. They are not to be used to try and soften impacts from falls;
- f) staff are only to use equipment they are familiar with.

For specific activities the safety requirements are as contained in the Book 'Safe Practice in PE', which is kept in the PE Store.

33 Swimming

33.1 The school has risk assessed the hazards associated with swimming and follows the guidance contained in "Safe Practice in Physical Education" produced by the Association for Physical Education (AfPE). The school will ensure that identified control measures are in place.

34 Technology

34.1 The school follows the guidance for safe practice in technology contained in "Make It Safe" produced by the National Association of Advisers and Inspectors in Design and Technology (NAAIDT), and guidance available via CLEAPSS.

The hazards associated with this activity include:

- a) exposure to hazardous substances, e.g. glues/dusts;
- b) damage to clothing;
- c) personal injury, e.g. eye injury due to flying particles when materials being worked and cuts relating to use of equipment.

These are controlled by:

34.2 Location - Risks associated with personal injury are partly managed by ensuring that:

- a) Work is only to be undertaken on suitable surfaces. Suitable surfaces are those that are large enough to accommodate the work, and which are flat and stable.

34.3 Personal Protective Equipment - Risks associated with damage to clothes and partly those associated with personal injury are partly managed by ensuring that:

- a) Where appropriate, staff/pupils wear personal protective equipment in the form of aprons and goggles/spectacles;
- b) Personal protective equipment is stored to minimise damage and ensure easy availability. Aprons are to be hung up and goggles/spectacles stored in cloth pockets.

34.4 Equipment - Risks associated with Personal Injury are partly managed by ensuring that:

- a) Equipment is kept clean and stored so as to minimise damage/help pupils to find the correct tool. (Shadow boards or tool racks.)

34.5 Hazardous Substances - Risks associated with hazardous substances have been addressed as part of the school COSHH assessment.

35 Gardening

The hazards associated with the practice include:

- a) injury from misplaced tools
- b) injury from misuse of tools

These are controlled by the following:

35.1 Storage, Carrying And Handling Of Tools

Pupils will be given clear instructions on the hazards associated with storing, carrying and handling garden tools by the main supervising adults responsible for the pupils in a classroom or after-school activity. They will be shown how to store, carry and handle garden tools so as to minimise the risk of injury to themselves and others. These principles will be outlined in a "Tool Safety for Gardening Club" document. All adults using garden tools will be required to familiarise themselves with this document.

The risks associated with storage, carrying and handling of tools will partly be managed by ensuring that:

- a) having a predetermined place for tools in the garden area before and after use
- b) not placing tools anywhere where people are likely to walk
- c) exercising care and carrying tools by hand rather than over the shoulder
- d) being aware of other people's proximity when you are carrying tools

36 Drugs/Alcohol Paraphernalia Found On School Premises – This policy should be read in conjunction with the advice given in the Drug Management Policy.

Abbreviations

The following are used in the policy:

AfPE – Association for Physical Education

AALA - Adventure Activities Licensing Authority

ASE – Association for Science Education

COSHH – Control of Substances Hazardous to Health

CLEAPSS - Consortium of Local Education Authorities for the Provision of Science Services

DSE – Display Screen Equipment (Computers)

H&S – Health and safety

HSE – Health & Safety Executive (enforcing body for health and safety legislation in schools.)

LoTC – Learning Outside the Classroom

NAAIDT – National Association of Advisers in Design & Technology

OEAP – Outdoor Education Advisers Panel

RIDDOR – Reporting of Injuries Diseases Dangerous Occurrences Regulations

VLE – Vocational Learning Environment

| Date | Notes |
|------------------|--|
| March 2016 | Updated in line with South Glos H & S model policy |
| 21 April 2016 | Reviewed by F & B committee |
| 7 July 2016 | Ratified by FGB |
| 2 March 2017 | Reviewed by F&B committee |
| 16 March 2017 | Ratified by FGB |
| 26 April 2018 | Reviewed by F&B committee |
| 10 May 2018 | Ratified by FGB |
| 28 February 2019 | Reviewed by F&B committee |
| 09 May 2019 | Ratified by FGB |