



CHEW STOKE CHURCH SCHOOL

HEALTH, SAFETY AND WELFARE POLICY

The school regards the promotion of health and safety matters as a mutual objective of all that work here. It is the school policy to take all such steps as are reasonably practicable to meet its responsibility for providing a safe and healthy working environment for staff and pupils, and to extend such protection to visitors to the school premises.

The Governors of the school recognise their responsibility, so far as is reasonably practicable, to ensure:

The provision and maintenance of a safe and healthy working and learning environment for all staff and pupils, and to extend such protection to visitors to the school;

The development and maintenance of sound health, safety and welfare practices;

Consultation with competent people to assess risks and obtain advice on adequate control measures and other health and safety issues;

Adequate information, instruction, training and supervision to enable all staff and pupils to work safely;

Consultation with staff on health and safety issues;

The allocation of resources to fulfil the above objectives.

To this end, the school endeavours to apply and enforce all current legal requirements together with other appropriate safety measures where reasonably practicable. This practice will be continued in the case of future legislation.

Staff are expected to co-operate with the Head Teacher, Health & Safety Co-ordinator and Governors in all measures taken to fulfil statutory health and safety duties and to protect the health, safety and welfare of staff, pupils and visitors, and in accordance with the School Health, Safety and Welfare Organisation and Implementation document attached hereto.

This policy has been agreed by the Governing Board – January 2019

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CHEW STOKE CHURCH SCHOOL

Health, Safety and Welfare

Organisation and Implementation

2.1 Responsibilities of the Governors

The Governors have overall responsibility for health, safety and welfare of employees and those affected by the work of the school although, because of the corporate status of Governing Bodies, individual governors cannot be held to be personally liable when they have acted on collective decisions taken in good faith. It will ensure that all reasonable steps have been taken to fulfil the school health and safety policy and to reduce the possibility of accident or injury to staff pupils or visitors.

Specifically the Governors will:

- nominate a governor with responsibility for health and safety;
- allocate funding for health and safety purposes;
- receive a termly report on health and safety performance;
- receive and review an annual health and safety audit;
- ensure that a positive Health and Safety culture is established and maintained;
- ensure that the school Health and Safety Policy is produced, implemented and updated as required; and
- ensure arrangements are made to plan, organise, control, monitor and review, protective and preventative measures in the light of risk assessments.

2.2 Responsibilities of the Head Teacher

The Head Teacher is responsible to the Governors for the health safety and welfare of staff, pupils and visitors within the school and for the implementation of this policy.

The Head Teacher may decide to delegate tasks to designated individuals. He remains specifically responsible for ensuring that, even when delegated:

- A current Health and Safety Policy is produced for approval by the Governing Body and that the policy is regularly reviewed and revised as necessary.
- Specific roles are assigned to health and safety co-ordinators as necessary.
- Staff, pupils and so far as is reasonably practicable, visitors to the school, are made aware of their general and specific health and safety responsibilities as defined in this policy.
- Information and advice on health and safety is acted upon and circulated to all relevant parties.
- As required written risk assessments for work activities are undertaken, the identified risks to which staff and pupils are exposed are recorded and regularly reviewed together with appropriate control measures.
- When delegating health and safety duties to an individual or a Health and Safety Coordinator he ensures that such duties are clearly defined and the person competent to carry them out, with sufficient resources allocated for them to be carried out.
- Appropriate structures exist and operate for consultation with staff on the resolution of health, safety and welfare issues.
- Inspections of premises, plant, accessible asbestos and equipment are undertaken.
- Staff are competent to undertake the tasks required of them and that they have been provided with any necessary training, equipment or other resources to enable the task to be undertaken safely.
- Health and safety problems are dealt with promptly and appropriately or referred to the Governors or the Health & Safety advisory service (currently provided by Wiltshire Council) as appropriate.
- Serious accidents are reported on the Health & Safety online incident reporting system (operated by Wiltshire Council) and investigated.
- All Health & Safety policies or procedures are available to all relevant parties.

2.3 Responsibilities of the Health and Safety Co-ordinator

The Health and Safety Co-ordinator is responsible to the Head Teacher for the health, safety and welfare of staff, pupils and visitors within the school. She will hold specific responsibility for ensuring that:

- all members of staff, pupils and so far as is reasonably practicable, visitors to the school, are aware of their general and specific health and safety responsibilities as set out in the Policy;
- the risks to which staff and pupils are exposed at school are assessed, recorded and reduced to the lowest level reasonably practicable;
- regular inspections of premises, plant and equipment are undertaken;
- manage the routine maintenance of emergency equipment on site including emergency lighting, fire extinguishers and alarm systems;

- in conjunction with the School Business Manager, the work of contractors on school premises is monitored, where this affects the safety of staff, pupils or visitors;
- all serious accidents are investigated to discover their cause and prevent reoccurrence;
- accidents are reported and accident records maintained; and
- appropriate arrangements are made to evacuate the school in an emergency and that regular fire drills are held.

2.4 Responsibilities of Co-ordinators (see list on Page 8)

Subject or other Co-ordinators are responsible to the Head Teacher for the day to day management of health and safety in their areas of responsibility.

They must ensure, as far as is reasonably practicable, that:

- a safe working environment is provided for staff and pupils;
- the Health and Safety Co-ordinator is informed of any health and safety problems that they are unable to resolve;
- safe working arrangements are specified for each work area under their control and that all staff and pupils working there are informed of these and adhere to them;
- all equipment is selected with regard to working conditions and its suitability both for its use and the users;
- all equipment and tools meet statutory requirements and are properly maintained;

2.5 Responsibilities of Teaching Staff

Teaching staff have the responsibility to familiarise themselves with the following procedures and bring them to the attention of pupils:

- i. Emergency Evacuation Procedures.
- ii. Accident Procedures.
- iii. Safe working practices. Each pupil will be instructed in the safe working practices and the specific risks associated with their particular task at the outset, such as those involving tools, machinery or hazardous substances.
 - They and their pupils use any health and safety provision as necessary.
 - Regular inspections of equipment in their rooms with any faults brought to the attention of the designated person.
 - Any health and safety concerns relating to working practices, procedure, equipment, accommodation or fire are brought to the attention of the designated person or Head Teacher.

- iv. External visits. Teaching staff are responsible for supervising pupil groups whilst they are away from school on external visits, and for ensuring that pupils are aware of their responsibility to act with due consideration for their own safety and that of other people at the site or establishment. Staff will check appropriate risk assessments are in place prior to any external visits and will request authorisation for the visit.

2.6 Responsibilities of all School Staff

Under the Health and Safety at Work Act 1974, all employees have a duty to take reasonable care for their own safety and for the safety of others, which may foreseeably be affected by their acts and omissions at work.

They also have a duty to co-operate with the school management in all measures taken to fulfil statutory health and safety duties and to protect the safety of staff, pupils and visitors;

Whilst recognising management responsibilities regarding health and safety at work, the school expects all staff to set an example in safe behaviour by:

- ensuring staff and pupils follow safe procedures;
- ensuring that protective equipment is used correctly by staff and pupils when needed;
- bringing safety problems to the attention of the Health and Safety Co-ordinator;
- reporting all accidents and dangerous occurrences;
- checking that class rooms/work areas are safe; and
- checking that equipment is safe and properly maintained before and after use.

2.7 Responsibilities of Pupils

Pupils are expected to behave at all times in a manner that places neither themselves nor others needlessly at risk. They are expected to:

- Adhere to school rules relating to general behaviour.
- To take note of and comply with any specific information provided for safety with regards to their activities undertaken.
- In an emergency to remain quiet, listen and obey instructions given by staff.
- Not to misuse anything provided for health and safety reasons.

2.8 Responsibilities of Appointed Persons (see list on Page 7)

The school will provide adequate first aid arrangements in accordance with the regulations and will seek to exceed the minimum to provide a reasonable level of cover for all of its pupils present.

In the event of an accident the Appointed Person is required to take charge of the situation and summon medical assistance if necessary. Appointed Persons should assist casualties when requested and keep a record of treatment or advice given and ensure that an accident

form and online reporting has been completed where appropriate. All Appointed Persons will receive Emergency First Aid training. The Appointed Person must ensure that the First Aid Box is correctly stocked at all times.

2.9 Responsibilities of the COSHH Co-ordinator

The COSHH Co-ordinator will:

- maintain an inventory of substances covered by the COSHH Regulations;
- carry out a risk assessment on the use of substances used or generated;
- determine control measures required;
- notify staff who use or encounter the substances of control measures;
- keep the assessments under review;

2.10 Responsibilities of Educational Visits Coordinator (EVC)

The Educational Visit Co-ordinator (EVC) is responsible for ensuring the planning and management of educational visits including adventure activities led by school staff.

They should organise the thorough induction of leaders and other adults taking pupils on a specific visit and make sure that Disclosure and Barring Service (DBS) certificates are in place as necessary for those who may be volunteering to help on the trip.

All adventurous, residential or foreign trips planned will be notified to the Local Authority on the school trips management system (EVOLVE). All other trips are notified to and approved by the Head Teacher.

2.11 External Visits and Off-site Activities

Teaching staff are responsible for supervising pupil groups whilst they are away from school on external visits, and ensuring pupils are aware of their responsibility to act with due consideration for their safety and that of other people at the site or establishment.

Trip Leaders are responsible for carrying out risk assessments prior to the external visit off-site activity taking place. Whenever adventurous activities are being undertaken and or residential visits take place, those responsible for leading groups off-site will have undertaken the Bath & North East Somerset Day Validation Trip Leader training.

Position	Name
Chair of the Governing Body	Jill Baker
Governor responsible for health and safety	Genevieve Whitby
Head Teacher	Ben Hewett
D T Co-ordinator	Jen Long
Science Co-ordinator	Kirsty Simmonds
Sport and PE Co-ordinator	Vicki Hennessy
Health & Safety Co-ordinator	Liz Dagger
Educational Visits Co-ordinator	Liz Dagger
COSHH Co-ordinator	Sally Connell
Premises Supervisor	Sally Connell
Transport Co-ordinator	Liz Dagger
Kitchen Manager	Jenny Pruett
Cleaner	Glen Cleaning Ltd (Pete Roynon)
Trade Union Safety Representative	N/A
Appointed Persons	First Aid - Ben Hewett First Aid – Vicki Hennessy First Aid – Liz Dagger

Arrangements for Health and Safety

3.1 Emergency Procedures

In the event of an emergency the Fire Brigade, Police or Ambulance Service may be summoned by the school secretary or person covering the position.

If the emergency is a fire or any other serious imminent danger, the alarm must also be raised by using the nearest call point.

On hearing the alarm all staff, pupils and visitors should immediately leave the premises by their nearest fire exit and assemble in the designated areas, well away from the buildings. No one should re-enter the building until the alarm bells have stopped ringing and the Head Teacher has authorised re-entry.

The fire alarm will be sounded once a week and fire evacuation drills will be held at least three times a year, timed and recorded appropriately.

N.B. Evacuation as a result of a credible 'bomb threat' should be achieved without using the fire alarm as it may set off the device.

Staff Responsibilities

Emergency evacuation procedures are posted in each classroom. Staff should familiarise themselves with the procedures and bring them to the attention of pupils.

Staff will ensure:

- all exits are unlocked while the building is occupied - report locked exits to the School Office;
- fire exits and fire exit routes are free from obstruction at all times;
- fire doors are closed at all times and never propped open;
- missing or empty fire extinguishers are reported to the school secretary;
- electrical equipment not in use is switched off and the plug removed from the socket.

In the event of the fire alarm sounding, staff should ensure that wherever possible all doors and windows are closed, and electrical equipment is switched off. Staff may tackle small fires using the appliances provided, but only as a means to facilitate escape and only if this can be done without putting themselves at undue risk. Use of the fire appliances must only be regarded as a "first aid" measure and the Fire Brigade must always be summoned without delay.

Teachers should accompany their classes to the designated assembly point, where they should check their registers. If anyone is missing, the Head Teacher should be informed as soon as possible. No one should stop to collect personal belongings in an emergency, or re-enter the building until authorised to do so.

3.2 Reporting of Accidents and Dangerous Occurrences

All minor accidents to pupils (those that require some First Aid treatment) should be recorded in the Pupil Accident file (located in School Office). An Accident Report Form should be completed for all accidents to adults (again located in the School Office). Serious accidents to pupils and adults, that require hospital treatment, will be reported by the School Secretary, using the RIDDOR Health & Safety on-line reporting system.

All such accidents should be investigated to try to prevent their re-occurrence.

For Reportable Injuries and Dangerous Occurrences see also Appendix 1

3.3 First Aid

First aid cover in the school is provided to deal with injuries resulting from accidents, or medical crises, which occur on school premises. It consists of:

- the treatment of minor injuries, which do not require medical attention;
- first assistance to a casualty, while waiting for medical help;

First Aid kits are located in the staff cloakroom and School Office. There are some portable first aid kits available to use in school during breaktimes and on school trips.

Appointed Persons are authorised by the school to render first aid strictly in accordance with the First Aid Regulations 1981. No treatment of any kind, outside of the Regulations, such as dispensing pain-killing drugs, is authorised. If there is any doubt about the extent of an injury or the seriousness of an illness, an ambulance should be called without delay. In the absence of an Appointed Person, the Head Teacher assumes this responsibility.

3.4 Drug Administration

The school follows the guidelines issued by the Department for Education, which are available to view in the School Office.

3.5 Infectious Diseases

The School will follow national guidance produced by Public Health England on infectious diseases. This information is available on-line at www.gov.uk/phe

3.6 Safety in Curriculum Delivery

Procedures for the safe delivery of potentially hazardous parts of the curriculum can be found in the relevant subject policy.

3.7 Manual Handling

Manual handling is defined as the transporting or supporting of a load which includes lifting or supporting people. Where ever possible manual handling will be avoided or done by mechanical means, so that the risk of injury to both staff and pupils from manual handling is reduced to the lowest level reasonably practicable. All staff who carry out unavoidable manual handling tasks on a regular basis will be trained. Under no circumstances will pupils be allowed to move heavy items of furniture or equipment such as the piano. Staff are reminded to reduce loads whenever possible and to seek assistance if necessary.

Only staff who have received manual handling training or instruction are to participate in tasks involving the lifting of persons.

3.8 School Transport

The school contracts out necessary transport and makes checks to ensure that the transport is safe.

Parent volunteers who agree with the school by prior arrangement to convey other parents' children in their cars on school business (i.e. sports events) will complete a self-certification form, so that the school may check that such transport is legally used and safe. (See Appendix 2).

3.9 The Control of Substances Hazardous to Health

The School will ensure that the risk to staff and pupils from substances hazardous to health is prevented or controlled so far as is reasonably practicable. Risk assessments will be carried out by the COSHH Co-ordinators. No new substances should be generated or brought into school, unless a risk assessment has been carried out.

The COSHH Record is kept in the School Office.

3.10 Electricity

The school will ensure that all electrical equipment is constructed and maintained so as to prevent danger as far as is reasonably practicable, and will comply with the standards detailed in the Electricity at Work Regulations 1989.

An inventory of all electrical equipment will be kept within the School Information Management System in the school office

Portable electrical equipment, including the personal property of staff on school premises, will be tested in accordance with DfE guidance. No equipment should be used unless it has been tested.

3.11 Hazardous equipment

All hazardous equipment such as sports equipment will be tested annually.

3.12 Safety Monitoring

The Head Teacher and other nominated staff will monitor the safety performance of the school. This will be done informally by observation and formally by the use of checklists. Governors will be made aware of any safety concerns.

3.13 Smoking at Work

The school has an obligation to its staff to provide a safe working environment, without risk to health. It accepts that passive smoking presents a risk to staff and therefore has a no smoking policy. The smoking ban applies to all employees, visitors and pupils whilst on school premises or in school vehicles and to the premises in and out of normal school hours.

The smoking ban also applies to the use of so-called 'e-cigarettes' and other vapour inhaler devices.

3.14 Training

Health and safety information and / or training will be provided for all staff when they join the school and whenever they are exposed to new risks at work.

3.15 Health

An independent Occupational Health Service supervises the physical and mental health of staff in the school.

3.16 Violence

The school believes that violence to staff or pupils is unacceptable. Violence is any incident in which the person is abused, verbally or otherwise, threatened, or assaulted and may also include bullying and sexual or racial harassment. The school will endeavour to prevent violence to staff and pupils occurring, and to support and assist them should violence occur.

Further details and procedures are set out in the school's policy on Managing Aggressive Behaviour From Parents And Visitors To School.

The school has anti-bullying strategies in place to protect vulnerable pupils and staff.

3.17 Contractors

Contractors will be given sufficient information to enable them to work safely in the school. They are required to co-operate with the school in all measures taken to ensure the safety of pupils, staff and visitors. Contractors are responsible for providing the school with a risk assessment for any potentially hazardous work and this should be obtained before commencement of the work. (See Appendix 3)

3.18 Safety of People with Disabilities

Individual arrangements for the safety and safe emergency evacuation of pupils with disabilities will be determined before their entry to the school. The Head Teacher will contact the local Fire Service, if appropriate, as soon as possible after their appointment to discuss safe arrangements. For staff or pupils with temporary mobility problems, e.g. a broken leg, similar advice will be sought.

3.19 Display Screen Equipment

All staff who are classified as "Users" of Display Screen Equipment (DSE) will be given information and training on its correct use. They will be entitled to eye or eyesight tests and, if spectacles are necessary for DSE work exclusively, these will be supplied free of charge. This will normally apply to office staff only.

Other workstations incorporating DSE have been assessed to ensure they meet the minimum requirements as contained in the DSE Regulations.

3.20 Repairs and Maintenance

Buildings, services, and plant will be inspected annually. Staff should report any defects or problems that they notice promptly by entering them in the defects book held in the school office.

3.21 Security

Every endeavour will be made to ensure that the school is kept secure from unauthorised access at all times. All staff are asked to co-operate with this and to ensure that security does not compromise emergency evacuation in case of fire.

3.22 Competence

All staff are considered to be competent to perform the tasks they are given. Competence is viewed as one of the key elements of risk management. This is the only way to control dynamic work situations by having a competent person in charge, who will react to changes and take appropriate measures.

The school considers its staff to be competent but will provide training/instruction or supervision as required. To facilitate this, training records are kept and training updates delivered.

3.23 Fire Precautions

The school has undertaken a fire precautions risk assessment and evacuation procedures can be found in the specific arrangements section of this policy.

- A fire plan is kept in the School Office. This indicates the position of call points, fire exits, detectors, fire extinguishers and any other relevant fire equipment. It also indicates the location of the isolation points for gas, electricity and water.
- Fire evacuation notices are displayed in each workroom.
- Information is kept on maintenance arrangements, e.g. checks on alarms and fire extinguishers.
- Fire drills are carried out regularly and monitored accordingly.

3.24 Consultation with Employees

The school will ensure staff will be consulted regarding any health and safety matters that affect them and will ensure health and safety is a standard item on the agenda of all staff meetings and where appointed, consultation with trade union accredited safety representatives.

3.25 General Maintenance Arrangements

All equipment on site will be maintained in efficient working order to ensure that it is safe to use. The following arrangements have been made.

Fire Extinguisher/Fire Alarms

Fire extinguishers are subject to an annual check by A & E Fire Equipment and are checked on a weekly basis by the Health and Safety Co-ordinator to ensure that they are in position and that the pins are in place.

Fire Alarms are serviced and maintained by Multi Alarms.

PE Equipment

All PE equipment is subject to regular visual inspection, carried out by staff prior to use. If defects are noted the designated person will assess whether the equipment can remain in use or whether it needs to be taken out of use pending repair.

On an annual basis an independent service contractor (Sportfix) inspects the PE equipment.

Portable Appliance/Electrical Equipment (PAT) Testing

All portable electrical equipment is the subject of regular visual inspections, carried out by staff prior to use of equipment, to identify any damage to the equipment, plug or cable. If defects are identified then the equipment is put out of use until it is checked, to ensure safe operation, or the defect is remedied.

Portable electrical equipment, including the personal property of staff on school premises, will be tested annually by a competent person. No equipment should be used unless it has been tested.

The school will ensure that all electrical equipment is constructed and maintained so as to prevent danger as far as is reasonably practicable, and will comply with the standards detailed in the Electricity at Work Regulations 1989.

An inventory of all electrical equipment is kept in the School Office.

3.26 Safer Routes to and Around the School

The school will take appropriate measures to ensure the safety of pedestrians and vehicles accessing and leaving the school premises. Pedestrian routes are clearly defined and vehicle movements controlled.

Consideration is also given to road safety and traffic schemes around the school, walking bus arrangements, keep clear markings and information and instructions for staff, pupils and parents.

4. Asbestos

Asbestos Register

A non-invasive asbestos management survey has been completed. An asbestos register of known or presumed asbestos has been drawn up and is available for inspection in the School Office. This register is available to all contractors on-line.

Asbestos Management Plan

The school Asbestos Management Plan of which this policy forms a part is held and maintained by the Health & Safety Co-ordinator.

The plan identifies where asbestos containing materials are known or presumed to be on site and how the materials are managed. Employees are informed of the locations of asbestos, instructed on the need to avoid disturbing it, and on the importance of closing off areas and reporting damage or defects.

Routine Monitoring of Asbestos Present

The Head Teacher will be the main duty holder but operationally delegates the task of visual monitoring of asbestos materials to the Health & Safety Co-ordinator. The asbestos present will be visually checked with any damage or defects reported immediately to the Head Teacher. In some cases this may initiate the emergency procedures detailed below and place the area out of bounds. The asbestos will be checked twice a year (minimum).

Contractors and Minor Works

The school will ensure that only competent (and if necessary licensed) contractors follow the agreed safe methods when carrying out work that might disturb asbestos. Contractors will be asked to agree to a method of work that will not disturb asbestos, or if that is not possible, will ensure that any disturbance is properly controlled as required by the Control of Asbestos regulations 2012 and the standards in the HSE guidance and codes of practice.

Contractors will be properly informed about asbestos in any building they work in, and given access to the asbestos register (available via the School Office) before commencing work involving drilling, cutting or abrading of surfaces or any access to roof voids, suspended ceilings, floor ducts or service ducts.

All contractors appointed directly by the school are also required to be competent and check that any minor works they are about to undertake does not disturb any asbestos containing building materials.

Larger Projects of Refurbishment or Demolition

A full invasive asbestos pre-works survey must be undertaken before any planned demolition or refurbishment works commence. Do not assume there is no asbestos present where there is no register entry. If there is any doubt school staff and contractors must always assume asbestos will be present.

Emergency Procedures - Damaged Asbestos Materials

In the event that any asbestos containing materials are damaged, the room or area in which the damage occurs must be put out of use immediately and people kept out of any area. The Site Manager will be informed who will in turn contact the Head Teacher and will ensure appropriate measures are taken in response to an incident where asbestos might be accidentally damaged, or damaged as a result of fire, vandalism or other action.

Staff Awareness Training

The school will provide all staff with asbestos awareness training detailing the local asbestos management arrangements, who the Duty Holders are for the management of asbestos and what must be done in order to exercise these duties.

All staff will be advised of known areas of asbestos containing materials in the school and these materials are only indicated by label in places where students do not have access. Staff are required to always check with the site manager before pinning, drilling or otherwise potentially damaging walls, ceilings, floors etc.

5. Legionella

An assessment has been completed by a specialist on the hot and cold water systems. Legionella risks have been assessed and a legionella management plan has been drawn up for the school to manage the risk of Legionnaires' disease. Employees have been instructed in their duties under the plan, and records are maintained in accordance with the management plan.

Infrequently used outlets are run at least weekly by the Health and Safety Co-ordinator and hot and cold water systems are run before the start of each term by the Health and Safety Co-ordinator.

Water temperatures are regularly monitored by the Health and Safety Co-ordinator as part of the school's local legionella management process; any temperature profile anomalies are immediately reported to the School Business Manager and acted on.

The school ensures that all work done under their control on pipe runs, water systems and components complies with the standards detailed in Legionnaires' Disease - The Control of Legionella Bacteria in Water Systems, Approved Code of Practice and Guidance L8.

6. Managing Stress

The school has adopted the Managing Stress in Schools Code of Practice and furthermore acknowledges the possibility for occupational stress amongst its staff and often the stigma attached. It will actively identify, manage and where necessary carry out a specific risk assessment on occupational (work) related stress. It further acknowledges its responsibilities towards all of its employees and their levels of work related stress as a result of the six management standards (see below) and will actively endeavour to counteract them.

Specifically the school will:

1. Ensure that risk assessments are carried out in consultation with staff, when potential causes of stress or stressful situations are identified, so that appropriate control mechanisms are developed and adopted.
2. Ensure that a supportive culture is encouraged in the school, so that all staff feel able to raise concerns on stress at staff / management meetings and receive a supportive response.

3. Ensure that all staff have agreed, clearly defined, reasonable and realistic objectives and responsibilities and that potential stress is considered whenever changes are made to these.
4. Identify an appropriate forum within the school to focus on stress and stress management issues, within the control of the school, raise awareness and develop strategies to alleviate stress. One of the tasks of this forum will be to determine the training requirements of the school in relation to this issue.
5. Identify channels of support for members of staff in potentially stressful situations and ensure that staff are aware of these.
6. Ensure that school managers and staff recognise the effect that their behaviour can have on the stress of colleagues and accept this responsibility in avoiding causing unnecessary stress in others.

SPECIFIC ARRANGEMENTS

Design & Technology

The school will arrange for annual inspection, maintenance and testing of any machinery used within a DT setting.

Drama

Stage lighting will be serviced and maintained on an annual basis by a competent contractor. Staging sections will have a full inspection prior to any use.

Science

Any science experiments will operate within the Code of Practice issued by the local authority and relevant guidance from CLEAPSS.

Any specific or new activities not covered by the guidance provided by CLEAPSS or the afPE (primary science or PE activities) will be identified by a separate risk assessment, and each individual activity organiser will indicate the outcome of the risk assessment undertaken and a safe systems of work to reduce the risk to an acceptable level. If in any doubt, approval is to be sought from the Head Teacher.

Inspection and Maintenance

Inspection and maintenance of machinery or play equipment as required by statutory bodies and manufacturers or suppliers. (Particularly relevant to PE equipment, reprographics, DT, portable electrical equipment, lifts and lifting equipment, stage lighting etc.).

Play Equipment

The following specific arrangements are pertaining to the school play equipment:

- Interior equipment such as climbing frames, ropes etc. will be erected in accordance with the instructions prior to use in good time to ensure that it is erected properly with the necessary pins and other equipment specific devices, locks or bolts.

- The interior PE equipment will be inspected annually by Sportfix.
- The exterior play equipment will be inspected annually by Bath & North East Somerset Council.

All Equipment

Regular and pre-use (as necessary) visual inspections of equipment will be carried out by the supervisor or activity organiser.

Any changes to risk by moving equipment or materials to different locations will be properly considered by the supervisor or activity organiser.

Pupils

A list of the rules in place will be displayed in all relevant areas. Activity areas will generally have more rules but some activities and areas will have certain expectations of pupils.

This policy must be read in conjunction with all other policies and/or procedures not specifically mentioned in this document that are in place for this establishment.

Conclusion

This policy will be reviewed annually unless circumstances require immediate review.

Accident Reporting

Minor Injuries & Hospitalisation

All minor accidents to pupils (those that require some First Aid treatment) should be recorded in the Pupil Accident file (located in School Office). An Accident Report Form should be completed for all accidents to adults (again located in the School Office). Serious accidents to pupils and adults, that require hospital treatment, will be reported, by the School Secretary, using the RIDDOR Health & Safety on-line reporting system

Reportable incidents

Reportable injuries, dangerous occurrences and occupational diseases are major incidents as detailed below. These must be reported to the Health and Safety Executive by using the RIDDOR Health & Safety on-line reporting system.

Reportable Injuries

1. Death of any employee, pupil or visitor
2. Major injury to an employee arising out of an accident at work
 - i any fracture other than to fingers, thumbs or toes.
 - ii any amputation.
 - iii Dislocation of the shoulder, hip, knee or spine.
 - iv Loss of sight, whether temporary or permanent.
 - v a chemical or hot metal burn, or any penetrating injury to the eye.
 - vi any injury resulting from an electric shock or electric burn leading to unconsciousness, resuscitation or admittance to hospital for more than 24 hours.
 - vii any other injury -
leading to hypothermia, heat-induced illness, or unconsciousness;
requiring resuscitation;
or requiring admittance to hospital for more than 24 hours;
 - viii Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent.
 - ix Absorption of any substance by inhalation, ingestion, or through the skin causing acute illness requiring medical treatment or loss of consciousness

- x Acute illness requiring medical treatment that is believed to have resulted from exposure to a biological agent or its toxins or infected material.
- 3. Injury that requires hospital treatment, to anyone who is not an employee, but who is affected by equipment, substances or activities in school or its facilities. This does not include break time, sports or off site injuries to pupils.
- 4. The absence of an employee for 7 or more consecutive days, as the result of an occupational accident or injury (not counting the day of the accident but including weekends and rest days) but not reportable under "2" above. The report must be made within 15 days of the accident.
- 5. **You must still keep a record** of the accident if the worker has been incapacitated **for more than three consecutive days**. If you are an employer, who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record will be enough.

N.B. Injuries resulting from an "accident", include injuries resulting from an act of non-consensual physical violence, to employees at work or arising out of their work.

Dangerous Occurrences

1. Lifting Machinery - the collapse, overturning or failure of any load bearing part.
2. Pressure Systems - the explosion, collapse, or bursting of any closed vessel or associated pipe work which had the potential to cause a death.
3. Overhead electrical lines - any unintentional incident in which plant or equipment either came into contact with an un-insulated overhead electric line or cause an electrical discharge from such a line by coming close to it.
4. Electrical short circuit or overload causing fire or explosion and which stops use of the plant involved for more than 24 hours or which had the potential to cause a death.
5. Biological Agents - any incident resulting in the release of an agent with the potential to cause severe human infection or illness
6. Ionising Radiation - any potential exposure due to the breakdown of equipment or control systems.
7. Collapse or partial collapse of scaffolding.
8. Pipelines - any bursting, explosion, collapse or damage resulting in the close down of the pipeline for more than 24 hours or with potential to cause a death. Any unintentional ignition of anything in a pipeline.
9. Collapse of building or structure - any unintended collapse or partial collapse during construction or alteration, or of any floor or wall of the workplace.
10. Explosion or fire - any incident resulting in the suspension of work for more than 24 hours.

11. Escape of flammable substances - any sudden or uncontrolled release
12. Escape of substance - any accidental release or escape liable to cause death, major injury or other damage to health

Occupational Diseases

An occupational disease is reportable, when the employer receives a written statement from a registered medical practitioner that the employee is suffering from one of the occupational diseases specified in Schedule 3 of RIDDOR 1996 and their work involves one of the corresponding specified activities. They include:

1. Malignant bone or skin disease, or skin inflammation or ulceration as a result of work with ionising radiation.
2. Cataracts due to electromagnetic radiation including radiant heat.
3. Work related upper limb disorders due to:
 - repetitive movements of the fingers, hand or arm;
 - work involving prolonged pressure or friction on the hand or elbow;
 - physically demanding work requiring constrained posture;
4. Hand-arm vibration syndrome
5. Hepatitis
6. Legionellosis
7. Tetanus
8. Tuberculosis
9. Occupational dermatitis
10. Occupational asthma

Reference: The Reporting of Injury, Disease and Dangerous Occurrence Regulations 1995.

Volunteer driver self certification form

Name (block capitals)

Address

.....

Car Registration

- 1 I have a current driving licence.

- 2 I meet the legally required eyesight standard and I know of no medical reason why I may not drive.

- 3 My car is insured to cover the transport of children on an offsite school visit.

- 4 I have a current MOT certificate.) (please tick
or My car is less than three years old.) one only)

Signed Date

INFORMATION FOR ALL VISITORS AND CONTRACTORS

WORKING ON SITE

Welcome to Chew Stoke Church School.

The school telephone number is **01275 332354**.

For your own and other people's safety please comply fully with the following safety procedures.

- On arrival, please report to the School Office where you will be given a visitor's badge and sign in/out in the visitors' book.
- The school operates a policy which does not allow smoking anywhere on the premises or school grounds.
- Staff toilets may be used by adults – **children's toilet facilities must not be used**.
- For First Aid facilities please contact the School Office.
- In the event of a fire or emergency evacuation, please follow the emergency evacuation procedure which is displayed in prominent positions around the school. (Please request a paper copy for those working outside the building). A prolonged ringing of the fire bell signifies an emergency evacuation of the premises.
- Contractors must inform the Headteacher or other school manager prior to work commencing if any potentially dangerous machinery, materials or substances are to be used on the site.
- The use of radios is not permitted on the school site while children and staff are working.
- We expect that appropriate behaviour/language should be maintained at all times.
- You have a personal responsibility to comply with the school safety policies and relevant legislation and guidance in order to ensure your personal safety and that of all the children and adults working in our school. These will be made available for your inspection on request.

Thank you for your kind co-operation – we hope you enjoy your visit to our School.

Signed.....
Headteacher