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Health and Safety Policy & Procedures

Issue 10

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Ferndale Primary School Health & safety statement of intent

We recognise the importance of ensuring the health, safety and welfare of our staff and students and fully accept our obligations both to employees and others who may be affected by our activities.

It is through the planned and systematic approach to the implementation of our health and safety policy and the commitment to meet all the requirements set out in the corporate health & safety policy that we will actively promote the safety and health of our school staff and students. This will be achieved through our health and safety plan, that we consider having equal importance with our other school objectives which are set out below:

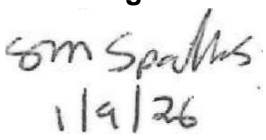
- To ensure that health & safety is embedded into all our activities and that effective health & safety management systems, including a health & safety plan, are in place
- To ensure that suitable risk assessments and controls are in place to minimise risk and to prevent accidents and cases of work-related ill health.
- To consult our employees on matters affecting their health & safety.
- To promote a positive health & safety culture where employees and their representatives are able to raise health & safety issues and are empowered to work safely.
- To provide information, instruction and supervision for employees to enable them to do their work safely.
- To ensure all employees are competent to do their tasks and are given adequate training.
- To provide and maintain safe plant & equipment and ensure that substances are handled and used safely.
- To provide an environment in which staff can work without fear of violence, intimidation or threats; and regularly review our health & safety performance by monitoring and auditing.

We are committed to continuous improvement in health & safety and it is through the implementation of this policy that we aim to achieve this. We are also committed to providing a safe and healthy environment for staff and pupils; this will be achieved by:

- Effective leadership by governors, the headteacher and senior staff.
- Participation of all employees; and open and responsive communication.

The successful implementation of this policy requires total commitment at all levels. Every employee will be made aware of this statement; copies will be displayed on notice boards, and it will be available on the school intranet. It will be monitored and reviewed regularly and, if necessary, revised in the light of legal or organisational changes.

Chair of governors



Headteacher



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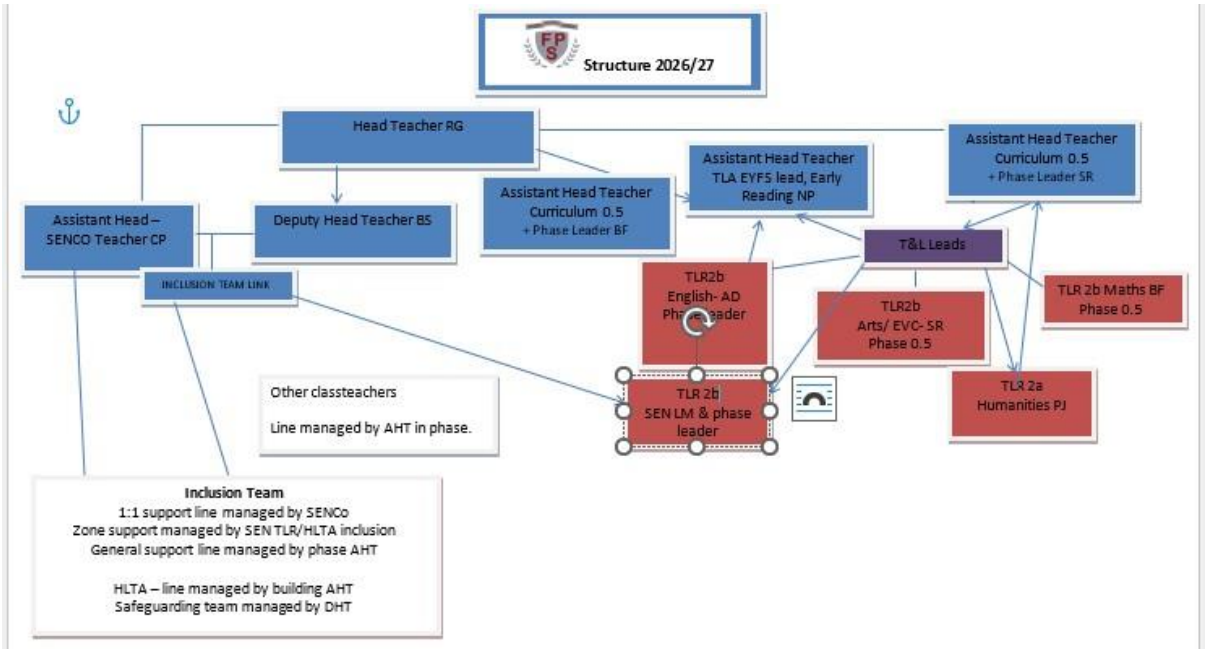
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Organisation and responsibilities

This section of the health & safety policy sets out lines of communication and how duties are delegated, and tasks allocated. It includes an outline of the roles of the governors, headteacher and senior leadership team, along with more specialist roles such as Educational Visits Co-ordinator, School Business Manager and our Site Manager. It also details the role of our competent advisors – Sandwell Council's health & safety unit and Clearwater Risk Management Ltd.

In addition, it outlines the health & safety management system we have in place.

Responsibilities



Governing Body

The governing body will require paid officers within the school management structure to comply with the Council and school's safety management system and be aware of their responsibilities.

Additionally, the governing body will:

Show a commitment to health & safety within the school by signing the Health & Safety Policy Statement of Intent.

Carry out health & safety reviews (including scrutiny of policies, training records, risk assessments, etc) and walkabout inspections of the school.

Monitor accident and aggressive incidents in an aim to identify issues/trends and where possible put in place measures to reduce the number of incidents.

Headteacher

The headteacher will ensure that those duties detailed within section 3.5/6 of the corporate health & safety policy are carried out and will ensure that relevant staff are made aware of the council's Safety Management Procedures (SMP) as appropriate.

Additionally, the headteacher will:

Establish health & safety objectives and develop plans to achieve them.

Ensure that appropriate resources are available to meet health & safety objectives.

Ensure that detailed local arrangements and procedures to protect the health & safety of staff, pupils and others are in place.

Ensure that suitable risk assessments and controls are in place.

Promote a positive health & safety culture and lead by example.

Ensure that there is effective health & safety communication and consultation with staff.

Monitor and review health & safety performance.

Monitor accident and aggressive incidents to identify issues/trends and put in place measures to reduce the number of incidents.

Seek professional advice as necessary.

Senior Leadership Team

The senior leadership team (e.g. DHT/AHT) will support the headteacher and carry out the duties detailed in section 3.7 (Implementers, i.e. line managers and supervisors) of the corporate health & safety policy.

Additionally, the senior leadership team will:

Support the headteacher and carry out the duties detailed above in their absence.

Develop and implement local arrangements and procedures to protect the health & safety of staff, pupils and others.

Undertake risk assessments, as appropriate, and ensure that suitable controls are in place.

Put forward suggestions to improve health & safety controls to the Headteacher.

Educational Visits Coordinator (EVC)

Our trained Educational Visits Coordinator (EVC) who will ensure that we follow Sandwell Council's off-site activities guidance. Their responsibilities include:

Supporting the headteacher and governing body with approval decisions for offsite visits.

Informing the headteacher and governing body of all non-routine visits.

Ensuring that staff involved in educational visits are aware of their responsibilities regarding the offsite visits policy and have ready access to it.

Ensuring the competence of staff and volunteers to lead or otherwise supervise a visit.

Ensuring that emergency arrangements are in place and emergency contacts are known for each visit.

Ensuring that the Council's off-site visit advisors are informed of all residential or high-risk activities.

Business Manager and

The Business Manager will:

Ensure that statutory testing of plant and equipment is carried out at the required intervals by competent contractors/persons.

Ensure that the fire logbook is completed and kept up to date.

Ensure that funds are available to carry out any actions identified in the school's health & safety action plan.

Ensure all duties and documentation are up to date and followed e.g. risk assessment and emergency planning procedures.

Site Manager (or linked colleagues eg assistant caretaker/caretaker) Site Manager will:

Carry out regular water temperature checks and other measures to control water safety.

Carry out regular visual checks of any asbestos containing materials.

Carry out daily site inspections.

Manage and coordinate contractors on a day to day basis.

Ensure the building is secured at night.

All employees

All employees will ensure that they:

Take reasonable care of themselves - this includes having a tidy and safe working area.

Do not put their colleagues at risk.

Co-operate with their manager on health & safety matters – including attending any health & safety training appropriate to their role.

Follow/adhere to safe working procedures - including following risk assessments and using any safety equipment or personal protective equipment provided.

Follow all verbal and written instructions they are given regarding safe working.

Do not interfere with or misuse anything provided for health & safety purposes (covering safety signage, blocking escape routes).

Inform their manager about any health & safety problems or loss/damage to safety equipment.

Report any accident, incident, or near miss to their manager immediately.

Not carry out any work unless they are competent to do so - this is particularly important when dealing with equipment such as ladders or hazardous chemicals.

Organisation – Health & Safety Management System

This section of the policy explains the school's health & safety management system.

Policy development

Sandwell Council has a Health & Safety Policy and topic specific Safety Management Procedures (SMP) that are kept under regular review. The school will ensure that we meet the requirements of the policy and standards as appropriate to the school.

In addition, we will keep our health & safety policy including organisation/responsibilities and local arrangements under regular review to ensure they remain current and effective.

All local policies and procedures, and revisions to them, will be authorised by the Headteacher and Governing Body and will be dated to help ensure effective document control. Outdated documents will be removed from general circulation.

Cooperation, consultation and communication

We will consult with staff and appropriate trade unions representatives in the development and monitoring of our health & safety systems, policies, procedures and risk assessments.

Our policies, procedures and assessments will be made available to staff via the school's website and/or *onedrive*. Staff will be made aware of any policy/assessment appropriate to their post.

Guidance for Sandwell schools is also available on the PPS website along with council policies and SMPs.

Competent advice

Key health & safety competencies required within the school will be determined by use of a training matrix, provided by Sandwell Council and adopted by the school. Staff will be trained in accordance with the matrix as appropriate.

In addition to competent, trained, school staff, we receive expert guidance and advice from Sandwell Councils health & safety unit.

We also use the services of Clearwater Risk Management Ltd to provide advice, guidance and annual audits. Training is from a range of providers e.g. first aid, fire marshal, food hygiene.

Planning & prioritising

We will ensure that health & safety is embedded into all our activities and that effective health & safety management systems, including a health & safety audit action plan that covers health & safety activities and is referenced within the school improvement plan, are in place.

Planning will be carried out at regular intervals and will involve objective setting, identification of expected outcomes, allocation of resources and assignment of tasks.

We will ensure that suitable and sufficient risk assessments and controls are in place to minimise risk and to prevent accidents and cases of work-related ill health.

Measuring health & safety performance

We will undertake a range of **active** and **reactive** monitoring of our health & safety performance.

Active monitoring – will include regular inspections of the workplace by the Governors and staff to ensure our premises and systems of work are safe.

Reactive monitoring – will include regular reviews of our accident, near misses, aggressive incidents and hazard reports by the governors and senior leadership team to ensure appropriate remedial action is taken to help prevent recurrence.

Auditing/inspecting health & safety performance

As part of our active monitoring, we will carry out regular health & safety inspections in accordance with our health and safety monitoring schedule.

External audits of our health & safety management systems will also be carried out by Sandwell Councils health and safety unit every three years (or as agreed with the auditor).

Reviewing health & safety performance

Our health & safety performance, including progress on our health and safety audit plan, active and reactive monitoring outcomes and any policy or procedure reviews will be evaluated each term by our senior leadership team and Finance and Wellbeing board of the Governing Body.

Our school performance, including audit, training and accident/aggressive incident data will also form part of regular aggregated reports, covering all Sandwell LA schools, produced for Sandwell Council by Sandwell's health and safety unit.

Local Arrangements

Accidents and aggressive incidents

- All staff are made aware of the need to report and record all accidents and aggressive incidents as part of their induction.
- Any incident subject to RIDDOR[1] (i.e. fatality, specified injury, over seven-day injury, hospitalised public and specified diseases/dangerous occurrences) will be reported to HSE's Incident Contact Centre without delay. The Business Manager is responsible for reporting all incidents subject to RIDDOR.
- Other, non-RIDDOR, incidents will also be recorded locally.
- All incidents will receive an appropriate level of investigation by line managers who have attended accident reporting and investigation training.
- Serious incidents will be investigated by the Senior Leadership Team.
- We will follow Sandwell Council's accidents/aggressive incidents guidance and send copies of any incident forms (excluding "rough and tumble" incidents) to the health & safety unit at Sandwell Council, using whichever their current preferred method is eg online portal.
- Accident and aggressive incidents will be monitored and reported to the appropriate board of the governing body each term in order to identify issues/trends and put in place measures to reduce the number of incidents.

Asbestos management

- An asbestos management survey has been carried out by a competent, asbestos surveyor and an asbestos register is in place showing the location of known asbestos containing materials (ACMs). Areas that were not surveyed are presumed to contain ACMs and managed accordingly.
- The survey/register is reviewed annually to ensure that it has been kept up to date (e.g. when additional surveys have been completed, ACMs have been removed).
- A risk assessment has been carried out and an asbestos management plan has been produced. ACMs in poor condition will be removed; those in good repair will be left in place and monitored for damage/deterioration by suitably trained staff. All monitoring is recorded.
- Any removal of, or work on, ACMs is carried out by licensed asbestos removal contractors, unless the work is low risk work and covered by exceptions.
- When ACMs are removed, our asbestos register is updated, and evidence of air testing is kept showing that the area was safe for reoccupation.
- Our Business Manager has been nominated to manage any ACMs on site and has attended asbestos awareness training. Other staff who deal with ACMs or who may accidentally come into contact with them will also receive training.
- Before contractors are allowed to work on our buildings, they are made aware of any ACMs they could potentially disturb and the precautions they should follow. All liaison/sharing of information is via the Business Manager and Site Manager.
- A refurbishment/demolition survey will be carried out prior to any major work, e.g.

[1] The Reporting of Injuries, Disease and Dangerous Occurrences Regulations

extensive refurbishment or demolition, to identify any hidden or inaccessible ACMs.

- If ACMs are accidentally damaged, we will: evacuate the area immediately; arrange for an air test to determine the level of asbestos contamination; ensure a licensed contractor carries out a thorough environmental clean of the area and removes or seals the damaged ACMs as appropriate; and, arrange for further air tests after cleaning to prove the area is safe for reoccupation.

Control of contractors

- We will ensure that any work done on our behalf by contractors is safe and does not put the health & safety of our staff or others using our premises at risk. We will also ensure that we inform contractors of any issues on site that might affect their health & safety.
- Where work is commissioned via Property Services or school, they will undertake health & safety checks on the contractors and monitor their performance, including supervision arrangements, on site.
- Where we commission work ourselves, we will ensure that appropriate health & safety checks on the contractors take place. This includes checks on policies, method statements and monitoring of performance, including supervision arrangements, on site.
- For projects that last more than 30 days or involve 500-person days of construction work, we will ensure that a CDM co-ordinator's is appointed to advise us on health & safety issues during the design and planning phases of construction work.
- Before contractors are allowed to start on site, they must submit risk assessments and method statements for all works they will carry out. The school will carry out its own risk assessment based on the information provided.
- A Contractor Work Registration Form describing the work; materials, equipment and services to be used; hazardous operations involved; hazards on site; and general arrangements will be completed for all works carried out by contractors.
- High risk activities (e.g. hot work, work at heights) will be subject to a permit to work procedure.
- Contractors will be shown the Asbestos Register, if appropriate.
- Contractor must ensure that they share all relevant information with any subcontractors they use.
- Regular site meetings will be held for larger projects.

Control of Substances Hazardous to Health (COSHH)

- Wherever possible, we will use non-hazardous products in school.
- All hazardous substances used in the school will have a COSHH assessment undertaken before they are brought into use.

- An audit will be carried out and an inventory kept ensuring that all hazardous substances used in the school have appropriate assessments that are reviewed regularly.
- All hazardous substances will be stored appropriately and securely when not in use.
- Staff will be informed how to use products safely and will receive training if appropriate.
- Appropriate personal protective equipment (PPE) will be provided and if the assessment indicates PPE is required, staff must use it.
- Assessments for Hazardous substances used in science and design & technology will be informed by model assessments and procedures provided by CLEAPSS.
- Hazardous substances used by the e.g. cleaners will have assessments undertaken by their employer, who will make the assessments available to the school.

Display screen equipment (DSE)

- A DSE assessment will be carried out for all staff who use DSE (such as desktop computers and laptops), using DSE Self-Assessment pro forma.
- The assessment will help determine if the person is classed as a 'user' as defined by the regulations; 'users' are entitled to assistance with eye and eyesight tests and with the purchase of any spectacles required solely for use with DSE.
- Any problems highlighted by the assessments or eyesight tests should be brought to the attention of the user's line manager so that suitable control measures can be put in place.

Emergency Planning and Business Continuity

- The school will adapt and adopt Sandwell Council's model Emergency and Business Continuity plans.
- Key management staff at the school will attend "Managing Emergencies" training provided by the Sandwell Council's Emergency Planning Unit as appropriate. Key staff include: Headteacher and Business Manager.
- Regular exercises will take place to ensure that details, including contact names and numbers, within the plans are kept up to date.

Fire & evacuation procedures

- The school will ensure that a fire risk assessment is carried out on our premises by a suitably trained competent person. We currently use Sandwell Council Fire Safety Advisers.
- The assessment will be formally reviewed by a competent person every two years- level 1 and 2 have been combined and this is undertaken by the council.
- Any actions identified by the fire risk assessment will be addressed by an appropriate Action Plan.
- Personal emergency evacuation plans (PEEPs) will be carried out for any staff or pupils requiring one due to disability or ill health.

- Firefighting equipment, fire alarms systems, emergency lighting and fire notices will be provided in accordance with the fire risk assessments.
- All checks identified by the fire risk assessment will be recorded in a Fire Logbook. In particular, there will be a weekly test of the fire alarm system, and all firefighting equipment will be checked annually by a competent person.
- A Fire Evacuation Plan will be produced, and appropriate staff will be appointed and suitably briefed to act as fire marshals.
- Fire safety drills will take place at least once per term.
- All staff receive an annual fire safety briefing; new staff must be briefed as part of their induction process
- Pupils will be briefed on the evacuation procedure at the start of the school year.
- Contractors will be given information on what to do in case of fire and staff will assist visitors to exit our premises should an emergency arise.
-

First Aid and supporting pupil's medical needs

- We will complete a risk assessment to determine our first aid requirements (training and equipment). Assessments will be reviewed regularly and following any serious incident.
- In addition to first aiders, we will have an appropriate number of paediatric first aiders for early years provision and senior first aiders.
- Assessments will ensure that we have enough trained staff available to cover offsite visits and other activities.
- Sufficient funds will be allocated to fund first aid training and any equipment required.
- The Deputy headteacher will ensure that all first aiders are suitably trained and that their certification is up to date.
- First aiders will attend initial and refresher first aid, or paediatric first aid, Early First Aid at work or First Aid at Work training as required.
- First aiders will complete relevant documentation (e.g. incident report form, first aid record on Medical Tracker) following any first aid treatment given.
- First aiders will ensure that the first aid boxes are appropriately stocked (as per the contents list in the box) and that the contents are in date. They will also ensure that the boxes are stored appropriately.
- Appropriate signs will be prominently displayed around the school giving details of first aiders and the location of first aid boxes.
- All staff will make themselves familiar with details of their nearest first aider(s) and the location of first aid boxes. They must also be aware of emergency procedures and the requirement to report all incidents.
- An injury that requires treatment from a first aider will be logged on Medical Tracker. Any more significant incidents must also be reported to LA/Governors.
- For bumped heads, parents will always be informed by telephone and Medical Tracker.

- When a serious accident occurs, and the pupil requires treatment, the details are recorded on the LA Accident/Incident Record form, using the current preferred format.
- During lessons, first aid is considered by the class teacher or teaching assistant and a trained first aider contacted as necessary. If an accident occurs in the playground and first aid is required, one of the staff on duty will deal with the incident.
- At lunchtimes the Lunchtime Supervisors and trained duty staff administer first aid. If there is any doubt about the correct first-aid procedure, contact one of the school's designated first aiders (Current names displayed within the school).
- The DSL will ensure that first aiders have a current certificate and that new persons are trained should first aiders leave.
- See specific groin/genital areas guidance for use of Senior first aiders.

Administration of Medicines

- All medication will be administered to pupils in accordance with the DfE document https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/306952/Statutory_guidance_on_supporting_pupils_at_school_with_medical_conditions.pdf https://www.gov.uk/government/publications/early-years-foundation-stage-framework
- As a school we recognise that there are times when it may be necessary for a pupil to take medication during the school day. In line with our Administration and Management of Prescribed Medicines in School, we will only administer PRESCRIBED medication. Please refer to policy for further guidance.
- Where long-term needs for emergency medication exist, Ferndale Primary School requires specific guidance on the nature of the likely emergency and how to cope. Detailed written instructions should be supplied to the school and the parent/guardian should liaise with their child's class teacher. Emergency day-time contact numbers should be provided where the parent/guardian can be reached.

Medicines

- Parents must complete a green medicine administration form which is in the school office, one per medication.
- The Head Teacher or other SLT members sign the form completed by the parents.
- A record is kept of any medicines given indicating times and who gave the medicine on a Medical Administration Form (MAR).
    - All medicines are stored in the First Aid Room and only handled, received or returned to parents by a member of staff.
    - No children should bring medicines to school or collect them at the end of the day.
    - No Calpol or over the counter medicines are given at school l (only prescribed medications)
    - No medicines containing aspirin are allowed to be administered.

- Only currently prescribed medicines are administered and only according to the prescription instructions printed on the bottle.
- Expired medicine or no longer needed is returned to parents/carers and signed for (form at back of Green Administration of Medicines).

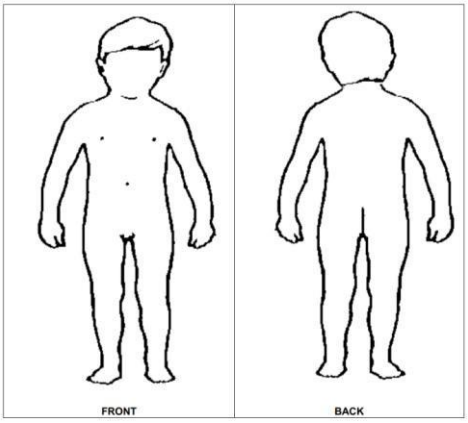
- Where children need to have access to emergency medication, i.e. asthma inhalers, Epi-pens for Anaphylaxis or Buccal midazolam for Epilepsy the following has been put in place:
- All asthma inhalers, Epi-Pens and Buccal midazolam are kept in classrooms and clearly marked with the child's name. These are taken wherever the child is, in the green 1st aid box, e.g. for PE, trips, daily mile etc and specifically the Epi -pen boxes that follow each child for out of class activities. These boxes include the Individual Health Plan (IHP), green consent form from parents and MAR.
- Epi-pens for Reception are taken to the hall at lunch and designated staff keep these near to children until returned back to class. Y1 are kept in the First Aid area outside the Y1 classrooms. Y3-6 kept in office area over lunch for easy access to all site. Clubs to follow same procedure.
- Each classroom contains detailed information per child in receipt of such medication that is protected by GDPR, but also available to any staff in the room. A medication map of needs is updated by the Inclusion Manager and/or DSL.
- Designated staff have received the appropriate training for administering medicines. Any children that are deemed responsible to administer their own asthma medication will have this agreed by parents and staff in school. In these circumstances, children will be able to carry and administer their own medication. This will be subject to regular review. When possible, emergency reliever inhalers can be used in an emergency subject to parental consent, kept in the school office, noting that this is subject to availability. A spare emergency Epi-Pen, subject to availability is kept in the school office to be used with consent from parents.

Additional Guidance when injury close to, or suspected to be close to genital area

- When an injury is close to the genital area, or suspected to be, parents will be called to be informed and invited in to check the injured area as soon as possible after the incident
- If an injury close to the genital area is suspected, and the child does not openly say they are hurt, a body map will be used to allow children to point out where they are hurting, to avoid potential embarrassment about genital areas.
- When completing Medical Tracker related to an injury close to the genital area, the incident will also be explained verbally.
- First aiders to ensure those talking to parents and those that are with the affected child must know full extent of the injury.

Senior First Aider checklist

1. check the first aid applied by qualified first aider- is there anything more than can be done?
2. ensure body map used where necessary
3. ensure SLT have been informed
4. ensure parent contacted- do they want to come and see child? take child home?



Glazing

We will complete a survey of all high risk glazing and ensure that suitable measures (e.g. fitting of safety glazing and/or safety film) are implemented to minimise the risk of injury to staff, visitors and pupils.

Legionella (water safety)

A Legionella risk assessment has been carried out by a competent, suitably qualified contractor and will be reviewed regularly.

Any remedial work identified by the risk assessments will be addressed.

We have a written scheme to manage the risk from Legionella. school will ensure the controls outlined in any written scheme is implemented

Appropriate staff, e.g. caretaker will receive awareness training.

Lifts/Lifting equipment

All our lifting equipment will be serviced and inspected by a competent person at the required intervals as required by LOLER.

Identified staff will be trained in the safe use of our lifting equipment

Manual handling

- Wherever reasonably practicable, we will avoid the need for hazardous manual handling activities.
- Where hazardous manual handling tasks can't be avoided, we will undertake an assessment of the risk of injury.
- Controls will be put in place to reduce the risk of injury so far as is reasonably practicable.

- Handling equipment, such as trolleys and pallet/sack trucks, will be made available.
- All staff will receive manual handling awareness training.
- Staff who are required to undertake hazardous manual handling tasks will receive specialist training such as Manual Handling Principals & Practice training
- Staff involved in moving and handling of pupils will receive specialist training from Clearwater Risk Management Ltd and/or SIP/Sandwell MBC.

New & Expectant mothers

New and expectant mothers will be identified in our general school risk assessment. When notified in writing we will carry out an individual assessment and specifically;

Review the assessment at regular intervals.

Offer alternative work if the risks to mother and unborn child cannot be controlled adequately or give paid leave to the expectant mother if they cannot.

Occupational health and work-related stress

All staff have access to the council's Employment Assistance Service. Details of these services are available from any member of Senior Management or the Business Manager. The school has the Wellbeing Charter Mark and a confidential survey of staff will be carried out each year to identify any work-related stress issues. A plan will address any issues highlighted by the survey.

A number of initiatives are in place to address work related stress; Senior Management has an open-door policy and workloads, etc., are discussed at regular staff or Governor sessions – see wellbeing list for detail.

Off-Site Visits

- The school will adopt the Sandwell Council's off-site activities guidance and will follow the procedures that form part of it.
- The school has a trained Educational Visits Coordinator (EVC) who will check all trips are conforming to the guidance and standards.

Outdoor play equipment

- Our outdoor play equipment will be subject to annual checks and inspections by an independent competent person who is a member of the Register of Play Inspectors International (RPII).
- Our caretaker/site manager or EYFS staff will carry out daily visual inspections of the equipment and record/remedy any findings that require attention.
- A risk assessment will be carried out to ensure that supervision levels are appropriate for the equipment and that it is only used by children of the age range it has been designed for.

Premises, plant and equipment – maintenance, servicing and inspection

All our plant and equipment is inspected and tested in accordance with statutory requirements and/or manufacturer's recommendations as appropriate.

Where Sandwell Council's Safety Management Procedures (SMP) are more prescriptive, the school will ensure that inspection and testing takes place in line with those requirements e.g. portable appliance (PAT) testing will be carried out annually or more frequently, if the equipment suffers a lot of wear and tear, by a suitably trained person.

Any statutory or other testing required during the year is included in the school's health & safety monitoring schedule.

Only competent persons/contractors (e.g. Gas Safe Registered for gas appliances) will be employed to carry out inspections/servicing of our plant and equipment.

All inspections/tests are recorded and inspection certificates retained.

We use the "School Premise Logbook" as a checklist/aide memoire to ensure that all necessary maintenance and formal inspections are taking place and that accurate records are being kept and are readily available. The Business Manager checks the Logbook at regular intervals to ensure that appropriate testing is carried out.

We have a formal defect reporting procedure for staff to report defects with premises, plant or equipment. All defects/faults should be reported to the caretaker/site manager/Business Manager by QR code/phone/email /in person or use of the Near Miss buff form. The caretaker/site manager will ensure that the fault is rectified, using approved contractors if necessary.

Risk assessment

Risk assessments will be carried out to identify hazards in the workplace, evaluate the risks arising from those hazards and ensure that adequate precautions are in place to minimise the risk.

Line managers will ensure that job and task specific risk assessments are in place for existing work and will also ensure that assessments are carried out before introducing new methods of work. Staff will be made aware of any assessments that affect them.

Assessments will be reviewed regularly, especially following changes in methods of work; before introducing new equipment; and following any accidents or other serious incidents. As a minimum, assessments will be reviewed every two years.

School security

The school has palisade fencing, CCTV and aggressive planting around the perimeter to deter trespassers and unwanted visitors. A contractor will carry out regular grounds maintenance to control the risk from overhanging branches, etc., that may compromise security.

All external doors are code/key/electronically controlled.

All visitors arriving at the school must sign in on the visitors' system and are issued with a visitors' badge.

DBS checks are carried out for all visitors/contractors who regularly come on to our premises and may have contact with pupils.

Security of data and IT is covered through policies related to GDPR, IT and safeguarding suite of policies, refer to these for more detail.

Slips & trips

Risk assessments have been undertaken to help prevent slips and trips in the school; these include controls to help reduce water and other contaminants being brought into our buildings on people's shoes and measures to effectively clean any material that gets onto our floors. They also include an assessment of floor surfacing in high risk areas such as kitchens.

Staff will clean any spillages when they occur or use hazard warning cones until such time as the spillage can be cleaned up. No floors will be left in a wet condition (including after cleaning).

Good housekeeping is practiced by all staff, and designated walkways are kept free of obstacles (e.g. trailing wires).

Training

We will ensure that all staff, including temporary and agency staff, are competent and are/have been given appropriate health & safety training to undertake their role safely and carry out duties assigned to them (e.g. risk assessments).

All contracted staff will receive a health & safety induction when they first start working at the school.

Key health & safety competencies required within the school will be determined by use of a training matrix, provided by Sandwell Council and adopted by the school. Staff will be trained in accordance with the matrix as appropriate.

Vehicle movements on site

We will carry out a risk assessment of vehicle movements on site and the vehicle/pedestrian interface. Assessments will also cover school events and maintenance activities where vehicles may need to access vehicle restricted areas.

Wherever practicable, there will be separate pedestrian and vehicle access on to site and all gates will be supervised during peak times (e.g. morning and close).

Designated pathways will be provided with suitable barriers (e.g. fencing) where required to protect pedestrians from vehicle movements.

Speed limit signs, limiting speed to 5mph or less, will be displayed on site. Speed restrictors (e.g. sleeping policemen/humps) will be installed, as appropriate, to slow down vehicles on site.

Designated parking bays will be established on site.

Violence and aggression

We will ensure that risk assessments and suitable controls are in place to cover lone working or any circumstances where staff may be subject to aggressive incidents.

A copy of the council's violence and aggression poster will be prominently displayed in reception areas stating that we will not tolerate violence and aggression towards staff.

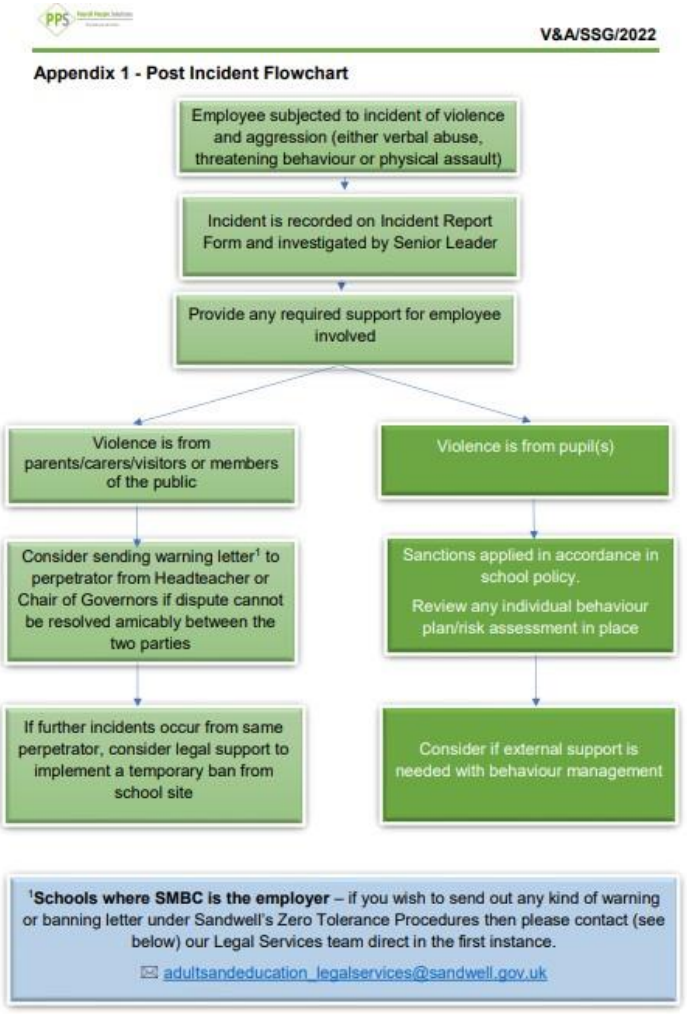
New employees will be made aware of the school's lone working arrangements during their induction.

Appropriate front line staff will receive conflict resolution training as required.

Where appropriate, staff will receive CPI intervention training.

We have a separate Positive Handling and Physical Intervention policy on dealing with situations where intervention is required to prevent a child from hurting themselves, others or damaging property.

All incidents of violence and aggression to staff will be reported (see Accidents and aggressive incidents, above) and investigated by managers so that suitable controls can be put in place to minimise the risk of recurrence. If appropriate, incidents will be reported to the police



Lone working

Staff are encouraged not to work alone in the school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary.
Work involving potentially significant risks (for example work at height) **should not** be undertaken whilst working alone.

Staff should:

- When working off site (e.g. when visiting homes) attend in pairs where possible.
- Home visits are planned in advance, and staff back at the school are aware of their whereabouts and the estimated time of return.
- Staff undertaking home visits must obtain as much background information as possible about the child/family being visited.
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.
- Report any incidents or situations where they may have felt “uncomfortable” whilst working in an isolated area of the school site.

Work at heights

A risk assessment has been developed for our work at height tasks. Appropriate access equipment will be provided and properly maintained. Where appropriate, staff will be trained in safe work at height and safe use of access equipment. Staff must not climb onto chairs etc. Staff will be trained to use the step ladders safely and must ask if they need reminding/have not been given this.

Work experience

The school retains a duty of care for all students undertaking work experience in the school.

- All students are briefed before working in the school regarding arrangements and health and safety responsibilities.
- Where work placements form part of the vocational qualification offered by a FE college then the college is responsible for ensuring equivalent placement checks are conducted.
- Arrangements will be in place for the organisers to visit/monitor students during the placement.
- Emergency contact arrangements are in place (including out of school hours provision) in order that a member of school staff can contact students' parents/guardians should an incident occur.
- All incidents involving students on work placement activities will be reported to the placement organiser/students' parents at the earliest possible opportunity.

Lessons

Ferndale Primary will ensure where some school lessons pose a greater risk, they will be managed in accordance with Legislation and current guidelines and the risk managed.

During any viral out breaks, enhanced risk assessments are necessary whilst teaching any lessons that require additional precautions e.g. food or handling of equipment.

Food Hygiene

Staff can handle/teach with food if they hold a relevant food hygiene qualification. If that person is present in class and oversees the activity that has a certificate, that is sufficient. This also has to be accounted for on the planning with a risk assessment – use proforma available.
Note there is a separate risk assessment for cooking.
Ferndale Primary will ensure food hygiene procedures and guidelines are followed and we will ensure the following:

Storage

- Food should be stored appropriately, either in cupboards or refrigerators according to the labels on the food.
- Food should be wrapped and kept according to the sell-by date.
- Food should not be left out in school unless it is in use of for a display (it must not be allowed to grow mould unless in a closed container).

Preparation

- Wash hands beforehand.
- Don't lick fingers while preparing food.
- Ensure that equipment is clean and sterilised before use.
- Cooked foods must be kept separate from raw foods.

Cooking/Preparing Food

- Staff must ensure all food cooked is cooked thoroughly at all times.
- The correct temperature must be used for cooking.
- Correct health and safety procedures and correct equipment must be used when handling hot food.
- Cool foods quickly unless the recipe says otherwise.
- Low risk food only is cooked/prepared in school
- Blue gloves to be worn when preparing/cutting up food (especially if there is cooked and uncooked food present)

Cleaning Up

- Washing up must be carried out safely (no sharp knives to be placed in the sinks)
- All food rubbish must be put in black plastic sacks and tied up.
- Microwave must be cleaned after use.
- Preparation food areas should be sterilised before and after use.
- The toaster must be emptied of crumbs regularly

Eating the Food or Transporting it Elsewhere •

Food should be put in a clean container with a lid.

- Food should not be left out in school uncovered.
- Parents must inform the teacher if their child/children are intolerant or allergic to certain foods or ingredients.

Classroom organisation is of the utmost importance for food technology lessons. All necessary equipment and ingredients should be in the immediate vicinity and prepared beforehand, ready for use.

The class teacher should exercise vigilant supervision of children when they use any potentially dangerous equipment.

Science

Objects placed in unaccustomed places during experiments could cause breakage and/or falls. Teachers should make children aware of this and insist that care is always taken. Children should not carry heavy loads, nor should they run about when carrying equipment that might shatter.

Glass should always be handled carefully and, whenever possible, plastic should be used in its place. Some objects e.g. glass mirrors, could have their edges taped to avoid sharp edges. All liquids or objects split or dropped on the floor should be cleaned up immediately to avoid accidents. Hot water should not be put into thick glass containers, as they might crack because of uneven expansion setting up strains in the glass.

Care should be taken when holding objects close to the eye.

There are many ways in which germs can be transferred, and these should be minimised by keeping hands and equipment clean. Hands should be washed before touching anything to be put into the mouth. Tasting should not be allowed except under strict supervision.

Children should know some plants are poisonous and they should be aware of what these are. Moulds that have been grown should be destroyed carefully. The children should never handle moulds.

Use of cutting devices – knives, scissors, etc. – can be dangerous. Children should be shown the correct techniques for their use before handling them.

Throwing projectiles or dropping objects in investigations should be done at carefully chosen and monitored places.

It should be remembered that care needs to be taken even with everyday substances, e.g. vinegar, lemon juice, etc. are acidic. Any substance is potentially dangerous. Teachers must be aware of the potential dangers of their use and have advised the children accordingly to take care.

No naked flames (e.g. lighted candles). Safety goggles should be considered. Usually safety goggles are not essential, but using them is a way of encouraging good habits.

Lenses (e.g. magnifying glasses) can focus light and heat; therefore special care should be taken that children do not look at intense sources of light through these lenses. Convex lenses and concave mirrors can, in strong sunlight, cause fires if heat is focused on something inflammable.

Children should never look at a very bright light (e.g. a projector beam). Pupils should never look directly at the sun, even through dark glasses or plastic.

Only alcohol-filled thermometers should be used. There should be no mercury-filled thermometers in the school. Magnets, although not a hazard to pupils, can affect other equipment. Plastic bags are a potential hazard and can cause suffocation.

Care should be taken when carrying out electrical work. Mains electricity should not be used - only low-voltage batteries. Where a piece of apparatus powered from the mains is used, it should be connected and switched on under adult supervision. Leads should not 'trail' across the room or tables. Any electrical equipment is subject to an annual inspection.

Musical Equipment

The location of the lesson, and the volume of sound produced, should be taken into consideration when planning a music lesson. Avoiding the distraction of other classes is of utmost importance. All musical instruments, speakers and any electrical equipment should be returned to the correct storage after use.

Protective Clothing

- Aprons should be worn for painting activities and any potentially messy craft activities. Wipe-down aprons should be worn where possible.
- If handling soil for any activity, gloves should be worn.
- In the case of accidents involving blood, all staff should wear plastic gloves and aprons.

Physical Education- see PE policy

Sun Protection

Skin cancer is one of the most common cancers in the UK and the number of cases is rising at an alarming rate. The good news is that the majority of these cases could be prevented. Most skin cancers are caused by UV radiation from the sun. If we protect ourselves from the sun then we can reduce our risk. This is particularly important for children and young people whose skin is more delicate and easily damaged.

Sunburn in childhood can double the risk of skin cancer.

Ferndale Primary has used the guidance promoted through Cancer Research in order to draw up this policy.

The five key messages to reduce the risk of skin cancer are:

- Spend time in the shade between 11 and 3
- Make sure you never burn
- Aim to cover up with a t-shirt, hat and sunglasses
- Remember children burn more easily
- Use factor 30+ sunscreen

At Ferndale Primary we want staff and children to enjoy the sun safely. We shall work with staff, children and parents to achieve this through:

Education:

- All children will be reminded about sun awareness during warmer months.
- Parents and guardians will be asked to consider sun protection and how they can help.

Shade:

- The outdoor play area has shaded areas for continuous shade.
- Children have access to water at all times

Sunscreen:

- Parents are asked to apply sunscreen before school
- Sunscreen use will be encouraged on school trips

Volunteers in School – see separate policy