

Owner	Head Teacher / Caretaker
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Audience	All



Health & Safety Policy

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1.Aim

The aim of our school Health and Safety Policy and procedures is to create a safe and caring environment both in and out of school, this is for all users of the school, children, staff, parents and the community.

This carefulness includes:

- The ability of each individual to protect him/herself from harm
- Concern and consideration for the safety of others
- Knowledge of what to do in certain situations
- Alertness and control
- Cultivation of good habits

For children, good safety habits are taught as part of the whole curriculum. This includes learning that is underpinned by the convention of the Rights of the Child. We aim to fulfil and embed Health and Safety for all through learning about the UNCRC.

This can be through topics, for instance, a safe place to play which could include Science, English or Technology, and the involvement of outside agencies such as the police, fire brigade, road safety officer etc.

It might also be through a health-related topic with reference to the effects of smoking or drugs. Children are encouraged to develop healthy habits through good health and hygiene routines, for example regular exercise or care of themselves, personal hygiene etc.

A positive policy for healthy eating is maintained at school, with an extended healthy option menu at lunchtime, and the school fruit shop.

We believe that children learn best through practical experiences and active involvement in all areas of the curriculum. Children are taught to have care and consideration for themselves and others:

- In the classroom
- When using equipment e.g. scissors, tools, PE apparatus
- When moving around school
- When carrying out investigations e.g. a pond, pollution, soil studies
- When on off-site educational visits

2. Introduction

All individual employees have a duty to take reasonable care for the health and safety of themselves and of others that may be affected by their acts or omissions at work. In addition, it is their duty to co-operate with their employer (the LA) or any other person having a duty or requirements imposed on him or her by the Health and Safety at Work Act 1974 (the Head Teacher).

All persons who use these premises have a responsibility to co-operate in order to achieve the objectives of the safety policy.

Statement of Intent

Stockton Borough Council and the Governors of Harrow Gate Primary School recognise and accept their responsibilities as an employer to provide and maintain a safe healthy workplace environment for all employees and members of the public, who may be affected by its activities.

Adequate resources will be provided to meet these responsibilities and to provide as far as reasonably practicable ~

- A safe working environment
- Safe access and egress
- Safe systems of work
- Sufficient information and training
- Effective safety arrangements
- And to ensure that the policy and arrangements are regularly monitored and reviewed and brought to the attention of all employees

Organisation

The role of the Health and Safety Officer is delegated by Stockton Borough Council and the Governing Body of Harrow Gate Primary School to the Head Teacher. However, the need for consultation of health and safety functions is paramount and any policies, guidelines and/or regulations brought to the attention of the school by SBC, HSE, NHS or other recognised bodies will be implemented as required. Advice can be obtained on health and safety matters from the Head Teacher, who will in turn request support or information from Derek MacDonald who is the SBC Health and Safety Manager. The Governors will appoint a designated Health and Safety Governor who will monitor the working practices and how this Policy is implemented on a day to day basis, and give advice where practicable.

Arrangements

The following sections deal mainly with the allocation of duties and responsibilities of groups and individuals in relation to health, safety and welfare matters. The following arrangements although not exhaustive, give guidance on how these responsibilities are to be met.

3.Accidents

Avoidance of accidents:

Staff will only be expected to carry out tasks for which they have been trained and should pay due regard to any written instructions or warning signs on any equipment. However, staff are reminded that employees must take reasonable care of themselves and others who may be affected by their work activities.

Reporting of accidents:

Health and Safety legislation requires the council as an employer to record accidents, which occur as a consequence of its undertakings i.e. its activities. The safety unit has drawn up a list of types of accidents which need to be reported to the safety unit. Accident report forms are kept in the secretary's office.

All accidents to children, staff or visitors where First Aid is administered must be:

- recorded in the school accident book which is located in the main office
- brought to the attention of the staff who will be in a position to monitor the injured person's injury and/or condition for the remainder of the school day
- where appropriate, brought as soon as possible to the attention of the Head Teacher or Deputy Head Teacher in her absence, or Teacher in charge.

Injuries to be reported to the SBC Safety Unit as they come under RIDDOR (Reporting of Dangerous Diseases and Occurrences Regulations)

- Fracture of the skull, spine, pelvis and any bone in the arm or leg but not bones in the hand or foot
- Amputation of a hand or foot or a finger or toe where joint is completely severed
- Loss of sight in the eye or a penetrating injury or a chemical or hot metal burn to an eye

- Injury requiring medical treatment or loss of consciousness due to electric shock
- Loss of consciousness due to lack of oxygen
- Decompression sickness
- Acute illness or loss of consciousness caused by absorption of infected material
- Any other injury which results in the person being admitted to hospital for more than 24 hours

Dangerous occurrences which need to be reported

- Explosion, collapse or bursting of any closed vessel
- Electrical short circuits or overload causing fire or explosion

Accidents which may be recorded by the school

- Minor knocks and bruises requiring First Aid treatment only
- Insect stings and bites
- Minor cuts and grazes requiring First Aid treatment only
- Any injury or condition which requires immediate referral to medical professionals either by school staff (eg calling an ambulance) or the parent/carer (eg visit to A & E)
- Injuries occurring as a result of fights between pupils eg assaults must be recorded in cohort incident files
- Any assault on a member of staff by a colleague, a pupil, parent/carer or any visitor to the school must be recorded separately (see below)

These are recorded in the school accident book and an "accident letter" sent to parents.

All head injuries, blows or bumps to parts of the body are recorded. A 'bump' letter is sent to parents that night to alert parents (see Appendix ??????). These are kept in the class rooms. **All teachers keep a record of all accidents and bumps in the classroom.**

4.Assault Reporting Policy and Procedure

Stockton-on-Tees Borough Council Policy:

"Stockton-on-Tees Borough Council takes a serious view of any incident of assault against its employees and in pursuance of its duty under the Health and Safety at Work Act will, in providing a safe place of work and safe system of work, ensure so far as is reasonably practicable that employees are protected from risk of violence at work.

As an employer, the Borough Council will fully support any employee who is assaulted or threatened in the course of their duties, unless it is found that the employee acted inappropriately. This support involves assistance in obtaining legal advice, financial assistance in appropriate cases and time off with pay for interviews and court appearances, as necessary.

The Borough Council acknowledges that no person should have to work in fear of assault and that an incident of assault should not necessarily be seen as a reflection of an employee's ability."

Definition of Violence:

Violence at work can include any incident in which an employee is abused, threatened or assaulted by a member of the public in circumstances arising out of his or her employment. As such it can include:

- (l) Physical attack - whether visible injury occurs or not

- (ii) Animal attack - where an animal is used as a threat
- (iii) Verbal abuse - when an employee feels threatened. This would include sexual or racial abuse by a member of the public
- (iii) Attack against property

Preventative Measures to Reduce the Risk of Violence:

- Parents/carers' waiting times are kept to a minimum
- When a parent is perceived as being possibly angry then they are seen by two members of staff with a senior staff member present
- Doors are kept secure
- The car park is well lit
- Teachers and support staff are given training about how to avoid conflict, and what to do if they feel threatened
- Calm non-confrontational body language and speech will be adopted by professionals to try to de-escalate tension in encounters with parents/carers or members of the public

Assault Reporting (whether physical or verbal). Employees should:

- (i) Inform the Head Teacher or in her absence the Deputy Head as soon as possible
- (ii) All instances of violence to staff whilst at work must be recorded on the notification of assault form (NA1 – see Appendix 1). The form must be filled in as soon as possible after the incidence has occurred
- (iii) Part 1 to be filled in by the member of staff with as much detail as possible including the name of any witnesses
- (iv) Part 2 to be filled in by the Head Teacher following an investigation with the person, recording any action taken to prevent a recurrence of the incident. The Head Teacher will then pass the report to:
 - (1) The Trust & LA Safety Officer
 - (2) Insurance Officer
 - (3) Human Resources
- (v) Part 3 to be completed by the Head of Service and the Safety Officer who will then:
 - Where in his judgement he feels it necessary, undertake further investigation and make recommendations as appropriate.
 - File the report form for future reference.

The Role of the Police

In the case of a severe disturbance, assault or threatened violence the Police should be called. If immediate help is needed, dial 999. If you have been assaulted you have the right to make a complaint to the Police if you choose. In this event, the Police must be informed immediately following the assault. The Police, through the Crown Prosecution Service, may prosecute an assailant but may be reluctant to do so in cases where there is conflict of evidence, lack of supporting evidence, or where there is no actual bodily harm. Each case is, however, treated on its merits.

If the Police decide **not** to prosecute in a particular case, the employee may pursue the matter by taking private legal action against the assailant. The Council will give reasonable assistance in obtaining advice but will not meet the legal fees of such action. Employees in membership of a trade union may also be able to obtain legal advice or representation through their union.

5. Animals in school

Animals which should not be brought into school except following careful risk assessment. Before any animal is brought into contact with children or brought into school, the appropriate research should be carried out online and from SBC Health and Safety Risk Manager to obtain the most recent advice about which animals are prohibited because they pose a health, safety or welfare risk to either/or the humans or the animal itself.

Safety Code for keeping Animals in School

Before keeping any animal consult a reliable reference book or website into the specific needs and precautions needed to care for and risk assess the particular animal:

- Teach children always to wash their hands before and after handling animals (a good opportunity for health education).
- Keep the housing clean and disinfect cages at regular intervals.
- Obtain small mammals only from reputable suppliers.
- Prevent contact between maintained animals and wild animals to avoid transmission of disease.
- Encourage children not to bring whole, or parts of, untreated dead vertebrate animals into the school.
- Do not allow animals to wander freely on floors or tables unless these are cleaned immediately afterwards.
- Consider the safety of the animals and teach children to handle them with due care.
- Ensure that animals are always fed correctly and make suitable arrangements for holiday periods.

6. Asthma

The school has a register of all asthmatic children with details of treatment that each child uses and in particular any inhalers which need to be used at school. Inhalers are kept in the classroom for easy access by the children.

Reliever inhalers (usually blue) are easily accessible for all children. When children go out of school, for trips, the inhalers are taken with them.

During or before PE, we are aware that a number of pupils with asthma may need to take a dose of their reliever inhaler before, after or during exercise. This must be accommodated.

Trigger factors

Many things can trigger an asthma attack. This may be because of allergy e.g. dust, grass cutting, pollen, animal hair. Care must be taken if pets are kept in the classroom. Some pupils can have more susceptibility to asthma in certain weather eg cold temperatures or atmospheric conditions (indoors or outdoors) or when combined with other illnesses. The triggers for individual sufferers and precautions for all the pupils on the medical register should be kept up to date through regular and effective communication with parents/carers.

All parents will complete the school asthma care plan.

What to do if a child has an asthma attack at school:

- Ensure the child takes their reliever medication, this is usually blue. It should open up the narrowed airways quickly.
- Keep calm, give the child reassurance. It may be a comfort to hold the child's hand but do not put your arm around their shoulders, as this can be restrictive.
- Help the child to breathe. Encourage slow breathing. Keep the child sitting upright or leaning slightly forward, do not let them lie down. Keep the room well ventilated and loosen any restrictive clothing

Seek medical attention if any of the following apply:

- Two doses of reliever have no effect after 10 minutes
- the child is becoming distressed or unable to talk or is very pale
- the child is becoming exhausted
- **you have any doubts about the child's condition**
- **you are uncertain about the severity of the attack**

If in any doubt, call an ambulance on 999.

7. Back Care

In the case of any roles in school which require a significant amount of manual handling eg cleaning, caretaking Back Care Awareness training will be provided.

All employees must use the trolleys provided if they are moving any heavy items around the school eg reams of paper, books, and follow any written or verbal guidelines for how to move specific pieces of equipment eg collapsible dining tables. See section 23: Manual handling

8. Cleaning

All cleaning will be carried out in accordance with the Health and Safety at Work guidelines. No machines will be used for scrubbing or polishing the floors until between the hours of 8.00 am and 3.00 p.m. when large numbers of children are on the premises. Machines will never be left in the corridors but must always be locked away when not in use. Caretaker's and cleaners' cupboards are locked while children are in the building. No cleaning materials are accessible to the children

9. Contractors in school

Please ensure contractors DO NOT use any school equipment, especially ladders. Contractors have to complete a form before any work is carried out. The main reception office staff and Mr Turner will ensure this happens.

10. Display

All displays to be put up on the display boards. These boards are fire retardant. Drawing pins are not to be used for display. All staples should be removed after each display. No staples will be left in boards.

11. Drugs/Medicine

See separate policy on administering medication.

12. Electrical Safety and Equipment

Provision and Use of work Equipment Regulations 1992 and Electricity at Work Regulations 1989 apply. All equipment and apparatus will be selected, installed, tested and used only in compliance with statutory requirements and manufacturer's recommendations. It will not be used for any purpose for which it was not designed. All electrical apparatus will be tested each year in November/December. Any electrical apparatus, which has not been tested, will not be allowed to be used in school. All defective equipment is reported to the Head Teacher or caretaker. The equipment is then taken out of use, labelled and stored in a locked cupboard.

Only staff who have been trained and are competent in the use of and are instructed upon hazards of equipment may clean or use it.

Photocopiers will be located in well-ventilated areas and will not be operated for prolonged periods. If equipment is suspected to be faulty or damaged it must be switched off, isolated if possible and immediately reported to the person in charge. No persons other than those specifically authorised to test and repair equipment, or competent persons retained for the purpose from an outside organisation, shall dismantle or repair any equipment.

Fire-fighting equipment is tested at least every 12 months.

13. Environment

The workplace (Health, Safety and Welfare) Regulations 1992 apply.

Adequate, heating, lighting and ventilation will be provided in the workplace, which will be maintained to a high standard of cleanliness and kept free from waste materials.

Appropriate numbers of sanitary conveniences with relative washing facilities will be provided.

Facilities will be provided and maintained in good condition, order and standard of hygiene that will afford the employees the opportunity to: -

- taking a rest break,

- eating food, and
- preparing a hot drink

Employees are provided hot and cold running water for washing facilities, soap and paper towels. Appropriate receptacles will be provided for their storage and disposal.

Every aspect of the workplace will be regularly inspected. Any deficiencies in the workplace will be reported to the Caretaker and/or Head Teacher for appropriate action. The Head Teacher will address any problems relating to systems of work.

14 Expectant mothers

All staff must inform the Head Teacher when it is confirmed that they are pregnant so that a risk assessment can be carried out to protect their health and safety, and that of their unborn child. There are guidelines available from the LA to ensure a safe pregnancy.

15. Fabric

All fabric in school is compliant with fire regulations.

16. Fire

The school has the appropriate fire signs and means of escape clearly labelled to current standards. Procedures for a fire drill are clearly displayed in every classroom and corridor (yellow signs with evacuation steps). Children are taught if they are not in their classroom when a fire alarm sounds, they are to leave by the nearest fire exit and join their class on the school field. All staff are aware of their roles and responsibilities and are expected to seek clarification if they are unclear. A practice drill will take place each term. A record of all fire drills is kept by the Head Teacher and debrief follows all evacuation practices so that issues can be addressed.

Lunch time procedures

All dinner supervisors to clear their areas of pupils. Staff to go out onto the field to assemble their class and the roll call routine is implemented as usual. If any staff are not in the building then their role will be fulfilled by a dinner supervisor.

17. First Aid

All support staff are trained in Emergency First Aid. First Aid boxes are located in the KS2 office, cupboard in the staffroom corridor and Nursery. The First Aiders are responsible for ensuring that these boxes are suitably stocked.

The boxes contents are replenished according to the current advice. We do not apply antiseptic cream or wipes as pupils may have an allergic reaction to these or tissue damage can occur. Travelling first aid kits are available in the stock cupboard for taking on school visits.

Safety/HIV protection

Always wear disposable gloves treating any accidents/incidents, which involve body fluids. Make sure any waste (pads, paper towels etc.) are placed in a specialist yellow disposable bag provided in the boxes and fastened securely. Vomit bags are provided. Any children's clothes should be placed in a plastic bag and fastened securely ready to take home. All bodily fluids are disposed of in sanitary bins.

18.Hot drinks

No hot drinks are allowed on the playground. Staff on duty have their break during the first part of lesson time. Staff are allowed to take hot drinks into their classrooms only when children have left the premises. Cups must be returned before children enter the next day.

19.Headlice

Should it become clear to a member of staff that a child has head lice the child's class teacher must be discreetly informed. She/he will contact the child's parents to recommend treatment is sought immediately. The Parent Support Adviser could also be the point of contact and support with this.

Through 'Homelink' newsletters and other literature circulated by the PSA we frequently ask parents/carers to check their child's hair on a regular, weekly basis as a routine precaution rather than relying on the school to alert them of cases that have come in. No child will be publicly named at any time as having or having had head lice.

20. Infectious diseases

Hygiene facilities will be kept well stocked at all times i.e. soap, paper towels, toilet paper to prevent spread of germs.

How many days a child should be kept at home for common ailments (minimum period of isolation) is informed by the Health Protection Unit guidelines via www.hpa.org.uk where updated information can be searched for under - publications – search 'Guidance on Infection Control in Schools and other Child Care Settings'

21. Ladders

Step ladders are available in school for staff to use. They are stored in the stock cupboard. Staff must not climb on the top three rungs and always have another member of staff holding the bottom. Children are not allowed to use any ladders. Staff must not climb on chairs or tables. The caretaker attends appropriate ladder training. The stepladders must not be used if no one else is in the building.

22. Lone Workers

The caretaker is classed as a lone worker. He has a walkie talkie and a mobile phone. Approved members of the SLT have keys and an alarm code to access the school out of hours. When this happens they are classed as lone workers and should take the following precautions ~

- Inform the Head Teacher in advance they are likely to be in school out of hours
- Inform a member of their family when they are likely to return home
- Take a mobile phone into school
- Secure the building behind them
- Leave school during daylight

23. Manual Handling

Children Moving Equipment

In the normal day to day running of the school, there are certain situations where children will need to move equipment or some items of furniture. For example:

- Chairs and/or tables
- Sports equipment
- Small items of equipment

Children must *a/ways* be supervised when moving any equipment or item of furniture. Some items they will need to move may be heavy or awkward to handle. Children need to be shown how to lift and carry safely. This needs reinforcing on regular occasions. The person responsible of the children to ensure that the children will be safe in relation to their age and physical capability will assess all equipment. No children will be allowed to move large or weighty items.

PE and Sports Equipment

When using large apparatus, children must be trained in how to move, lift and set out piece of apparatus. This includes how to lift correctly, and how many children are needed for moving each piece of equipment (this should include how to bend at the knees), for example netball posts - one child at each end.

Furniture

Chairs should be moved one at a time, and children must be shown how to carry them correctly in front of their stomach, legs pointing down. They may carry chairs on their own.

Tables need one child at each end; a child must not attempt to lift a table on his or her own. Always make sure when any item of equipment or furniture is being moved from one room to another, that there is another child available to open and close doors.

Items children should not move

- Computers (excluding laptops) - monitors can easily fall off trolleys, or wires get caught
- Piano - although on wheels, it can tip, and feet or fingers become trapped
- Cooker - although on wheels, it can tip or have residual warm surfaces
- Paper cutter - sharp blade
- the collapsible dining room tables which require specific training

Adults

No adult should lift anything heavier than 5 packets of photocopying paper. If heavy items need to be moved, seek help from Caretaker. Use the trolley to transport items around school.

Remember to use the correct lifting techniques ~ knees bent, back straight. Carry items with your back straight, close to your body. Take appropriate precautions like making several trips and splitting loads when lifting into your car any work you chose to complete at home eg sets of books

24. Playtimes

There are always at least two members of staff on duty. Children are not allowed to come back into the building unless it is to go to the toilet. Children are not allowed to play near the gates or car park and must stay on the playground or grass. Injured children requiring first aid are brought in by a responsible child unless the injury is serious. A first aider is available every playtime. An end of playtime warning must be given so that staff can return to their classroom to receive the children.

25. Physical Education

Basic safety rules will be followed at all times: -

- No jewellery to be worn. However, if a child has recently had their ears pierced the ear ring must be covered over with hypoallergenic medical tape eg micropore . As soon as possible ear rings must be taken out for PE. Gymnastics is an activity where recently pierced ears are too susceptible to injury and the child must sit out. We ask parents to have any ear ring piercing done at the start of the summer holiday (if at all).
- The teacher will wear a pair of soft shoes.
- Any child who misbehaves in a PE lesson causing possibility of harm to others must be sent to the Head Teacher.
- Any child will be taught how to move apparatus. i.e. always carried below waist height, toes pointing the way they are going, using both hands, looking the way they are going.
- All children will be taught how to warm up and cool down to protect their bodies.

26. Plants in school

In their exploration of their environments, children will take an active interest in nature including the plant community. Many wild plants are safe for children to handle and to investigate.

However, some are poisonous or have parts that are poisonous (e.g. rhubarb leaves, laburnum seeds). It is safer to regard all plants and parts thereof as poisonous unless you have certain knowledge to the contrary.

The particular vulnerability of children with asthma and allergies must also be borne in mind.

27. Postal Bomb – see Emergency Plan and procedures from November 2012.

Postal bombs take many forms. They may come in any shape or size: Parcels, envelopes or padded “jiffy-bags”. They may explode or ignite when opened and sometimes before they are opened. They are usually designed to kill or maim the person who is opening them. Unless you

are on the lookout for the tell-tale signs (see below) you may not notice anything amiss. Instead of being posted, such devices may be delivered by hand or arrive via a courier.

All staff who might be required to open mail in the course of their work should be warned that, should they have any suspicion that a package may contain an explosive device they should:

- Put it down gently and walk away from it.
- Evacuate the immediate area and raise the alarm.
- On no account place the package into anything (including water) or place anything on top of it.
- To protect against postal bombs:
- Know the tell-tale signs (see below)
- Where possible, seek to contact the sender of any unusual letter or package which gives rise to concern. For this reason it can be useful to encourage regular correspondents to record the sender's details on the outside.

Any one of the following signs should alert members of staff to the possibility that a letter or package contains an explosive device:

Grease marks on the envelope or wrapping.

- An unusual odour such as, marzipan or machine oil.
- Visible wiring or tin foil, especially if the envelope or package is damaged.
- The envelope or package may feel very heavy for its size.
- The weight distribution may be uneven: the contents may be rigid in a flexible envelope.
- It may have been delivered by hand from an unknown source or posted from an unusual place.
- If a package, it may have excessive wrapping.
- There may be poor handwriting, spelling or typing.
- It may be wrongly addressed: or come from an unexpected source.
- There may be too many stamps for the weight of the package.

28. Protective clothing and equipment

In certain occasions it is necessary that staff wear protective clothing which is supplied by the school. These occasions include ~

- Baking or working with food ~ aprons
- Dealing with sick children or bodily fluids ~ plastic disposable aprons and gloves
- Cleaners and caretakers are supplied with appropriate equipment and clothing suitable for their tasks. E.g. overalls, gloves, masks for cleaning fluids

29. Risk Assessments

The Head Teacher is responsible for the monitoring of risk assessment in school and any member of staff completing risk assessment forms is asked to make sure they are discussed with and then countersigned by the Head Teacher. Risk assessments are stored electronically on the school network. The risk assessment process is:

1. Identify the hazards (things which have the potential to cause harm eg electricity, moving vehicle, ice, trip hazards, fire)
2. Identify who might be harmed and how
3. Assess the severity of any potential exposure to the identified hazard
4. Assess the likelihood of exposure of the hazard
5. Evaluate the risk
 - Identify and assess the current control measures
 - decide what needs improving and action required
 - re-assess the risk after the improvements have been made
 - decide if any residual risk is at an acceptable level – consult, get advice
6. Record findings

7. Review the assessment at regular intervals or if there is a reason to suspect that the original assessment is no longer valid eg if weather conditions change during an activity, if a particular cohort of pupils has specific needs or vulnerabilities

Each term the Head, governor and the caretaker will conduct a risk assessment 'walkthrough' tour of the school. The findings will be recorded on the appropriate forms and appropriate action taken. Staff members are required to take responsibility for identifying and reporting possible hazards to the Head Teacher.

30.Science and Technology

Using tools and glue

- Children must be warned about tools being sharp and emphasise that care must always be taken with them.
- Children must be taught the correct use of all tools.

Investigating Food

- When foods are used for investigations into sense of taste, ensure that all surfaces and utensils are properly clean. Do not allow foods to become contaminated and teach children to wash their hands before handling food. No peanuts are allowed in school including peanut butter in case of possible allergies.

Out of doors

- Teach children to wash their hands carefully whenever they have handled or examined animals, plants soil etc.
- Check for the presence of any poisonous plants. Do not allow unrestricted access to ponds or areas which contain plants which could injure e.g. brambles, nettles.
- Do not allow young children to work unaccompanied near a pond.
- Use a pooter to collect insects and mini beasts. Teach children to use garden tools safely.

Baking

- All cooking must be carried out in a clean area
- All baking foodstuff is stored separately from staff food.
- Cakes and biscuits made by children will be placed into and taken from the oven by an adult

31.Snow / Ice

The caretaker is responsible for ensuring the car park, areas of the playground used for access/egress and all pathways are salted in the event of snow or ice. This will be the first procedure for the caretaker to undertake after opening the school in the morning. Any other routine tasks will be left until the pathways have been salted. In the event of snow or ice falling during the day the caretaker will clear or salt paths at the start of the afternoon shift. The caretaker is responsible for ensuring a plentiful supply of salt.

32.Storage

- Storage will be arranged to maintain a clear floor area between shelves.
- Paper items will be arranged in compact piles to reduce the risk of combustion.
- Items will not protrude from shelves.
- Heavy or large/bulky items will not be stored at high levels.
- Items on top shelves will be kept away from incandescent light.
- A means of access, such as a short stepladder or step stool will be provided where shelving extends above 2m.
- Items will not be stored on top of freestanding cabinets or cupboards.
- All hazardous substances will be kept in accordance with the appropriate assessment instructions.

33. Control of Substances Hazardous to Health (COSHH)

All substances, which may be hazardous, are kept in a locked store.

Any staff ordering chemicals must only order those covered by COSHH register.

Any member of staff using chemicals must:

- Check the substance against the COSHH register.
- Follow procedures laid down for use.
- Be aware of procedures for avoiding exposure and for control
- Inform the Head Teacher of any difficulties
- New substances, which are to be used, must be assessed prior to use via the Safety Unit and entered in the COSHH register.

All felt pens are water based. All white corrector is non solvent based.

34. Supervision of children

- All staff charged with the supervision of children in school will observe basic safety rules.
- No child or children will ever be left alone anywhere in school. Eg. children may not stay in at playtime to tidy up unless a teacher or other adult is present.
- No child will be allowed out of school during school hours unless taken by a known adult for an appointment. The class teacher and office must always be informed as the child leaves/returns.
- Children who misbehave and place other children's safety in question must always be sent to the Head Teacher.

35. Traffic management

Only members of staff and visitors are permitted to use the school car park. Parents are not allowed to enter the premises in their vehicles to deposit or collect children. Contractors on site are requested not to move their vehicles whilst children are arriving or leaving school.

Staff and visitors are expected to take care at all times whilst manoeuvring in the car park.

36. Training

The associated qualifications, competence based standards, information, instruction and training required to meet job responsibilities will be identified.

Each employee will be required to complete a suitable course of information, instruction and training on health and safety matters relevant to their responsibilities.

No employee will be authorised to carry out any task or activity for which training has been identified as being required unless they have successfully completed such training.

The Head Teacher is responsible for identifying and ensuring all training needs are met and both the Head Teacher and the individual (in Professional Development Files) keep a record of training

37. Trips/educational visits

Off site educational visits require additional levels of risk assessment. The EVC (educational visits co-ordinator) and/or Head Teacher will give specific advice about what should be considered. No visits must take place without the prior approval of the Head Teacher. Any residential visits must have the formal written approval of the Governors (recorded in minutes of meeting) and the formal approval of the SBC Health and Safety Manager.

The school's Educational Visit Co-ordinator is Miss Robinson.

One teacher will be designated as group leader. This group leader is responsible for organising, in conjunction with the other teachers, filling in the appropriate forms, including a risk assessment, and sending out a letter to parents obtaining their permission for the visit. The forms are kept in the main office. No child is allowed to take part in any visit without the written consent of a parent/carer which can be a rolling consent sought at the beginning of an academic year. The secretary, when requested will arrange insurance from the LA. All coaches will have seat belts. Children are not allowed on any swings or play areas unless this is a risk assessed part of the educational activity (eg physical development in EYFS). The school mobile phone must be taken and switched on. The adult to child ratio must be at least 1 to 10.

38. VDU workstations

Display Screen Equipment Regulations 1992 apply.

All computers, including peripheral equipment, and associated furniture will be selected in accordance with the above regulations.

When designing the layout of workstations the environmental factors will be taken into account to avoid direct or reflected glare sources of natural or artificial light. Suitable ventilation will be maintained and noise levels kept to a minimum.

The desk, chair and equipment will be assembled in such a manner so that the user can operate the equipment without discomfort.

The user will be advised of any hazards of using equipment. In particular instructions will be given on: -

1. The simple adjustments to controls associated with the screen, such as contrast, brightness etc.
2. the adjustments to the seat height, height and tilt of the backrest on the chair to achieve correct posture, and
3. the reasons for maintaining such posture

Children and adults should not work for longer than 45 minutes without taking a break for at least 10 minutes from looking at the screen.

39.Visitors

All visitors to school will sign in and out in the visitor's book in the KS2 office, giving name, time in and time out and name of person they are visiting. They will wear a badge for the duration of their visit and be required to sign that they have read and understood our 'Introduction to the Site' safeguarding and health and safety guidelines sheet.

Induction of this policy will take place with all staff. This will take place during a staff meeting with all staff. The policy will be placed on the shared workspace and updated when necessary or annually.

Updated January 2014

Assault Reporting Procedure**Appendix 1****PART I** (Please read notes below)

Notification of Assault to School Staff Employee Protection Register Referral			
Please tick as appropriate <input checked="" type="checkbox"/>	Stockton Borough Council Employee	Agency Employee	
Assaulted Person	Surname:	First Name(s):	Place of work
Occupation		Payroll No:	Date of Birth
Date & Time of Assault		Exact place of Assault	Please include which premises;-
Date & Time Ceased work		Normal Hours of Work	
Describe your injuries (if any)		What First Aid treatment was given ?	
Type of assault (✓) :- Verbal () Physical () Threatening () Other -state ()			
Assault by :- Pupil () Assault by Adult ()			
Briefly describe the circumstances leading up to the assault			
Name(s) of Witnesses	Please Print :-	Signed:	Date
Police Informed (✓) Yes () No ()		Crime No	
Perpetrator details if known	Name	Address	Date of Birth
Do you wish for the incident to be considered by your Manager for inclusion to Employee Protection Register? Note. Pupil assaults are NOT to be recorded on the EPR. Tick () Yes () No ()			

PART II

Manager's Comments and Action Taken to Prevent Recurrence *
Added to Employee Protection Register Tick () Yes No () (if No, state reasons below)

Please Print :- Manager's Name :-

Date :-

PART III

Safety Officer's Comments*

Please Print :- Safety Officer's Name :-

Date :-

Form NA1 (schools) Rev Jan 2010

For Office Use - Assault No

* N.B. If insufficient space for comments, please continue on a separate piece of paper and attach to the form.

NOTES TO EMPLOYEES**Appendix 1**

This form must be completed in the fullest detail as soon as possible after the assault and forwarded to the Health and Safety Manager and the Insurance and Risk Manager.

You should fill in **Part 1** and sign the form before handing it to your Supervisor / Manager

The form will be used to enable the assault to be investigated in order to try to prevent a recurrence and should therefore be completed even if there is no lost time incurred.

You must also consider whether the circumstances surrounding the incident justify the perpetrator being considered for inclusion onto the Employee Protection Register

Your Supervisor will make enquiries into the circumstances of the assault with a view to establishing that the assault did take place at work and what actions are required to prevent a recurrence.

Your Supervisor/Manager will then decide if the circumstances surrounding the incident justify the assailant being placed onto the Employee Protection Register, and if any other measures are necessary to ensure the continued safety of employees or others.

If you are absent from work as a result of the incident, you will be expected to notify your Manager of the absence in accordance with Absence Reporting Procedure.

For certain categories of assault, you may wish to consider the intervention of Stockton Borough Council's Anti Social Behaviour Team.

If you would like further information on how the team can assist your school, please telephone 01642 - **527615**

Please forward copies of the completed Assault Reporting Form to :-

Health and Safety Manager

Resources
2nd Floor, Queensway House
Billingham
TS23 2YQ
Tel. 01642 – 528197

Insurance & Risk Management Officer

Resources
P O Box 10
Kingsway House
West Precinct
Billingham
TS23 2YS
Tel. 01642 – 526790

Employee Protection Register

Managers requiring access to the Employee Protection Register enabling the reporting of new incidents need to complete an [online request form](#).

Managers already with access need to log into the [Employee Protection Register](#) & complete a new incident form.

For further information on the Employee Protection register, please log onto the Stockton Extranet System [here](#)