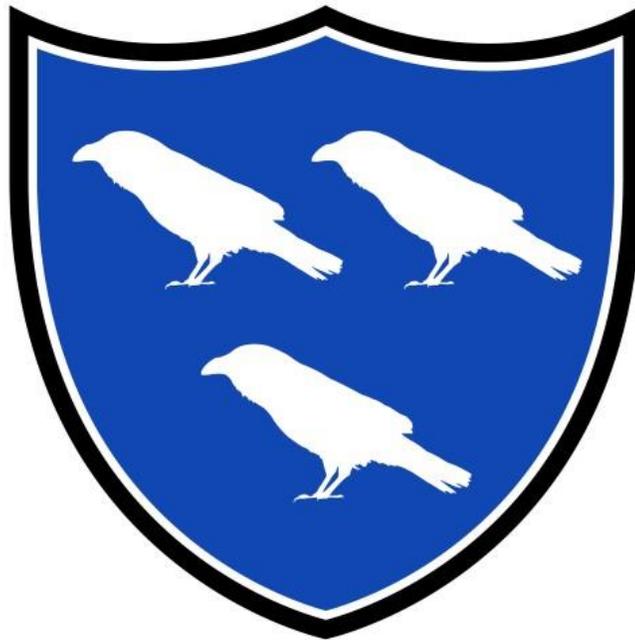


VALLEY PRIMARY SCHOOL

HEALTH AND SAFETY POLICY



Reviewed: Nov 2020
Next Review: Nov 2021

VALLEY PRIMARY SCHOOL
HEALTH AND SAFETY POLICY

REVIEW PROCEDURES

The Local Governing Body is responsible for reviewing the Health and Safety Policy annually.

If there any amendments required to be made to the policy as a result of a review, then these will have to be presented to the Governing Body for acceptance of the amendment.

AMENDMENTS

Amendments are to be introduced on the approval of Governors. The Governing Body is to be advised on the nature of any amendments.

It is the responsibility of the Facilities Manager to ensure that the complete amendment is incorporated into all copies. Copies of pages made redundant by the amendment are to be disposed of immediately and not to be retained for any reason.

HEALTH AND SAFETY POLICY

DISTRIBUTION OF COPIES

Master Copy	Head Teacher
Copy One	Facilities Manager
Copy Two	Health & Safety Representative
Copy Three	Staff Room – all staff
Copy Four	Administration Office for Visitors, Contractors & Parents Viewing

HEALTH AND SAFETY POLICY

STATEMENT OF INTENT

SCHOOL NAME	Valley Primary School
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The Governing Body believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- a. Preventing accidents and work related ill health.
- b. Compliance with statutory requirements as a minimum.
- c. Assessing and controlling risks from curriculum and non-curriculum work activities.
- d. Providing a safe and healthy working and learning environment.
- e. Ensuring safe working methods and providing safe working equipment.
- f. Providing effective information, instruction and training.
- g. Consulting with employees and their representatives on health and safety matters.
- h. Monitoring and reviewing our systems and prevention measures to ensure they are effective.
- i. Maintaining a culture of continuous improvement.
- j. Ensuring adequate welfare facilities exist throughout the school.
- k. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.
- l. Trade Union Safety Representatives play a valuable role and the Governing Body recognises the mutual benefits that will arise from supporting their work.

In consultation with Connect Schools Academy Trust, Valley Primary School receives an external consultant to undertake an annual Health and Safety audit and the report is discussed at full Governing Body meetings.

Name _____

Signature _____ (Chair of Governors)

Date _____

ORGANISATION

1.0 INTRODUCTION

1.2 In order to achieve compliance with the Governing Body's Statement of Intent the school's management team will have additional responsibilities assigned to them as detailed in this part of the Policy.

2.0 THE GOVERNING BODY

2.1 The Governing Body has the responsibility to ensure that:

- a) A clear written policy statement is created which promotes the correct attitude towards safety in staff and pupils.
- b) Responsibilities for health, safety and welfare are allocated to a **Health & Safety** Governor and that the members of this committee are informed of these responsibilities.
- c) Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- d) Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- e) Sufficient funds are set aside with which to operate safe systems of work.
- f) Health and safety performance is measured both actively and reactively.
- g) The school's health and safety policy and performance is reviewed annually.

3.0 THE HEAD TEACHER

3.1 The Head Teacher supports the Governing Body by ensuring that:

- a) This Policy is communicated adequately to all relevant persons.
- b) Appropriate information on significant risks is given to visitors and contractors
- c) Appropriate consultation arrangements are in place for staff and their Trade Union representatives.
- d) All staff are provided with adequate information, instruction and training on health and safety issues.

- e) Risk assessments of the premises and working practices are undertaken.
- f) Safe systems of work are in place as identified from risk assessments.
- g) Emergency procedures are in place.
- h) Machinery and equipment is inspected and Pat tested to ensure it remains in a safe condition.
- i) Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- j) Arrangements are in place to inspect the premises and monitor performance.
- k) Accidents are investigated and any remedial actions required are taken or requested.

The activities of contractors are adequately monitored and controlled.

- l) The Facilities Manager will provide an annual written report to the Governing Body on the health and safety performance of the school (by March).

4.0 TEACHING/NON-TEACHING STAFF HOLDING POSTS/POSITIONS OF SPECIAL RESPONSIBILITY

4.1 This includes Assistant Head Teachers, Early Years Manager, Curriculum Co-ordinators, Business Manager, **Care Club Manager** and Facilities Manager. They must:

- a) Apply the school's Health and Safety Policy to their own department or area of work and be directly responsible to the Head Teacher for the application of the health and safety procedures and arrangements.
- b) Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Head Teacher.
- c) Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.
- d) Resolve health, safety and welfare problems that members of staff refer to them, or refer to the Head Teacher or Facilities manager any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- e) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where

required.

- f) Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- g) Ensure all accidents are investigated appropriately and recorded on an accident form and filed in the Injury File.
- h) Include health and safety in the annual report for the Head Teacher.

5.0 SPECIAL OBLIGATIONS OF CLASS TEACHERS

In line with Teaching Standard 1, Class Teachers are expected to:

- a) Exercise **safe**, effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- b) Follow the health and safety procedures applicable to their area of work.
- c) Give clear oral and written health and safety instructions and warnings to pupils as often as necessary.
- d) Ensure the use of personal protective equipment and guards where necessary.
- e) Make recommendations to their Head Teacher or Curriculum Leader on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- f) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- g) Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.
- h) Report all accidents, defects, near misses and dangerous occurrences to the Head Teacher or Facilities Manager via the red file in the Main Office.

6.0 SCHOOL HEALTH AND SAFETY REPRESENTATIVES

- 6.1 The Governing Body and Head Teacher recognise the role of Health and Safety Representatives appointed by staff.

- 6.2 Health and safety representatives are entitled by law to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time wherever practicable.
- 6.3 They are also entitled to certain information, for example about accidents, and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and are not carrying out duties on behalf of the Head Teacher or Governing Body.
- 6.4 Time off for training of safety representatives will be provided in accordance with negotiated agreements. Representatives will be given full access to the information on health and safety, which they have a right to have under the Health and Safety at Work Act 1974. They will also be given appropriate time and facilities to undertake the range of activities of a Safety Representative in order that they can play an effective role, any problems that need further action or a review of procedures.

7.0 OBLIGATIONS OF ALL EMPLOYEES

- 7.1 Apart from any specific responsibilities which may have been delegated to them, all employees must:
- a) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
 - b) Observe all instructions on health and safety issued by the School or any other person delegated to be responsible for a relevant aspect of health and safety.
 - c) Act in accordance with any specific H&S training received.
 - d) Report all accidents and near misses in accordance with current procedure.
 - e) Co-operate with other persons to enable them to carry out their health and safety responsibilities.
 - f) Inform the Head Teacher/Facilities Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
 - g) Inform their Head Teacher/Facilities Manager of any shortcomings they identify in the school's health and safety arrangements.
 - h) Exercise good standards of housekeeping and cleanliness.
 - i) Know and apply the procedures in respect of fire, lockdown, first aid and other emergencies.

- j) Co-operate with the appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive.

All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchases are considered.

8.0 OBLIGATIONS OF CONTRACTORS

- 8.1 When the premises are used for purposes not under the direction of the Head Teacher e.g. the provision of school meals, then, **subject to the explicit agreement of the Governing Body**, the principal person in charge of the activities will have responsibility for safe practices in the areas under their control.
- 8.2 All contractors who work on the premises are required to identify and control any risk arising from their activities and inform the Head Teacher and/or Facilities Manager of any risks that may affect the school staff, pupils and visitors.
- 8.3 All contractors must be aware of the school health and safety policy and emergency procedures and comply with these at all times.
- 8.4 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Head Teacher or their representative will take such actions as are necessary to protect the safety of school staff, pupils and visitors.

9.0 PUPILS

- 9.1 Pupils, in accordance with their age and aptitude, are expected to:
 - a) Exercise personal responsibility for the health and safety of themselves and others.
 - b) Comply with the school's behaviour policy including the main behaviour mantra: Am I Ready, Kind and Considerate, Safe?.
 - c) Observe standards of dress consistent with safety and/or hygiene.
 - d) Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
 - e) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

PROCEDURES AND ARRANGEMENTS

Introduction

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

The list provides a brief summary of all the key health and safety arrangements applicable to the school. More detailed policies and written procedures for a number of these areas are available in the Health and Safety Management File located in the school Admin Office.

Access

During the school day, the only point of exit and entry for visitors and children is through the Main Reception which is controlled by the Administration Team.

All visitors and authorised contractors are asked to read the school's Safeguarding information when signing in and wear the visitor badge produced by the electronic signing in system.

CCTV cameras at various external locations are used to detect unauthorised access.

Asbestos

The school has had all known asbestos removed.

Accident Reporting

All adult injuries and any child injury requiring off site treatment are recorded on the HSE forms which are kept in the Main Office.

First aid treatment given to pupils is recorded on the electronic log called Medi Tracker.

The Head Teacher carries out a termly analysis of the first aid entries to ascertain where in the school injuries were sustained and the percentage of injuries sustained in lessons, break times and Care Club.

The Head Teacher is responsible for determining if a reported accident is notify able under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

Bikes and Scooters

Bikes, scooters or roller skates / blades are not permitted to be ridden or worn anywhere on the school premises.

Building Cleaning

The Facilities Manager is responsible for ensuring safety during building cleaning activities.

Building & Grounds Maintenance

The Facilities Manager is responsible for the maintenance of all school buildings and grounds.

The Facilities Manager will notify the Head Teacher where the buildings or grounds pose a risk to health and safety.

Where a condition does not pose an immediate risk the work will be phased into the school's 5 year planned maintenance program.

The Governors are responsible for approving and funding of the 5 year planned maintenance budget.

Children Moving Equipment

No child is allowed to move lap top, projector and lunch box trolleys unsupervised

Curriculum Safety (including out of school learning activities)

The Head Teacher is responsible for ensuring that all school trips are managed in accordance with the school policy for School Visits.

All Class Teachers are responsible for ensuring that risk assessments are in place for all curriculum activities where there is a potential risk to staff and pupils.

The risk assessments must be made known to all staff involved in the activity and reviewed regularly.

Guidance from CLEAPSS, AfPE and other lead bodies should be adopted as appropriate.

Correction fluid is permitted for staff use only and should be kept out of reach of pupils. Pupils are not permitted to bring correction fluid to school.

Mainly water-based marker pens should be used with pupils. When other marker pens are used, staff explain the risks involved to the pupils and enforce suitable safety measures.

Pens supplied to pupils should contain air vents in the lids.

Pupils are only permitted to use Cold Melt glue guns and protective gloves and goggles must be worn during their use. Glue guns must be stored in appropriate holders when in use.

Only pupils in Years 5 & 6 are permitted to use the rotary paper trimmers following an introductory lesson on their safe use by the Class Teacher.

Kettles are not permitted to be used in classrooms or activity areas.

Display Screen Equipment

The Facilities Manager is responsible for ensuring that Display Screen Assessments (DSE) is carried out in accordance with the Health and Safety (DSE) Regulations 1992 (as amended in 2002).

Dogs

Dogs are not permitted in the playground or on the school field. Signs are displayed at both playground entry gates to the playground prohibiting dogs (except guide dogs).

Educational Visits and Journeys

The Head Teacher and Mrs. Bradley, the school's Educational Visits Coordinator, are

responsible for ensuring that all school trips are managed in accordance with the school policy for School Visits.

All teachers must be familiar with this policy.

Electrical Safety

The Facilities Manager is responsible for ensuring that the hard wiring system is inspected every five years by a competent person and any identified remedial work is undertaken without delay.

The Facilities Manager is responsible for ensuring that all portable electrical equipment is tested in accordance HSE guidelines as set out in document HSG 107 second edition published in 2004. For the type of equipment that prevails in the school this document requires a formal inspection every 2-4 years and tested every 5 years.

Portable electrical equipment is to be visually checked by staff before use and, if any defects are noticed, the appliance is taken out of use and reported to the Facilities Manager.

Staff who bring in electrical appliances from home that are more than one year old, must get the appliance PAT tested before use.

Extreme Weather

Children do not play outside when conditions are deemed dangerous for example high winds, lightning or icy conditions.

Steps and sloping areas are gritted by the Site Team in frosty and icy conditions.

Leaves are collected by the Site Team before they become a hazard.

Pupils are encouraged to bring in sun cream to apply themselves during sunny weather. Areas of shade are provided through the use of shade umbrellas at picnic benches.

In extreme hot weather, children can access some of **the cooler classrooms** during their lunch break.

Fire Precautions and Emergency Procedures

The Head Teacher is responsible for ensuring that:

- A Fire Risk Assessment is completed and reviewed annually.
- That there is an emergency fire drill exercise every term with variations to the timings of drills including break times and the blocking of exits.
- The preparation of specific evacuation arrangements for staff and/or pupils with special needs.

- That all staff receive fire awareness training.
- Fire Extinguishers are inspected annually by a registered person.
- Revision of the evacuation procedures.

The Facilities Manager is responsible for the regular maintenance of:

- All portable fire extinguishers and fire blankets.
- The Fire alarm system including weekly call point tests
- Fire doors
- Fire door closures.
- Fire safety signs
- Emergency lighting.

First Aid

The Head Teacher will ensure that there are an appropriate number of designated first aiders trained at both basic and pediatric levels. A number of staff will also be trained in the correct use of the defibrillator.

The Head Teacher will ensure that there are an appropriate number of first aid boxes.

First Aid Boxes are located in all of the classrooms at Valley.

A member of the Admin Team is responsible for checking the contents of all first aid boxes.

Parents will be invited to complete the Administration of Medicines at School form in accordance with school policy and DfE guidelines when a child needs antibiotics administered four times a day. If medication is required three times a day the advice is that the antibiotics is given outside the school day.

Gas Safety

The Facilities Manager will arrange for the gas safety certification to be renewed annually on all gas boilers and gas fired kitchen equipment.

Hazardous Substances

All materials containing bodily fluids are to be double bagged and then sealed. The yellow clinical waste bag is then to be disposed directly into the general waste bins located in the school car park.

The Facilities Manager is responsible for identifying all substances needing an assessment under the Control of substances to Health Act (COSHH).

The Facilities Manager will be responsible for undertaking COSHH assessments.

Staff are responsible for notifying the Head Teacher of any substances which may be brought onto the premises which may need a COSHH assessment.

The Facilities Manager is responsible for ensuring that all hazardous materials are stored securely and out of reach of the children.

The Facilities Manager will file any COSHH assessments of any materials used on the premises in the Health and Safety manual located in the School Office.

The Head Teacher is responsible for ensuring that all relevant employees understand and apply the COSHH requirements of any substances that they might use.

High Level Walkway Safety

The Facilities Manager will arrange for the safety certification for the atrium roof high level walk way to be renewed annually.

Infectious Diseases

The school follows the national guidance produced by the Health Protection Agency which is summarised on the poster 'Guidance on Infection Control in Schools and other Child Care Settings'. This is displayed in the Staffroom and Main Office. Bromley Healthcare guidance is followed in all cases of localised outbreaks of disease. National healthcare guidance is followed when working with pupils and adults who suffer with HIV / AIDS.

Inspection of Plant and Equipment

The Facilities Manager is responsible for a formal inspection of all ladders and electrical drills each year.

Employees are responsible for inspecting any equipment before use.

Where an employee has any doubt regarding the safety of equipment then it is not to be used and the concern is to be reported to the Facilities Manager.

Lettings

To ensure the hirers are fully aware of their responsibilities during the period of the letting, the school's Lettings Policy accompanies every acknowledgement of a booking.

When the Letting Supervisor opens the school prior to the letting, they must show the person responsible for the event or letting the whereabouts of the nearest fire alarm call point, fire extinguishers and fire exits. They must also acquaint the person with any special emergency arrangements such as wheelchair routes etc

In addition, the following should be observed:

- Precautions taken for large gatherings
- All emergency exits must be unlocked
- Access to a telephone is advisable but if this is not possible the hirer is informed so alternative arrangements can be made
- The Facilities Manager or Duty Site Team member must inspect the premises

- after use to check for fire or other damage
- The Trust's No Smoking Policy must be communicated

Lift Safety

The Facilities Manager is responsible for arranging the lift to have a safety inspection by a competent contractor twice a year.

Legionella Management

The Facilities Manager is the appointed responsible person for managing the risk of legionella on the school premises.

The Facilities Manager will arrange for a water hygiene risk assessment to be carried whenever significant changes are made to the schools cold and hot water services.

Depending upon the level of risk the Facilities Manager will either arrange for any recommendations to be corrected as either reactive maintenance or included as part of the longer term planned maintenance program.

All showers are run once a week and the shower heads are descaled a minimum of twice a year.

Hot water temperature readings from all outlets, including those served by Thermostatic Mixing Valves (TMVs), will be recorded twice a year. For taps without TMVs fitted the hot water is to be 50°C or more after running for 1 minute.

All hot water calorifiers (with the exception of the year 6 block) store water at a temperature of 60°C. The year 6 block calorifier has arrangements to heat the whole water content of the calorifier, including that at the base, to a temperature of 60°C every Friday evening between 17.00 and 18.00.

All cold water supplies are directly connected to the mains supply. Cold water temperatures from all outlets will be recorded twice a year, winter and summer. The cold water temperature is to be below 20°C after running for 2 minutes.

Hot water vessels will be inspected, drained and cleaned by a suitable contractor every two years.

The above requirements may be modified subject to the findings of the hygiene risk assessment.

Lone Working

Lone workers should not undertake any activities which present a risk of injury.

Staff must sign in and out when working in school during holiday periods.

The Head Teacher must inform a family or staff member of his arrival and departure from school when working alone. An estimated time of departure must be given.

Family members of regular lone workers must have school contact telephone numbers to call in cases of a failure to return home.

Managing Medicines & Drugs

The school has updated its Managing Medicines in School Policy in line with the changes recommended by Bromley Healthcare in 2018 where schools can now administer over the counter medicines as long as parents have completed the relevant school paperwork.

The school policy for the Administration of Medication provides detailed guidance and all staff should be familiar with this policy.

Managing Medical Needs

Allergies

The school strives to be a nut-free school and this message is regularly reinforced to staff, pupils and parents.

All parents are asked to inform the school of any allergies as and when they develop. Parents are also asked to get their child's allergy / intolerance certified by a medical practitioner.

In the case of extreme allergies, a Health Care Plan is written. The child's record on SIMS records all known allergies.

All staff, including kitchen staff, are made aware of a child's allergy or food intolerance.

If a child has been prescribed an Epi-pen, then a Health Care Plan is written detailing the medical intervention needed for each individual child. All Epi-pens are stored in clearly labelled boxes in the Main Office.

Staff receive Epi-pen training on an annual basis and only staff who have received the training should administer the Epi-pen in an emergency.

In the event of a child showing signs of an allergic reaction or anaphylaxis, the child's individual Health Care Plan should be followed and, where necessary, the emergency services called.

If an Epi-pen has been administered this should then accompany the child to hospital. Parents are responsible for ensuring the Epi-pens are in date and ready for use.

Asthma

Parents are asked to inform the school of their child's asthmatic condition as part of the induction paperwork or to inform the school immediately as and when the condition is diagnosed. The child's profile on SIMS records that the child is asthmatic. Parents meet with Mrs. Bradley, School Senco, to complete an Asthma Health Care Plan which outlines the care that needs to be given.

Asthma pumps are kept in classrooms and the administration of the asthma pump is recorded in the child's record book.

The school holds two emergency asthma pumps which can be used with any asthmatic child in an emergency.

Staff receive annual asthma awareness training from the School Nurse.

Manual Handling

There are sack barrows, several flatbed trolleys and a nursery trolley which are to be used to carry any heavy or bulky objects.

No one is to lift or carry anything which they regard as hazardous.

If anyone considers a manual handling operation to be hazardous the Facilities Manager will assess the operation by reference to a Manual Handling Assessment Chart (MAC) and will agree with that person appropriate risk reduction measures.

Where possible any delivered heavy items will be unpacked into safe loads prior to distribution.

Staff who may be required to undertake frequent lift and carrying operations will receive appropriate manual handling training.

All pupils who may require the need to be lifted or supported are assessed and the needs for specific staff training will form part of the risk assessment. Instruction on the use of standing frames, wheelchairs or hoists will be given by qualified professionals.

Outdoor Equipment

The POD, Junior Adventure Trail, Outdoor Gym, Infant Play Bus and Pond Area are inspected weekly during normal term time. The last inspection date is displayed on the adjoining safety board along with any safety information.

No children should be allowed to use the outdoor equipment unsupervised.

Supervisory staff should make a visual check of the area and equipment before allowing children to use it.

Playground Hazards

Before the playgrounds are opened each day, members of the Site Team undertake a visual inspection for litter and other hazards such as broken glass or animal excrement. Special checks for spent fireworks are undertaken during late October / early November.

Personal Protective Equipment (PPE)

The need for PPE has been identified in Risk Assessments. It is the Facilities Manager's responsibility to ensure adequate supplies of PPE.

Where the need for PPE has been identified it must be worn by any staff member or pupil who might be at risk of injury or harm to health.

Any staff member or pupil who refuses to use the PPE will be subject to disciplinary action.

PPE must be kept clean and stored in designated areas. Staff must report any lost

or damaged PPE to the Head Teacher.

COVID-19

In consultation with the Trust's Compliance Officer, the school has a risk assessment relating to the COVID-19 global pandemic. This is shared with all stakeholders and is updated regularly in response to local or national guidelines.

PE Equipment

The PE Co-ordinator is responsible for ensuring that all PE equipment is suitable and safe for the activities planned and the age and abilities of the pupils.

The Facilities Manager is responsible for ensuring that wall bars, ropes, beams, vaulting horses, benches and mats are formally inspected annually by a competent contractor.

Supervisory staff should visually check all PE equipment before allowing it to be used.

Pupils must not use the PE equipment unless supervised.

Any faulty equipment must be taken out of use and reported to the Facilities Manager via the red file in the Main Office.

Pond Area

Children using the pond area must always be supervised. The area is fenced off and the gate is locked. There is clear signage stating Do Not Enter.

Risk Assessments

It is the Facilities Manager's responsibility to ensure that potential hazards are identified and that risk assessments are completed for all significant risks in the school.

The Facilities Manager is responsible for undertaking general risk assessments with the exception of the areas listed below.

Class Teachers will undertake risk assessments for their specialist areas.

There are a set of standard risk assessments for cookery lessons and these must be adhered to when undertaking cooking and food handling lessons.

The Forest Schools Leader carries out risk assessments for all Forest Schools lessons and for the Forest Schools area.

Staff receive training on undertaking risk assessments for Design and Technology lessons including food handling and cookery lessons.

The Facilities Manager will undertake risk assessments for the grounds and the premises.

It is the Educational Visits Coordinator's responsibility to ensure that risk assessments are completed by all staff that organise and lead school visits.

Sand Boxes

Play sand is replaced annually with fresh hypo-allergenic sand.
Sand boxes are covered overnight and during the day when not in use.
Deep wounds are covered before a child is allowed to use the sand boxes.

Safety Representatives

The school safety representative is the Facilities Manager

Safety representatives have the following major functions:

- Investigate potential hazards and dangerous occurrences.
- Examine causes of accidents.
- Investigate employee concerns and complaints relating to health and safety.
- Make representation to the employer on matters arising out of the above functions.
- Carry out inspections of the workplace.
- Represent employees in consultations with the Health and Safety Executive.

Site Security

The Facilities Manager is responsible for the site security arrangements and will undertake regular checks of the boundary walls/fences, entrance points, outbuildings and external lighting.

External doors will not be left hooked back and left unsupervised.

Staff must query any visitor on the school premises who is not wearing a visitor badge and escort them back to reception.

If an intruder becomes aggressive staff should seek assistance.

Meetings with parents known to be verbally abusive or threatening in their behaviour should only be held where assistance is available. The Head Teacher should be notified in advance of these meetings where possible.

Any incidents of verbal abuse or threatening behaviour by parents, visitors or pupils must be reported immediately to the Head Teacher and a written record completed.

Smoking

It is illegal to smoke anywhere in the school premises.

Wellbeing

The school Governors and Head Teacher are responsible for taking steps to reduce the risk of stress in the school by taking measures to ensure colleagues are supported

through:

- An environment in which there is good communication, support, trust and mutual respect.
- Training to enable them to carry out their jobs competently.
- Control to plan their own work and seek advice as required.
- Involvement in any major changes.
- Clearly defined roles and responsibilities.
- Consideration of domestic or personal difficulties.
- Individual support, mentoring and referral to outside agencies where appropriate.

The school has a clear Wellbeing Policy which is overseen by the Safeguarding Governor.

There are a number of measures in place to support staff wellbeing and the school holds a nationally recognised wellbeing award.

Sports Field

A member of the Site Team will inspect the appropriate area prior to any sporting event.

Sporting fixtures are not played when the ground is dangerous (frozen or slippery).

Children to wear appropriate foot wear during sporting events.

Unsupervised children are not allowed on the sports field.

All animal holes and divots are reported to the Site Team and then filled with soil.

All children using the sports field are to be instructed on the dangers of misusing the goals.

Goal posts are secured to the ground at all times.

Training & Development

The Head Teacher is responsible for identifying, arranging and monitoring Health and Safety training requirements.

It is the responsibility of the Head Teacher to arrange training of the Educational Visits Coordinator.

Staff are responsible for drawing to the attention of the Head Teacher their own Health and Safety training needs.

Transport of Pupils

Where possible, staff should not transport pupils alone.

Staff and parent volunteers are asked to complete disclosure forms relating to

insurance and roadworthiness of vehicles before transporting pupils.

Tree Safety

To minimise the risk from trees on the school grounds the Facilities Manager will ensure that all appropriate trees are routinely checked by a competent person every two years and for ensuring that any remedial works required on safety grounds are carried out in a timely fashion.

Working at Heights

The Facilities Manager is responsible for ensuring that all ladders stored on the premises conform to BS/EN standards and are in a safe condition.

Avoid working at height where possible.

Ladders and step ladders are to be only used for light work e.g. changing fluorescent tubes.

A scaffold tower is provided for work at height with heavy loads (5kg or more) or where the work at any particular location is likely to be longer than 30 minutes.

The ladder or step ladder must be of a suitable size to enable the worker to have a hand hold available at all times.

Staff working at height are to be suitably trained or briefed by someone who has been trained.

All staff to inspect any ladder/step ladder before use and are not to use it where they have any concerns about its safety.

All ladders are to have an annual statutory safety inspection.

No one is to work at heights when working alone.

Standing on desks, chairs or other furniture is **not** permitted

Where there is the potential for someone working at height to drop an object which could be a hazard to those below, then an adequate hazard zone shall be created to prevent casual access to the work area.

Those working within a hazard zone are to wear hard hat protection.

Where there is a risk of people entering the hazard zone then any tools used at height are to be secured.

Workmen On Site

Contractors will sign in as visitors and wear a visitor's badge.

Contractors working on the school premises will be supervised by a member of the Site Team and may have their work area limited by erecting barrier fencing or locking doors so as not to endanger others.

Where the contractor is likely to create a hazardous condition a member of the Site Team will carry out a risk assessment and where necessary impose control measures on the activity.

All staff to be on increased vigilance when workmen are required on site during the normal school day. Midday supervisors will be notified of the activity via the black signing in book held in the school office. Other staff to be informed via the daily diary on the staff room notice board.

Movement of vehicles on the play grounds and sports field will be restricted to walking pace and escorted.

There will be no vehicle movement while children are in the vicinity.

At no times will gates to the public areas be left open and unsupervised.

No tools will be left unsupervised.

Supporting Policies and Procedures in Health and Safety Management Folder

1. Educational Visits and Journeys
2. First Aid & Medicines
3. Managing Contractors
4. Safe Guarding Policy (Child Protection)
5. Reasonable Force Policy
6. Code of Conduct
7. Fire risk assessment and procedures

HEALTH AND SAFETY POLICY

Member of Staff Acknowledgement

I have read the school health and safety Policy and agree to follow the procedures outlined in the policy.

Employees Name: _____

Employees Signature: _____

Date of Signature: _____