

WESTBROOK OLD HALL PRIMARY
SCHOOL

HEALTH AND SAFETY



Safe Systems of Working

GUIDANCE DOCUMENT
WITH COVID UPDATE
PLEASE ALSO REFER TO SCHOOL REOPENING PLAN AND RISK ASSESSMENTS

1. Safe System of Working in Classrooms

Teacher should check the room in relation to health and safety prior to the start of the lesson using the school H&S checklist:

- Check that the floor is clear of trip and slip hazards;
- Check that the temperature is adequate, alter heating as required;
- Ensure there is adequate ventilation
- Ensure that there is adequate provision of natural lighting;
- Teacher should ensure that any electrical equipment has been checked to ensure that it is working properly and that there are no trailing wires;
- All practical equipment should be checked prior to use;
- Teacher should ensure that adequate seating is available and that all chairs are in safe working order;
- Rules regarding entry in to the classroom by the children should be reinforced i.e. walking and in single file in order to avoid congestion and accidents occurring;
- Teacher/ Support staff should ensure that children hang up coats and bags and that items are not left on the floor that could cause a trip hazard;
- Inappropriate and unsafe behaviours should be corrected immediately;
- Lessons should be well planned in order to minimise disruptive behaviours and children coming off learning tasks;
- Clear instructions to be given at all times;
- COVID changes mean staff need to check that there are enough paper towels, hand sanitiser, tissues, cleaning spray and PPE. If there is need to replenish items, staff to email the site manager.

2. Safe System of Working for ICT Lesson

- Teacher must make a visual inspection equipment
- Children to be reminded in class, of rules for use of equipment. These should also be referred to during the lesson as necessary.
- Children to log on only when instructed to do so by the teacher and then wait for further instructions;
- Children to commence task once instructions have been given and assessed by the teacher to be understood;
- At no time should the children tamper with the monitors or other hardware. Any technical difficulties should be referred to the teacher or support staff and if they can't be resolved details should be recorded in the **faults logbook** and alternative arrangements made for the children;
- If whilst using the internet inappropriate material is accessed, children should be moved away from the machine whilst the teacher notes the web address. This will then need to be reported to the ICT Coordinator, who may then report the incident to the Headteacher. A letter may be sent home with the children involved.
- At any time when the teacher signals for the children to stop they should all stop immediately. Failure to do so should result in loss of privilege e.g. Golden time or time off the computer (teacher's discretion).
- At the close of the lesson the children should be instructed to log off and switch the equipment off.
- COVID changes mean that equipment will need to be wiped down after use.

3. Safe System of Working – Art and Design and Technology Lessons

- Visual inspection of equipment before use;
- If children are asked to collect resources, teacher must give specific details as to what should and should not be collected e.g. cans can have sharp edges and therefore are not good for children to be using in class;
- If children are bringing their own resources in to school, the teacher should inspect these for safe use as soon as they are brought in or ensure that they are stored safely so that they can be checked at a later stage; **No items to be brought in due to COVID.**
- Ensure children listen to and follow instructions throughout lesson to avoid incidents/ accidents;
- Teacher to demonstrate safe correct use of equipment to the children before they use equipment independently;
- Teacher to constantly monitor behaviour when children are using scissors or cutting equipment, in order to avoid accidents;
- Inappropriate behaviour should be dealt with immediately and appropriate sanctions used;
- Children must be seated when using scissors and cutting equipment, unless they are using saws and vices in which case the position for using these should be clearly demonstrated before equipment is used;
- Continually refocus children back to tasks during practical lessons so as to avoid accidents;
- Only give out resources and tools as they are needed;
- Teacher to ensure that resources and tools are stored away safely at the end of the lesson;
- COVID changes mean that equipment will need to be wiped down after use.

4. Safe System of Working – Science Lessons

- Visual inspection of equipment before use;
- Ensure children listen to and follow instructions throughout the lesson to avoid incident/ accidents;
- Teacher to demonstrate safe, correct use of equipment to the children before they use equipment independently;
- Teacher to make sure any investigations involving hot water or chemicals (salt, washing up liquid etc) are carried out as demonstrations by the teacher;
- Teacher should ensure children are aware of the dangers of ingesting harmful materials e.g. dyes, chemicals as demonstrated as well as other aspects of keeping safe as they work with different materials;
- Make sure the children wash their hands after experiments that have involved using chemicals or soil;
- Soils and chemicals should be stored safely, away from the children so as to avoid incidents/ accidents that may be caused by children handling/ tasting things;
- When using glassware or thermometers, ensure the children have a thorough knowledge of handling with care to avoid broken glass;
- Children should be taught what to do if glass breaks (tell teacher and don't touch etc)
- Teacher should monitor behaviour at all times and any inappropriate behaviour should be dealt with. Appropriate corrections/ sanctions should be applied;
- Continually refocus children back to tasks during practical lessons so as to avoid accidents;
- COVID changes mean that equipment will need to be wiped down after use.

5. Safe System of Working – Food Technology Lessons

- Visual inspection of equipment before use. Electrical equipment should be checked to ensure that it has a current PAT (Portable Appliance Test) label. These can be found as small dated labels on the equipment. Electrical equipment from home should not be used as it won't have a PAT label;
- Staff to have received Food Hygiene training either directly or by cascaded school based training with the subject leader;
- Only adults should use the cooker or any other heat emitting equipment;
- If a cooker is being used, appropriate clearance between cooker and children should be created
- Staff should avoid the use of glass implements selecting plastic where possible. Children should be taught how to keep themselves safe in the event of breakages of glass, crockery etc;
- Ensure children listen to and follow instructions throughout the lesson to avoid incident/ accidents;
- Teacher to demonstrate safe, correct use of equipment to the children before they use equipment independently;
- Inappropriate behaviour should be dealt with immediately and appropriate sanctions issued;
- Continually refocus the children back to task during practical lessons so as to avoid accidents;
- Only give out ingredients and utensils as they are needed;
- Adult to ensure ingredients and utensils are stored away appropriately at the end of the lesson;
- Children and adults to wash their hands before handling food or equipment for hygiene reasons;
- Utensils to be washed thoroughly after use and stored away safely;
- COVID changes mean that equipment will need to be wiped down after use.

6. Safe System of working – PE Lessons

- The teacher will have made a visual inspection of the outdoor area to be used to check that there are no hazards from rubbish e.g. glass, tin cans, animal faeces;
- The teacher will have ascertained weather conditions in advance to make sure that it isn't too inclement and that the ground is safe to use;
- In hot weather, the teacher will ensure that adequate sun protection measures are taken and that the children are well hydrated and not outdoors for too long.
- For indoors P.E then, prior to use, the teacher should check that the hall is free of hazards and that the floor has been adequately cleaned after lunch;
- All equipment must be checked for defects prior to use;
- All fashion accessories and jewellery will be removed by children; where children have recently had their ears pierced the ears and cannot remove ear-rings they should be covered with tape to avoid injury. It is the responsibility of parents to provide tape for this purpose;
- Children are to change quickly and quietly in class. When ready they should stand quietly by the door. [COVID changes mean children will come to school in their PE kit](#)
- Children to have appropriate footwear *i.e.* plimsolls or trainers. **NO CHILD SHOULD WALK AROUND THE BUILDING BAREFOOT.** If a child is leaving a PE lesson in the hall where they are working barefoot, they must put their shoes or plimsolls on;
- Children who use inhalers must have them easily accessible during the lesson;
- Children should be shown how to lift and carry equipment safely. This should be modelled to the children by the teacher;
- Children should walk in an orderly manner and should line up quietly as requested. If any are to carry equipment they are to follow manual handling procedures that have been modelled to them (not overloaded, bending and lifting correctly, moving forward and concentrating on task, no pushing);

- Most staff should have received Emergency First Aid Training and should be able to administer basic aid. In the event of a more serious injury a child can be sent in to summon a Designated First Aider
- The Headteacher should also be informed in order that cover can be arranged.
- Children must listen to and follow instructions carefully and as requested.
- Behaviour rewards and sanctions to be applied as in standard practice across all activities;

Throwing Activities

1. Techniques should be demonstrated by the teacher or child who can demonstrate technique well;
2. Throwers should wait their turn behind a designated throwing line marked out by the teacher;
3. Nobody should be standing in front of the thrower;
4. Once they have thrown, throwers should remain behind the demarcated line until instructed to retrieve their implements;

Jumping Activities

1. Techniques should be demonstrated by the teacher or by a child who can demonstrate technique well;
2. Runways should be clear and free from slip hazards,
3. The landing area should be a safe shock absorbent surface and should be clear of obstructions;

Track Events

1. Running techniques should be demonstrated by the teacher or child who can demonstrate techniques well;
2. The track to be used should have been checked for hazards prior to lesson e.g. slip hazards, pot holes;
3. Races should be run in demarcated lanes;
4. Children should be instructed in lane discipline and safe stopping techniques

Invasion Games/ Fielding and Striking Games

1. Children must be suitably dressed with protective accessories as necessary e.g. boots, shin pads for football;
 2. Free standing goal posts must comply with standards as they appear in the Risk Assessment (see BAALPE);
 3. All inflatable balls will comply with terms also stated in the Risk Assessment (see BAALPE)
 4. Children will be instructed to play safely and in a spirit of good sportsmanship;
- COVID changes mean that equipment will need to be wiped down after use.
 - Large apparatus will be 'fogged' at the end of the day

7. Safe System of Working – EYFS Outdoor Area

- Children should be visible to the staff at all times;
- The area should be adequately staffed.
- Where possible an assistant should be working with a group;
- Children should be instructed how to use equipment safely; this should be modelled to them before they use it;
- Children should be encouraged to take turns and to share;
- Children should be discouraged from throwing sand/ soil/ water etc;
- Equipment to be stored safely and securely in the outside secure storage area at the end of the day;
- Children who are not able to use the equipment/ area sensibly should be brought in and then re integrated in a supervised manner;
- Acceptable levels of noise should be agreed and adhered to;
- Children to enter and leave the area sensibly
- All exits/entrances to be securely fastened / locked during outdoor play and staff to be vigilant of this
- COVID changes mean that equipment will need to be wiped down after use.

8. Safe Systems of Working – Playtime

- At playtime children should leave the building in an orderly and sensible manner, supervised by the teacher or Assistant;
- If children require their coats they should be asked to put them on before leaving the building;
- Children should be reminded to go to the toilet before leaving the building if required; Covid changes mean children will wash/sanitise hands before and after playtime.
- Staff on duty should ensure that gates are closed.
- Staff to carry out a visual inspection of equipment to ensure it is safe to use. Covid changes – no climbing frames to be used. Class equipment to be wiped down.
- Staff who are on duty should be on the playground/ field before the children arrive (*this will entail the duty staff finishing their lesson slightly earlier and teachers should be mindful of this when planning and teaching*); Covid changes mean staff will be walking out with class.
- Children should play sensibly and fairly, according to school rules which are on display at appropriate points around the school. Teachers will reinforce these rules regularly;
- No child should leave the playground without permission from the staff on duty;
- Access to toilets should be through the rear entrance only, this way entrance into school can be monitored by the staff working in that area;
- Children who are injured should be dealt with as far as possible outside by staff on duty. Where a designated first fully trained First Aider is required, an older child can be sent in to alert them. They will come out to assess the injury and advise on treatment. The teacher on duty should follow up the incident and record it in the accident report book. Where the injury required hospital treatment it should be recorded by the office staff using the online reporting system and sent directly to the Health and Safety Team
- If the injury is serious a child the Headteacher should be alerted.
- COVID changes – if a child needs First Aid, one of the teachers on duty will need to alert the office.

- 2 minutes before the end of playtime a child should be sent to the staff room to give a 2min warning. Staff should immediately make their way out on to the playground so that they are present when the bell rings; [See below](#)
- When the bell rings at the end of play children should stop what they are doing immediately. They will put their hands up and then children should **WALK** to their lines, tidy their clothes in readiness to be escorted in by their teacher; [See below](#)
- Children should proceed to their classrooms in an orderly and quiet manner, supervised by staff;
- Class teachers/other staff to ensure exit doors at the rear of the building are securely locked at the end of playtime. [See below](#)
- [COVID changes mean staff will walk their children out, supervise play and walk their children back. No child will need to be sent to the staffroom. A bell will not be used and hands up will be the signal for children to stop and line up. Doors may be left open to improve ventilation.](#)

9. Safe System of Work – Morning Handover

- Staff should be on the playground at 8:40am to receive children being left on the playground at that time (*the school becomes legally responsible for the children at this time*); [See below](#)
- Staff should be vigilant of the children and avoid distractions of talking with parents if on site; [See below](#)
- Children should not at this time play with balls or play chasing games in the playground whilst parents are on the site [See below](#)
- The children will be escorted in to class by their teacher. [See below](#)
- When entering the building staff should be vigilant of their class and ensure that children enter school in a quiet and orderly manner, setting the scene for the morning;
- All doors to the building should be closed as soon as the children are in. Any late arrivals must enter the building through the main entrance door so that their registration mark is accurately recorded; [See below](#)
- [COVID changes mean staff remain in class and receive children from parents via the class door at the staggered times assigned to each year group. Doors may be left open to improve ventilation.](#)

10. Safe system of working – Lunchtime

- The safe system of working for playtime should be followed for outdoor play;
- It is the class teacher's responsibility to ensure that the children have received a thorough safety induction in respect of the use of out door play equipment.
- All lunchtime staff when on duty should have First Aid equipment with them.
- Children should not re-enter the building except for using the toilet or for First Aid.

Children in classrooms:

- Children who are asked or permitted to stay in class by class teachers **must be supervised** by the teacher giving permission;
- Any children found in classrooms or in the building who are not being supervised by an adult must be sent outside;

11. Safe System of Working – Wet Playtime

- Class teachers should establish ground rules for behaviour in classrooms during wet play;
- Class teachers should ensure that appropriate indoor activities are provided for the children during wet play. They should maintain a variety of games and activities in their class wet play boxes to meet the needs and interests of all pupils in their class;
- At Lunchtime, lunchtime staff will pick up the care duty for wet play. The Lunchtime Senior Supervisor will co-ordinate supervision;
- All staff on duty **must** carry their First Aid Kit with them in order to administer first aid in situ;
- Children are required to ask permission to leave their classrooms;
- Snacks can be eaten in class during a.m. and p.m. breaks;
- COVID changes mean that equipment will need to be wiped down after use.

12. Safe System of Working – Home time handover

- Children must be organised with coats, bags and PE kits before leaving the classroom;
- Children must not re-enter classrooms unsupervised
- KS1 Class teachers should ensure that they see the parent and formally handover the child;
- Teacher must stay and supervise any child in their class who has not been collected on time;
- COVID changes mean staff are to remain in class and children are walked to the door and given to parents. Year 6 walk their class out and hand over to parents or let them walk home alone if permission given.
- After School Club will collect children from the class

13. Safe Working System – Alcohol on the premises

Alcohol may from time to time be sent in to school for the following reasons:

1. As gifts to staff from parents;
 2. For special occasions e.g. Talent Night, PTA Bottle Tombola
- Alcohol should not be left unattended where children can have access;
 - Bottles of alcohol given to teachers as gifts should be removed from the classroom at the earliest opportunity and should not be left unattended. It is recommended that staff remove them and put them in their cars;
 - Alcohol sent in for other purposes must be removed from accessible areas and stored in a locked room or container;
 - Care should be taken when carrying bottles and adults only should carry them;
 - Any discarded or part drunk alcohol should be flushed down a drain as soon as it is finished with;
 - Alcohol should not be left on the premises overnight unless it is stored in a locked room or container;

15. Safe System of Working – Outdoor Learning and Forest-schools work

- The teacher will have made a visual inspection of the outdoor area to be used to check that there are no hazards from rubbish e.g. glass, tin cans, animal faeces;
- The teacher will have ascertained weather conditions in advance to make sure that it isn't too inclement and that the ground is safe to use;
- In hot weather, the teacher will ensure that adequate sun protection measures are taken and that the children are well hydrated and not outdoors for too long;
- Children should be visible to staff at all times;
- No child should leave the outdoor lesson without permission from the staff on duty. Access to toilets will be in pairs; [See below](#)
- A pupil suffering a minor injury should be taken inside by another child to seek first aid, the teacher should follow up the incident and record it in the accident report file held; [See below](#)
- If the injury is serious, a child should be sent in to give a message to the First Aider and Headteacher, who will attend the site to deal with the injury; [See below](#)
- The teacher on duty should follow up the incident and record it in the accident report book. Where the injury required hospital treatment it should be recorded [by the office staff](#) using the online reporting system and sent directly to the Health and Safety Team.
- Inhalers must be easily accessible for pupils who need them;
- [COVID changes mean that any Outdoor Learning and Forest School Work will need two adults present to allow for children going to the toilet or if there is a need for First Aid.](#)

Use of Outdoor Learning Equipment

- Teacher to model correct and safe methods of lifting and carrying (not overloaded, bending and lifting correctly - straight back, moving forward and concentrating on task, no pushing);
- Resources and tools will only be available if required, with the teacher selecting what is needed to facilitate the planned outdoor activity;

- Teacher to make a visual inspection of any tools/equipment before use;
- Use of protective gear (e.g. gloves, aprons, goggles) should be considered by the teacher when planning outdoor learning;
- Teacher to teach/demonstrate safe correct use of equipment to the children before using equipment independently;
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- Teacher to ensure children listen to and follow instructions throughout lesson to avoid incidents/accidents;
- If children are bringing their own resources in to school (e.g. tools, seeds, plants), the teacher should inspect these for safe use as soon as they are brought in or ensure that they are stored safely so that they can be checked at a later stage; COVID changes mean no resources are to be brought in from home.
- When using glassware (e.g. thermometers), teachers will ensure that pupils have a thorough knowledge of handling with care to avoid broken glass;
- Teacher to constantly monitor behaviour and encourage sensible conduct when children are using sharp tools (e.g. secateurs), digging, weeding or raking equipment, in order to avoid accidents;
- Inappropriate behaviour should be dealt with immediately;
- Teacher to make sure that any work involving water or chemicals (e.g. use of hosepipe, plant food, paint) is carried out as a demonstration by the teacher where pupils are too young or otherwise unable to complete the task safely on their own;
- Teacher should ensure children are aware of the dangers of ingesting potentially harmful substances e.g. fertiliser;
- Teacher to ensure all pupils wash their hands after work involving contact with animals, plants, bulbs, chemicals or soil;
- Teacher to ensure that resources and tools are stored away safely at the end of the lesson;
- COVID changes mean that equipment will need to be wiped down after use and children will all wash hands after the activity.

16. Safe Systems of Working – School Security

- The main entrance door of the school operates on a fob and key pad system. Staff are issued with the access code. They must not pass the code on to anyone other than school staff;
- The main entrance door must be kept closed at all times when not being supervised directly;
- There is a catch on the door for use when deliveries are being made or when lots of children are entering at once. In these instances it should always be supervised.
- All emergency exit doors around the school must be kept closed at all times. Particularly vulnerable doors are those used for entering and exiting the school by classes and staff. Staff must make sure that these are closed properly once their class or they have entered the building. COVID changes mean that doors may be left open for ventilation
- The gates leading from the road onto the school site **must** be kept closed at all times. Delivery drivers **should** be asked to ensure that they leave the site secure by closing gates they have opened;
- If delivery personnel or personnel visiting the kitchens are entering the premises they **must** sign in at the main entrance;
- Vehicles **must not** be driven on to the school site unless prior permission has been given by the Headteacher or Deputy Headteacher (in HTs absence), or site manager in the absence of either of these two senior staff. Any vehicle driving on to the site must be supervised in order to ensure Health and Safety of all persons on the site;
- Staff on duty **must** seek to identify anyone who comes on to the site whilst they are on duty and they should ascertain the purpose for which they are entering the site;
- All staff and visitors to the site **must** sign in/log in on entering the facilities;
- Visitors must be given a visitor badge in order to identify them as such and indicate to staff that they have signed in at the office;
- Parents are only permitted to use the staff car park by prior arrangement with the Headteacher

- During playtimes and outdoor lessons pupils must be reminded not to play near the perimeter fencing, especially behind the containers.
- Pupils must not climb through the perimeter fencing e.g. to retrieve equipment. They must tell the teacher who will instruct them what to do.
- COVID changes mean appointments must be made with any visits to the office and appropriate PPE worn.
- All visitors to be logged as per normal practice.
- All adults will be checked as they move around the premises by staff positioned at strategic points for entry and exit.