




Blyton cum Laughton Church of England Primary School Health & Safety Policy

Monitoring responsibility	K Duke (Head teacher)
Date ratified	January 2022
Head teacher's signature	
Chair of Governor's signature	
Date of review	October 2024

1 Health and Safety Policy Statement

Blyton cum Laughton Governing Body is committed to:

- The provision of safe and healthy conditions for pupils, employees and visitors.
- Compliance with all relevant health and safety legislation.
- Eliminating, so far as is reasonably practicable, all accidents.

The co-operation of employees, pupils, parents and contractors is required to achieve these objectives, and minimise injuries and work related ill health.

The main hazards and risk control arrangements are detailed in Section 3.

It is impossible to list every hazard likely to be present at any time and therefore everyone must be continually vigilant to ensure that any new hazards are identified and appropriate arrangements implemented to control the risks.

If in doubt about anything to do with health and safety, stop as soon as it is safe to do so, and ask. Where necessary specialist advice will be obtained.

This Health and Safety Policy will be reviewed every four years and amended as necessary in the light of new developments and information gathered from monitoring.

Signed

Chair of Governors

Signed



Headteacher

2.0 Health and Safety Organisation and Responsibilities

2.1 Governing Body

Are responsible for ensuring that:

- A health and safety policy is prepared, implemented and reviewed to ensure it remains valid.
- Health and safety standards are monitored.
- Actions are prioritised where resources are required.
- Health and safety is the subject of specific health and safety reviews, or that health and safety is reviewed as an agenda item at Governing Body meetings.
- A Governor is given specific responsibility for health and safety.
- The Governor with specific health and safety responsibilities and the Headteacher receive health and safety management training and are competent to deal with the health and safety aspects of their work.
- Staff health and safety functions are identified and staff are made aware of their responsibilities and are competent to carry them out.
- Assistance is obtained from specialists when in any doubt about the health and safety standards to apply.

2.2 Headteacher

The Headteacher is responsible to the Governing Body for ensuring that:

- The arrangements outlined in the health and safety policy are effectively implemented, and remedial actions taken as necessary.
- Hazards are identified and documented arrangements are made and implemented to control the significant risks and comply with the relevant health and safety legislation.
- The significant findings regarding the above are recorded.
- The arrangements are monitored to ensure they are working.
- Health and safety information is communicated to the appropriate people.
- Employees are aware of what is expected of them and that they are competent to deal with the health and safety requirements of their work.
- Any problems in implementing appropriate health and safety standards are reported to the Governing Body.
- Accident/incident investigations are carried out.

- Specialist help and assistance is obtained where necessary.
- The reports of health and safety monitoring are communicated to the Governing Body along with details of significant injuries to employees, pupils and visitors.
- Co-operation is afforded in providing the necessary facilities for Trades Union Safety Representatives.

2.3 Health and Safety Co-ordinator

The Headteacher will act as Health and Safety Co-ordinator and is for:

- Liaising with employees and Health and Safety Advisors where appropriate to ensure that hazards are identified and appropriate risk control arrangements implemented.
- Carrying out risk assessments for shared areas and activities.
- Initiating and progressing the reviews of risk assessments.
- Carrying out termly inspections of the shared areas.
- Monitoring the health and safety standards of the school on a day-to-day basis, and reporting any problems that cannot be rectified to the Governing Body.
- Ensuring accident/incident records are maintained, and Notifiable Accidents/Incidents are reported to the HSE.
- Documented risk assessments are carried out to identify the arrangements required to control the significant risks and comply with the relevant health and safety legislation.
- Documented health and safety procedures are drawn up and regularly reviewed.
- The health and safety arrangements are monitored to ensure they are adequate, and remedial actions taken as necessary.
- Subordinate employees are aware of what is expected of them and that they are competent to deal with the health and safety requirements of their work.
- Received Health and Safety information is acted upon and passed on to the appropriate people.
- Any problems in implementing appropriate health and safety arrangements are reported to the Governing Body.
- Specialist help and assistance is obtained where necessary.

The Assistant Headteacher is the Education Visits Co-ordinator for the school.

The Headteacher acts as Work Experience Co-ordinator for the school.

2.5 All Employees

All employees are responsible to the Headteacher for:

- Taking reasonable care for their own health and safety and that of other employees, pupils and visitors who may be affected by their activities.
- Checking classrooms and work areas are safe prior to use.
- Where appropriate, exercising effective supervision of pupils so as to minimise risks to their health and safety.
- Using any work equipment in accordance with the training and instructions provided.
- Co-operating as is necessary to implement the arrangements of this policy.
- Monitoring the health and safety arrangements and standards in their own areas, ensuring that appropriate risk control measures are implemented.
- Reporting any health and safety matters they cannot, or do not feel competent to deal with themselves and any shortcomings they see in the health and safety arrangements.

2.6 Pupils

Pupils are expected:

- To exercise personal responsibility for their own health and safety and that of their classmates.
- To comply with standards of dress and behaviour consistent with the health and safety of themselves and others.
- To comply with the rules of the school and in particular the instructions of members of staff.
- To report any health and safety issues immediately to a member of staff.

3.0 Health and Safety Arrangements

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3.1 Risk Assessment

Legal Position

The duty to assess risks and take appropriate action to remove or control the risks is fundamental and absolute. The purpose of a risk assessment is to identify the measures to remove or control the risks. A systematic general examination of all activities is necessary.

Risk assessments must be 'suitable and sufficient' and records should be kept to show that:

- All risks have been comprehensively assessed.
- Those persons affected have been identified.
- All the significant hazards have been identified.
- The controls are adequate and the remaining risk is acceptable.

Hazard - Something with the potential to cause harm. (e.g. fire, electricity, vehicle movements, substance use). The harm will vary in severity – some hazards may cause death, some may cause injury or ill health, causing short or long term incapacity, others only cause cuts and bruises.

Risk - The combination of the severity of harm and the likelihood of it happening (This may be used as the basis for prioritising actions).

Carrying Out Risk Assessments

The following steps are to be followed when undertaking Risk Assessments:

- Briefly identify the process being assessed.
- Identify the hazards (trivial hazards may be ignored, concentrate on significant hazards).
- Identify who might be harmed.
- Identify the controls currently in place to protect those at risk.
- Evaluate the risks and decide if existing controls are adequate.
- Identify additional controls that are required. (in many cases this can be done by finding out what is up-to-date good practice).
- Record the significant findings.
- Communicate the results of the risk assessment to the relevant personnel.
- Review assessments annually or when circumstances change and revise as necessary.

Controlling Risks

Where possible eliminate the hazard, there can be no risk without a hazard, or consider less hazardous options (e.g. using a less hazardous substance or equipment).

When controlling risks apply the principles below in the following order:

- Combat risks at source by using engineering means (e.g. local exhaust ventilation, guarding).
- Implement systems and procedures to reduce exposure to the hazard.
- Issue personal protective equipment as a last resort.

Those responsible for carrying out risk assessments will receive suitable training. The significant findings of risk assessments will be recorded on the attached form. Where possible any actions to remove/control the risks will be implemented by those carrying out the assessments. Where this is not possible the action to remove/control the risks will be approved by the Headteacher and implemented through the appropriate channels.

Dynamic Risk Assessment

In some circumstances where the risks are minimal and are not significant to justify documenting a formal risk assessment, but the risks do exist e.g. when using a step-stool to retrieve a book from a shelf or lifting small load, those persons are required to carry out a “dynamic” risk assessment for that activity.

A dynamic risk assessment is the continuous assessment of risk in the rapidly changing circumstances of an event and is not a formally documented risk assessment.

A dynamic risk assessment is the thought process immediately before undertaking such a task, in order to implement the control measures necessary to ensure an acceptable level of safety. This dynamic risk assessment is then an ongoing through process throughout the activity.

The dynamic risk assessment process is:

- Evaluate the situation,
- Select safe systems of work,
- Assess the chosen systems of work,
- Introduce additional controls (if selected controls are inadequate),
- Reassess systems of work and additional control measures.

A dynamic risk assessment is a continuous on-going process, and the person carrying out the task should never be afraid to terminate the activity, if they consider the risks are becoming too great. The dynamic risk assessment itself is not normally documented, but if the process and control measures identified would be applicable to other circumstances where a significant risk may exist, this information should then be incorporated into an appropriate documented risk assessment.

Significant Findings of Risk Assessment

Location:		Assessment Serial No:	
Activity:	Carried out by:	Date:	Review Date:

[illegible]

Additional Risk Assessment Risk Rating if required

Risk Rating is not a compulsory part of the risk assessment process, however some may find it useful where several risk assessments are compared against each other in prioritising resources for remedial action. A risk rating may therefore be added to the risk assessment process if required. This risk rating comparison does however depend upon similar values being given for the rating calculations of each risk assessment.

An example risk rating process is as follows:

For each hazard identified, allocate a number to the likelihood of that hazard causing an accident etc, using a number between 1 and 5 for the anticipated likelihood (with the identified controls in place). One being the least significant injury and five being the most significant.

For each hazard identified, allocate a number to the worst case severity of any loss or injury should the hazard lead to an accident etc, using a number between 1 and 5 for the anticipated severity (with the identified controls in place). One being the least likely and five being the most likely.

Multiply these two numbers together to give a risk rating against each hazard identified.

Then decide from this risk rating how to prioritise any additional control requirements.

Likelihood of occurrence				
1	2	3	4	5
Highly Unlikely	Unlikely	Moderately Likely	Probable	Highly Likely

Severity of Injury /Loss				
1	2	3	4	5
Insignificant Injury	Minor Injury	Medium Injury	Major Injury	Death

Risk Rating

	Severity	1	2	3	4	5
Likelihood						
1		1	2	3	4	5
2		2	4	6	8	10
3		3	6	9	12	15
4		4	8	12	16	20
5		5	10	15	20	25

Possible outcome statements for each calculation.

Risk Rating 1 – 6 = Controls acceptable, activity may go ahead.
 Risk Rating 8 – 10 = Additional controls required
 Risk Rating 12 – 12 = Additional controls required urgently
 Risk Rating 15 – 25 = Prohibit activity until additional controls bring risk rating below this band.

However, Even after taking this risk rating into consideration employers still have a duty to ensure that sufficient and adequate control measures are in place to ensure than any remaining risks are kept as low as is reasonably practicable.

Risk Assessment - Action Plan

Department	
Risk Assessment Reference	
Date Risk Assessment Carried Out / Reviewed	
Date For Next Review of Risk Assessment	

PRIORITY	DEFINITIONS AND ADVICE	TIMESCALE FOR ACTION
1	Immediate - Major injury/loss potential. Immediate action is required to provide the necessary improvements before any further use of the facility.	Within 1 month of assessment date.
2	Medium – Significant injury/loss potential. Improvements are necessary with a high priority.	Within 2 months of assessment date.
3	Low - Minor injury/loss foreseeable. Improvements are necessary within a reasonable timescale based on the circumstances.	Within 4 months of assessment date.
4	Health and safety management – Management system failure but with no direct risks at the present e.g. lack of proper systems/documentation/notices. Improvements are necessary to help comply with statutory duties etc.	Within 5 months of assessment date.
5	Improvement - Items for consideration only, where improvements have been identified, but are only necessary to meet best practice etc.	Within 6 months of assessment date. <i>Potentially no further action may be taken if justifiable.</i>

RECC Nº	PRIORITY	ACTION REQUIRED	ACTION BY WHOM	TARGET DATE	COMPLETION	
					NAME	SIGNATURE

ACTION PLAN COMPLETION		
NAME	SIGNATURE	DATE

OR

ACTIONS NOT COMPLETED / CARRIED OVER			
RECC Nº	DOCUMENT ACTION CROSS REFERENCED TO	NAME	SIGNATURE

3.2 General Hazards

A high standard of housekeeping is expected to reduce the risk of accidents. Furniture and equipment shall be kept tidy and not be stacked so as to cause a toppling hazard. Unwanted items are to be removed and not allowed to accumulate in such ways as to cause congestion. Pupils' bags are not to be left in walkways or areas where they create trip hazards.

Specific attention is to be given to avoid slip and trip hazards such as trailing cables, damaged walkways and floor coverings, slippery floors surfaces etc. Employees are expected to rectify these situations where possible or report them to the Caretaker.

Proper access equipment is provided and must be used where necessary to reach above head height. Employees are to inspect these before use and report any defect to the Caretaker. Employees are not to use chairs, boxes or similar items and are not to climb up the face of cupboards or storage racks.

Filing cabinet drawers shall not be overloaded and employees must not open more than one drawer at once as this presents a toppling hazard. Desk and cabinet drawers are to be closed immediately after use and not left open.

Damaged or defective furniture and equipment is to be reported to the Caretaker. Also any sharp edges or protusions which may cause injury and/or damage to clothing must also be reported.

Hot water temperatures in pupil's areas are set to so as not to cause scalding.

Running is not permitted within the school buildings (excepting authorised sporting activities) and care is necessary when using doors, particularly those without viewing panels. Doors must not be opened without regard for someone coming from the opposite direction.

Adequate welfare facilities (Toilets, restrooms, drinking water etc) are provided and appropriately maintained for employees, and others where necessary.

Cold water supplies that are suitable for drinking are clearly marked as such, and are in a separate area from toilet facilities.

All windows located above the ground floor, or at a significant height above the outside ground level due to sloping ground, have their openings limited to not more than 100mm to prevent persons falling from these heights.

Additional Precautions

- Door finger-guards are fitted to both sides of the hinged edge of all doors to which nursery or reception children have access.
- Heaters with hot surfaces are fitted with guards to prevent injuries.
- Glass drinking vessels, and sharp pointed scissors are not permitted in infant/junior classrooms.

3.3 Guardrails on Stairs and Landings

Falls down stairwells are a major risk to pupils in schools with multiple floors. To minimise the risks employees must ensure good discipline in these areas making sure that pupils do not run or play about on

stairs or landings. The guardrails on the stairs and landings meet the following minimum requirements.

- Handrails are at least 900mm high on stairs, measured vertically from the stair nose to the top of the rail and at least 1100mm high on landings, both sufficiently in-filled so that gaps do not exceed 100mm and prevent easy climbing.
- Handrails are provided on all stairs with three or more steps.

3.4 Vulnerable Glazing

The vulnerable areas of glazing have been protected to prevent serious injuries in the event of breakage. This includes all glass in doors & sidepanels up to 1500mm above the floor level, and glazing up to 800mm above the floor level in other areas (Note, wired glass will not necessarily meet the protection requirements of safety glass). In addition the glazing in widows facing the playground and all glazing in Laughton hall have been safeguarded.

Glazed mirrors in pupil areas are to be protected against breakages, which may cause injury to pupils.

3.5 Electrical Safety

Employees shall not attempt repairs or make modifications to electric equipment other than those normally associated with daily operations. Any defects or malfunctions must be reported.

Electricity is extremely hazardous and can cause serious injuries, fatalities and fires.

To ensure the safe use of electricity, effective maintenance regimes need to be implemented, and safe working practices adopted.

The following control measures are adopted as the minimum required for electrical safety within the school.

- The fixed electrical installation is subject to a 5 yearly inspection by a competent engineer, and any maintenance required to prevent danger is carried out.
- Only electrical equipment provided or authorised by the Headteacher shall be used.
- Portable electrical appliances are subject to Portable Appliance Testing (PAT) and a formal visual inspection, generally on an annual basis, by a competent person, to identify any maintenance required to prevent danger (Low risk stationary office & IT equipment, where the cables are organized to prevent damage, may have a greater test interval, whilst portable drills etc which may be used in all conditions, may require more frequent testing; advice should be sought from the competent person).
- Employees are alerted to the dangers of defective wiring and equipment and are encouraged to visually inspect electrical equipment before use and to report any defects immediately.
- The pre use check will include inspection of the electrical equipment to identify:
 - The equipment is suitable for it's intended use, and environmental conditions in the area of use.
 - That the equipment has been appropriately PAT Tested.
 - There are no signs of physical damage to the equipment or wiring.
 - There are no signs of overheating.
 - The wiring is appropriately clamped into the equipment and plug.

The equipment is clean and appears in a condition that is fit for use.

- It is essential that where electric equipment is used outdoors, or in areas where contact may be made with water, a Residual Current Device (RCD) is used to reduce the risk of serious electric shock. Employees must use RCD adapters if one is not fitted into the fixed wiring and to cease using any equipment which causes the RCD to trip.
- Residual Current Devices (RCD) are functionally tested in accordance with the manufacturers recommendations (generally quarterly or monthly), and the results of these tests recorded. Functional testing of RCD in high hazard areas is carried out more frequently, in line with current guidance.
- Portable Residual Current Devices are additionally functionally tested before each use.
- Electrical maintenance work is only carried out by competent persons.
- Damaged, defective or inoperative equipment is immediately isolated, withdrawn from use, labelled as such, and reported to the Caretaker and Headteacher. Unauthorised staff or pupils are not to tamper with electrical equipment, serviceable or otherwise.
- Work on or near live electrical conductors where a serious or fatal electric shock may be received is only carried out after being fully risk assessed, and then using a documented Permit-To-Work system, by qualified engineers.
- Appropriate maintenance records are maintained.

Additional Precautions

All electrical sockets to which reception and infant children have access to, are fitted with blanks to prevent contact with the live electrical terminals. This is in addition to effective supervision.

3.6 Working at Heights

Employees are reminded that falls from height are the most common cause of fatal and serious accidents at work.

Employees shall not work at heights of more than 2 metres (from floor to feet position) when they are working alone. If an accident occurs there would be no one to call for assistance.

The need to reach things at heights should be eliminated where ever possible e.g. displaying pupils work and storing things below head height, using window poles instead of climbing to open windows. Where this is not possible, all work at height should be risk assessed, proper access equipment must be used and the following protocol adhered to.

1. The over-riding principle is that; all that is reasonably practicable to prevent anyone falling should be done. Therefore the following hierarchy for managing and selecting equipment for work at height should be followed.
 - a. Avoid work at height where possible.

- b. Where work at height cannot be avoided, use work equipment or other measures to prevent falls.
 - c. Where the risk of a fall cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of a fall.
- 2. The managing of work at height requires that:
 - a. All work at height is properly planned and organized.
 - b. Account is taken of weather conditions that could affect safety.
 - c. Those involved are trained and competent.
 - d. The place where the work is carried out is safe.
 - e. Work / access equipment is appropriately inspected.
 - f. Risks from fragile surfaces are controlled.
 - g. Risks from falling objects are controlled.
- 3. The planning of work at height requires that.
 - a. No work is done at height if it is safe and reasonable to do it other than at height.
 - b. The work is properly planned, appropriately supervised and carried out in a way that is as safe as is reasonably practicable.
 - c. Emergencies and rescue are planned for.
 - d. Account is taken of the appropriate risk assessments.
- 4. All work at height access equipment (i.e. ladders, step ladders, tower scaffolds etc) is securely stored to prevent unauthorised access when not in use. A register is maintained of all this equipment and it is maintained and inspected regularly, records of which are maintained.

Although current legislation does not prohibit the use of ladders, a Risk Assessment must be carried out to demonstrate that the use of more suitable work equipment is not justified because of the low risk involved, the short duration of the work and existing features on the site which cannot be altered.
- 5. Before using a ladder or step ladder make sure it is the right equipment for the work. Scaffold towers or specialist access equipment may be required to reach the position and enable the work to be carried out safely. In these cases the equipment must be erected in accordance with the manufacturers instructions, by a person who is competent, having received sufficient instruction and training.
- 6. Those using ladders or stepladders are to be appropriately trained and are to comply with the risk assessments and local rules to ensure their safety.

3.7 Substances Hazardous to Health

Where possible all substances used in the school should be non hazardous e.g. not labelled 'Toxic',

'Harmful', 'Corrosive' or 'Irritant' etc, or carry the hazard warning symbol. Where a choice exists between substances required to carry out the same task, the substance with the lowest hazardous properties is always used in preference to higher hazard substances, and then in the most diluted form suitable for the task.

All substances must be properly labelled, stored (in the caretaker/cleaners store), used as and when necessary, disposed of in accordance with the manufacturers instructions.

A register of hazardous substances held is kept, and updated as necessary.

The processes relating to the use of each hazardous substance are appropriately risk assessed, to ensure the appropriate the risk control measures are devised and implemented, and the risk assessments recorded.

Some hazardous substances are unavoidable, the minimum safety precautions for cleaning substances are given below. The control measures for the hazardous substances used in Science, Design Technology Cooking, Art and Catering are covered in the relevant sections.

Cleaning Substances

Liquid cleaners, disinfectants and bleach carrying the 'Irritant' and 'Harmful' warning labels are used for the general purpose cleaning in the school.

These substances are necessary, as less hazardous substitutes are considered to be ineffective.

The following minimum control measures are to be used to control the risks to health from the use of these substances.

- The substances are kept secure at all times when not in use to prevent unauthorised access.
- Adequate ventilation is to be maintained at all times.
- The substances are only to be used as directed by the manufacturers instructions and Risk Assessment.
- Substances shall not be mixed together. This is particularly important with bleach. Toxic fumes can be generated if this is mixed with other substances.
- Adequate arrangements are maintained to ensure the segregation of incompatible substances. Such as colour coded containers, separate banded storage areas, and separate cleaning materials.
- Skin contact with the undiluted substances or prolonged/repeated contact with diluted solutions can cause health problems e.g. redness of skin, excema or dermatitis. Contact with the skin is to be avoided by the wearing of protective gloves. These are to be inspected before use and replaced if damaged. At least one spare pair of gloves is kept in stock at all times.
- Accidental splashing on the skin or in the eyes should be washed off or out immediately with plenty of water, and further medical assistance sought if any problems persist. Any skin problems associated with the use of these substances shall be reported to the Headteacher and where appropriate to a medical practitioner.
- Where substances are transferred into smaller containers for use, they are marked with their contents and appropriate hazard sign.

3.8 Fire Safety

A Fire Risk Assessment has been carried out as required by Regulatory Reform (Fire Safety) Order 2005. The significant findings are recorded separately.

The employer or controller of the premises is deemed to be the 'Responsible Person' within the meaning of the Regulatory Reform (Fire Safety) Order 2005, and the Caretaker is responsible for ensuring that the maintenance requirements identified in the Fire Risk Assessment have been carried out.

Fire safety arrangements and procedures have been documented, and all fire safety equipment is appropriately maintained.

All staff are familiar with the Fire Risk Assessment for their work area, and are to comply with the fire safety arrangements and procedures of the school.

A log book is available to record maintenance, false alarms etc of the fire detection and warning system.

Fire extinguishers are not to be tampered with or removed without authorization, and are not to be obstructed.

Emergency exits, fire action notices and fire alarm call points are not to be obstructed.

Heater inlet and outlet vents are not to be obstructed, and combustible materials are not to be placed on top of heaters or near the outlet vents.

The whole school site is a designated no-smoking area.

Electrical equipment is to be inspected prior to use to ascertain so far as is possible that it is safe to use and free from defects.

Windows and doors are to be secured when vacating rooms, buildings etc, to reduce the potential for unauthorised entry and arson.

Waste skips are to be kept secure and located away from school buildings, to reduce the potential for arson.

All work requiring the use of sources of ignition is to be Risk Assessed, and the appropriate safety precautions taken.

All staff are to check their work areas immediately after use to ensure that sources of ignition are extinguished or turned off (as appropriate) etc, prior to vacating the area.

Waste bins are to be emptied daily, and combustible materials not allowed to accumulate.

Practice fire drills are normally carried out termly.

Routine inspections are carried out by the Caretaker to ensure that the fire safety arrangements of the school are not compromised, and remain effective.

A pack-up is prepared for the fire and rescue service, which includes a site plan, and the locations of significant hazards and emergency isolators and exit routes in the school.

All fire safety equipment and facilities are appropriately maintained in accordance with the appropriate standards.

3.9 Manual Handling of Items and Equipment

Manual handling operations are required to some extent in most of the school's activities and although these have been eliminated wherever possible, it is not reasonably practicable to completely avoid them. Most of lifting tasks within the classroom do not generally involve significant risks and are within the capabilities of all employees. The measures detailed below are considered adequate to reduce the risks of injury to the lowest level reasonably practicable.

Safe lifting techniques must be employed at all times. Never bend from the waist or lift with the legs straight, as this puts strain on the back muscles and spine and may lead to injury. Manual handling training is provided as necessary.

Employees shall not attempt to lift or move anything they consider to be too heavy or awkward for them. If the load is beyond their capabilities, they are to seek assistance.

Special care is to be exercised where pupils are involved with the moving of objects, eg moving trampolines or pianos. Employees are required to assess these operations and only allow pupils to be involved where the task is within their capabilities, with regard to age, build, strength and maturity etc; and ensure that adequate precautions are taken to prevent injury. Pupils are not permitted to participate in these activities without wearing suitable footwear.

The manual handling of any objects which present a significant risk of injury and which cannot be avoided, is only to take place following a risk assessment to determine the control measures to reduce the risks to an acceptable level.

Those persons anticipated to be involved with significant lifting tasks have been provided with training in safe manual handling techniques.

For those without this training, they are to seek the assistance of appropriately trained persons if as a part of their job the requirement arises to carry out any significant lifting tasks.

Below are listed some of the controls that should be employed for lifting different objects, which along with the manual handling training that has been provided, are considered to be the minimum required to reduce the risks to the lowest extent reasonably practicable.

Chair and Table Moving

Measures to reduce the risk of injury:

- Using safe lifting techniques.
- Carrying no more than 3 chairs at a time.
- Using special trolley for moving stacks of chairs.
- Carrying no more than 1 table at a time (single tables), & seek assistance if moving large/heavy tables.
- Obtaining assistance where the timescale or other factors involved could lead to over-exertion.

Miscellaneous Packages and Items

Measures to reduce the risk of injury:

- Using safe lifting techniques.
- Using the trolleys and barrows provided.
- Obtaining assistance where the weight/size of load is beyond individual capacity.

Furniture, Lockers, Display Boards etc

Measures to reduce the risk of injury:

- Using safe lifting techniques.
- Using the trolleys and barrows provided.
- Obtaining assistance in proportion to the weight/size and distances involved.
- Wearing protective equipment such as gloves and safety footwear.

3.10 Moving and Handling Assistance for Pupils with Special Needs

An assessment of the moving and handling needs of pupils with special needs will be carried out before the pupil starts at the school, and regularly reviewed. Where necessary, advice and guidance will be obtained from parents, the Health Authority and Occupational Health Advisors.

The assessment will identify the moving and handling plans appropriate for each pupil. The hierarchy of measures in these plans shall be as follows.

- Hazardous moving and handling operations shall be avoided, so far as is reasonably practicable, by the use of hoists/slings and where appropriate encouraging pupils to move themselves, or by re-organising activities.
- Where the above is not reasonably practicable, measures shall be implemented to reduce the risk of injury to the lowest level reasonably practicable, e.g. training for employees in using safe techniques, team lifts, the use of wheelchair ramps, transfer boards, handling belts, sliding sheets, turntables etc.
- The moving and handling plans will be recorded in pupil's care plan.
- The assessments shall be reviewed each term or when significant changes occur.
- Personal Emergency Evacuation Plans (PEEP's) have been documented to identify the safe evacuation procedures for all disabled persons that can be expected to be on the School Site during an emergency.

3.11 Display Screen Equipment (DSE)

Display Screen Equipment (DSE) is generally regarded as computer equipment, however other items of equipment with alpha/numeric displays (with some exceptions) are also included in the scope of the legislation.

Computer equipment is used extensively throughout the School by various members of staff, and current health and safety legislation designates employees who use this equipment as a significant part of their normal work as 'users'. Self employed persons working similarly, with School equipment, are designated as 'operators'.

Workstations used by 'users' or 'operators' have been assessed to ensure they satisfy minimum requirements for health and safety, and the risks are reduced to lowest level reasonably practicable. All workstations meet the minimum requirements for health and safety, appropriate to the workstation equipment and method of use.

'Users' are provided with information and training about the risks to their health and how to minimise them.

Frequent changes of activity occur, therefore no special breaks need be planned into work routines to prevent the onset of fatigue.

Work related upper limb disorders such as pain in the muscles, ligaments and nerves of the hand and arm can be brought about by repetitive movements associated with intensive keyboard or mouse operations. Properly arranged work stations and organisational systems will minimise the risks of these disorders. Employees should be aware of this type of injury and report any pain, discomfort, swelling or weakness experienced during or shortly after keyboard/mouse use.

3.12 Smoking at Work

Smoking is not permitted on any School sites, in any School vehicle or in any vehicle in which more than a single employee is travelling during the course of their employment. This is to prevent unwanted exposure to environmental tobacco smoke, which is a health hazard, and to minimise the risk of fire. For the purposes of this policy the use of E-Cigarettes is to be treated the same as standard tobacco cigarettes.

Appropriate signage, prohibiting smoking, is displayed at all entrances to the School site/buildings.

Appropriate signage is displayed in all School vehicles.

3.13 Contractors Activities

Construction and maintenance work involves major hazards and particular care is necessary when these activities take place on the site. Contractors have a duty to carry out their work in accordance with relevant statutory provisions. The School has a duty to ensure the health and safety of pupils, employees and visitors on the site and must exercise sufficient control to make sure that contractors discharge their duties. Only contractors who are on local approved lists (where applicable), or can show in some other way, they are competent to carry out their work in accordance with the relevant statutory provisions will

be selected for work on the premises.

The Headteacher or delegated employee must identify to the contractors, those hazards and controls already in place at the school, and obtain from them information regarding the hazards and controls which they will be bringing to the school, such that adequate control measures can be implemented and effective contractor / school segregation maintained.

Before work commences the Headteacher or delegated employee must ensure that arrangements to control the risks are implemented by the contractors to protect pupils, employees and visitors. The Headteacher or delegated employee shall then liaise with the contractor and monitor their activities to ensure the arrangements are, and remain, adequate. Any situation where the control measures are inadequate must be rectified immediately.

Under the requirements of the Construction Design & Management Regulations 2015, the Client is required to make suitable arrangements for managing a project. This includes making sure that:

- Other duty holders are appointed (e.g. principle designer & principle contractor).
- If more than one contractor will be working on your project then, as the client, you must appoint a Headteacher designer and a Headteacher contractor in writing. If you do not do this then you take on these roles and associated legal duties yourself.
- Ensuring that these duty holders are competent.
- Sufficient time and resources are allocated.
- Relevant information is prepared and provided to other duty holders.
- The Headteacher designer and Headteacher contractor carry out their duties.
- Welfare facilities are provided.

The Construction (Design and Management) Regulations (CDM Regulations) apply to all construction projects. Additionally construction work which takes longer than 30 working days and has more than 20 workers working on the project at any one time, or involves more than 500 person/days is notifiable to the HSE. The Headteacher or delegated employee is responsible for making this notification and if necessary seeking specialist advice regarding what must be done to comply with these Regulations.

3.14 First Aid Arrangements

Please refer to the School's First Aid Policy for the Policy and Procedures.

A first aid needs assessment has been carried out, and in support of this, at least 2 employees at any time are certificated first aiders, this is considered to be appropriate for the risks and numbers of persons present. In addition to this, it is the policy of the School to train as many teaching and support staff as possible in emergency first aid, so as there is always cover for the most likely times that injuries occur, and for absences/school trips etc.

All first aid training is repeated every 3 years to maintain competence.

All first aiders and emergency first aiders receive refresher first aid training annually.

First aid boxes stocked with the recommended contents are located at appropriate points and first aiders are responsible for checking the contents on a monthly basis and replenishing any deficiencies. All employees should familiarise themselves with the location of the first aid boxes so that in the event of an injury or acute illness they can be located quickly.

If required, an ambulance can be summoned by telephone from the Reception Office by dialling (9) 999

First aiders and emergency first aiders are identified on notices throughout the school.

Employees should administer first aid treatment in accordance with their levels of training and competence, and always err on the side of caution by referring pupils for further medical attention as set out below, or when in doubt.

Additional Requirement

First Aider training is supplemented with Paediatric First Aid training where appropriate for coverage of the Early Years Foundation Stage.

Head Injuries

Head injuries can easily be underated. Any signifcant knock to the head which shows signs of swelling, grazing, crushing, or which changes the behaviour of the pupil should be referred immediately for further medical attention. Slight knocks to pupils who have had previous head injuries could be serious and these also should be referred immediately for further medical attention. Parents are to be contacted immediately where further medical attention is necessary and informed via the standard letter of any non-significant head bumps which show no signs or only slight reddening.

Other Injuries

Broken bones may sometimes not be obvious in children. Any injury which results in continued pain or changed mobility should be referred immediately for further medical attention.

Infection Control

Aids and hepatitis B viruses are a risk to employees involved in the provision of first aid. The universal precautions for cleaning up body fluid spills detailed in the Public Health England document 'Guidance on infection control in schools and other childcare settings' should be followed to prevent the spread of infection. This document is displayed in the Staffroom (The HPA is now a part of Public Health England).

3.15 Pregnancy and Work

Employees who become pregnant shall inform the Headteacher so that a separate risk assessment can be carried out to ensure that any risks to themselves or their unborn child, created during their work are identified and eliminated or controlled. This risk assessment will require regular reviews as the pregnancy develops, and may still be required for new mothers.

Additional facilities such as a place to lie down or store expressed milk will be provided as necessary.

Advice on pregnancy and work is given in the Public Health England document 'Guidance on infection control in schools and other childcare settings'. This document is displayed in the Staffroom (The HPA is now a part of Public Health England).

3.16 Young persons working or children on work experience within the School.

If young persons come to the School to work, or on work experience, additional Legislation applies. A 'young person' is defined as someone who is over compulsory school age, but has not attained the age of 18, and a 'child' is defined as someone who is not over compulsory school age. 'Young persons' require specific risk assessments to identify any measures that are required to reduce risks, because of their immaturity, inexperience and lack of awareness.

The Health and Safety Co-ordinator is responsible for organising the work experience etc, liaising with Headteacher and the person with parental responsibility, to ensure that risk assessments are carried out and communicated to the person with parental responsibility. They are also to obtain from the person with parental responsibility, information regarding any particular hazards / medical conditions etc that the work experience candidate will be bringing to the school, in order that their suitability can be assessed and safety measures adapted accordingly.

Where a 'child' is involved, the findings of the risk assessments and the protective/preventive measures required must be communicated to the person having parental responsibility for the child. Attendance records will also be maintained, and failure to attend reported to the child's originating school.

All young persons will work directly under the supervision of an experienced employee, who is responsible for ensuring the appropriate measures are taken to protect their health and safety. The activities that young persons are likely to be involved in are low risk. To ensure that persons having parental responsibility for a 'child' are kept fully informed as described above, a copy of this policy shall also be forwarded to them with the confirmation letter, and any specific risk assessments pertaining to the work they will be experiencing.

DfES publication 'Work Experience: A guide for employers' is available as a reference guide for the Health and Safety/Work Experience Co-ordinator (*No longer 'official Government guidance', but still available as good practice*). HSE Document INDG364 'Young People and Work Experience – A brief guide to health and safety for employers' is also available from the HSE.

3.18 School Security

The main reception entrance is monitored at all times to prevent unauthorised access.

Exit doors are locked to prevent unauthorised access but these can be readily opened from the inside in case of emergency.

All visitors are required to report to the Reception Office on arrival.

The names of all visitors, their time of arrival and departure should be recorded and a badge issued for identification while on the school site.

Unknown persons on the school site not wearing a visitor's badge, are to be asked to identify themselves, their reason for being on school premises and if they require assistance. Appropriate measures are then to be taken at the Reception Office to book in, or escort them off the premises, as appropriate. In some cases it may not be appropriate for a lone employee to make this approach, in these cases assistance is to be sought, and the police called for additional assistance if necessary.

When pupils are outside during play time or for sports, adequate supervision is provided to ensure that they do not leave the premises.

The car park is segregated from areas occupied by pupils and pedestrian access is controlled during school time.

The premises are secure, reducing the potential for pupils to stray unsupervised.

3.19 Violence at Work

The School seeks to minimise employee vulnerability to violent disturbing behaviour, including threats, intimidation, verbal abuse and physical assault. This kind of behaviour will not be tolerated from pupils or parents etc and further action such as exclusion/banning/prosecution will be considered. The following steps should be followed.

- Employees who have any qualms about parental interviews should arrange for a colleague to be present, and ensure that any loose objects which could be used as weapons are out of the immediate reach of the visitor.
- Employees should not become confrontational even if provoked. They should offer to arrange another meeting with senior colleagues and close the interview.
- Do not hold meetings with parents in isolated classrooms. Have clear objectives and a set timescale.
- Do not make home visits alone.
- If verbally or physically abused, leave or call for assistance immediately.
- Employees should report any concerns and all incidents of verbal abuse, threats or actual assaults to the Headteacher. This will enable incidents to be monitored, investigated, and appropriate action taken.
- A secure register is kept of those who have demonstrated violent tendencies in the past. Reference should be made to this register when arranging meetings with parents so that appropriate support can be organised.
- Employees who suffer violence at work will be sympathetically treated and support systems are available.
- Where necessary Staff are appropriately trained in identifying and dealing with situations where conflict may arise.

3.20 Educational Visits

Pupils generally face far higher risks on school visits than they do in the school.

The advice and guidance on the outdoor education advisors panel websites www.oeap.info and www.oeapng.info are used to help assess and control the risks.

The Assistant Headteacher is appointed as the Educational Visits Coordinator (EVC) for the School to help teachers/group Heads assess the risks and implement control measures.

It is the Assistant Headteacher's responsibility to carry out the risk assessment for the visit.

Generic risk assessments have been carried out/recorded and control measures identified for repeated

elements of educational visits e.g. travel by minibus or coach and swimming at regular venues etc.

Site/visit specific risk assessments are carried out/recorded for visits not covered by the generic risk assessments and teachers/group Heads carry out trial runs without pupils to identify the hazards and the measures necessary to control the risks.

Risk assessment controls are monitored by teachers/group Heads whilst on visits to ensure any additional control measures or prohibitions are implemented to control risks.

Appropriate levels of supervision and first aid support are assessed and provided for all visits.

Where the School uses the services of an Adventurous Activity Centre for trekking, water sports, caving or climbing activities, these centres are licensed by the appropriate authority.

3.21 Medicines and Infection Control

Pupils who are unwell with an infectious disease should not be at school and should be kept away until they recover, or no longer pose a risk of infection to others. The recommended periods of exclusion should be in accordance with the guidance set out in the Public Health England document 'Guidance on infection control in schools and other childcare settings'. This document is displayed in the Staffroom. (The HPA is now a part of Public Health England).

The storage and provision arrangements for pupils's medicines are in accordance with manufacturers and medical recommendations.

Generally, only medicines prescribed by a medical practitioner are to be held by and administered by the School Staff. However where non-prescription medicines are necessary to meet attendance requirements, these may be administered by School Staff upon the adoption of sensible risk based assessments of individual circumstances, and parental consent.

Parental consent forms and medical instructions are required for the issue of all medicines administered to pupils by the school on behalf of parents. And records of each individual issue are kept on the appropriate form.

A register is maintained of all medicines held by the school, and appropriate security is maintained for the control of these medicines.

Where necessary, appropriate staff have received training in the administering of medicines such as epi-pen use etc.

3.22 Accident / Incident Reporting

Minor injuries to employees, visitors and pupils shall be recorded in the accident book by the person administering first aid.

In the event of a "Specified Injury" or "over 7 day" absence injury the Health and Safety Co-ordinator is responsible for reporting the incident to the HSE, either via their website (www.hse.gov.uk), or by telephoning HSE Incident Contact Centre (ICC) 0345 300 9923 for a specified injury or fatality, as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

'Specified' injuries to pupils and visitors include those which require them being taken directly to hospital for treatment. This only applies to injuries which arise in connection with work, either through a premises fault or through work organisation, such as lack of care. Injuries arising out of curriculum sporting activities, requiring hospital treatment, are reportable. Injuries which arise from play activities or health

conditions are not reportable, unless these happen in connection with work, or as a result of work activities.

Note that the reporting of injuries to persons in School on School training schemes, or children on work experience within the School should be reported as if they were employees of the School.

'Specified' injuries to employees are basically any break of the large bones or any injury which requires hospitalisation for more than 24 hours. A full list of applicable injuries is available within the RIDDOR Regulations. Specified injuries are to be RIDDOR reported within 24 hours of the accident, and Fatalities are to be reported immediately.

'Over 7 day' absence injuries to employees do not count the day of the injury but every day after when they were unable to carry out their normal duties is counted, irrespective of weekends, holidays etc. These are RIDDOR Reported within 15 days of the injury occurring.

The Health and Safety Co-ordinator is responsible for notifying the Schools insurers of all 'Specified' and 'Over 7 day' injuries.

Some incidents which do not result in injury must be reported to the ICC. These are known as 'Dangerous Occurrences' and are only those which are specified by the Regulations. These are mainly large incidents in the construction and manufacturing sectors, but some such as a fire or electrical short circuit which disrupts activities for more than 24 hours, or the failure of a lift, will apply.

The Health and Safety Advisor (01522 836716) shall be contacted if in doubt about reporting procedures.

All accidents will be investigated to some degree. The depth and scope of the investigation and the amount of resources devoted to each, will however be commensurate with the severity of the accident reported. Investigation of major/serious incidents are to be co-ordinated by the Health and Safety Co-ordinator, and incidents of a lower severity by Heads of Departments.

3.23 Statutory Notices

The Health and Safety Co-ordinator is responsible for ensuring that the following are displayed where employees can see them.

1. A 'Health and Safety Law' poster, the local information of which is to be complete and Current, where appropriate.
2. A current copy of the employer's liability insurance certificate. Alternatively, this document may be held electronically as long as all employees have access to it.

3.24 Employee Induction Procedures

The capabilities of all new employees with regard to their responsibilities, their own health and safety and that of pupils in their care will be taken into account before employment starts. Adequate information and training will be given by the Health and Safety Co-ordinator to ensure that they are aware of the School's health and safety arrangements.

The School induction package is to be completed prior to employees carrying out any other tasks at the School, and includes a thorough understanding of.

1. The Health and Safety Policy.
2. Risk Assessment procedures.

3. Relevant safe working procedures.
4. Relevant health and safety training.
5. Evacuation procedures.
6. First aid and injury reporting arrangements.
7. Any other relevant policies, emergency procedures, etc, including the Critical Incidents Policy.

The Health and Safety Co-ordinator is to guide new employees through the induction process, and organise and document health and safety training as appropriate, including refresher training.

Should the Health and Safety Co-ordinator post be the new employee, adequate hand-over arrangements are to be made by the previous incumbent, and the new employee lead through the induction package by the Headteacher.

The following training matrix is used to identify the minimum training requirements for each post, and enable effective tracking of training progress.

Health and Safety Training Matrix

Establishment XXXXXXXX

Employee Post: XXXXXXXX

Employee Name: XXXXXXXX

TRAINING COURSE	MANDATORY	DESIRABLE	DATE COMPLETED	REFRESHER REQUIRED
Health & Safety Induction	Y			
Managing Safely				
Risk Assessor		Y		
DSE Assessor				
Manual Handling	Y			
Ladder use	Y			
DSE User	Y			
First Aid		Y		
Emergency First Aid		Y		
PAT Testing				
Scaffold tower erection		Y		

Additions to be made as necessary

Copies of individual training certificates are held on individual training files, which are maintained by the Health and Safety Coordinator.

Where training is received for which no formal certification is available, this training is to be recorded in the following format, and a copy of the training syllabus kept.

Training Certification

This is to certify that the undersigned have received and understood training in the discipline identified below.

TRAINING COURSE

ATTENDEES

DEPARTMENT	NAME	SIGNATURE	DATE

TRAINER

ORGANIZATION	NAME	SIGNATURE	DATE

3.26 Physical Education, Sport and Play Activities

A significant number of injuries to pupils occur during these activities:

Areas where children carry out PE, Sporting and play activities are to be kept as far as possible free from obstacles and hazards which could cause injury to pupils.

The surface of all areas where children carry out PE, sporting and play activities are as far as possible to be level, and free from slip and trip hazards (i.e. pot-holes, ice, mud, loose gravel accumulations etc). PE, sporting and play areas are to be inspected before use, to ensure their safety.

General rules for play times

A sufficient number of employees will be available to supervise play times and will be positioned where they can see all pupils.

Employees shall watch for and control over-enthusiastic behaviour. In particular running and ball games shall only take place in the designated areas.

Running and ball games are prohibited in the 'Quiet' areas.

The retrieval of balls from off the school premises by climbing fences, or entering private property, without specific permission is prohibited.

Employees shall not carry hot drinks or glass drinking vessels whilst on play-time supervision duties.

Fixed play equipment is maintained annually under external contract, and regular routine visual and operational inspections are carried out by the Caretaker in line with the manufacturers'/installers recommendations.

General rules for sport and physical education

It is the policy of the School to follow the guidance in the document 'Safe Practice in Physical Education and School Sport' published by The Association for Physical Education', (New issue for 2016 entitled "Safe Practice in Physical Education, School Sport & Physical Activity" due for issue in September 2016), and the guidance from the relevant national governing body for the activity concerned.

Only suitably qualified employees are to supervise physical education, and particular attention should be paid to the following.

- Physical activities should be quietly undertaken and there should be strict control, especially if competitive games are being played.
- Ensure pupils are involved in activities appropriate to developing their existing abilities.
- Employees shall position themselves where they can see and properly supervise all pupils.
- Appropriate clothing should be worn at all times.
- Long hair should be tied back.
- Watches, necklaces, large rings and ring type earrings must be removed.

- Sports areas and pitches should be checked before activities start, to ensure there are no dangerous objects around the side of the Hall or on any of the outside areas being used.
- Ensure all equipment is safely set up before using, including the requirement for adequate head-room where appropriate.
- Physical Education equipment is maintained under external contract and is inspected routinely, and before use.
- Limit the number of pupils using any one piece of apparatus.
- Set up apparatus in accordance with the manufacturers' instructions, and with adequate spacing between each item.
- If pupils are involved in moving equipment, make sure this is done using safe techniques, with enough pupils to ensure that they do not have to struggle. Pupils taking part in the movement of PE Equipment are to wear appropriate footwear.
- Apparatus being used should be at least two metres from any wall.
- Pupils shall be supervised at all times.
- All equipment shall be put away safely at the end of the lesson.

3.27 Vehicles on the Premises

Vehicles manoeuvring around the premises, particularly reversing in restricted areas are a major risk and can cause serious, even fatal injuries. Special care is necessary to ensure that pupils are kept away from the vehicles on the school premises.

Adequate vehicle and pedestrian segregation must be maintained at all times. This can be achieved with physical barriers, time segregation or distance segregation, and may include arrangements such as pavements, warning notices, traffic control persons and signage etc.

Segregation arrangements include.

- Pupils are not allowed on the playing field whilst grass mowing or grounds maintenance vehicles are in use.
- Pedestrians must use the separate entrance provided.
- Delivery and contractor's vehicles must be prevented from entering the premises at school starting, leaving, lunch and break times.
- Parents are not allowed to bring motor vehicles etc onto the premises.

3.28 Science

Good practices should be used to develop risk assessments and safe working practices for Science work etc across the School.

3.29 Technology

In Primary Schools, the following requirements apply;

Good practices outlined in the publications listed below should be used to develop risk assessments and safe working procedures for Technology work across the School

- NAAIDT Publication; Make it Safe – Health and safety guidance for the teaching of design and technology at Key Stages 1 and 2.
- ASE Publication; Be Safe – Health and Safety in School Science and Technology for teachers of 3 to 12 year olds. (New 4th Edition).

The following minimum control measures have been implemented:

Only round ended scissors are available to pupils.

Sharp hand tools, craft knives, kitchen knives and sharp ended scissors are stored securely, and only used by older children under close supervision. These items are strictly controlled, and all are positively accounted for after each use.

Pupils shall be shown how to use the simple hand tools provided for them safely. Teachers should not assume they have been taught this before because they have previously used such items.

If the material or tools pupils are using are likely to eject parts, chips or splinters etc, then eye protection must be worn.

Only low temperature glue guns are to be used by pupils.

In cookery lessons, the quantities of hot liquids are to be kept to a minimum, and pans positioned so as to prevent them being knocked over. Pans are to be positioned on cookers so that handles do not protrude.

Where necessary a Carbon Dioxide monitor is fitted to provide an indication of when the ventilation become inadequate due to combustion from the cookers.

3.30 Statutory Engineering Inspections

Thorough examinations are carried out by engineers from an Insurance Company every twelve months for the passenger carrying lifts, and equipment for lifting pupils with special needs.

3.31 Working Alone

Some activities involve special risks and shall not be carried out whilst alone. If an accident occurs, there will be no one to help or summon assistance. These will include those listed below and will require specific risk assessment and control measures.

- Working at heights.
- Moving and handling tasks where assistance is required to minimise the risk of injury.
- Work in roof spaces.
- Work below the ground such as in inspection pits, pipe ducts, excavations.
- Work involving exposure to uninsulated, live, mains voltage electrical conductors, such as when fault finding on electrical equipment.
- Work involving the use of high risk, hand fed machinery such as circular saws and planers.
- Meetings with people who have a record of violent behaviour, or meetings where conflict or disagreement is anticipated.

Documented procedures have been developed in order to raise the alarm should a lone worker fail to report their safety. Working alone on the premises should be avoided where possible but where this is unavoidable the doors should be secured to prevent intruders. (Doors which provide emergency escape can be readily opened from the inside).

A method of raising the alarm must be readily available, in case of an emergency, and documented procedures developed in order to raise the alarm should a lone worker fail to report their safety.

Lone workers will be provided with a mobile telephone, and they are to make regular contact with a nominated individual at pre-agreed intervals to confirm their safety. The nominated individual will be instructed on the arrangements for reporting a failure to make contact.

In addition everyone who works alone on the premises must make sure that someone knows where they are and what time they will be finished. These persons should be instructed to make contact if they are overdue and raise the alarm if there is no reply.

3.32 Working Time

The school recognises that when people work too many hours their health can be affected and the risk of mistakes/accidents is increased. Compliance with the requirements of the Working Time Regulations 1998 (as amended) is seen as the way to minimise these risks. Normal School arrangements usually ensure that employees receive the in-work daily/weekly breaks and annual leave entitlements specified in the Regulations. Some employees, during term time, work many hours more than the normal school week, both at the school and at home. When averaged over the reference period of 17 weeks, which will take account of school closures, the limit of 48 hours per week set by the Regulations is unlikely to be exceeded. Any employee whose work dictates they are required to work excessive hours should raise this with the Headteacher.

3.33 Occupational Health Service

Specialist Occupational Health Advisors have been contracted to provide the following.

Where residual risks remain after control measures have been taken for tasks where industrial illness etc may develop, and can be detected medically the Occupation Health Service Advisors will instigate a system of health surveillance for those employees.

Such tasks include those where there is a significant exposure to items such as wood dust, noise, vibration, ionising radiation or some chemicals.

- Pre-employment screening via the use of a health declaration form, and follow up medical examinations where necessary.
- A management referral system for employees with long term ill health or sickness absence.
- Advice and guidance on ill health/medical issues for employees and pupils.
- Management of any health surveillance programs identified as being necessary by risk assessments.

3.34 Work Related Stress

Stress is the reaction people have to excessive pressures or other types of demands placed on them. Contributing factors to harmful levels of stress include work overload/underload, the working environment, working relationships (e.g. bullying or harassment), changes taking place, poor communication and organisational style. Prolonged work-related stress can lead to physical ill health.

A risk assessment has been carried out to identify and evaluate the schools' potential for stress related risks.

The following minimum control measures have been implemented.

- Factors likely to cause intense or sustained levels of work related stress are identified and measures implemented to protect staff.
- An open and understanding management style is practiced.
- Staff have the skills, training and resources they need.
- Fair and consistent treatment is provided for staff.
- Two way communication takes place, especially in times of change.
- Support and counselling facilities are available where appropriate.
- Staff are encouraged to report any work situation causing intense or sustained levels of work related stress.

Individual risk assessments are carried out for any member of staff reporting the symptoms of work related stress.

3.35 Legionella Bacteria

There is a small risk of legionella bacteria developing in the water system. If droplets are inhaled, as when taking a shower, this could lead to legionnaire's disease which can be serious for vulnerable persons.

A company specialising in water hygiene has been commissioned to survey the sites and assess the risks. This risk assessment is repeated at least every two years, or earlier if circumstances change. The recommended remedial work has been carried out to prevent contamination and stagnant water gathering in dead legs of pipework etc, and the control measures outlined in the survey report, such as inspections, temperature monitoring, cleaning and flushing implemented.

The Caretaker is the nominated responsible person for ensuring that the school's legionella controls remain effective.

Legionella control procedures are carried out by an external contractor.

Appropriate records of legionella control maintenance are maintained by the Caretaker.

3.36 Asbestos

A specialist asbestos management survey has been carried out throughout the School, all asbestos containing materials identified and a report produced which is reviewed annually. An asbestos risk assessment has been carried out and the Caretaker.

The control measures to prevent asbestos fibres being released have been taken as appropriate:

- Asbestos containing materials have been removed where necessary.
- Asbestos containing materials have been encapsulated to prevent contact.
- Asbestos containing materials have been sealed to prevent deterioration.
- Access is denied to asbestos containing materials.
- Asbestos containing materials are properly identified.

An Asbestos Management Plan has been developed, which includes the following control measures:

- No building or maintenance work is carried out without prior reference to the asbestos survey report.
- All contractors and maintenance personnel etc are made aware of asbestos containing materials in and around their area of work, in order that they may take the appropriate precautions. Confirmation of this notification should be recorded.
- Specialist assistance is to be obtained in all instances where asbestos containing materials are likely to be disturbed.
- The Caretaker monitors the conduct of employees and contractors to ensure that asbestos containing materials are not disturbed.
- The condition of all exposed asbestos containing material is monitored by the Caretaker on a regular basis, and records maintained.

- If asbestos containing materials are removed or treated in any way, the asbestos register is to be updated by the Caretaker.
- Access to areas where deterioration, damage or disturbance of asbestos containing materials occurs is prohibited.
- Any asbestos containing materials removed must be disposed of via an appropriately licenced waste carrier.

In areas where refurbishment, demolition or major building works are to take place, an Asbestos Refurbishment/Demolition Survey will be carried out beforehand.

The flowchart in the HSE Asbestos Essentials Document - AO. Advice on non-licensed work with asbestos, is used to determine if asbestos related work is either:

- Licensed work,
- Notifiable Non Licensed work,
- Non Licenced Work,

And appropriate measures are then taken as necessary.

Emergency Procedure - Uncontrolled Release of Asbestos Fibres

An emergency procedure should be in place to limit exposure and the risks to health in case of an accidental uncontrolled release of asbestos.

- The content of this procedure should include:
- Raising the alarm.
- Evacuating the contaminated area.
- Identifying the source of the contamination.
- Prohibiting access to the contaminated area.

Only those people who are essential for carrying out repairs and other necessary cleaning and maintenance work must be allowed into the affected area (other than emergency services), and only then if properly attired.

Decontamination or disposal of contaminated clothing etc.

Regaining control of the incident -

Which will include arranging for the cleaning up, decontamination and air sampling by specialist asbestos contractors.

A note should be made on any employee personal or health record of any potential contamination, and a copy given to the employee, with instructions to retain the record indefinitely.

An uncontrolled release of asbestos fibres is also to be reported by the Health and Safety Co-Ordinator to the HSE under the RIDDOR reporting Regulations.

The emergency procedure should be practised at regular intervals.

It is essential that checks are made to ensure that any work has been properly carried out. Even if the work was non-licensable, a licensed contractor and analyst should be employed to thoroughly check and clean the area if contamination is severe.

3.37 Personal Protective Equipment

Personal Protective Equipment (PPE) is all equipment (including clothing for protection against the weather) which is intended to be worn or held by individual persons at work and which protects them against one or more risks to their health and safety. PPE is to be worn in accordance with the relevant task risk assessment.

PPE is regarded as the last choice on any hierarchy of control, and should only be chosen where risk assessments have identified that other methods, such as engineering controls, are not sufficient to adequately control the risks. PPE should be suitable for the hazard which it is to protect against, adjustable where applicable to fit the wearer, and compatible with any other PPE worn at the same time.

Only PPE bearing a 'CE' mark will be made available, and will be provided free of charge to employees. Employees are not permitted to use their own privately owned PPE. All requirements for PPE are to be notified to the relevant Head of Department, who will identify, select and order PPE of the relevant standard from the appropriate suppliers' catalogue.

Headteachers are to monitor and enforce the use of PPE, and are responsible for ensuring:

- PPE is assessed for suitability prior to use. It should be appropriate for controlling exposure to the risks concerned, available in appropriate sizes or fully adjustable to fit the users, and is compatible with other PPE that may need to be used at the same time.
- Effective storage arrangements are provided and used for PPE, which enable PPE to be stored without damage, and eliminates the potential for cross contamination.
- PPE is kept in a clean condition, and manufacturers guidance is followed for the maintenance requirements. Disposable PPE is to be discarded after each use.
- Employees are provided with training and instruction on how to use appropriate PPE properly and safely, and informed of the reason for its' use and how to identify and report defects.
- Adequate supplies of serviceable PPE are available, and damaged or ineffective PPE is withdrawn from use.

3.38 Grounds Maintenance

The following controls are considered to be the minimum required for safe maintenance of the school grounds. Risk assessments and safe working procedures have been produced for all hazardous activities. Appropriate records of all inspections and maintenance are maintained by the Caretaker.

- Inspections of the grounds are carried out by the Caretaker before the school opens each day, and all hazardous items removed prior to allowing pupils access to the site.
- Inspections of the wooden equipment (sheds, seating, fencing and play equipment etc) are carried out by the Caretaker on a weekly basis, and all hazardous parts rectified or isolated prior to allowing pupils access to that area.

- All trees on the site are inspected every 3 years and maintained by a competent specialist. Further to this, the Caretaker ensures that all trees are inspected on a weekly basis, and after high winds or other adverse conditions that could affect their integrity. Records are kept of these inspections.
- Hazardous substances are securely stored with appropriate spill prevention and ventilation, and are only used in line with appropriate risk assessments.

3.39 Monitoring and Review

In order to ensure that the health and safety arrangements of the school remain effective, and that the health and safety policy remains valid, a scheme of monitoring and review has been implemented.

The following summarises the content of this process.

Monitoring

- The Governor with the responsibility of Health and Safety will carry out regular health and safety inspections of the schools, to identify health and safety improvements or failings. Notes should be taken during these inspections in the form of the Governor Visit Report.
- The Headteacher will carry out regular health and safety inspections of the school, to identify health and safety improvements or failings. Notes should be taken during these inspections.
- The Caretaker will carry out regular health and safety inspections of the shared areas on behalf of the Headteacher, to identify health and safety improvements or failings. Notes should be taken during these inspections.
- The Caretaker will carry out a daily inspection of the School Site prior to opening, in order to remove any obvious hazards before the pupils arrive.
- Individual Teachers will carry out a daily inspection of their classrooms prior to use, in order to remove any obvious hazards before the pupils arrive, including any obstacles blocking fire exits.
- Headteachers will monitor their staff, and take appropriate action to ensure that they are complying with the requirements of the School health and safety policy, risk assessments and safe systems of work.
- Staff will monitor pupils at all material times, and take appropriate action to ensure that they are not putting themselves or others at risk by their acts or omissions.

Review

The Health and Safety Governor will meet with the Headteacher on a termly basis to identify health and safety issues and areas for improvement. This meeting is to including a review of items from the previous visit, a review of the School health and safety policy, and recent inspection reports.

3.40 Critical Incidents

Critical incidents are considered to be major emergency situations. These emergencies could develop slowly from minor incidents, with staff interacting where appropriate, or they may escalate very quickly before coming to anyone's notice (the difference being such as the difference between an intruder who gradually turns violent and a bomb that explodes without warning). They may also occur at unpredictable times or when the most appropriate member of staff to deal with them is absent.

A Critical Incidents Plan has been developed under a separate cover to assist staff with dealing effectively with such emergencies.

There is little point in waiting for an incident to occur before becoming familiar with the contents of this document, as time (or someone else to take responsibility) may not then be available. Staff should therefore familiarise themselves with it during the induction process, and act accordingly when the need arises.

The Critical Incidents Plan includes arrangements for dealing with reasonably foreseeable incidents. Key personnel have been nominated to perform specific roles during incidents, appropriate resources provided, and contact details documented.

Critical incident practice drills are undertaken annually. Although these are mainly carried out as 'desk top' exercises, wherever practicable full drills are practiced.

3.41 Lettings

Any hirers of the premises have the responsibility to ensure that they use it safely.

The Board of Governors recognises its duties as the controller of the premises, and require that the lettings policy and contractual agreements be complied with.

These will ensure that.

- Premises hired are in a safe condition for the purpose of use.
- Arrangements for emergency evacuation are adequate.
- Fire fighting equipment is in place and operational.
- Relevant insurance requirements have been met.
- Contractual arrangements are drawn up to clearly delineate and specify responsibilities and arrangements for health and safety (i.e. telephone communications, first aid provision, fire procedures etc).
- The relevant area is inspected both prior to and after each letting to ensure that it is in a safe condition for subsequent use. Records are kept of these hand-over/return checks.

3.42 Disabilities

The school recognises its duties with regard to providing reasonable access to the School and its facilities for disabled persons. Due to the widely differing circumstances of each disabled person, there can be no single set of provisions which will cater for all disabilities.

The requirements of each disabled person for access to the school and its facilities will be assessed

individually, and reasonable adjustments made to cater for them.

- Ramps have been provided where necessary for disabled persons to gain access to facilities.
- Disabled toilet facilities have been provided.
- The edges of steps etc, changes of level and impact hazards have been highlighted to assist visually impaired persons.
- Supervision levels are individually assessed for each disabled person.
- Emergency arrangements have been reviewed in light of the disabled persons likely to be present, and where appropriate Personal Emergency Evacuation Plans (PEEP's) have been documented.

3.43 Boiler Room

Boiler Rooms are considered to be potentially hazardous environments, and the following control measures have been adopted to reduce the risk:.

- The boilers are maintained annually by competent specialist contractors.
- Appropriate fire extinguishers are provided in the Boiler Room.
- Emergency isolation controls are provided in the Boiler Room.
- The Boiler Room is kept secure to prevent unauthorised access.
- Combustible materials are not stored in the Boiler Room.
- Adequate ventilation is provided in the Boiler Room.
- Emergency exit routes from the Boiler Room are kept free from obstructions.

3.44 Managing sickness absence and return to work.

Please refer to the Managing Sickness Absence and Return to work Policy.

3.45 Vibration

School activities are not considered to include significant vibration risks. A basic understanding of the hazards, symptoms and controls are of use in maintaining this situation, and assuaging employee concern. Although regular and frequent exposure to hand arm vibration (HAV) can lead to potential health effects, occasional exposure is unlikely to cause ill health.

Early symptoms of HAV are:

Tingling and numbness in the fingers.
Not being able to feel things properly.
Loss of strength in the hands.

Fingers going white or blanched, and becoming red or painful on recovery.

This can lead to effects such as:

- Pain, distress and sleep disturbance.
- Inability to do fine work, or perform everyday tasks.
- Reduced ability to work in damp or cold conditions.
- Reduced grip strength.
- Limiting the ability to do certain jobs, or affecting family or social activities.

Jobs requiring the frequent use of vibrating tools and equipment, and handling of vibrating materials are the main cause of this condition, and the equipment concerned could include chainsaws, hammer drills, pedestal grinders, powered sanders and powered lawn mowers.

The daily amount of vibration exposure above which actions are required to control exposure is 2.5m/s^2 averaged over an 8 hour working day (and employees must not be exposed to a vibration amount of 5m/s^2 averaged over an 8 hour working day).

Although this is difficult to measure without specialist equipment, it is stressed once again that School employees are extremely unlikely to receive vibration exposures approaching these levels.

A risk assessment has been carried out to assess the vibration risks in the most likely exposure areas, and vibration exposure is not considered to pose a significant risk to employee health.

The vibration controls currently employed by the School include:

- Equipment is purchased and maintained to keep vibration exposures as low as reasonably practicable.
- Work methods and patterns are such that extended exposures to vibration are minimised.
- Employees are informed regarding the hazards, symptoms and controls employed by the School.

Any employees who remain concerned, or have any reason to suspect that they are suffering the symptoms of vibration exposure, are to see advice through their Headteacher without delay.

3.46 Noise

Exposure to high levels of noise can cause permanent damage to the human hearing, in the form of noise induced hearing loss (which may be frequency dependent) or tinnitus (a ringing noise in the ears).

Noise is measured in Decibels, on a logarithmic scale. Therefore an increase of 3 Decibels would be a doubling of the sound intensity, a difference which you may not even notice.

dB(A) is an average of the noise level received, usually averaged over an 8 hour working day.

Noise exposure is normally averaged over a single working day, but for largely varying or intermittent exposures, a weekly average may be taken.

In order to control exposure to harmful noise doses, Exposure Action Values have been set, at which differing levels of control are implemented.

These Exposure Action Values are:

Lower Exposure Action Value = 80dB(A) with a peak sound pressure of 135dB.

Upper Exposure Action Value = 85dB(A) with a peak sound pressure of 137dB.

There are also Noise Levels that must not be exceeded, and these are:

A daily or weekly exposure of 87dB(A) or a peak sound pressure of 140dB.

It is the school policy to reduce noise at source, by the purchase and maintenance of equipment to keep the noise level generated as low as possible.

Work scheduling and careful of timing activities is also used to reduce individual noise exposures to as low as is reasonably practicable.

Guidance.

Faintest audible sounds – Approx 0 dB.

Quiet Library – Approx 20 – 30 dB

Quiet Office – Approx 40 - 50 dB

Conversation – Approx 50 - 60 dB

Loud Radio – Approx 65 - 75 dB

Primary Classroom – Approx 67 - 80 dB

Tractor Cab – Approx 80 - 85 dB

Arc Welding – Approx 87 - 97 dB

Power Drill – Approx 87 - 97 dB

Chainsaw – Approx 103 - 110 dB

As a rule of thumb; if a person has to raise their voice to be heard by another person standing 2m away (with normal hearing), then they are probably in a hazardous noise environment.

3.47 Environmental Conditions

Sun Exposure

During hot sunny weather adequate drinking water is available, and a shaded area is provided in the playground. Supervisory Staff are encouraged to wear sun hats, and sun-block. Pupils are encouraged to wear sun hats, and sun-block. Staff rotation ensures that no single member of staff is overly exposed to sun/heat.

Snow & Ice

Stocks of rock-salt are kept. The Caretaker monitors the forecasts for snow/ice conditions, and during winter checks the site at least 1.5 hours before school opening times. A plan is devised detailing the priorities for clearing pathways & playgrounds. A salt spreader, shovels and warm clothing are provided. The Caretaker clears pathways and playgrounds according to the time available and the severity of the conditions in order to maintain at the minimum clear access to the school building. The condition of the pathways and hard surfaces is regularly monitored by the Caretaker, and appropriate clearance measures taken, with slippery areas cordoned off as necessary. The decision as to whether the weather conditions prevent the school from opening lies with the Headteacher.

High Winds

The Caretaker inspects the School Site after high winds, heavy snow etc to identify any tree branches etc or parts of the building etc left in a hazardous condition, such that appropriate remedial action can be initiated.

Rain

Suitable dry areas and supervision are provided for pupils when it is raining during non-teaching time.

Lightning

Where necessary lightning protection is provided for the buildings. These measures are inspected and tested annually, and records kept.

All hazardous areas are cordoned off, and reported for immediate remedial action.
A supply of cordon material and signage is kept for this purpose.

3.48 Electromagnetic Fields

What is an Electromagnetic Field (EMF)

An EMF is produced whenever a piece of electrical or electronic equipment (ie TV, food mixer, computer, mobile phone etc) is used. EMFs are static electric, static magnetic and time varying electric, magnetic and electromagnetic fields with frequencies up to 300 GHz.

EMFs are present in virtually all workplaces and if they are of high enough intensity, action may need to be taken to make sure workers are protected from any adverse effects.

Health Effects

Effects of exposure to EMF can be indirect, sensory or health related.

Indirect effects

- The operation or safety of active or passive implanted or body-worn medical devices may be affected.
- Electric shocks may be felt, or electro-explosive devices may be triggered to initiate.
- Sparks caused by induced fields may trigger fires or explosions where flammable fuels, vapours or gases are present.

Sensory effects

- Sensory effects may manifest as nausea, vertigo, a metallic taste in the mouth or flickering sensations.

Health effects

- Health effects may range from nerve stimulation, effects on the central and peripheral nervous system of the body: tingling, muscle contraction to heart arrhythmia.