



**St Augustine of Canterbury  
Catholic Primary School**

# Health and Safety Policy

DATE: June 2020

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*“Created by God to love and learn”*

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## Document Information

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## **HEALTH AND SAFETY POLICY**

### **Mission Statement**

St Augustine of Canterbury Catholic Primary School provides an education that inspires and nurtures God's children to succeed to their full potential as we are...

*"Created by God to love and learn"*

### **PART A - GENERAL STATEMENT**

#### **PREAMBLE**

This policy is produced in respect of St Augustine of Canterbury Catholic Primary School only and is supplemental to the Council & Departmental Safety Policy Statements.

#### **STATEMENT OF POLICY**

In following our Mission, the school recognises its responsibility to promote a culture where Health & Safety (hereafter 'H&S') issues are discussed in an open and positive way to achieve improved standards and safe methods of work.

Without prejudice to the generality of the above the school will ensure, so far as is reasonably practicable, that:

- 1 plant, equipment and systems of work are safe and without risks to health.
- 2 the handling, storage or transport of articles and substances will be safe and without risk to health.
- 3 information, instruction, training and supervision will be provided as necessary, to ensure the health and safety of employees, and those who are affected by the work of the school.
- 4 the site is maintained in a safe condition and without risks to health.
- 5 access to and egress from the site and to all places of work on site are maintained in a condition that is safe and without risks to health.
- 6 a working environment is provided that is safe and without risks to health.
- 7 there are adequate arrangements for staff welfare at work and the welfare of pupils and other visitors.

The persons with specific responsibilities for H&S are identified in Part 2 of this policy and the arrangements implemented to meet the above requirements are as detailed in Part 3 of this policy.

## **PART B - ORGANISATION**

### **GOVERNORS**

The School governors will ensure that:

- a) Competent Health and Safety advice is obtained to support the school management
- b) A H&S policy is in place and that the policy is regularly reviewed;
- c) Risk assessments of work activities are undertaken and a written record of the assessments kept;
- d) Sufficient funding is allocated for health and safety, e.g. in respect of training, personal protective clothing etc;
- e) Regular safety inspections, at least three per year, are undertaken and that the findings are recorded and progressed;
- f) A positive H&S culture is established and maintained.

### **HEAD TEACHER**

The Head Teacher will ensure that:

- a) Competent health and safety advice is obtained to properly assist the school management to comply with its health and safety obligations.
- b) A school H&S policy is produced for approval by the Finance, Staffing & Resources Committee of the governing body and that the policy is regularly reviewed and revised as necessary;
- c) Risk assessments of work activities are undertaken, that a written record of the assessments is kept and that the assessments are reviewed regularly and when they are no longer felt to be valid;
- d) Safe systems of work, identified from risk assessments or to comply with national standards/ guidance, are monitored to ensure they are being followed and are effective;
- d) Information and advice on health & safety is acted upon/circulated to employees and governors.
- e) He/she cooperates with the Council in meeting its legal requirements in respect of the monitoring of health and safety practice and procedures;
- f) Regular safety inspections, at least three per year, are undertaken and that issues identified are actioned or programmed as necessary;
- g) An annual report is produced that summarises accident/incidents that have occurred, what health and safety specific policies and risk assessments have been revised and any significant health and safety issues that have been identified;
- h) Employees are competent to undertake the tasks required of them and that they have been provided with any necessary training, equipment or other resources to enable the task to be undertaken safely;
- i) if he/she delegates H&S duties to an individual, referred to as the H&S Coordinator, he/she ensures that the duties are clearly defined, the person is competent to carry them out and that sufficient resources are allocated to enable them to be carried out.

### **H&S COORDINATOR**

The H&S Coordinator will:

- a) receive all H&S information sent to the school and disseminate the information to staff/governors as necessary;
- b) advise the Head Teacher and Governors on action required to comply with relevant H&S Legislation;
- c) in consultation with Head Teacher/Governors, set timescales/ensure work is carried out to meet the requirements of H&S Legislation;
- d) carry out the regular safety inspection.

The H & S Coordinator is the Headteacher Mark Hilliam. The H & S Governor is Clare Malone.

### **ACCREDITED H&S REPRESENTATIVE(S)**

Accredited H&S representatives are trade union representatives, appointed by trade union members working for South Gloucestershire Council. Accreditation follows submission of the names of the representatives by the local trade union representatives to the Council and the issue of an accreditation card by the Council. The Accredited H&S Representatives rights are covered by the Safety Representatives and Safety Committees Regulations 1977 and there is a local Safety Representatives Agreement, with school-specific information in Appendix D of the document.

### **EMPLOYEES (ALL)**

All employees must:

- a) take reasonable care for their health and safety at work and that of other persons who might be affected by their acts or omissions at work;
- b) report immediately, or as soon as practicable, any defects noted with plant equipment, machinery or the workplace generally to the Headteacher and/or Caretaker;
- c) not misuse anything provided for health and safety purposes;
- d) report any accident, near miss incident, dangerous occurrence or case of ill health arising out of work and cooperate with the Headteacher in investigating such accidents or incidents;
- e) cooperate with the Headteacher in respect of complying with H&S requirements.

### **STAFF VEHICLE INSURANCE**

Staff are advised to ensure that their own vehicle insurance covers them for any use of the vehicle for work purposes, e.g. attending training courses, etc. The Council does not hold insurance to cover use of private vehicles.

### **CARETAKER AND CLEANERS**

Have the responsibilities indicated for all employees together with those indicated in any supplemental safety policies.

### **VOLUNTEER HELPERS**

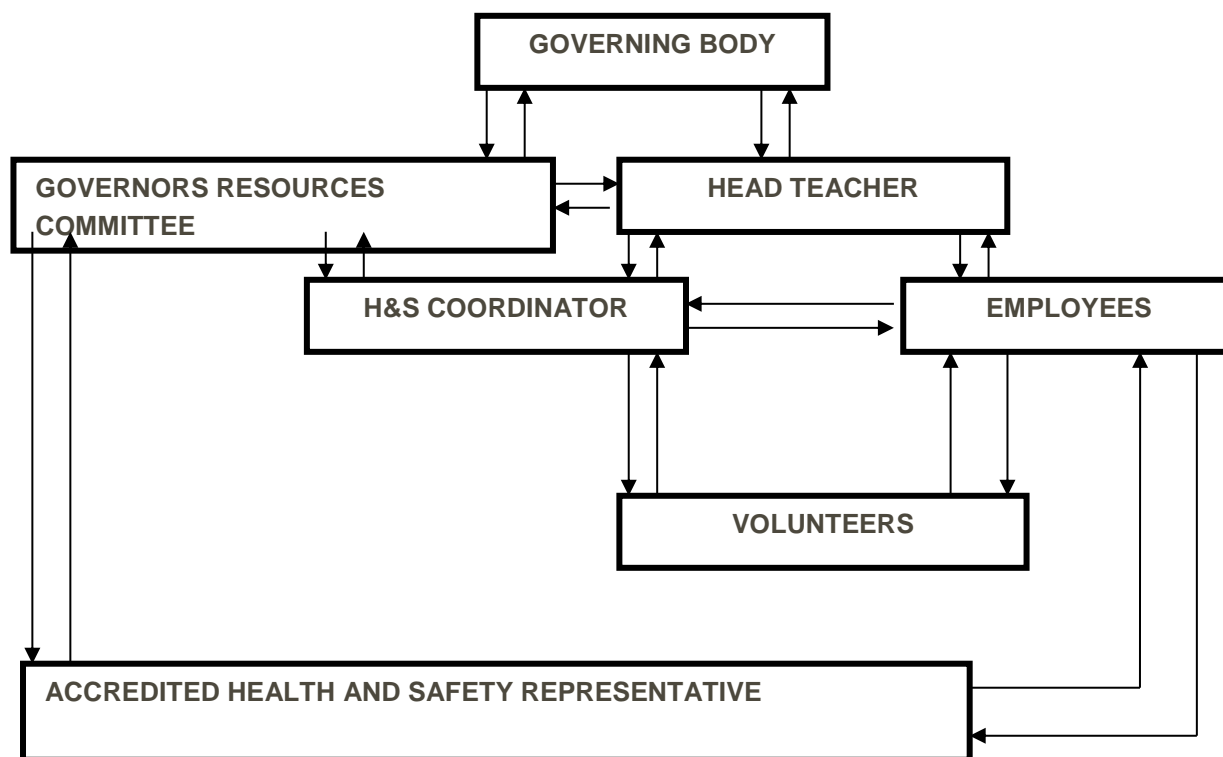
Have the same duties as those indicated for employees, and as prescribed in the 'Handbook for Volunteer Helpers'.

### **PUPILS**

Pupils are expected to:

- a) comply with school rules relating to general behaviour;
- b) take note of and comply with information provided for safety with regards to activities undertaken;
- c) in cases of emergency to remain quiet, listen and obey instructions given by staff; and
- d) not to misuse anything provided for H&S reasons.

## SCHOOL STRUCTURE AND LINES OF COMMUNICATION



### PART C – ARRANGEMENTS

The following arrangements have either been established through risk assessment at school level or are national standards. This section of the policy is split into two parts, part one is the school-wide procedures, **general arrangements**, and part two is the more activity-based arrangements, **specific arrangements**.

### GENERAL ARRANGEMENTS

#### 1 – ACCIDENT/INCIDENT RECORDING/REPORTING

**1.1 – PUPILS** – All accidents to pupils involving injury are to be recorded. This will initially be by using the standard sheets in the school's **Pupil Accident Book**, which is kept in the KS1 and KS2 entry areas, and in the medical cupboard located in the staff room.

In addition, any reportable incident will immediately be input on to the on-line incident reporting system. Reportable incidents are any fatality, any major injury, which is a break/fracture of any bone with the exception of a toe or finger and any injury where the student is taken direct from site to hospital, whether by ambulance, member of staff or relative.

**1.2 – STAFF** – All accidents to staff are to be recorded and this will be done by immediately inputting information on to the on-line Incident reporting system.

**NB:** An accident/incident form is available to note relevant details where there is likely to be a delay in inputting information.

**1.3 – VISITORS** – All accidents to visitors other than pupils are to be recorded and this will be done by inputting information on to the Sentinel incident reporting system.

**NB: An accident/incident form is available to note relevant details where there is likely to be a delay in inputting information**

**1.4 – NEAR-MISS INCIDENTS** – For any near-miss incident, which is an incident with the potential to have caused injury to a person or damage to property, an accident/incident form is to be completed. The form will be sent to the H&S Coordinator who will then decide if it needs to be forwarded to the Schools H&S Unit. This will be the case for any major structural collapse, any explosion or any fire which causes the closure of a room or more.

**1.5 – BEHAVIOUR INCIDENTS** – These include violence, bullying and harassment and are to be recorded by immediately inputting information on to the Sentinel Incident reporting system.

## **2 – ASBESTOS**

A survey has been undertaken of the school to identify asbestos and where asbestos has been identified/strongly presumed/presumed to be present this information has been summarised in two type of list at the front of the Asbestos Management Plan (AMP). The AMP is kept in the Headteacher's office and condition checks as necessary are carried out by the Caretaker/H&S Coordinator.

**NB All staff are advised that asbestos containing materials in school are only labelled in places where pupils do not have access so always check before pinning, drilling or otherwise potentially damaging walls, ceilings, floors etc. Do not assume there is no asbestos present.**

Any building contractors or contractors who might need to access roof voids or drill into ceilings/floors/walls will be notified of where asbestos is identified/strongly presumed/presumed and will sign to confirm they have been made aware. See building contractor sign-in sheet (if appropriate)

## **3 – COMPUTERS**

All computers in use within school, whether PCs or Laptops, together with associated equipment such as projectors are purchased from reputable suppliers and installed in line with relevant guidance.

**3.1 – COMPUTER WORKSTATION ASSESSMENTS** - Any employee who is a 'user', as defined by the Display Screen Equipment (DSE) regulations which lays down specific requirements for workstations incorporating computers etc., must complete a 'user audit' for the workstation where they work. A 'user' being someone who is habitually employed to work on a computer and does so for more than an hour at a time, more or less on a daily basis. Such employees are also entitled to a free eye test, claim forms available from and payment for a basic set of glasses where they are required mainly for use with DSE. User-audit forms are available from the office/on the VLE.

**3.2 – LAPTOP COMPUTERS** - A laptop is not designed to be used for extended periods but may end up being used this way. If staff are likely to spend extended lengths of time working on the laptop then consideration needs to be given to measures that will reduce the possibility of 'repetitive strain' type injuries. Specifically, use of a separate keyboard, setting the laptop up on a surface so the top of the screen is at eye level and sitting in a supportive seat are recommended.



## 4 - CONTRACTORS ON SITE

There are two distinct types of contractors who will have access to the school site. These will be service contractors who regularly work on the site and building contractors who work on an 'as and when' basis.

**4.1 – SERVICE CONTRACTORS** – Service contractors have regular access to the school site as specified by a contract. Such contractors' visits can vary from an annual visit, e.g. to service boilers, check fire extinguishers etc., to those on site daily, e.g. cleaning or catering staff. The service contract specifying what work is expected of them and what they can expect from the school.

Their personnel will follow their own safe systems of work, but their working methods do take into account how they will impact upon staff, students and other visitors on site. The school has/will provide details of its safe systems of work to the contractors where relevant and in the case of the cleaning/catering contractors they have been consulted over emergency arrangements. A copy of this policy will/has also been provided to them.

**4.2 – BUILDING CONTRACTORS** – These are contractors who attend the school site to undertake building works, which can vary from simply replacing a broken window to remodelling a room or building a new block. The following is the general risk assessment on these activities that identifies the potential hazards and how these will be minimised/eliminated.

**Hazards** associated with building work relate to personal injury or damage to health caused by:

- a) slips/trips/falls as a result of contamination of surfaces by spillages, trailing leads or unprotected edges;
- b) being hit by falling objects dropped by persons working above head height;
- c) inhalation of smoke/fume through heating substances or use of same, i.e. paint/varnish/tar etc.
- d) coming into contact with machinery or vehicles.

The above is only a brief outline of the hazards associated with this activity that may occur in areas where staff and students have access. Such hazards are controlled by the arrangements listed below and by the effective supervision of pupils.

**4.2.1 – SMALL-SCALE BUILDING WORKS** – This will include day-to-day maintenance work and all work undertaken on site **where a pre-site meeting has not taken place.**

a) All contractors must report to the office on their arrival and under no circumstances are they to commence work until given approval to do so by the Headteacher and/or his authorised representative.

b) Before any work is commenced, it is essential that the Headteacher and/or his authorised representative is made aware of

- i) what work is to be undertaken,
- ii) where the work is to be carried out,
- iii) an indication of the likely timescale,
- iv) what equipment is to be used,
- v) what services are required.

c) Before work is to commence, the contractors must be advised by the Headteacher and/or his authorised representative:

- i) where they can gain access to services,
- ii) what the fire precautions are for the building, i.e. upon hearing the alarm, which is a continuous bell, they must exit the building immediately and report to the **Fire Assembly Point.**

- iii) any particular problems with the work, e.g. access may still be required to the area.
- d) The contractors must be issued with a visitor pass and advised that it must be worn at all times whilst on site.
- e) The contractors must be advised who to contact on site if they have a problem.

**4.2.2 – LARGE SCALE WORKS** - This encompasses all work where a pre-site meeting is required. In normal circumstances this will involve work where part of the site is completely handed over to the contractors. Such work usually coming under the requirements of the Construction Design and Management Regulations and the school must exercise the duties of the Client as contained therein.

For all large scale works a pre-meeting will take place and the Headteacher and/or his authorised representative will attend the meeting. This meeting will identify timescales for work, methodology (e.g. noisy work done when school is unoccupied whenever possible), access requirements, emergency access requirements, etc.

## **5 – CONSULTATION WITH EMPLOYEES**

The school complies with the H&S (Consultation with Employees) Regulations 1996 by:

- a) having H&S as a standard item on the agenda of all staff meetings; and
- b) where appointed, consulting with the Trade Union Accredited Safety Representative/ representative(s) of employee safety in good time on all H&S issues. To this end the accredited safety representative/representative of employee safety, if appointed, will be invited to become a member of the ***School Safety Committee/the Governors' Committee;***

## **6 – COMPETENCY**

All employees appointed are considered to be competent to perform the tasks they are given. Specifically, with regards to Health and Safety, competency is viewed as one of the key elements of risk management and is essential in respect of the control of dynamic work situations, e.g. teaching a class of students.

For each job/role, basic competency requirements are included in the job description but for Health and Safety there is additionally a competencies list for each role which identifies what H&S Competencies are required. Employees appointed to the roles will be assessed against this list and, where competency requirements are not already met, how the person will be made competent must be identified, e.g. work shadowing, reading up of technical manual, attendance on training course.

## **7 – E-SAFETY**

The school has a separate policy for E-safety and a copy of this policy can be found on the school website. The policy indicates there is a whole-school approach to E-safety and details the ways ICT facilities can and cannot be used by the network's users.

## **8 – ELECTRICAL SAFETY**

The school has fixed electrical installation checked and certificated once every 5 years in line with the electricity at work regulation. (Last done in 2014)

Portable electrical equipment is to be visually checked by staff before use, i.e. check equipment and plug undamaged and that wire is not worn or loose entering equipment or plug and if any defects are noted the item is to be put out of use. In addition, the portable electrical equipment is subject to a regular check in line with guidance on the checking of electrical equipment. Currently Class 1 (Earthed) items will be tested annually, which is within 14 months.

**9 – FIRE** – A fire risk assessment has been undertaken in line with the requirements of the Regulatory Reform (Fire Safety) Order and this identified the physical fire precautions in place, the measures to prevent fires starting and the measures to ensure everyone can escape from the building in the event of a fire. Fire orders based on the outcomes have been produced and these are as displayed in each classroom and office areas.

**9.1 - FIRE DRILLS** - Fire drills are required in order to familiarise persons with the systems in place. Fire drills are carried out a minimum of **four** times a year, twice in terms 1&2, once in terms 3&4 and once in terms 5&6. Planned fire drills may, however, be cancelled in the event of accidental/malicious sounding of the alarm in order to reduce disruption.

**9.2 - FIRE ALARM** – The school has a modern fire alarm system incorporating detection and break points. The fire alarm is sounded on Mondays before the start of the school day to ensure that it is working and can be heard throughout the school.

**9.3 - FIRE EXTINGUISHERS** - Fire extinguishers are subject to an annual check by contractor and on a weekly basis the extinguishers are visually checked, by the caretaker, to ensure that they are in position and that the pins are in place.

**NB All staff are reminded that in the event of a fire the priority is to raise the alarm and ensure that everyone gets out of the building, fire extinguishers are provided to aid escape if required but are not otherwise intended to be used.**

## **10 – FIRST AID**

The school will try to exceed the basic recommendation for first aiders but will ensure that:

- a) (For any school with pupils aged 5 or under) a minimum of two paediatric trained staff will be on site.***
- b) two persons who hold the appointed persons first aid certificate will be on site***

A list of staff who hold a first aid at work certificate is displayed in the staffroom

**10.1 – FOLLOWING AN ACCIDENT** - In all cases where an accident involves a serious injury, e.g. broken bone, or where there is any doubt about the injury, the injured person is not to be moved, unless in danger, until assessed by the first aider. The first aider will then decide what action is to be taken but where they are in doubt as to the severity of the injury the advice is to **obtain immediate medical attention by dialling 999 and asking for an ambulance.** In cases involving pupils, their parent/guardian should be contacted as soon as possible, but this should not result in a delay obtaining medical attention.

For cases involving injuries to pupils that are less serious but still of concern, e.g. sprains, strains, cuts etc. the parents/guardians will be contacted and advised of the situation and asked if they would like to collect their daughter/son or if happy for them to remain in school.

In other cases, e.g. where no injury is visible, the pupil will be kept under observation. If concerns increase, however medical attention may need to be obtained but in all cases the parents will be advised of the incident.

**NB in the event of a bump to the head it is essential that persons be monitored and not left alone or unsupervised as appropriate.**

**10.2 – RECORDING** - Any accident where first aid is administered to pupils is to be recorded initially in the one of the school's accident books and, if more serious, via the Local Authority H&S as indicated in Section 1 – Accident/Incident Recording/Reporting of this policy.

**10.3 – FIRST AID BOXES/MATERIALS** - First aid boxes are kept on site and these only contain approved materials. The boxes are available for use by all employees/adult visitors on site.

**10.4 – INJURIES INVOLVING BLEEDING** - Employees dealing with injuries involving bleeding must wear appropriate protective clothing. Disposable gloves and disposal aprons are provided for this purpose and kept *in the first aid cabinets in the Pod and in the Staff room.*

## **11 – HAZARDOUS SUBSTANCES**

The requirement to assess hazardous substances either in use or created by school operations is a requirement of the Control of Substances Hazardous to Health (COSHH) Regulations. Hazardous substances are those identified as corrosive, irritant, toxic, harmful and any with a Workplace Exposure Limit (WEL), which will include dusts, e.g. pottery, wood etc. and biological hazards.

The school COSHH assessment is kept in the Caretaker's cupboard and summary information is kept where substances are stored/used. If employees have any questions on hazardous substances, they should initially speak to the Headteacher or Caretaker.

## **12 – INDUCTION**

All staff will, when they first start at school, be provided with information on health and safety, including being told where to access this policy and that it contains specific information to them on health and safety. Staff will also be provided with a general induction checklist which they will need to complete during their first year and each area will supplement as appropriate.

## **13 – INFECTIOUS DISEASES**

The school follows the national guidance produced by the Health Protection Agency, which is summarised by the poster, 'Guidance on infection Control in Schools and other Child Care Settings'. This is displayed in the staffroom

## **14 – MANUAL HANDLING**

Manual handling legislation requires that any manual handling operation that is likely to cause a significant injury needs to be assessed. All employees will undertake an element of manual handling but any frequent operations and any involving even occasional movement of awkward or heavy items, those over 10 kgs, must be covered by a written manual handling assessment.

All employees must also ask themselves the question, when considering undertaking any manual handling operation, **can I move the objects where I need to safely and without risks to health?** Where employees feel the answer is no, or they are unsure, **they must not attempt the operation until they have obtained assistance.** Within school the following written assessments are in place.

**14.1 – REGULAR OPERATIONS – EQUIPMENT/MATERIALS** – A summary of the regular operations undertaken has been produced which indicates what the manual handling operation is, frequency with which it is carried out and whether viewed as a high, medium or low risk. All employees must make themselves aware of this list

and follow the procedures indicated. Employees who undertake a significant amount of manual handling will be provided with training whilst basic information on safe practice is available.

**14.2 – MANUAL HANDLING – PUPILS** – All pupils who may need to be lifted or supported are to be risk assessed by completing the manual handling assessment form.

The need for training will form part of the risk assessment but all employees with a significant involvement will receive basic awareness training, whilst instruction will be given on how to use equipment provided for the students use, e.g. standing frames, wheeled chairs and hoists.

## **15 – MEDICAL NEEDS**

The school will try to accommodate pupils with medical needs wherever practicable in line with its approved medical procedures.

## **16 – NOISE**

The noise at work legislation identifies specific noise levels at which specified action is required and also a general duty to reduce noise levels. The noise review in school has not identified any areas or activities as likely to exceed the action levels. If employees have any questions on noise levels they should initially speak to the Headteacher.

## **17 – RISK ASSESSMENT**

*There is a generic school risk assessment which covers the main hazards associated with the operation of the school whilst schemes of work contain safe practice relating to teaching activities.*

*Where supplemental risk assessments are required they will be specific to an activity, added to more general assessments, e.g. COSHH, Manual Handling, etc. or will be pupil-specific.*

## **18 – SECURITY**

The school site has been risk assessed against the following criteria, Security of Boundary, Security of Buildings, Security of Property, Security of personnel and belongings and security issues relating to pupils. If employees have any questions on Security they should initially speak to the Headteacher.

A site security assessment based on the information contained in the H&S Manual has been undertaken and is kept in the Risk Assessment folder in the main office. In particular:

1. Staff to be aware of a silent emergency response alarm to the police station, is situated in the school office and to be used in threatening/potential violent situations;
2. All visitors to the school site to be signed in and out and provided with an identity badge to be worn at all times;
3. Pupils have been advised not to open external doors to visitors unless specifically asked to do so by a member of staff.

## **19 – SAFEGUARDING**

The school has a separate policy dealing with the safeguarding of children and young people and a designated member of staff and governor have been appointed. All employees need to be aware of the policy, a copy of which is kept on the wall in the staff room.

## **20 – SCHOOL TRIPS**

The school undertakes a mix of school trips in line with its approved school trips procedures. All local trips are to be approved by the Headteacher, these are short duration trips, inter-school activities or local trips, e.g. to library. Any trip away from site overnight must be approved by the H&S Coordinator or his/her authorised representative and must be notified to the Council using the Residential School trips form. Notification is required a minimum of two weeks in advance of the trip.

## **21 –TRANSPORT**

The options for transporting pupils etc are

**21.1 – Use of Employees’ vehicles** – In exceptional circumstances and agreed by the Head Teacher, employees can transport pupils/equipment in their own cars or drive to other venues during the working day. Employees who use their own cars must confirm that their insurance policy covers them for this purpose and need to hold Business Class insurance for the vehicle they use.

**21.2 – Use of Professional Transport** - The transport and driver are hired in from a reputable source. This is the usual practice for school trips.

**21.3 – Parents Transport** – If needing to use this option the parent(s)/guardian(s) of the pupils are advised of the venue and time of activity and that their son(s)/daughter(s)/ward(s) are required to be there at that time.

## **22 – WATER ASSESSMENT**

An assessment has been completed on the hot and cold-water systems and measures have been introduced to manage the risk of legionnaire’s disease.

The school water assessment is kept in the school office.

## **23 – WELLBEING**

The wellbeing of employees is seen as an integral part of the schools H&S responsibilities. The Governing Body and Head Teacher have statutory obligations under a duty of care but also wish to promote an ethos of mutual respect and support across the school as a whole.

All employees have the right to a reasonable work/life balance and to expect appropriate support or intervention when they experience health or personal difficulties. Employees are encouraged to raise any concerns with the Headteacher but also have access to a confidential counselling service. Sickness, absence or health concerns will be dealt with under the school’s absence policy

The Governing body endorses the principles set out in the HSE’s Management Standards as a framework to support employees’ wellbeing

## **24 - WORK AT HEIGHT**

Work at height legislation identifies work at height as any work where someone or something can fall a distance likely to cause injury. This will include putting up displays if not able to stand on the ground to do so, accessing high level storage if not able to reach when stood on the floor and any work where access equipment is needed, e.g. step ladder, ladders, scaffolds. Most employees will therefore undertake an element of work at height and any frequent operations and any involving use of equipment must be covered by a written work at height assessment. Within school the following written assessments are in place.

**24.1 – REGULAR OPERATIONS** – A summary of the regular operations undertaken has been produced which indicates what the work at height is, the frequency with which it is carried out and whether viewed as a high, medium or low risk. All employees must make themselves aware of this list and follow the procedures indicated.

**24.2 – SPECIALIST OPERATIONS** – These are where specific high-level access equipment is to be used and where additional information will be required. This will include use of access scaffolding and any specialist ladders.

## **SPECIFIC ARRANGEMENTS**

### **1 - ART**

The hazards associated with this practice are the creation of dust and damage to clothing. The hazards associated with substances are addressed by only using water-based paints and glues.

**NB wallpaper paste containing fungicide is not to be used in school.**

**1.1 - PRECAUTIONS/PRACTICE** - The risks associated with damage to clothing and dust creation are managed by ensuring:

- a) only small quantities of powder paints are to be mixed at one time;
- b) that tables are covered with newspaper to protect the surfaces and ease cleaning;
- c) that cleanable aprons are worn by pupils involved in painting;
- d) that paint pallets and brushes are washed up/out after use.

### **2 - FOOD ACTIVITIES**

The following hazards have been identified with this activity:

- a) burns, scalds etc. from use of hot water/oven/dishes/food;
- b) electric shock relating to the use of electric equipment;
- c) fire associated with burning food or faulty equipment;
- d) cross-contamination of food leading to food poisoning;
- e) slips, trips or falls due to spillages/obstructions on floors/uneven surfaces;
- f) cuts through use of knives and other equipment, i.e. graters.

These are controlled by the following.

**2.1 - LOCATION** - The risks associated with slips, trips and falls are managed by ensuring that:

- a) The oven is positioned/used where pupils and staff do not have to pass close by it. (This will either be in a designated work area or by positioning the mobile unit away from walkways.);
- b) The **table/tables** on which food is to be prepared **is/are** positioned to allow easy access around **it/them**;
- c) the floor area where food activities are undertaken is level, easily cleanable and is kept free from obstructions;
- d) any spillages that occur are to be wiped up immediately. Pupils have been advised accordingly and will/can assist in mopping them up.

**2.2 – EQUIPMENT** - The risks associated with electric shock and cuts, associated with the use of knives and other equipment, are managed by ensuring that:

- a) a visual inspection of all electrical equipment is carried out by staff prior to use. This includes mixers, kettles, ovens, microwaves etc. All portable electrical equipment is also subject to an annual portable appliance test;

- b) equipment is used in line with manufacturers' instructions and/or training received;
- c) the prohibition on pupils using metal graters, portable electrical equipment and, dependant on age, sharp knives is enforced;
- d) all equipment provided for food activities is kept in good condition and only used for food activities.

**2.3 – HYGIENE** - The risks associated with cross-contamination are managed by ensuring that:

- a) everyone, the adults in charge, helpers and pupils, wash their hands before and after handling food. Hands must also be washed after going to the toilet and prior to return if anyone leaves the room/area;
- b) the table/(s) on which food is prepared are cleaned prior to and after use or the table is covered with a cleanable cover that is cleaned prior to and after use;
- c) staff and pupils wear the protective clothing provided and the protective clothing is only used for food activities. All staff/pupils will wear aprons and use oven gloves when handling hot dishes.

**2.4 - EMERGENCY PROVISION** - The following are in place to deal with emergency situations:

- a) in case of burns or injuries, an appointment first aider will be contacted via the school office for first aid administration.
- b) a fire blanket and carbon dioxide (or powder) fire extinguisher is kept ***in the Refectory where the oven and cooker are situated***. The fire blanket is used for smothering fires, i.e. burning pans or if clothing is set alight. The carbon dioxide extinguisher is safe for use with electrical equipment. **NB If a carbon dioxide extinguisher is used the room is to be evacuated.**

**3 - PLAY EQUIPMENT** - All play equipment, which includes moveable play items as well as fixed external play structures, is subject to regular visual inspection by staff prior to use. If defects are noted, *the Headteacher and/or his representative* will assess whether the equipment can remain in use or whether it needs to be taken out of use pending repair.

The fixed playground equipment is subject to a termly review of its condition and an annual check by an independent contractor.

#### **4 - POTTERY**

The hazards associated with the practice include:

- a) cross-contamination of surfaces;
- b) inhalation of dust;
- c) damage to clothing;
- d) burns associated with use of kiln.

These are controlled by the following:

**4.1 - CLAY** - The risks associated with creation of dust and cross contamination will partly be managed by ensuring that:

- a) Only pre-mixed clay is used by pupils and that the clay is to be cut into workable sizes;
- b) Desks are protected from staining by covering with newspaper. Newspaper is to be disposed of at the end of the lesson;
- c) Spillages of clay are cleared up immediately using wet mopping or sponging techniques.

**NB Brushing of dried clay is prohibited;**

- d) Only pre-mixed 'paint on' glazes are used and **ONLY** by pupils in Key Stage 2, following individual risk assessment. The risk assessment needs to identify if the pupils are capable of understanding the risks



associated with the use of the glazes, whether restrictions are required on the numbers using the glazes at one time and what supervision is felt to be appropriate.

**4.2 - KILN** - These risks associated with burns, exposure to dust and concerns with misuse of equipment/faulty equipment will in part be managed by ensuring that:

**4.3 - PERSONAL PROTECTIVE EQUIPMENT** - The risks associated with damage to clothing are managed by ensuring that:

a) All staff and pupils working with clay wear the aprons provided.

**4.4 – HOUSEKEEPING** - The risks associated with the creation of dust will partly be managed by ensuring that:

a) All staff and pupils rinse hands and the equipment used with clay at the end of the lesson in the bowls/buckets provided. Equipment/hands are to be washed in the basins in the girls'/boys' toilets, which have a sink trap, in order to prevent blockages forming in other sinks.

## **5 - SCIENCE**

The school follows the guidance for safe practice in science as given in 'Be Safe' produced by the ASE and endorsed as a standard by the Council. The hazards associated with Science are controlled by following the guidance contained therein. In planning science activities, teachers need to ensure they have assessed any risks associated with any activities involving open flames and other potentially hazardous materials.

## **6 - SPORT/PE**

The school follows the guidelines contained in 'Safe Practice in Physical Education' produced by AfPE and all PE equipment is subject to regular visual inspection, carried out by staff prior to use and an inspection by an ***independent service contractor/Councils engineering insurers***. In either case where equipment is found to be faulty the equipment is put out of use.

The main risks associated with teaching this activity relate to personal injury as a result of falls, collisions and being hit by objects. These risks are controlled by following the practices indicated in the above standard.

The general requirements are as follow:

a) Before any lesson pupils will change into appropriate clothing/footwear and remove any jewellery.

b) Staff will remove jewellery and change into appropriate footwear;

**NB It is acceptable for staff to wear watches where necessary to time lessons.**

c) pupils assisting in setting out apparatus will be shown correct methods for lifting/moving equipment and the teacher in charge will check equipment prior to its use to ensure correct position/fitment;

d) staff must undertake a manual handling assessment on behalf of the pupils, i.e. ask themselves ***CAN THE PUPILS MOVE THE OBJECTS WHERE THEY HAVE BEEN ASKED TO SAFELY AND WITHOUT RISKS TO THEIR HEALTH?***, before allowing them to undertake any manual handling task. In particular staff will ensure that where two or more pupils assist with a task the pupils are roughly similar in stature so that one individual does not carry a disproportionate part of a load;

e) mats are only to be positioned to identify landing areas or routes to be taken. They are not to be used to try and soften impacts from falls;

f) staff are only to use equipment they are familiar with.

For specific activities the safety requirements are as contained in the Book 'Safe Practice in PE', which is kept in the staff resource cupboard outside the Staff Room.

## **7 - SWIMMING ARRANGEMENTS**

*(The arrangements will depend on whether swimming takes place on site or at a Public Pool.)*

The hazards associated with this practice are the potential for drowning and slips/falls associated with wet surrounds to pools.

**7.1 – Use of Public Pool** – School will ensure that pupils are supervised in changing areas, that lifeguards are in place and that the capabilities of pupils are communicated to swim teachers.

## **8 - TECHNOLOGY**

The school follows the guidance for safe practice in technology contained in 'Make it Safe' produced by the NAAIDT and endorsed as a standard by the Council. The hazards associated with this activity include:

- a) exposure to hazardous substances, e.g. glues/dusts;
- b) damage to clothing;
- c) personal injury, e.g. eye injury due to flying particles when materials being worked and cuts relating to use of equipment.

These are controlled by:

**8.1 – LOCATION** - Risks associated with personal injury are partly managed by ensuring that:

- a) Work is only to be undertaken on suitable surfaces. Suitable surfaces are those that are large enough to accommodate the work, and which are flat and stable.

**8.2 - PERSONAL PROTECTIVE EQUIPMENT** - Risks associated with damage to clothes and partly those associated with personal injury are partly managed by ensuring that:

- a) Where appropriate, staff/pupils wear personal protective equipment in the form of aprons and goggles/spectacles;
- b) Personal protective equipment is stored to minimise damage and ensure easy availability. Aprons are to be hung up and goggles/spectacles stored in cloth pockets.

**8.3 – EQUIPMENT** - Risks associated with personal Injury are partly managed by ensuring that:

- a) Equipment is kept clean and stored so as to minimise damage/help pupils to find the correct tool. (Shadow boards or tool racks.)

**8.4 - HAZARDOUS SUBSTANCES** - Risks associated with hazardous substances have been addressed as part of the school COSHH assessment. (See 11 above)

## **9 - GENERAL USE EQUIPMENT**

**a) CRAFT KNIVES** - These are only to be used in the latter stages of Key Stage 2 and only under direct supervision. Craft knives are only to be used in conjunction with a safety rule.

**b) GLUE GUNS** - Glue guns are only to be used in the latter stages of key stage 2 and only under direct supervision.

**c) OTHER HAND HELD ELECTRICAL EQUIPMENT** - The use of other hand held electrical equipment, i.e. soldering irons, electric mixers etc., by pupils is prohibited. Exceptions may be made to this rule but only where the item of electrical equipment is felt to be necessary and then only after a risk assessment has been carried out on its proposed use.

**d) PENS/PENCILS** - Only pens with appropriate tops, those with a hole in them, or those with the tops removed are to be used in school. This is essential as there have been incidents where pupils have swallowed solid pen tops and choked. Class teachers will carry out ongoing checks of the pens in use to ensure that this requirement is met.

Pencils are not to be sharpened at both ends and pupils are to be advised of the dangers associated with this practice, i.e. the potential for eye injury.

**f) ROTARY TRIMMERS** - When in use these must be placed on a flat surface that is able to accommodate the whole of the trimmer, without it overhanging the edges of the surface. The trimmer can be used by pupils but is only to be moved by staff.

**g) SCISSORS** - Sharp pointed scissors are not to be used before key stage 2. Where used pupils must be made aware of the dangers of pointed scissors near eyes.

**h) SHREDDERS** – Shredders can only be used by pairs of Year 6 pupils who have been designated by their class teacher. They will be fully instructed by the office staff on its safe use and handling. This activity is to be undertaken in pairs and never by a lone pupil.

#### Equality Impact Assessment -Groups that may be affected:

Are there concerns that the policy could have a different impact on any of the following groups? (please tick the relevant boxes)	Existing or potential adverse impact	Existing or potential for a positive impact x or n.a.
<b>Age</b> (young people, the elderly; issues surrounding protection and welfare, recruitment, training, pay, promotion)		<b>x</b>
<b>Disability</b> (physical and mental disability, learning difficulties; issues surrounding access to buildings, curriculum and communication)		<b>x</b>
<b>Gender reassignment</b> (transsexual)		
<b>Marriage and civil partnership</b>		
<b>Pregnancy and maternity</b>		<b>x</b>
<b>Racial groups</b> (consider: language, culture, ethnicity including gypsy/traveller groups and asylum seekers)		
<b>Religion or belief</b> (practices of worship, religious or cultural observance, including non-belief)		
<b>Gender</b> (male, female)		
<b>Sexual orientation</b> (gay, lesbian, bisexual; actual or perceived)		

## **ABBREVIATIONS**

The following are used in the policy:

**AfPE** – Association for Physical Education

**ASE** – Association for Science Education

**COSHH** – Control of Substances Hazardous to Health

**DSE** – Display Screen Equipment (Computers)

**H&S** – Health and safety

**HSE** – Health & Safety Executive (enforcing body for health and safety legislation in schools.)

**NAAIDT** – National Association of Advisers in Design & Technology

**RIDDOR** – Reporting of Injuries Diseases Dangerous Occurrences Regulations

**VLE** – Vocational Learning Environment

## **CONTENTS**

**Part A – General Statement** (Indicates the schools commitment to Health & Safety.)

**Part B – Organisation** (Summarises health and safety responsibilities.)

Governors

Headteacher

H&S Coordinator

Accredited Safety representative(s)

Employees (All)

Site Staff & Cleaners

Volunteer Helpers

Pupils

School Structure & Lines of Communication

**Part C – Arrangements** (Provides detail on how school will ensure safety.)

General Arrangements

1 – Accident/Incident recording/reporting

2 – Asbestos

3 – Computers

4 – Contractors on Site

5 – Consultation with Employees

6 – Competency

7 – E Safety

8 – Electrical Safety

9 – Fire

10 – First Aid

11 – Hazardous Substances

12 – Induction

13 – Infectious Diseases

14 – Manual Handling

15 – Medical Needs

16 – Noise

17 – Risk Assessment

18 – Security

- 19 – Safeguarding
- 20 – School Trips
- 21 – Transport
- 22 – Water Assessment
- 23 – Wellbeing
- 24 – Work at height

### **Specific Arrangements**

- 1 – Art
- 2 – Food Activities
- 3 – Play Equipment
- 4 – Pottery
- 5 – Science
- 6 – Sport/PE
- 7 – Swimming Arrangements
- 8 – Technology
- 9 – General Use Equipment