

LOW ASH PRIMARY SCHOOL

HEALTH AND SAFETY POLICY

October 2016

LOW ASH PRIMARY SCHOOL HEALTH & SAFETY POLICY

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

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RATIONALE

The Health and Safety at Work Act (as amended) 1974 requires every firm employing five or more people to write down its policy for their safety and health, and show it to an inspector if requested.

An explicit Health and Safety Policy demonstrates to our employees that we care for their welfare.

The law is that we must have a written statement of our general policy describing our organization and arrangements for carrying out the policy, and that we must bring it and any revision to our employees' attention.

This policy is based on the Local Authority's **Health and Safety at Work policy**. All staff and governors are made aware that a copy of this policy is on display in the staff room.

This policy is organized into three sections:

- Part A - Statement of Policy
- Part B – Responsibilities
- Part C - Arrangements - general arrangements and specific arrangements

PART A - STATEMENT OF POLICY

The school recognizes its responsibility to promote a culture where 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 is 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.

Safeguarding

The Education Act 2002 places a duty on schools to safeguard and promote the welfare of pupils at the school by ensuring that risks of harm to welfare are minimized and taking appropriate actions to address concerns about the welfare of a child or children, working to agreed local policies and procedures in full partnership with other local agencies.

This policy aims to fulfil this requirement and should be read in conjunction with the Child Protection and Safeguarding Policy. Where concerns arise regarding safeguarding and/or child protection, these should be recorded in writing, signed and dated, and passed on to the designated Named Person in school (the Headteacher, Deputy Head, Assistant Head or Inclusion Leader).

This Health and Safety Policy was reviewed and adopted by The FGB (Recources) on 19th October 2016

Signed..... Head teacher

Signed..... Chair of Governors

Next review due: October 2018

PART B - RESPONSIBILITIES

Overall and final responsibility for the Health and Safety in the school is that of:

CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL LOW ASH PRIMARY SCHOOL, GOVERNING BODY

MR T. WOOLLIN, Headteacher, is responsible for the policy being carried out at the premises on **Wrose Road, Wrose, SHIPLEY BD18 1AA.**

MRS BETH MEDHURST is responsible as his deputy.

GOVERNORS

(Governors are the employers in Aided schools but in other schools Governors and the Local Authority have a joint responsibility.)

The school governors will ensure that:

- a) The Head teacher produces a school H&S policy for approval by the Full Governing Body (Resources) and that this policy is regularly reviewed;
- b) The Headteacher organizes the completion of risk assessments of work activities and a written record of the assessments is kept;
- c) Sufficient funding is allocated for health and safety, e.g. in respect of training, personal protective clothing etc;
- d) Regular safety checks and inspections are undertaken;
- e) A positive H&S culture is established and maintained.

HEAD TEACHER

(The Head teacher is the day-to-day manager of the site and is responsible for H&S on that basis.)

The Headteacher will ensure that:

- a) a school H&S policy is produced for approval by the Full Governing Body (Resources) and that the policy is regularly reviewed and revised as necessary;
- b) induction procedures include briefings on H&S and safeguarding, including consideration of training deemed necessary or desirable for undertaking a particular role;
- 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 via risk assessment or to comply with national standards/guidance, are monitored to ensure they are followed and effective;
- e) accidents are investigated and appropriate recording and reporting systems are followed;
- f) Information and advice on H&S is acted upon/circulated to staff and governors. The H&S file is kept in the site manager's room, so that it is available to all staff and governors;
- g) regular safety checks and inspections are undertaken by relevant staff and/or outside agencies/contractors;
- h) H&S reports and information is provided to the school governors;
- i) he/she cooperates with the Council in meeting its legal requirements in respect of the monitoring of health and safety practice and procedures;

- j) staff 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;
- k) Where H&S duties are delegated to an individual, 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.

UNION H&S REPRESENTATIVES

H&S representatives from trade unions visit the school on a termly basis and produce a written report on H&S issues. The Headteacher feeds back to governors on reports from union representatives, identifying any actions taken in response to issues raised.

SITE MANAGER

The Site Manager is responsible for H&S matters relating to the buildings and grounds. Responsibilities include:

- a) Completion of risk assessments for matters relating to buildings, grounds, cleaning and maintenance;
- b) Organizing daily / weekly / monthly / termly checks of fire alarms, escape routes, site safety/security;
- c) Liaising with the School Business Manager to arrange checks and inspections undertaken by external contractors (see list of contractors at end of policy);
- d) Liaising with contractors employed to carry out work associated with the school site.

DEPUTY HEAD

The deputy head is responsible for;

- a) Organizing training for staff as CPD Leader, including monitoring the renewal and expiry dates for specific training, such as first aid.
- b) Coordinating educational visits, including ensuring the completion of risk assessments for educational visits.

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 their line manager or other designated person;
- 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 management in investigating such accidents or incidents;
- e) Cooperate with management in respect of complying with H&S requirements;
- f) Report safeguarding / child protection concerns to a 'named person' (Headteacher, deputy head, assistant head).

NB Staff are advised to ensure that their own vehicle insurance covers them for any use of the vehicle for work purposes. The Council does not hold insurance to cover use of private vehicles.

STUDENTS / VOLUNTEER HELPERS

Have the same duties as those indicated for employees

PUPILS

(Although pupils are not employed and have no specific responsibilities in legislation, other than the requirement on all persons not to interfere with items provided for H&S, schools will have expectations as to what is appropriate behavior.)

Pupils are expected to:

- a) Comply with school rules relating to general behavior;
- b) Take note of and comply with information provided for safety with regards 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.

PART B ARRANGEMENTS

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

GENERAL ARRANGEMENTS

1 – ACCIDENT/INCIDENT RECORDING/REPORTING

1.1 – PUPILS

All accidents to pupils involving injury are to be recorded in line with accident reporting procedures for Bradford Council. This will initially be by using the standard sheets in the school **pupil accident book**, which are kept in the Photocopying room.

RIF1 forms are used to report ‘reportable incidents’ (i.e. 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). These forms are kept on the school office.

1.2 – STAFF – All accidents to staff are to be recorded on the form AB1. Any accident causing the employee to be absent beyond the day of the accident or resulting in the employee being taken directly to hospital should be recorded on the form RIF1. This should be sent to the Occupational Safety Unit and a copy retained in school. The Occupational Safety Unit should be contacted by telephone (01274 431007) if the accident is of a serious nature, or if absence as a result of the accident reaches 3 full days, or for guidance / advice.

1.3 – VISITORS – All accidents to visitors other than pupils are to be recorded on the form AB1. Any accident causing the person to be taken directly to hospital should be recorded on the form RIF1. This should be sent to the Occupational Safety Unit and a copy retained in school. The Occupational Safety Unit should be contacted by telephone (01274 431007) if the accident is of a serious nature or for guidance / advice.

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 considered by the Headteacher who will then decide if it needs to be forwarded to the school’s 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 are recorded using the systems identified in the Behavior Policy. Incidences of bullying and harassment are to be recorded by immediately inputting information on to the Sentinel Incident reporting system. Violence at Work forms are completed for incidences of violence towards staff. Incidences involving the use of Team Teach are recorded on the relevant forms (see Policy on the Use of Force to Control or Restrain Pupils)

2 – ASBESTOS

The school Asbestos Management Plan (AMP) is kept by the Site Manager and any major work planned and any work involving access to roof voids, demolition, or drilling into ceilings/floors/walls must be approved in advance to ensure asbestos is not likely to be disturbed.

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.

3 - CONTRACTORS ON SITE

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

3.1 – SERVICE CONTRACTORS – Service contractors have regular access to 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.

3.2 – BUILDING CONTRACTORS – These are contractors who attend site to undertake building works, which can vary from simply replacing a broken window to remodeling 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 minimized/eliminated.

Where possible use contractors from the Local Authority's approved contractors list. Where not possible, then ensure that any contractor used complies with any appropriate legislation. All contractors should have the required £2m. Public liability insurance cover and be competent/qualified as appropriate.

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 pupils have access. Such hazards are controlled by the arrangements listed below and by the effective supervision of students.

3.2.1 – 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 site manager. They should not leave until they have reported back to the site manager on completion of work.
- b) Before any work is commenced, it is essential that the site manager 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 site manager
 - 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 playground,

- iii) Any particular problems with the work, e.g. limited vehicular access to school grounds during the school day
- d) The contractors must sign in on arrival (and out on departure) and be issued with a visitor's badge which 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.

3.2.2 – 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, business manager and site manager will attend the meeting. This meeting will identify timescales for work, methodology (e.g. noisy work done when school is unoccupied wherever possible), access requirements, emergency access requirements, etc.

4 – LETTINGS

All lettings must return annually the following documents:-

- Recruitment and checking procedures
- CRB for all staff who work at Low Ash during their period of letting
- Annual Fire Risk Assessment/Fire Procedure
- Public Liability Insurance Document

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;
- b) Circulating H&S information and memos to all relevant staff as necessary; and
- c) Where appointed, consulting with the Trade Union Safety Representative(s) in good time on all H&S issues.

All staff are required to be vigilant in reporting health and safety concerns. A book for logging concerns is kept in the site manager's box in the main office.

6 – COMPETENCY

All staff appointed are considered to be competent to perform the tasks they are given. Specifically with regards to H&S, 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 relevant roles (such as site manager) which identifies what H&S competencies are required. Staff appointed to these roles will be assessed against this list and where competency requirements are not met how the person will be made competent will 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 in the policies master file and 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 networks users.

8 – FIRST AID

The school has a separate policy for First Aid and a copy of this policy can be found in the policies master file and on the school website. 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 pediatric 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 on notices displayed around the school or available from the office and attached as an appendix to this policy.

8.1 - FOLLOWING ACCIDENT

At playtime there is always a member of staff on 'indoor duty' to receive children who are hurt. At lunchtime there is a First Aid point at a table in the Key Stage 1 corridor. Details are recorded in the pupil accident book and children may also be seen by a First Aider. Bump/accident notes are issued to inform parents/carers. A checklist for procedures in the event of an accident and/or child feeling ill is kept in every class.

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 dialing 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 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 medical attention may 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.**

8.2 – RECORDING - Any accident where first aid is administered to pupils is recorded initially in the pupil accident book and on the Council's reporting forms where required (refer to Council procedures on Accident Investigating, Reporting and Recording)

8.3 FIRST AID BOXES / MATERIALS

First aid boxes are kept in:

- **Photocopying Room**
- **Nursery**

All classes also have a mini first aid kit which is kept in classrooms.

When further supplies are needed, this will be reported to the lead First Aid person who will place further orders. This person will routinely check first aid boxes every half term.

First aid boxes are kept on site and these only contain approved materials. The boxes are available for use by all staff/adult visitors on site.

8.4 – INJURIES INVOLVING BLEEDING - Staff dealing with injuries involving bleeding must wear appropriate protective clothing. Disposable gloves (latex-free) are provided for this purpose and kept in first aid boxes and bum bags. Soiled gloves and dressings/wipes should be bagged and disposed directly into outside dustbins.

9 – GENERAL MAINTENANCE CONTRACTS

All equipment on site will be maintained in efficient working order to ensure that it is safe to use. Without detracting from the generality of the above the following maintenance arrangements have been made:

9.1 FIRE EXTINGUISHERS – (Chubb – annual check)

Fire extinguishers are subject to an annual check by contractor and extinguishers are checked by **site staff** on a weekly basis to ensure that they are in position and that the pins are in place.

9.2 FIXED ELECTRICAL INSTALLATION

The fixed electrical installation is tested by maintenance contractors every 5 years as required by the electricity at work legislation. Following this check a certificate is issued to confirm the electrical installation is safe.

9.3 PE EQUIPMENT – (Gymnasium Maintenance Service – annual check)

All PE equipment is subject to regular visual inspection, carried out by staff prior to use. If defects are noted, the PE Leader will assess whether the equipment can remain in use or whether it needs to be taken out of use pending repair.

9.4 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 site manager will assess whether the equipment can remain in use or whether it needs to be taken out of use pending repair.

Fixed playground equipment (Dyno frame, activity trail, stage) is subject to a monthly check of its condition and an annual check by an independent contractor (**Pennine Playgrounds**)

9.5 PORTABLE ELECTRICAL EQUIPMENT (Nominated Company - annual check)

Portable electrical equipment is to be visually checked by staff before use and if any defects are noted the item is to be put out of use. In addition the portable electrical equipment is subject to an annual check.

Staff should not use any portable electrical equipment brought in from outside the school, unless evidence is produced that it has been PAT tested or was purchased brand new within the last 12 months. Prior to use the equipment is to be visually inspected by a competent member of staff.

Any rules for use of extension leads and portable equipment - keep trailing leads to a minimum. All staff to visually check for defects

9.6 SHUTTERS (Artisan – annual service)

Manually operated shutters between the kitchen and the old hall and electrically operated shutters storage for Reception outdoor equipment are serviced annually by external contractors.

9.7 BOILERS (Sg Ellis plumbing and gas division– annual service)

9.8 INTRUDER ALARM (Kings Security Systems – annual service)

9.9 LIGHTNING CONDUCTORS (Johnson lightning protection - annual check)

9.10 HOIST (Westholme Ltd – annual service)

9.11 FIRE ALARM/EMERGENCY LIGHTING REDCARE (Rosse Systems – 6 month service)

9.12 REDCARE (Rosse Systems – annual service)

9.13 ICT EQUIPMENT - projectors (Primary Technology Ltd – 6 month service)

10 – INFECTIOUS DISEASES

The school follows the national guidance produced by the Health Protection Agency, which is summarized on the poster, ‘Guidance on Infection Control in Schools and other Child Care Settings’. This is displayed in the office and staff room. Supplemental information on local contacts is contained in the ‘Local Handbook for Schools on Infectious Diseases’ kept in the office.

11 – MEDICAL NEEDS

The school will try to accommodate pupils with medical needs wherever practicable in line with the school’s commitment to inclusion (see Inclusion Policy). Pupils with significant medical needs have a Healthcare Plan which is drawn up under the guidance of the relevant medical professionals and in consultation with parents/carers. Relevant training, organized by the Inclusion Leader, is provided to staff where required (eg annual Epipen training for all class-based staff and first aiders, diabetes training for designated staff).

12 - RISK ASSESSMENTS

The school risk assessment process is ongoing. It is based on generic information, whether in the form of model risk assessment, model procedures or national standards, which are then checked to ensure they are appropriate to the school or amended to make them site specific. This information is then included within point of use texts or schemes of work, or links provided therein to relevant documentation, as appropriate. This is supplemented by dynamic risk assessment which involves competent staff in supervision and problem solving. In all cases staff, pupils and other visitors may be affected by the activity. The following information is added to expand on the above where there is specific legislation.

12.1 – COMPUTER WORKSTATION ASSESSMENTS - Any member of staff 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(s) where they work (‘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 staff are also entitled to a free eye test, claim forms available from the business manager, and payment for a basic set of glasses *where they are required mainly for use with DSE*.

If staff have any questions on DSE they should initially speak to their line manager.

12.2 – 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 drills are carried out at least three times a year, once in each term.

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.

12.3 – 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 site manager's room and summary information is kept where substances are stored/used. If staff have any questions on hazardous substances they should initially speak to their line manager.

12.4 – MANUAL HANDLING – Manual handling legislation requires that any manual handling operation that is likely to cause a significant injury needs to be assessed. All staff 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, (eg. movement of stock orders) must be covered by a written manual handling assessment.

All staff must 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 staff 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.

A risk assessment is produced for the manual handling of pupils who may need to be lifted or supported. Positive handling of pupils, using Team Teach strategies, may also be required in order to prevent injury or serious damage to property. (See Policy on the Use of Force to Control or Restrain Pupils). Relevant training is provided for staff who are designated to undertake manual handling of pupils.

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

12.5 – 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 school has not identified any areas or activities as likely to exceed the action levels. If staff have any questions on noise levels they should initially speak to their line manager.

12.6 – SECURITY – Risk assessments have been undertaken regarding security issues and these are regularly reviewed. If staff have any questions on security they should initially speak to their line manager.

12.7 - 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. This is carried out by Aquatrust.

The school water assessment is kept in the site manager’s room.

12.8 – WORKPLACE - An inspection of the workplace, buildings/grounds, has been undertaken by Asset Management against the requirements of The Workplace (Health, Safety & Welfare) Regulations 1992 as supplemented by the Education (School Premise) Regulations.

The school workplace assessment is kept in the office.

The school also undertakes ongoing checks and inspections to proactively identify defects with the workplace.

12.9 - 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. kick stools, step ladder, ladders, and scaffolds. Most staff 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, which staff are instructed to follow, are in place:

- Putting up displays
- Storage of resources
- Accessing high shelves
- Site specific assessments for site staff (kept in site manager’s office)

13 – HOUSEKEEPING AND PREMISES

13.1 WASTE DISPOSAL - Toner to be disposed of according to advice from Arena Business Systems. Glass to be wrapped in newspaper or placed in a sturdy box and site staff alerted. Waste containing bodily fluids should be double bagged and disposed of in designated bins / directly in outside bin.

13.2 – SAFE STACKING AND STORAGE - Paper and card will be stored in drawers and/or stacked in stockrooms/classrooms appropriately.

13.3 KEEPING ACCESS AND GANGWAYS CLEAR - Site manager/caretaker daily check. All staff have a collective responsibility for ensuring that areas are kept clear and safe during the school day.

13.4 ACCESS EQUIPMENT - Step ladders provided for staff use only will be stored in site manager’s room and stock rooms.

13.5 ACCESS TO SITE STORE ROOMS - The site manager’s room will be kept locked and the spare key kept in the school office. The cleaners’ store will be kept locked. A spare key to the outer door will be kept in a Year 2 class for access to PE equipment stored there. The boiler houses will be kept locked at all times except for access for checks/maintenance by authorised persons

14 – SAFEGUARDING

The school has a separate policy dealing with the safeguarding of children and young people and ‘NAMED PERSONS’ have been appointed (the Headteacher, Deputy Head, Assistant Head and Inclusion Leader). All staff need to be aware of the policy, a copy of which is kept in the policies master file and on the school website, and also the leaflet ‘Safeguarding Guidance for Staff Working with Children and Young People’ (provided to staff in their induction file).

15 – SCHOOL TRIPS / EDUCATIONAL VISITS

A separate policy has been produced based on Council guidance and a copy of this is kept in the policies master file and on the school website.

16 –TRANSPORT

16.1 – TRANSPORTING PUPILS - One of the following options for transporting pupils is used:

- Staff transport pupils/equipment in their own cars or drive to other venues during the working day. Staff who use their own cars must confirm that their insurance policy covers them for this purpose as such cover is not provided by the Council. Booster seats are available in school for planned transporting of pupils in accordance with current legislation.
NB Staff driving their own vehicles for work need to hold Business Class insurance for the vehicle they use.
- Transport and driver are hired in from a reputable source (Coach Company, taxi firm). This is the usual practice for school trips. Where taxis are organized by school, no pupil will be transported unless accompanied by an adult.
- Public transport (bus, train) is sometimes used as a means of transport.
- The parent(s)/carer(s) of the pupils are advised of the venue and time of activity and that their child is required to be there at that time.

16.2 – CAR PARK

Authorized access to the car park is restricted to staff, visitors and disabled users. There should be no unsupervised reversing whilst pedestrians may be present. The greatest potential for the presence of pedestrians is within fifteen minutes of school session start and end times.

17 – STAFF WELLBEING

The wellbeing of staff 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 staff team as a whole.

All staff have the right to a reasonable worklife balance and to expect appropriate support or intervention when they experience health or personal difficulties. Staff are encouraged to raise any concerns with the Head teacher or line manager but also have access to a confidential counselling service. Sickness absence or health concerns will be dealt with under the school’s staff absence policy, a copy of which is kept in the policies master file and on the school website,

The Governing Body endorses the principals set out in the HSE’s Management Standards as a framework to support staff wellbeing. A copy of the Staff Wellbeing policy is kept in the policies master file and on the school website.

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 tables on which food is to be prepared are positioned to allow easy access around 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 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 grater and, dependant on age, sharp knives;
- d) the use of portable electrical appliances (such as blenders) is limited to essential use only and ensuring that any such use is under adult supervision;
- e) 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 that 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 that 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 arrangements have been made to deal with emergency situations:

- a) Names of first aiders are displayed in various places around school;
- b) A fire blanket is kept in the Site Manager’s room. The fire blanket is used for smothering fires, i.e. burning pans or if clothing is set alight.
- c) Carbon dioxide (or powder) fire extinguishers are located at various points throughout the school (including directly outside the Rainbow Room). The carbon dioxide extinguisher is safe for use with electrical equipment. Staff should establish the location of the nearest carbon dioxide extinguisher when planning cooking activities.

NB If a carbon dioxide extinguisher is used the room is to be evacuated.

3 – CLAY WORK

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:

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

- a) Only premixed clay is used by pupils and that the clay is to be cut into workable sizes;
- b) Boards are used for clay work. If newspaper is put under boards, it is to be disposed of at the end of the lesson;
- c) Spillages of clay are cleared up immediately using wiping with a wet cloth or sponging techniques. **NB Brushing of dried clay is prohibited;**
- d) Glazes are not used. Pupils may paint their clay models. Adults may use PVA glue or varnish (referring to instructions for safe use) to give a glazed effect.

3.2 - KILN - NO KILN USED AT LOW ASH

3.3 - PERSONAL PROTECTIVE EQUIPMENT - The risks associated with damage to clothing are managed by ensuring that all staff and pupils working with clay wear the aprons provided.

3.4 – HOUSEKEEPING – The risks associated with the creation of dust will be partly managed by ensuring that all staff and pupils wash hands and the equipment used with clay regularly and at the end of lesson.

4 - SCIENCE

The school follows the guidance for safe practice in science as given by CLEAPPS. The hazards associated with science are controlled by following the guidance contained therein.

5 - SPORT/PE

The school follows the guidelines contained in 'Safe Practice in Physical Education' produced by AfPE (Association of Physical Education), formerly known as BAALPE (British Association of Advisors and Lecturers in Physical Education). The main risks associated with 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 document.

The general requirements are as follow:

- a) Before any lesson pupils will change into appropriate clothing/footwear and remove any jewelry.
 - b) Staff will remove jewelry 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.
- Risk assessments for specific PE activities are stored in the risk assessment folder in Resources – 1 Whole School.

6 - SWIMMING ARRANGEMENTS

The hazards associated with this practice are the potential for drowning and slips/falls associated with wet surrounds to pools. All pupils in Year 4 (and some in Year 5 and 6) access swimming provision at Shipley Pool which has undertaken its own risk assessments. A full safety briefing is given at the start of the first lesson at the pool, with regular reminders throughout the course of lessons.

7 - 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:

7.1 – LOCATION - Risks associated with personal injury are partly managed by ensuring that 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.

7.2 - 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 (where appropriate);
- b) Personal protective equipment is stored to minimize damage and ensure easy availability. Aprons are to be hung up and goggles/spectacles stored in the designated space.

7.3 – EQUIPMENT - Risks associated with personal injury are partly managed by ensuring that equipment is kept clean and stored so as to minimize damage/help pupils to find the correct tool. (Shadow boards or tool racks.)

7.4 - HAZARDOUS SUBSTANCES - Risks associated with hazardous substances have been addressed as part of the school COSHH assessment. NO COSHH substances are used by pupils.

Appendix 1 LIST OF FIRST AIDERS AT LOW ASH

- Available from the school office on request and situated at various points around school

Appendix 2 USEFUL CONTACTS and TELEPHONE DETAILS

- Mr. Jim Hughes – Educational Visits Advisor – Future House – (01274) 385585
- Occupational Safety Team: (01274) 431007
- Mrs. Susan Ingham - Occupational Health Advisor City Exchange Tel. (01274) 434248
- Various – school nurse - Shipley Health Centre, Tel. (01274) 59561