

WESTHAVEN SCHOOL
Business & Enterprise College

*All policies are developed to be compliant with and supportive of the ethos and values of
Westhaven School*

January 2020

Health & Safety Policy

Statement of Intent

Introduction

It is the policy of Westhaven School to conduct its operations in such a manner as to ensure the health, safety and welfare of all its employees, students, partners, contractors, clients, general public and others while working and studying on its premises and outside the school on associated activities.

Aims

- The school will ensure, so far as it is reasonably practicable, that there is a healthy and safe working environment for all students, staff, partners, clients, temporary contractors and general public; there are safe systems of work for all employees and students and suitable and sufficient work equipment provided; there are adequate welfare arrangements and also that information, instruction, training and supervision are provided to ensure their competency to perform tasks safely.
- Westhaven School recognises its responsibility to provide adequate control of the health and safety risks arising from school and client activities. When staff or students operate on behalf of Westhaven School an assessment of risks specific to the activities or tasks will be made. Where a risk, especially any significant risk, has been identified, all reasonably practicable measures will be put in place to manage those risks and ensure the activities or tasks can be conducted in a safe manner.
- Westhaven School commits itself to implementing the Health and Safety at Work etc Act 1974 and UK statutory instruments, including where these may be amended through future national or European Union legislation. The school's competent health and safety representative will provide to the schools management and governing body regular information on updates, changes and any revisions to safety legislation.
- It is the belief of the school that a positive health and safety culture is of significant benefit to the good performance of the whole school. We aim to encourage and develop an understanding of risk education and awareness amongst students. The headteacher, senior leadership group and governing body will ensure that sufficient resources are available for the policy to be implemented effectively.

How

All governors, the headteacher and school staff must familiarise themselves with their duties and responsibilities throughout the school health and safety manual and other sources of safety information and guidance. All employees have a legal duty to act in a safe manner and not to endanger themselves or others by their actions or their neglect. All health and safety procedures will be communicated to staff through consultations. Staff are encouraged to play a positive role in developing and maintaining a healthy and safe working environment and to report health and safety concerns to the health and safety officer and/or an appropriate member of the school's management team. The governing body will commission external health and safety consultants to support their work.

Monitoring and Evaluation

- Health and safety reports received by SLT and copied to Stephen Romanski, Health and Safety Governor.
- Health and Safety report as a standing agenda item on Staffing and Finance Committee.
- Annual Health and Safety report to FGB

Supporting Documents

- Health and Safety – Guidelines and Responsibilities
- Health and Safety - Arrangements

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Chair of Governors:

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Headteacher: Ms Tracy Towler

Date Approved: 23/01/2020

Guidelines and Responsibilities

Introduction

Westhaven School recognises the need to identify organisational methods for implementing and controlling the health and safety of all persons who work within or visit the school.

Westhaven School understands that the Health and Safety at Work etc Act 1974 places overall responsibility for health and safety with the school's governing body.

The following is an outline of duties and responsibilities that have been assigned to governors, the headteacher and other staff.

Governors

The Governors, as a corporate body, has the responsibility to set the strategic direction and objectives of all health and safety matters in the school. The aim is to ensure a positive health and safety culture is established and maintained.

They must ensure that all reasonable steps have been taken to reduce the possibility of accident or injury to staff, students and visitors. The Governors will be kept informed of all developments relating to health and safety matters and the Clerk to Governors will include such matters on the agenda at FGB meetings.

Governors must ensure:

- That in cooperation with the Headteacher, the H&S policy reflects the status of the school and that the policy is regularly reviewed, revised and new arrangements are implemented as and when necessary.
- That risk assessments are undertaken for any activity that has significant associated hazards and that a written/electronic record of these assessments are kept and reviewed regularly.
- That sufficient resources are allocated and authorised within the organisations budget to meet statutory procedures and standards for health and safety in the school.
- That the Governing Body must ensure that when awarding contracts health and safety is included in specifications and contract details.
- That regular Health and Safety inspections of the premises are carried out.
- That the Governing Body appoints a Health and Safety Governor and receives an annual audit of health and safety systems and standards from the Headteacher.
- Ensuring that health and safety is kept on the agenda by including it intrinsically with business discussions.

Headteacher

The Headteacher, Ms Tracy Towler, is responsible and accountable for the implementation and compliance of the policy within the school.

The Headteacher has responsibility for:

- Cooperating with the Governing Body to advise on any safety policies that need to be introduced, to enable health and safety policy and procedures are implemented and complied with.

- Ensure a positive health and safety culture is encouraged and developed within the school.
- Ensuring effective health and safety management arrangements are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the governing body and other agencies where necessary, in order to inform the development of the overall health and safety strategy.
- Communicating the policy and other appropriate health and safety information to all relevant people, including contractors.
- Ensuring health and safety investigations are carried out.
- Ensuring all staff have had induction training and are competent to carry out their roles and are provided with adequate information, instruction and training.
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) are recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Reporting to the governing body any hazards which cannot be rectified within the establishment's budget.
- Ensuring that the premises, plant and equipment are maintained in a serviceable condition.

The headteacher may either undertake or devolve certain tasks to appropriate senior staff or managers within the school. The task of overseeing health and safety on the site has been delegated by the headteacher. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the headteacher from the overall day-to-day responsibilities for health and safety within the school.

Deputy Head and School Business Manager

The Deputy Head, Mr Jamie Peacock, in conjunction with the School Business Manager, Mrs Karen Corfield, is responsible and accountable for delivering the school's health and safety strategic plan as detailed by the Governing Body and the Headteacher. They must also ensure the school meets and adheres to the UK Statutory Instruments, as well as any future national or European Union health and safety legislation.

They are also required to:

- Be responsible for awarding, checking competency, managing, monitoring and auditing all compliance contracts and maintenance service agreements carried out on the premises.
- To develop and implement relevant action plans based on risk assessments, outcomes of meetings, emergency arrangements and to review existing health and safety policies and procedures in the school, and ensure all staff, pupils and contactors adhere to them.
- To be responsible for emergency procedures, evacuation and invacuation of the school premises.
- To ensure that the school asbestos register and the asbestos management plan is maintained and available as required.
- Investigate all serious incidents and liaise with appropriate authorities as necessary.

- To monitor purchasing and contracting procedures to ensure compliance with the school's policy.

Site Manager

The Site Manager, Mr Joseph Turner, is responsible and accountable to the Business Manager and Headteacher for all matters relating to health, safety and welfare within the sphere of his duties.

The Site Manager's responsibilities are:

- Report to the Business Manager any defects and hazards that are brought to his notice.
- Inform the Business Manager/Headteacher whenever contractors are due to enter the school to undertake maintenance, service or works contracts. Any works that affect the fabric of the building will be subject to a permit to work. Ensure relevant information is communicated and shared to third parties or contractors.
- Be responsible for coordinating all contractual work and maintenance carried out on school premises, including health and safety matters concerned with other contractors.
- In conjunction with the Business Manager/headteacher ensure that strict procedures are laid down for building work, such as roofing, excavation and drainage, alterations to building structures, refurbishments and renovations or re-modelling schemes.
- Ensure that all site staff and cleaning staff are equally aware of the school's health and safety policy and that they are equally aware of any arrangements of the policy that affects their work activities, e.g. storage arrangements, materials, equipment and hazardous substances.
- Use C365 to ensure the methodical system of servicing, inspecting, maintaining, checking and auditing compliance agreements in the school.

Healthcare Assistant

- Ensuring that first aid boxes are available in agreed strategic places around the site and that these are inspected on a termly basis, or as required.

Line Managers

Line Managers are responsible to the headteacher for the health and safety of all staff, workplaces and activities under their control. To achieve this their duties include the following:

- Develop strong, positive health and safety attitudes among those employees reporting directly to them. Ensuring that a health, safety and welfare awareness culture is also developed, actively encouraged and reinforced with all students.
- Apply the school's health and safety policy to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements to all staff and students.
- Maintain or have access to an up to date library of relevant published health and safety guidance from sources including CLEAPSS, AfPE, etc and ensure that all staff are aware of and make use of such guidance.
- Ensure regular health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented and shared with all staff.

- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control.
- Resolve any health, safety and welfare problems members of staff refer to them and inform the Business Manager of any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required. Arrange for the repair, replacement or removal of any item of furniture or equipment that has been identified as unsafe.
- Checking the adequacy of fire precautions and procedures in liaison with the Business Manager. Ensure that fire action notices are prominently displayed in all rooms and areas for which they are responsible.
- Ensure, so far as reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- Establish acceptable housekeeping and safe storage standards in all areas of their responsibility.
- Develop a training plan that includes specific job instructions for new or transferred employees, ensuring that the training needs of their staff are monitored and training opportunities are made available. Making known to the CPD leader/Business Manager any identified training needs.
- Ensure that all accidents, including near misses, occurring within their department are promptly reported and investigated using the appropriate forms, etc.

Teaching Staff, Cover Supervisors and Supply Teachers

Teaching staff, cover supervisors and supply teachers are responsible to their line managers or heads of departments for the health and safety of themselves, other staff and pupils and activities under their control. In order to achieve this their duties include the following:

- Ensuring that a health, safety and welfare awareness culture is developed, actively encourage and reinforced with all students.
- Implementing the health, safety and welfare procedures for students at a level appropriate for their requirements. Ensuring that these procedures are explained in terms that they can easily be understood.
- Carry out safety briefings; refer to specific risk assessments, especially before any hazardous or high-risk activities and lessons. Seek information on any special safety measures that must be adopted in their own areas of responsibility and ensuring that they are adhered to.
- Ensuring all students, probationers and supply teachers are aware of the general health and safety requirements of the school and the detailed requirements or arrangements for activities relevant to them.
- Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.

- Exercising effective supervision of students and maintain an awareness of emergency procedures in respect of fire, first aid and accident or incident reporting.
- Setting an example by personally following safe working practices.
- Ensure that, where necessary, the appropriate personal protective equipment is available, in good condition and used and that any other identified safety measures in the risk assessment are implemented.
- Ensuring that all electrical equipment is visually checked before use.
- Reporting to the line managers any defects in equipment or identified inadequacies in procedures. NB where any defect renders the equipment potentially hazardous it should be isolated and clearly labelled 'waiting repair' until repaired or replaced.
- Integrating all relevant aspects of health and safety into the teaching process and, if necessary, giving special lessons, e.g. the use of equipment in technology lessons.
- Highlighting any training needs deemed necessary to fulfil their role to the line manager or head of department.
- Establish acceptable housekeeping and safe storage standards in all areas of their responsibility.

Employee Duties

Under the Health and Safety at Work Act etc 1974 all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Report immediately to the line manager any shortcomings in the school's arrangements for health and safety.
- Cooperate with the school's management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interest of health, safety and welfare.
- Inform the school's management if something happens that might affect their ability to work, e.g. suffering an injury, penalty points on a driving licence or becoming pregnant.
- Ensure that they only use equipment or machinery that they are competent with/have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

In addition to the duties outlined above the following organisations, services or individual roles have additional duties as outlined:

North Somerset Council

- North Somerset Council Health and Safety Department have been contracted to provide an effective health and safety service for Westhaven School.
- Nicola Watkins, Senior Advisor, and her team, are responsible for providing this service to the school.
- This policy supplements and operates in conjunction with North Somerset Council's policy statement on Health and Safety.

First Aiders

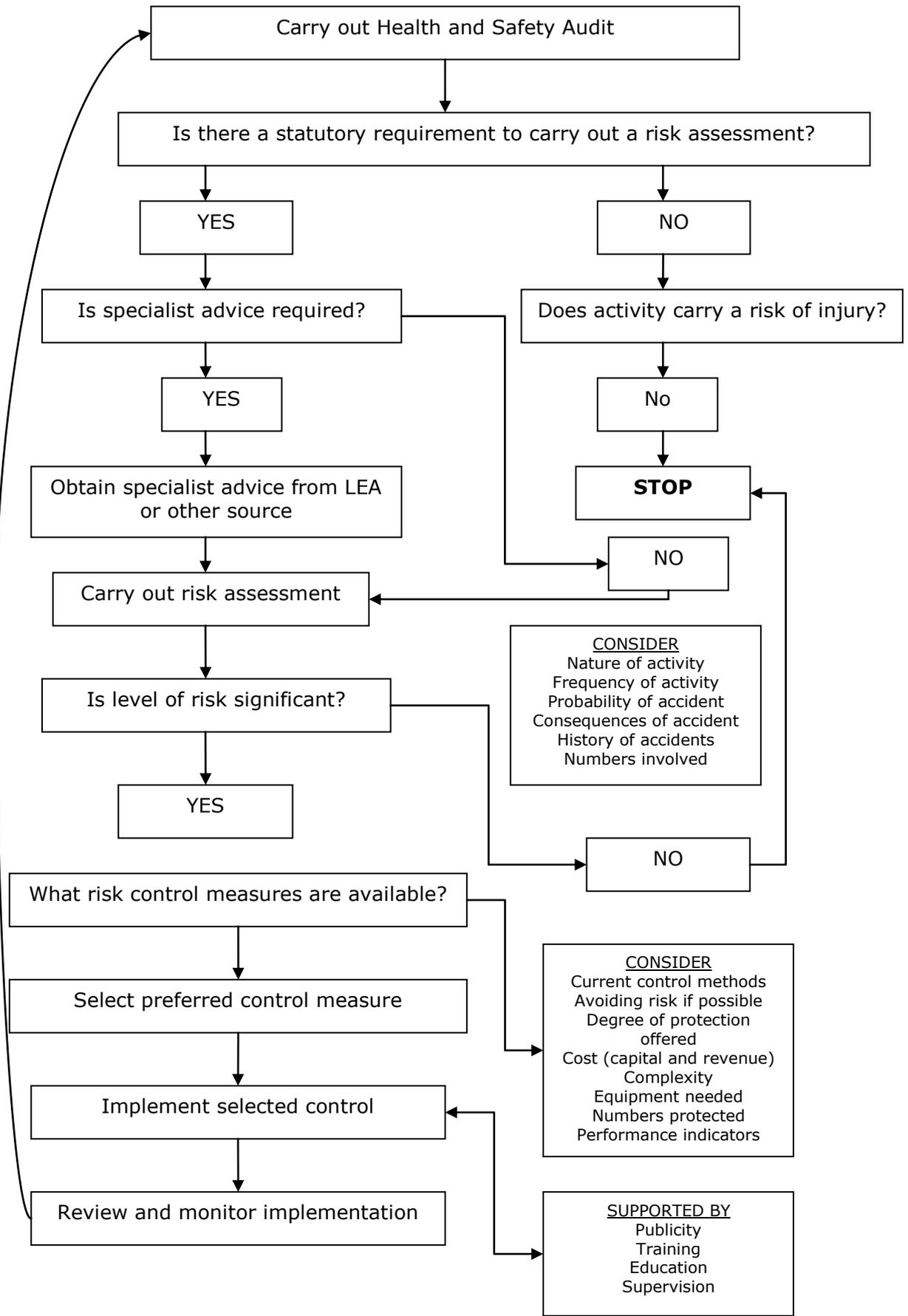
- Staff who are competently trained will be appointed as first aiders and will receive refresher training as necessary.
- First aiders will be required to ensure that they have a fully stocked first aid kit at their normal place of work to enable them to respond effectively to any notified incident.

Trade Union Safety Representative (if appropriate)

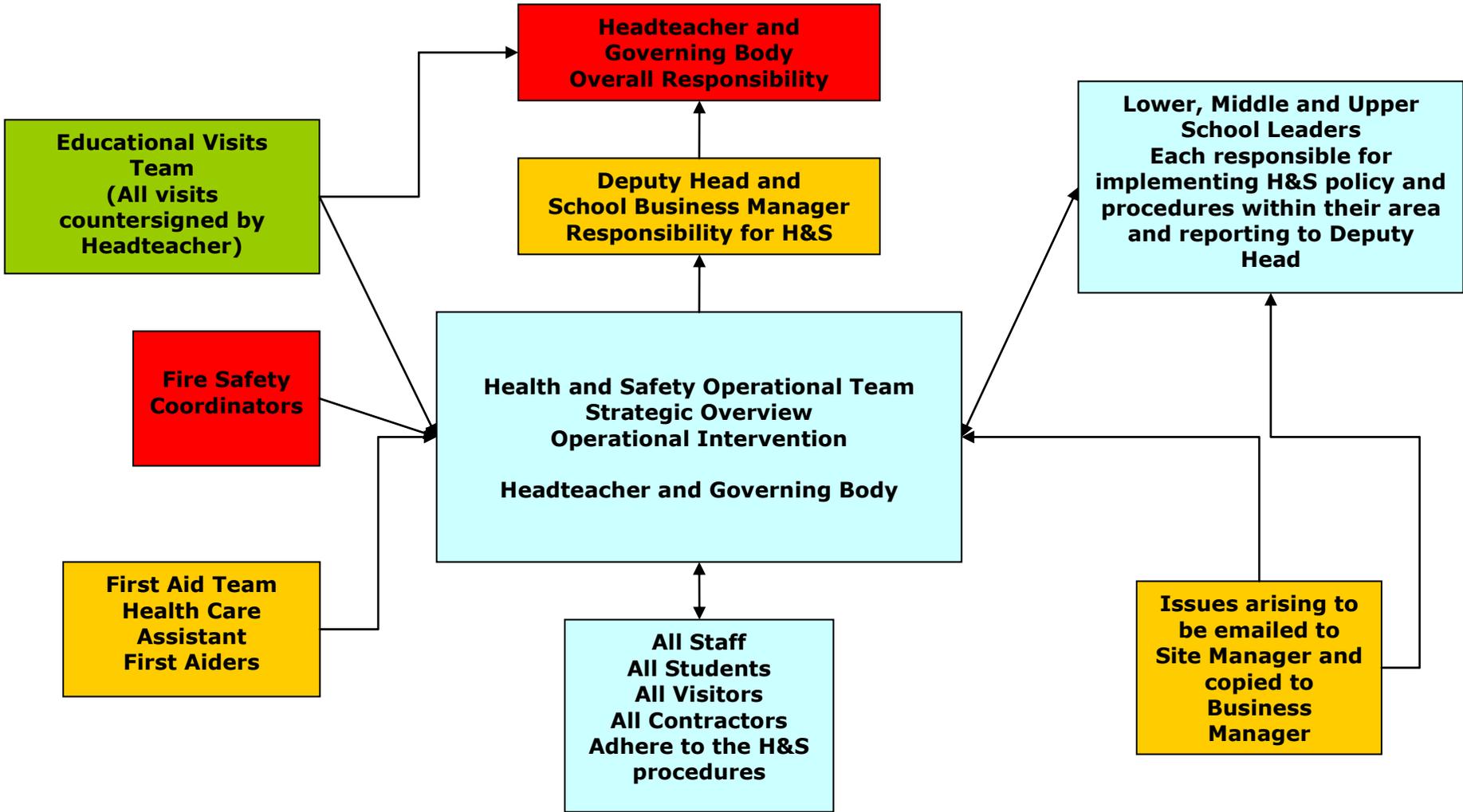
- Any Trade Union Safety Representative will be encouraged by the Headteacher to fulfil his or her duties, as well as being released for any appropriate training.
- They will also consult regularly with the safety representative on health and safety matters.
- He or she will be entitled to inspect the school in accordance with the agreed Trade Union procedures.

Date Approved by FGB:

RISK ASSESSMENT FLOW DIAGRAM



Health and Safety Organisational Flowchart – Westhaven School



Health and Safety Arrangements

The school recognises its obligations to identify arrangements designed to make its safety policy effective.

All staff should be aware of the following requirements:

RISK ASSESSMENTS

Risk assessment is a principle requirement of the management of Health and Safety at Work Regulations 1999. Regulation 3 requires all employers and self-employed persons to undertake a systematic assessment of all risks (except the trivial) to workers and any others who may be affected by their work activities. The purpose of the risk assessment is to assist the employer to determine what measures to take in order to establish safe systems of work and to comply with health and safety legislation.

The school will complete assessments in the following areas:

- School trips
- School transport (not the condition of contracted transport, but the arrangements for use of school minibuses and the arrangements for contracted school transport, e.g. pick up points, separation of pedestrians and traffic turning circles.
- Outdoor play equipment and the use thereof
- Indoor play equipment and the use thereof
- Craft/design and technology, e.g. the use of scissors, glue gun, machinery and cookers
- Manual handling assessments for teachers/caretakers who have to move heavy/awkward loads
- Fire risk assessments
- Display screen equipment assessments
- Control of substances hazardous to health assessments
- Cookery activities
- Swimming
- Lone working, e.g. caretaker or teachers with parents
- Any work experience placements you may occasionally have
- PE and collecting any PE equipment
- Contractors working on site
- Violence to staff, e.g. lone working situations, etc
- Ball games in the playground
- Security
- Science equipment
- Land Based studies
- Art Based studies

(This is not intended to be an exhaustive list)

We have a team approach to risk assessment, which includes:

- Competent person in theory of risk assessment
- Relevant teacher
- Safety rep/union appointed rep
- Individual carrying out duties

This approach allows for competency, not only in the theory, but also the practical and allows for discussion from a health and safety angle. This group fulfils the competency need.

FIRE AND EMERGENCY PROCEDURES

- a) Fire drills must be carried out at least twice a year to enable everyone to become familiar with the evacuation procedure. In each room there is a diagram showing exits and line-up

points. The Fire Brigade will be contacted when we are having a drill.

- b) On sounding the alarm, the fire brigade must be summoned and all staff, pupils and visitors must leave the building immediately, closing doors behind them if possible.
- c) Line-up points have been designated and a diagram displaying them is in each room.
- d) If there is no risk to personal injury, attempts may be made to tackle the fire using a suitable extinguisher, also switching off power supplies from the mains.
- e) The location of gas cylinders must be known and the Senior Fire Officer informed on his arrival.
- f) At all times fire exit doors must be unobstructed. All exit doors must be unlocked whilst there are people in the building.
NB All external classroom doors are fire exits and should always be unlocked while the rooms are occupied.
- g) Exits must be clearly identified and marked.
- h) The use of display material must be controlled in fire exit routes in accordance with County Policy.
- i) All visitors spending a length of time in the school must be made aware of arrangements in the case of fire.

IF YOU DISCOVER A FIRE:

THE PRIMARY CONCERN IS THE PROTECTION OF LIFE. THE SAFETY OF THE CHILDREN AND OTHER ADULTS ON THE PREMISES MUST BE ENSURED BEFORE THE PROTECTION OF PROPERTY.

OPERATE NEAREST ALARM.

CARRY OUT ANY PREVIOUSLY ARRANGED DUTIES TO BE DONE IN THE EVENT OF FIRE OR GO TO THE NEAREST LINE-UP POINT.

IT IS THE RESPONSIBILITY OF THE HEADTEACHER OR SENIOR MEMBER OF STAFF IN THEIR ABSENCE TO CALL THE FIRE BRIGADE BY DIALLING 999.

ACTION ON HEARING THE FIRE ALARM

Teacher or responsible adult will supervise children leaving the building by appropriate exit, closing the door when the last person is out. Diagrams are displayed in each room.

Proceed to the line-up point in the playground.

Everyone should walk quickly, but do not run.

Keep quiet.

Do not stop or return for any clothing, belongings or books.

Registers will be taken by the Secretary (or if absent by the Deputy Headteacher) and distributed to teachers for roll call.

Access must be clear for the fire brigade.

LETTINGS

Details of fire procedures will be given to hirers.

Precautions must be taken for large gatherings, e.g. plays.

All emergency exits must be unlocked.

Telephone must be available for emergency calls.

The Caretaker must inspect premises after their evening use and check for possible fires.

If the Caretaker discovers a fire when the school is unoccupied, he/she must sound the alarm and call the fire brigade.

The Headteacher must be informed immediately.

The school no-smoking policy must be communicated to hirers.

CONTRACTORS ON SITE

Before we select contractors, we will make sure that they not only have a good work record, but also a good health and safety record. (You need to be sure that if you invite contractors onto your site they will not endanger any members of staff, pupils or visitors by their actions or failure to act). We will investigate their health and safety track record. Some pertinent questions that we will ask are:

- Have they got any history of working within a school in this area? How did this go? What reputation have they got?
- What is their accident rate? When was the last time they had a reportable accident?
- Have they had any health and safety prosecutions/investigations in the last 3 years?

Before any contractors are engaged to work on this school site for any jobs other than routine maintenance, we will check with Building Services/Asset Management to make sure that the job can go ahead. Sometimes pending the job type, size, duration, etc other regulations come into play that need to be followed, such as the Construction, Design and Management Regulations (CDM Regs).

Once we have checked with Building Services or Asset Management and they have advised us that the job can go ahead, we will then, and only then, engage any contractors to work on site.

When contractors arrive on site to commence work, the following 'safe systems of work' will be followed:

1. All staff will be informed of the works being carried out and any areas that are likely to be affected. Also the duration and timing of the works will be discussed.
2. Ensure that any changes to the job are discussed with the Headteacher or representative and any changes affecting timing or health and safety be looked at and action taken where necessary.
3. Ensure that any contractors working on site or sub contractors are familiar with our health and safety policy and are aware of any local safety rules.
4. Monitor the contractor's performance during the works and take appropriate action when necessary. If you believe there to be a detrimental effect on health and safety then the job should be stopped until you are satisfied with health and safety practices.

RUBBISH AND COMBUSTIBLE WASTE

This should not be left in the boiler room or in any other area of the school, attached buildings or grounds. Such materials should be put in the containers provided and properly disposed of as soon as possible.

Bins are stored away from the buildings.

ASBESTOS

North Somerset have prepared a register of where asbestos is to be found at this site. This register is shown to any contractors undertaking work in school.

FIRE GUARDS

These must be used when any gas heaters, permanent or temporary, are in use.

DISPLAYS AND DECORATIONS

Decorations must not be placed near gas heaters or suspended from light fittings.

SMOKING

The school operates a complete smoking ban. Any change to this policy must be agreed by the Governors.

ELECTRICAL SUPPLIES AND FITTINGS

Any faults must be reported to the Health and Safety Officer or Headteacher immediately.

BOILER ROOM

Combustible items must not be stored in the boiler room.

The boilers must be inspected annually.

PORTABLE HEATING

A portable fan heater is obtainable via the Deputy Headteacher, who will advise on its safe use on issue.

Temporary gas heaters are detailed elsewhere in this document.

FIRE LOG BOOK

This is kept in the Admin Office.

FIRST AID

1. Members of staff have attended training for First Aid and will take responsibility if necessary.
2. List of those trained in first aid, buccal midazolam and administration of medication is on the board in the medical room.

3. All teaching staff act in loco parentis during the time that the school is open for children.
4. A First Aid cupboard is in the medical room and First Aid packs are available for out of school activities. There is a further pack kept permanently in the minibuses. They may only be stocked with items identified by the Code of Practice (as shown in SF2 of the Health and Safety manual). First Aid containers provided for each site, e.g. KS4, Science Room (with eye wash), Food Technology Room, and Horticulture Room.

The Headteacher (or in her absence a senior member of staff) will assume the responsibilities of the Appointed Person in the absence of a Nominated First Aider.

The Health Care Assistant's responsibilities are:

- I. To take charge in the situation where personal injury or illness has occurred and where further medical help is needed.
- II. To ensure that a first aid box is provided and stocked with designated items **ONLY**.

In cases of serious injury, responsibility of the Appointed Person ends when the patient is handed over to medical care or parent/guardian.

All injuries, whether staff, pupil or visitor, must be entered in the Accident Book.

Accident Books are kept in the Medical Room.

All serious injuries should be transported to hospital by ambulance as the patient's condition could worsen. These must be reported to the Local Authority Safety Officer and followed up with written report using North Somerset paperwork.

No attempt to move an injured person should be made until appropriate examination and assessment has been completed.

INJURIES HAVE BEEN WORSENERED BY PREMATURE HANDLING

If a sporting activity has to be ended or postponed, this will have to be accepted.

Minor injuries may be treated on a self-help basis or by any members of staff in loco parentis.

Notices giving details of whereabouts of First Aid facilities will be displayed at appropriate sites.

This policy will be reviewed annually and amended as appropriate.

Copies will be available for Staff and Governors.

A copy will be in the staff room and in the general office.

MEDICINES – *Please refer to separate medicines policy*

EPILEPSY

1. If a person with epilepsy suffers a short seizure and shows rapid signs of recovery, then it is appropriate to sit the child quietly and to closely monitor their condition. If the person suffers an injury during the seizure, then immediate first aid should be given.
2. If the fit is violent and/or prolonged, medical help should be sought, or ambulance called, as well as contacting parents, or partners in the case of adults. Guidance given via Health Care Plan for individual pupils.

3. All staff are to be informed of children who are epileptic and are to be aware of action to be taken. Health Care Plans are on T:/ Drive. Guidance on care to be given during a seizure is on the wall in each classroom.
4. If a child with no past history of epilepsy has a seizure, parents should be contacted immediately and medical advice sought – **Call 999**.
5. Parents or guardians to be contacted as soon as possible.

See separate policy re Epilepsy.

HIV/AIDS

There are publications regarding the care of children and adults who suffer with HIV/AIDS.

INFECTIOUS DISEASES

A HPA poster is on the wall in the Medical Room with a contact number for advice.

More information is available from the relevant health authorities.

FIRST AID BOXES

DfEE states that there is no mandatory list of items for a First-Aid container, however the HSE has recommended that where there is no specific risk identified a minimum provision of First Aid items would be:

- 1 Guidance card
- 20 Individually wrapped sterile adhesive dressings (assorted sizes) and appropriate to the work environment
- 2 Sterile eye pads with attachments
- 6 Individually wrapped triangular bandages
- 6 Medium sized individually wrapped unmedicated wound dressings
- 3 Large sized individually wrapped unmedicated wound dressings
- 4 Extra large individually wrapped unmedicated wound dressings

Disposable plastic gloves are available. Plastic bags are available for the disposal of soiled dressings.

Equivalent or additional items are acceptable.

ACCIDENTS INVOLVING EXTERNAL BLEEDING

- a) Normal first aid procedures should be followed. First aiders must wear disposable gloves.
- b) When bleeding has stopped, blood should be washed off surrounding skin with plenty of water without disturbing wound.
- c) Splashes of blood into the eyes or mouth of another person should be washed out immediately with plenty of water.
- d) Contaminated surfaces should be washed thoroughly – 1 part bleach to 10 parts water, using rubber gloves.
- e) In the case of small cuts, whenever feasible, person should wash the affected area him/herself with water and cover the wound with a dressing provided.

CUTS AND PUNCTURE WOUNDS

Free bleeding should be encouraged and the part washed with running water and then dressed if required.

ACCIDENTS

1. All accidents must be reported to the Headteacher and entered in the accident book in the Medical Room. The Headteacher will make enquiries as to appropriate supervision and organisation or use of materials.
2. **FATAL** or **MAJOR INJURIES** must be reported immediately by telephone to Health and Safety Section **AND** to the Chair of Governors.
3. Dangerous occurrences must also be reported immediately. Accident forms must be completed and sent to the Education Department.
4. In the event of a fatal or serious injury, nothing at the site of the accident must be moved, except for helping the injured, until an examination has been carried out.
5. Safety Representative must also be informed of injuries and dangerous occurrences.

IMMEDIATE ACTION

1. Necessary medical attention must be given as a first priority and the safety of all ensured.
2. Parents/guardians or next of kin must be contacted as soon as possible. If parents cannot be contacted or are unable to cope, where possible the school will provide an escort.
3. An ambulance should be called for anyone requiring hospital treatment.
4. Staff should not use their own cars unless their insurance policy specifically permits this use.

PARENTAL CONSENT

The written approval of parents must be obtained when there is a significant risk of injury before children participate in any activity. This will also be required for any outings, trips.

DESIGN TECHNOLOGY

Members of staff should ensure that:

1. Children are well supervised at all times.
2. Protective clothing is worn when appropriate.
3. Sharp edged tools are stored so that cutting edge cannot be accidentally touched.
4. All tools are stored appropriately.
5. Files and similar objects should have properly fitted handles.
6. Hammer heads must be checked regularly.
7. Tools must only be used for their intended purpose.

Glue Guns

1. Hot melt guns should be trigger operated. If used by pupils, protective clothing and eye protection are required. They should not be used by children under 7 years of age.
2. Only low temperature glue guns must be used.
3. Glue guns should be located on stands ready for use.
4. Use guns over a piece of hardwood or mat to avoid damage to property.
5. Electrical checks must be carried out once a year and any faults reported in the interim.

NB See Health and Safety Manual re Purchase of Glue Guns.

FOOD TECHNOLOGY

1. Area should be uncluttered, passageway free for safe movement. Coats and bags must be kept outside area.
2. The floor should be kept clean.
3. All furniture and working surfaces should be of the same height. Specific tables should be kept solely for food use.
4. Windows and ventilation should be properly controlled.
5. A properly stocked first aid box should be kept in the area, with clearly visible notice.
6. A fire blanket/extinguisher to be kept near the oven/cooker area.
7. Staff should not vary means of exit from cookery area.
8. There must be no displays of cards, pictures or pinboard near the cooker.

Safety

1. Any faults must be reported immediately.
2. Safe and adequate working space is required around cookers and sewing machines.
3. No two or three-way adapters should not be used.
4. Trailing leads must not be stapled.

Hygiene

1. Staff and pupils must wash their hands with warm, soapy water and use disposable towels before handling food.
2. All foodstuffs should be stored in suitable containers in clean cupboards and refrigerators out of the reach of vermin, flies, etc.
3. Food waste disposal bins must be emptied daily or immediately after cookery sessions.

Pupil Protection

1. All pupils should:
 - wear clean aprons
 - tie back long hair

- remove rings
 - be discouraged from wearing loose clothing
2. Pupils must walk in the area.
 3. No pupils may carry bowls of hot water.
 4. Children should be closely supervised at all times.
 5. Plastic graters are to be used.

LAND BASED STUDIES

1. Children are well supervised at all times.
2. Protective clothing is worn when appropriate.
3. Sharp edged tools are stored so that cutting edge cannot be accidentally touched.
4. All tools are stored appropriately.
5. All tools with fitted handles are regularly checked that they are in good order.
6. Tools must only be used for their intended purpose.
7. If pupils have been handling materials, they are to wash hands prior to leaving area.

ART BASED STUDIES

1. Children are supervised at all times.
2. Protective clothing is worn when appropriate.
3. Sharp edged tools are stored so that cutting edge cannot be accidentally touched.
4. All tools are stored appropriately.
5. Tools must only be used for their intended purpose.
6. If pupils have been handling materials, they are to wash hands prior to leaving area.

EQUIPMENT AND MATERIALS

Correcting Fluids

1. Only staff may use correcting fluids such as Tippex, as such fluids are toxic.
2. Children are not allowed to bring their own correcting fluid to school. Staff are asked to watch for children who might do so.

Marker Pens

1. Pens that are mainly water based should be used.

2. When other pens are used, these should only be used by staff – and in a well ventilated room.
3. Staff should ensure that pens suit the board for which they are intended.

Headphones

Headphones with an impedance of from 400 to 1000 ohms are recommended as anything lower can damage ears.

Overhead Projectors – Fire Risk

The OHPs should be kept out of the sunlight.

NB OHPs have been known to cause fire.

Pen Tops

Pens supplied to children should be fitted with safety tops. If children bring their own pens, they should be advised to dispose of tops which are not of the safe type. Staff need to be vigilant about this, as there have been several accidents and deaths due to children putting pen tops in their mouths.

Kettles

Kettles should not be used in classrooms or activity areas except where an isolated and protected area specifically for the purpose is made.

ELECTRICAL EQUIPMENT

Installations

Only approved contractors will be used after consultation with Property Services.

Extension Cables

Those with multi-sockets may be used for computers and music keyboards. They may only be used elsewhere as a temporary measure.

CHECKLIST FOR ELECTRICAL EQUIPMENT – See Health and Safety Manual E.1.

Use a 3 amp fuse on:

- ◆ Radio or Television
- ◆ Tape Recorder
- ◆ Refrigerator

Use a 13 amp fuse on:

- ◆ Iron
- ◆ Vacuum Cleaner
- ◆ Kettle
- ◆ Toaster
- ◆ Polisher
- ◆ Microwave Cooker
- ◆ Convector Heater
- ◆ OHP and Projector
- ◆ Photocopier

Inventory

All electric equipment details should be entered in the inventory in the Deputy Head's room.

All equipment should be regularly tested and labelled by an electrical technician undertaking the test.

Any defective equipment should be marked 'UNSAFE – DO NOT USE'.

There should be a stock of plugs and fuses on hand in preparation for inspection.

PRINTING AND REPROGRAPHICS

The relevant machines are:

Photocopier – kept in General Office.

1. Fluids/solvents must be stored in suitable containers in a separate cupboard.
2. Any impregnated rags must be disposed of immediately.
3. Workrooms must be well ventilated.

PE AND SWIMMING – AFTER SCHOOL ACTIVITIES

Staff are reminded that:

1. If a parent has put a restriction on a child's activity on medical grounds, it is the **PARENT ALONE WHO CAN REMOVE IT.**
2. If a child taking part in an unaccustomed physical activity is known to be disabled or have an ongoing medical complaint, i.e. asthma, epilepsy, cystic fibrosis, rigorous supervision should be maintained. (an extra spotter will be needed for swimming)

Where these two points are not followed, a serious situation could develop. It may result in claims for damages should an accident occur.

OUT OF SCHOOL ACTIVITIES

A note of consent must be received from the parent/guardian before a child may take part in out of school activities. A risk assessment must also take place. (*See out of school activities policy*)

EQUIPMENT

Any defects or damage should be reported immediately.

GYMNASIUM ROPES

Children are not allowed to 'knot' the ends of ropes as not only does this make them dangerous, it also damages the fibres.

SWIMMING SUPERVISION (See also S4 Health and Safety Manual)

There should be a continuous supervision by at least one fully qualified lifeguard patrolling the pool at all times.

There should be adequate qualified cover for this lifeguard should he/she leave the poolside for any reason.

The instructor working with swimmers cannot be the lifeguard, but may be used to provide cover if he/she is adequately qualified.

In this case the instructor must stop teaching and the pupils must leave the water.

Life Saving Qualification is a minimum of either:

- a) Bronze Medallion Award – enhanced by training in diving to a depth greater than 1.8 m and ability to resuscitate by means of cardiac compression or, preferably,
- b) Bronze Pool Medallion Award

Teachers are instructed that they do not allow children into the pool unless the pool lifeguard is in attendance or if the individual teacher(s) possess the relevant qualifications.

SCHOOL OUTINGS – *See separate policy*

ANIMALS IN SCHOOL

1. It is felt that pupils can benefit from caring for and observing animals.
2. Teachers should discuss with the Headteacher the possibility of keeping animals in school.
3. The animals must be among the approved kinds mentioned in the Dangerous Wild Animal Act 1976. Pupils are not allowed to bring scheduled animals into school, even for a day. This would be an offence. The animals included are:
 - All canines, except domestic dogs
 - All cats, other than the domestic cat
 - Monkeys, apes, crocodile and alligator family
 - Poisonous snakes, including adders

PIANO

- The piano is situated in the hall.
- Only adults should move it.
- There should be one person at each end and then it should be on a smooth, level surface. Specific care should be taken when moving a piano backwards or forwards as a falling piano will always fall backwards or forwards. It is therefore important to keep the area clear of obstructions and people.
- A visual check of castors should be made to check that they are adequate for the load.
- The piano must NOT be moved up or down stairs or steps.
- A risk assessment needs to be carried out before the piano is moved.

VIOLENCE TO STAFF

1. The Governors are concerned about the possibility that staff may be subject to violence of any kind while working in school.
2. If any staff is subjected to any aggression on school premises, they must inform the Headteacher immediately.
3. Staff are asked to keep written accounts of such episodes.
4. Appropriate steps will be taken by the Headteacher to deal with such situations.
5. If necessary, the Governors and LEA will be informed and involved.

CARETAKING AND CLEANING

Please see handbook and (C1 Health and Safety Manual).

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

Please see separate COSHH package and C5 of Health and Safety Manual.

ACCIDENTS

- All accidents must be reported to the Headteacher and entered into the accident book found in the Admin Office.
- Fatal or major injuries must be reported immediately by telephone to Health and Safety Officer (01275 888335) and also to the Chair of Governors. This must be followed up by the completion of an accident report form and sent to the Education Health and Safety Officer.
- Dangerous occurrences must also be reported immediately by telephone to Health & Safety Officer (01275 888335).

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