

Bradshaw Hall Primary School



**Bradshaw Hall Primary School
Vernon Close,
Cheadle Hulme,
SK8 6AN**

Date Reviewed:	Reviewed: Summer 2017
Date Ratified & Adopted by the Governing Board:	Autumn 2017
Signed - Headteacher	
Signed - Chair of Governing Board	
Next Review:	Next Review: Autumn 2018
Comments:	Adapted & adopted from Local Authority model policy

HEALTH, SAFETY and WELLBEING

Health and Safety Policy

Bradshaw Hall Primary School

Safety Policy Statement

This statement is issued in accordance with the Health and Safety at Work Act (1974). It supplements the Statements of Health and Safety Policy, which have been written by Stockport Metropolitan Borough Council and by the Education Department (see Appendix 1). The general aims of these policy statements are accepted and the arrangements set out below are designed to implement the general aims of Bradshaw Hall Primary School.

The Headteacher of Bradshaw Hall school fully accepts his responsibility under the "Health and Safety at Work Act 1974" to provide the resources to ensure the health, safety and welfare of both staff and pupils.

The school is committed to identifying, then eliminating or controlling, any hazards encountered in the school or on the site.

The Headteacher will monitor this safety policy and revise it as necessary.

The school is also committed to the safety and welfare of others, not employed by the school, who may be affected by the activities of the school, i.e. pupils and visitors.

This statement, together with the safety policy, will be communicated to all members of staff via the school's regular training sessions and through induction training for new staff. A copy of the policy is included as an appendix to the staff handbook, which is issued to every member of staff.

Key Post Holders and persons with responsibility:

Mr C Bagnall	Headteacher
Miss K Grant	Deputy Headteacher
Mr R Gleaves	Health, Safety & Wellbeing coordinator
R J Burns	Site Supervisor
Mrs K Lee	Finance & Facilities
Mr R Baker	Chair of Governors

Roles and Responsibilities

Governors

Whilst Governors do not have to actually implement the health and safety policy of the school, they do have a role in ensuring that:

- the school has a suitable health and safety policy in place and that it is acted upon.
- the health and safety policy is fully implemented and therefore the Governors will be discharging their legal requirement of ensuring the health, safety and welfare of the school's employees and the health and safety of those not in their employment i.e. pupils, parents, visitors and contractors.
- the senior school management operates safe school premises with safe equipment, materials and substances.
- the policies and standards laid down by the LA are adhered to.

To ensure that the above are in place it will be necessary for the Governors to annually inspect the school and ask specific questions of senior school management to ensure compliance.

The Health and Safety Governor is Robert Baker as nominated and agreed at the Autumn Term meeting 2014 Full Governing Body meeting

Head Teacher

At Bradshaw Hall Primary school the Head Teacher (HT) retains overall responsibility for ensuring the health, safety and welfare of all the employees and the health and safety of pupils, visitors and contractors. The following duties relate to the Head Teacher and overall responsibility rests with the Head Teacher to ensure they are carried out.

Head Teacher duties include activities organised on behalf of the school but being undertaken away from the school site.

The Head Teacher will:

- take day to day responsibility for all health and safety matters affecting the school
- ensure staff are consulted regarding updates and amendments to this policy with newly ratified policies communicated to all staff who will confirm their receipt and acceptance of this policy
- ensure effective communications on health and safety matters exist between the school and the Education's Department Safety Advisers
- ensure compliance with health and safety law
- conduct regular health, safety & wellbeing meetings with key post holders and retain minutes of discussions and any actions

- share with staff all information relevant to the health, safety and wellbeing of staff, children, parents and carers, volunteers, contractors and any visitors to the site
- provide Governors with an annual report on matters affecting health and safety within the school
- together with school staff, assess and control the risks to persons, from hazards within the school, and any of its activities, wherever they are undertaken and share the findings of all risk assessments with the staff team
- provide equipment and articles for the school that are adequate for their intended use, are correctly serviced and properly maintained
- arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe by Health and Safety inspection teams
- ensure hazardous substances, i.e. cleaning substances, are properly used, stored and disposed of
- maintain first aid and accident reporting systems that are suitable for the school
- evaluate the need for health and safety training for school staff and arrange for its delivery
- bring to the attention of the Governing body or the LA, any matter of health and safety that cannot be resolved or is of substantial or imminent danger to any person
- monitor, within the limits of their expertise, the activities of contractors (in liaison with the staff of Stockport MBC Property Department), hirers and other organisations present on site, as far as is reasonably practicable
- ensure arrangements for fire prevention within the school are adequate and that suitable arrangements are in place for testing the fire alarm systems, fire-fighting equipment, emergency lighting etc. and that records are maintained
- ensure adequate fire drills are carried out and their results recorded
- provide sufficient funds for the purchase of all necessary personal protective equipment as deemed appropriate and necessary for any staff e.g.
Site Supervisors: suitable boots and work wear, appropriate gloves for a range of activities, safety glasses, hard hat, barrier cream, face masks
Teaching & Support staff: protective gloves, safety glasses, overalls, outdoor footwear
- keep the school's health and safety policy under review and bring any amendments to the notice of all staff
- ensure that adequate emergency procedures exist in relation to fire, gas leak, intruder etc

- ensure that the school has access to competent health and safety advice

Deputy Head Teacher

The Deputy Headteacher (DHT) will also assume the duties of the HT when deputising for the HT. It is therefore important that the DHT is fully familiar with all aspects of the school safety policy.

In the absence of both the HT & DHT the responsibility will pass to the Assistant Head Teachers

All Employees

All staff are responsible for the health and safety arrangements in relation to staff, students, pupils and volunteer helpers under their supervision. In particular, they monitor their own work activities and take reasonable steps to;

- agree to uphold the schools health, safety & wellbeing policy and comply with all reasonable requests in relation to health, safety & wellbeing within the school
- staff should as far as is reasonably practicable ensure the health, safety and wellbeing of anyone affected by the their work
- exercise effective supervision over all those for whom they are responsible, including pupils
- be aware of and implement safe working practices and to set a good example personally
- co- operate with those who have a duty to ensure health and safety by adhering to advice, instructions and procedures for health and safety
- report any unsafe practices which come to their notice and identify potential and actual hazards
- ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards
- provide adequate instruction, information and training in safe working methods including warning notices and signs, if necessary
- make use of appropriate protective clothing and safety equipment provided as necessary and ensure that these are used correctly and report any defects and times of replacement
- follow the health and safety guidance set out in curricular and general policy documentation
- key post holders with responsibility should investigate any accident (or incident where personal injury has or could have arisen) and take appropriate corrective action

- where private vehicles are used to transport children to and from school functions, staff should ensure that restraints and seats appropriate to the age of the children concerned are used and that they have presented a copy for record of their appropriate business cover car insurance
- ensure that the policy for “Off-Site” visits is followed
- participate with the school to improve the standard of health and safety
- if in control of resources (both financial and other), due regard is given to safety

Health & Safety Coordinator

The Health & Safety Coordinator will:

- support the Headteacher and Governors in ensuring as far as possible, that all relevant information relating to health, safety and wellbeing including policies and guidance, training and updates are brought to their attention in a timely manner
- maintain a log to ensure that all Risk Assessments have been carried out and /or updated on all hazardous activities on at least an annual basis according to the log i.e. using ladders, working at height, entering boiler rooms etc
- arrange H&S meetings, maintain an accurate record, ensure actions are completed and present data and documents and information to the Head Teacher as necessary
- undertake site audits and inspections to monitor compliance with legislation and school policy and to present findings to H&S group
- engage annually with external competent persons to assist in completion of the external audit of systems, policies and procedures
- undertake regular audits of the accident book and report findings to the Head Teacher
- ensure that the First Aid provision is adequate and that certificates of first aiders remain valid
- ensure that there are always sufficient first aid supplies available around school
- maintain a register of children and staff with medical conditions ensuring that necessary parental consent forms are completed and updated and that medication is available at the point of need, including school trips and residential

Site Supervisors

The Site Supervisors have various responsibilities in ensuring:

- staff within their control are adequately trained or instructed to perform the duties for which they are employed
- the COSHH assessments have been carried out, are up to date, and the assessment sheets available to staff who need them
- all staff using chemicals have been informed of the dangers from the chemicals they use and the control measures that are in place to prevent them from being harmed
- all staff using chemicals are informed of the first aid treatment required in the event of them coming into contact with the chemicals
- policies and procedures are followed at all times
- any new products used on site will have the necessary Safety Data Sheets, a written Risk Assessment completed before use and staff have been instructed on the product and its uses

WHENEVER AN EMPLOYEE IS AWARE OF ANY POSSIBLE DEFICIENCIES IN HEALTH AND SAFETY ARRANGEMENTS SHE/HE MUST DRAW THESE TO THE ATTENTION OF THE HEADTEACHER.

Please note the following:-

1. It must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage.
2. Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards.
3. All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees. Teachers and Classroom Assistants should ensure that voluntary helpers are familiar with Health and Safety practices.

Responsibilities of Pupils

All pupils are expected, within their expertise and ability, to:

1. exercise personal responsibility for the safety of themselves and their fellow pupils
2. observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, jewellery and other items considered dangerous)

3. observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency;
4. use and not wilfully misuse, neglect or interfere with things provided for safety purposes.

N.B. The Governors and Headteacher will make pupils (and where appropriate the parents) aware of these responsibilities through direct instruction, notices and the school staff handbook.

Arrangements or Procedures for ensuring the policy is met.

Procedures

1. Administration of medication
2. Animals in school
3. Asthma
4. Accident reporting
5. Auditing the safety system
6. Blood, avoiding contamination
7. Chemical safety
8. Contractors
9. Electrical safety
10. Fire safety
11. First aid
12. Flammables
13. Health and safety assistance
14. Inspections of the school
15. Ladders and step ladders
16. Maintenance
17. Manual handling
18. Office safety
19. Off site visits
20. Pregnant workers
21. Risk assessments
22. Safety training
23. Security
24. Stress
25. Waste Disposal
26. Work Equipment

1. Accident Reporting.

- All accidents should be recorded in the School Accident Book
- More serious injuries/accidents where a parent is called to collect a child should be recorded on a Major Incident form. The incident/accident may also require reporting to the LA via the online reporting system
- Notifiable injuries and near misses (where no one was injured but could have been) as shown by the LA, including where a child is taken directly to hospital from school, must be reported to the LA through the online reporting system by the H&S Coordinator
- Where a child has suffered a bump to the head, face or neck, a note must be sent home to advise the parent/carer
- The accident book should contain the following information:
 - name of injured person
 - time, date and place of the injury
 - what happened to cause the injury
 - the injury sustained
 - treatment given
 - name of any witnesses
- More serious accidents should be investigated to try to prevent it happening again. This investigation should be documented.

See supporting information

2. Administration of Medication in School

The school accepts the need for some pupils to receive medication during school hours. To this extent, the following people will administer medication under the guidelines shown in this procedure.

Currently there are 7 trained First Aiders - 4 FAW, 2 Schools First Aid & 1 FAW & Outdoor

C Davies
K Warmsley
N Baker
J Shipton
C Davies
E Longman
R Gleaves

- Only medication prescribed by a doctor will be accepted for administration by named member of staff.
- All medication will only be accepted and administered with a completed Form 3a giving written authorisation from the parent or carer

- The written authorisation must contain clear instructions about the dosage and time of the administration
- A standard form will be issued by school for this permission to be given. It will normally contain a statement that the member of staff administering the medication does not claim to be any form of medical practitioner.
- Unless short-term medication requiring refrigeration, ALL medication will be stored in the child's classroom at the point of need. It will be contained in a clear plastic wallet marked with the child's name along with a copy of the Forms 3a & 3b
- Administration of childrens medication will be monitored by the class teacher who will advise the H&S coordinator of any concerns regarding frequency of use and/or effects on the child
- A central record of medical conditions will be kept upto date by the H&S Coordinator ensuring all reviews and use by dates are monitored
- Medication **will be** administered by the nominated staff member and in the presence of another member of staff.
- First Aid points are strategically located across school; in the EYFS/Nursery classroom, the Staff Room and the Speech & Language Centre. In addition there is basic supplies held in the Glazed Link for use at break and lunchtimes
- Prescription Medication for use by pupils with an Individual Health Plan or short term requirement, is stored in a secure place; either the Administrator's office or the Staff Room fridge, if it is necessary to be kept refrigerated.
- On school trips, the trip leader will accept responsibility for the administration of medication in accordance with school policy and ensure that all childrens medication is available with any administration noted on a Form 3b
- This Medication Policy will be brought to the attention of all parents in the school prospectus.

See separate Medical Policy

See supporting information

3. Animals in school.

Animals can play an important role in the education of children. Children can learn about their needs and characteristics. Only suitable animals should be used in the school and proper planning considered for their welfare, particularly during holiday times. Recognised publications should be used to determine suitable animals and should be available when keeping animals in school. This procedure is a guide to the precautions taken by the school.

- Be aware that there are some animals and plants that cannot be taken from the wild.
- Have a reliable reference book available on the animal such as those produced by the RSPCA.

- Only obtain animals from reputable suppliers.
- Ensure that children wash their hands before and after handling animals.
- Animal houses to be kept clean and disinfected as required.
- Do not allow contact between school animals and wild animals to avoid transmission of disease.
- Do not allow children to bring dead or injured animals in to school.
- If animals wander on to floors or tables wash afterwards
- Teach children how to handle the animals with care
- Any animal bites and scratches should be washed carefully. Seek medical advice if there is any risk of infection

See supporting information

4. Asthma

- Some children in the school are likely to have an asthmatic condition. All children with asthma who have been hospitalised in the previous 12 months will have an Individual Educational Health Care Plan (IEHCP) completed with the School Nurse
- Guidelines for dealing with an asthmatic attack are made known to all staff via regular/annual training and via information detailed at all First Aid boards
- Details of all of the children in the school who have an asthmatic condition are contained in the school medical register which all staff have access to
- Training is provided for staff annually.
- All teachers are aware of the location of each child's inhaler
- Refer to separate ***Medical Conditions Policy***

See supporting information

5. Auditing of the safety system.

An annual *Health & Safety Audit* will be undertaken by an external competent person – normally from the LA. A report will be provided to the school on the findings. The H&S group will produce an action plan to remedy any deficiencies

A system of Safety Checks and Safety inspections are carried out on a routine basis (daily, weekly, half-termly) with a full Safety Audit carried out by the Headteacher, the Health and Safety Governor and the H&S Coordinator each year, normally during the Summer Term, to ensure that safety systems remain up to date and effective.

During the audit, the management procedures shown in the safety policy are checked to ensure that they are still put into practice and that staff are aware of them.

Part of the audit will include:

Audit of the H&S files inc. policy & procedures, routine and planned maintenance checks, asbestos and legionella monitoring, training, first aid reporting and analysis
Ensuring fire drill & evacuation procedures, fire signs and fire risk assessments are up to date
Risk Assessment reviews are completed
Monitoring the accident book to sign it off

See supporting information

6. Blood & Body Fluids - Avoiding Contamination

All staff should be familiar with this procedure before having to handle blood or bodily fluids.

- Wash hands first
- Put on disposable gloves
- Clean any wound as necessary or ask first aider to treat
- Dress any wound if necessary
- Use prescribed spillage medium – Spill Aid to absorb the spillage. Sweep up using specific dust pan & brush and dispose of using a black bin-bag in the main general waste bin outside
- Ensure child has removed any soiled clothing and place in bag. Clean any soil residue and dispose of in sealed bag and place in general waste bin outside.
- Dispose of the gloves and wipe or contaminated material in a plastic bag, seal if possible, and dispose of in the main bin. If there is a yellow bag system in place, use the yellow bag
- Wash hands thoroughly again
- Record incident in the appropriate log

Reference: <http://www.hse.gov.uk/biosafety/diseases/bbv.pdf>

see supporting information

7. Chemical safety.

The most hazardous chemicals used in the school are likely to be the cleaning chemicals used by the cleaners or caretaker. These should be kept locked away at all times when not being used. Teachers should not keep their own small stock, or spray, for their own cleaning jobs.

- Chemicals and cleaning chemicals should always be stored in their own container with the original label and warnings showing clearly on the container.
- Cleaner spray for whiteboards should be stored on a high shelf in the stock-cupboards
- Never use food or drink containers to store chemicals.
- Keep only small quantities of the chemicals.
- Any spillages should be cleaned up at once using the appropriate spillage cleaning products and disposed of according to the safety data sheet instructions
- Teach children to recognise the orange warning symbols, which they may come across on household containers, such as bleach, disinfectants, lavatory cleaners, oven cleaners, paint stripper's etc., and warn of the dangers
- Ensure protective clothing is used when using chemicals
- COSHH assessments must have been carried out before using chemicals and the user informed of the dangers and control measures to be in place for that chemical. A complete review of all the COSHH Risk Assessments is undertaken annually. There should also be suitable first aid arrangements available for treating chemical splashes
- Material Safety Data Sheets (MSDS) for each chemical stored and used on site should be received from the supplier/manufacturer with a copies kept close to the point of use and in the main H&S COSHH File in the Site Supervisors office

*Reference: The Control of Substances Hazardous to Health Regulations.
See COSHH File in Site Supervisors Office*

see supporting information

8. Contractors On-Site.

Contractors on site will be supervised by the Head Teacher, Administrative Manager or Site Supervisor. As far as possible, school will liaise with Stockport MBC to ensure that checks are made for competence and insurance.

ALL contractors visiting the school site MUST sign in/out using the Contractors visitor log during their visit

ALL contractors undertaking work on the school site should complete the Contractors Register and wear visitors badges around school at all times

All contractors will read and complete a signed acknowledgement of the Asbestos Register

Where practical, contractors should provide Risk Assessments and Method Statements for any major work being undertaken; specifically Working At Height, Hot Works, Electrical Work, Boiler House or Confined Spaces

All maintenance and/or remedial work undertaken by contractors will be agreed in writing prior to commencement and include start and finish dates and any local arrangements for access and welfare

See supporting information

9. Electrical Safety

Electricity is potentially the most dangerous thing in the school and must be treated with respect. The Electricity at Work Regulations impose certain duties on organisations to ensure the safety of those who may be affected by it. The following procedure are adhered to in the use of electricity:

- All portable electrical appliances are tested annually or biannually, according to the equipment and how/where it is used and outcomes recorded in the PAT Register
- Staff are instructed to visually check each item of electrical equipment before it is used. Look for signs of burning, damaged cables and plugs, loose covers etc.
- Any faults must be reported to the Head Teacher immediately and the equipment taken out of use until it is suitably repaired.
- No one is allowed to work on any electrical circuitry or equipment unless competent to do so.
- Be aware of the dangers of trailing cables and do not have trailing cables across walkways.
- Four way extension blocks should, where appropriate be secured to the wall or computer trolley to prevent them being tangled in feet. This prevents tripping hazards and damage to equipment.
- The fixed electrical installation is tested at five yearly intervals.

see supporting information

10. Fire Safety.

- Fire drills are carried out at least once per term with findings recorded. The time taken to evacuate the school is recorded. If it takes longer than the recognised time (less than two minutes), then we investigate and consider carrying out the drill again.
- It may be that during the fire drill, we notionally block off one of the escape routes to more closely simulate a fire situation.
- The electric fire alarm system is tested by an approved contractor on an annual basis.
- Any faults on the systems are reported to the contractor immediately.

- Break glass points are tested regularly from a different point each time and recorded
- Emergency lighting is regularly tested and recorded
- All records of the alarm system tests and fire drills are kept.
- The Fire Assembly point is known by all.
- Registers & visitors must be taken to the assembly point to carry out a roll call
- Fire extinguishers are serviced regularly
- Fire exits are checked regularly to ensure that they are not blocked
- Fire exit doors are checked regularly to ensure that they are in good condition and can be opened and evidence recorded
- Fire signs are adequate and updated to comply with recent changes to regulations
- All staff, and particularly supply teachers, are made aware of the fire arrangements

see supporting information

11. First Aid

- The school will endeavour to have a minimum of 6 no FAW qualified first aiders (currently 7) to allow for cover during school visits. Where possible the remaining staff will have received the basic one day first aid training.
- A list of the qualified first aiders is available on the Safety Noticeboards placed strategically throughout the school (KS1 Emergency Exit, Glazed Link, Staff Room, Main Entrance, Year 6/Speech & Language Centre). All staff, including supply teachers are made aware of the First Aiders and their location.
- First aid kits are available in the school and their contents checked and replenished as necessary by the nominated person. Only first aid items may be held in a first aid kit. There must be no creams, lotions, tablets etc. in the kit.
- Portable first aid kits must be available, suitably stocked and taken on all visits away from the school.
- In the event of a more serious injury, such as:
 - unconsciousness
 - severe bleeding
 - object stuck in throat
 - deep cut that may require stitching
 - suspected fracture
 - severe asthma attack
 - severe reaction to bites or stings
 - swallowing or suspected swallowing of toxic substance

Dial 999 and ask for an ambulance CALL PARENTS IMMEDIATELY.
The procedure for contacting the emergency services is displayed by each telephone across the school.
STAFF WILL ALSO ADVISE THE MOST SENIOR MEMBER OF STAFF AVAILABLE

see supporting information

12. Flammable Liquids

Following an assessment of the requirement for storing and using any flammable liquid on the school site the ONLY requirements are that of the Leaf Blower machine used specifically by the Site Supervisor or his deputy and the chain-saw used by the Forest School Practitioner. The machines are petrol fuelled and are stored in suitable lockable metal containers, separate from the main school buildings and marked accordingly with suitable warning signs away from sources of combustion in an external location clearly marked. These will be recorded in the Fire Safety Policy and marked on the Fire Plan. A separate Risk Assessment is recorded as part of the Health & Safety and COSHH procedures.
Quantities of fuel should be kept to a minimum not exceeding 5 litres at any one time.

In addition, some cleaning items are flammable and some highly flammable. Where these items are used, no large quantities will be stored. Deliveries and orders will kept to a minimum. Where such items are required in the school, they will be stored in a suitable, locked metal cabinet, in the caretaker's store.

see supporting information

13. Health and Safety Assistance.

To satisfy its legislative requirements of having access to a competent person, the school seeks the assistance of the health and safety department of the Local Authority who support the school in undertaking an annual H&S audit and provide a report on conclusion. Additional support, advice and guidance on health and safety law and what the school needs to do to comply with that law, is also available via telephone and /or email at other times should school require it.

see supporting information

14. Inspections of the School.

The school is inspected regularly by the Head Teacher and the Site Supervisors for any defects that could lead to an accident or ill health of any occupant. These inspections are carried out normally once per term and the results briefly recorded in the school log or inspection book and actions. The health and safety representative for the school is invited to accompany these inspections.

The nominated Governor will carry out a safety inspection with the HT also on a termly basis on dates by agreement.

see supporting information

15 Ladders and Stepladders

Extending ladders

Where extending ladders are used, normally by the Site Supervisors, then proper instruction or training should have been received. It is recognised that this training could have been received during previous employment i.e. used to be a Fire Fighter and received training from the Fire Service. Roof work, even retrieving balls, should not be undertaken during windy or severe weather.

Stepladders & kick stools

There are sufficient stepladders or kick stools provided around the school to prevent staff from using chairs for access to high shelving or putting up displays. Staff have received basic instruction in the use of step ladders to ensure that they are aware that they must not have any degree of side loading and that the top step should not be stood on, unless it is designed for this, and has a suitable rail to support the user.

Staff are provided with training, information and guidance on using steps in school. This information is also available via the schools intranet.

Chairs should only be kept in store cupboards in multi-use rooms i.e. the Music room & Dining Hall.

All ladders will be inspected regularly with a record kept of their condition. Any ladder or steps not in good order will be destroyed

see supporting information

16. Maintenance

All maintenance and items for repair should be reported by a staff member and recorded in the maintenance log held in the main reception office. Site supervisors will review the log each day and either undertake a safe and suitable repair or contact the nominated contractor to organise a maintenance visit. Details of date, time, contact and likely visit time and completion are to be logged. No staff member will be expected to undertake repairs which they are not reasonably competent at completing safely.

17. Manual handling

All staff are made aware of the risks associated with manual handling. Staff are advised to avoid manual handling as much as possible. Manual handling includes lifting, pulling, pushing, moving and carrying. Where there are manual handling tasks to be carried out then a suitable risk assessment is carried out to determine if the risk can be reduced. It is recognised that this could be particularly important if school has disabled pupils who may need assistance for certain tasks.

Where a manual handling assessment for a pupil is needed, it is likely it is recognised that specialist assistance will be required.

Where staff have to carry out manual handling operations then the appropriate level of training will be provided.

Seeking assistance with the task can often reduce the risks for simple handling tasks.

Reference: G.11. *Manual Handling of Loads*

see supporting information

18. Office Safety

ALL office space and ancillary work-stations/areas will be maintained so as to provide a safe working area for the user in accordance with good practice

Ref: *Health, Safety & Welfare Regulations* Ref: *DSE Regulations*

The office is checked to ensure that trailing cables from computers do not cause tripping hazards.

All staff will undertake a Display Screen Assessment during the year to ensure that the administrative manager, school clerical officers and other users are not exposed to risks from repetitive strain injury or work related upper limb disorder. All staff are involved in the assessment.

There should be adequate storage provided for files etc.

Space under the desk and open floor areas are not used for storage.

see supporting information

19. Off-Site Visits (Refer to Educational Visits Policy)

- An off-site visit is any visit where the children are taken away from the school site
- The school will ensure that there is always a nominated and named *Educational Visits Coordinator* who will be a key post-holder with delegated responsibility for ensuring that all the necessary risk assessments and checks have been completed and signed-off before a trip, visit or residential is undertaken. No trip, visit or residential will be undertaken without the necessary authorisations being completed. (*Educational Visits Policy*)
- Risk Assessments will be completed and documented for all off site visits and presented to the Educational Visits Coordinator prior to the visit taking. Where the visits are regular visits, such as to the church or swimming pool, the risk assessment will be completed then reviewed each term or year as necessary.
- All LA and DfE guidelines are to be followed before any off site visits take place. All necessary documentation is to be completed before the visit takes place.
- All school guidance should be followed

- Where activity providers are used then their competency is to be checked and recorded.
- The risk assessment process determines the level of first aid cover on the visit.
- First aid kits are always taken on the visit.
- All arrangements for off site visits must be checked by the Head Teacher/EVC before the visit commences.

Reference: *Educational Visits Policy*
Swimming Guidelines
Educational Visits and Journeys
First Aid Risk Analysis

see supporting information

20. Pregnant Workers - New & Expectant Mothers

Female staff should notify the Headteacher as soon as is reasonable when they become pregnant. The Headteacher will arrange for an appropriate Risk Assessment to be carried out to ensure that the duties performed do not cause her, or her unborn child, any harm. Similarly, a Return to Work risk assessment will be completed with regular ongoing reviews undertaken for at least the 6 months from the date of return following the birth.

Reference: *G.9. New and Expectant Mothers at Work*

see supporting information

21. Risk Assessments.

Risk assessments will be carried out by the school to comply with legislative requirements. The Risk Assessments will be led by senior school management, but will include as many staff as possible. It is recognised that Risk Assessments are better carried out by several people together rather than as an individual exercise. The Risk Assessments will look at the hazards encountered, who may be harmed by them, how they may be harmed, the control measures that are in place or need to be put in place. The findings of the risk assessment will be brought to the attention of staff and the assessment reviewed and revised as necessary. The review will take place at least annually but will also take place in the event of an occurrence or if there are changes that require it, such as building work being carried out at the school.

Reference: *G.8. Risk Assessments*
Appendix2 Risk Assessment Guidance
see supporting information

22. Staff Safety Training

The safety training needs of the school will be considered by senior school managers and the appropriate training arranged for staff.

Safety training will be provided to new or relief teachers as soon as they join the school. As an absolute minimum, this basic training should include the procedures for fire and first aid. Staff will be consulted on all matters of H&S policy including input into the policies and also made aware of details of the policy and the procedures for implementing it.

The Head Teacher will arrange refresher training as necessary using a matrix to ensure that all necessary training is updated and maintained.

see supporting information

23. Security

As part of the school expansion programme in 2013 a new reception and holding lobby was built to increase security at the front of house. School is kept as secure as possible at all times. Doors should not be left open where this would allow access to people.

Visitors

- Visitors to the school are directed to the main reception by signs outside.
- Visitors, even regular visitors, contractors etc, are required to sign the visitor's book at reception. If necessary badges are issued.
- If unknown visitors are encountered in the school, or not wearing a valid badge, refer to the intruder section below.
- Visitors should sign out at the end of the visit.

Valuable equipment

All valuable equipment should be security marked and an inventory compiled and maintained by the administrative manager.

Personal property

- Staff are responsible for the security of their own personal items. These can be locked in the stock cupboards or deposited in the office during the day.
- Pupils are discouraged from bringing valuables into school
- Pupils can ask the class teacher or secretary to look after small quantities of money they may bring in to school
- Parents are constantly reminded to identify pupils' clothing by securing nametags to them

Cash handling (See finance manual)

Cash should not be stored on the premises for longer than necessary.
Dinner money is collected in accordance with LA guidelines and use of security staff.
Small amounts of money are kept in the safe in the office.

Intruders

Visitors to school should wear a badge to identify genuine visitors from intruders.
Intruders should be challenged, i.e. "Can I help you? Are you looking for reception?
If the intruder is in a classroom, then help should be sought from the Headteacher or
Deputy Headteacher.

In the case of an intruder who will not leave on request, then the police should be
called immediately.

Reference: P.6. Removal of Intruders from School Premises Jan. 2001

See supporting information

24. Stress

- The school has adopted the Education Personnel Guidance on Managing Stress at Work model policies provided by the LA
- All staff are aware that stress is a medical condition and is not a sign of weakness and that it should be discussed openly
- Staff should be encouraged to support one another
- Head Teachers and senior school managers should be aware of the signs of stress and how to deal with it
- Stress is considered when carrying out the risk assessments for the school
- Pay particular attention to signs of stress during difficult periods i.e. coming up to and during Ofsted inspections etc
- School will adopt Work Life Balance procedures as adopted in policy

Reference: H.6. Managing Stress at Work March 1998

See supporting information

25. Waste

The main refuse collection point for general waste, paper & cardboard and plastic & glass is located on the car park opposite the kitchen area approximately 10m from the building.
Twice weekly collections are made by the local authority. Additional collections are available by request from the LA at a cost. The arrangements for removing waste from the school are reviewed annually to ensure they remain satisfactory. Consideration is given to the need for removing clinical waste in yellow bags.

see supporting information

27. Work Equipment

The school will ensure that where there is a requirement for equipment to be used in school for employees to undertake their duties, as laid down in a job description, a method statement, a safe system of work or a risk assessment, the equipment will have been purchased from a reputable supplier, will have been installed (if required) by a competent person in accordance with the manufacturers installation and servicing instructions, will be stored and appropriately maintained and that suitable and sufficient training be provided for the safe use of all equipment.

See: PUWER – HSE website: <http://www.hse.gov.uk/work-equipment-machinery/puwer.htm>