



HEALTH & SAFETY POLICY

<i>DRAFTED BY:</i>	Paul Taylor
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CPD Schools Federation

Health & Safety Arrangements

Each member of staff has a Health and Safety Training Record. Health and Safety matters are discussed regularly at briefings by the Health and Safety Co-ordinator. The points below are an agreement that the school will work effectively to minimize Health and Safety risks and that staff understand their position within these arrangements.

Statement of the general arrangements is:

- To follow all Health and Safety policies and guidelines as advised by the London Borough of Newham. The school's policies, when written, incorporate relevant aspects of the Borough's guidance. Copies of the current policies are held on school's shared drive. ***For Central Park, paper copies are also held by the Headteacher.***
- To provide adequate control of the Health and Safety risks for all employees' work activities.
- To consult with all employees on matters affecting their health and safety.
- To provide and maintain safe premises and equipment.
- To ensure safe handling and use of substances.
- To provide information, instruction and supervision for employees.
- To ensure all employees are competent to do identified tasks, and are given appropriate information and training.
- To ensure all employees are aware of their personal duty of care towards themselves and others; to understand that employees have legal rights and obligations to fulfil.
- To prevent work related accidents.
- To prevent cases of work-related ill health.
- To maintain safe and healthy working conditions.
- To review these arrangements annually.

These arrangements refer to all people who use the building – staff, pupils and visitors.

Signed: (Member of Staff) _____

Date: _____

School statement of intent

Schools in the CPD Schools Federation are committed to ensuring health and safety good practice across all areas of school life. We take our responsibility for the health and safety of staff, pupils, volunteers and any other visitors to the schools very seriously and use this policy, in line with **risk assessment documents** and in accordance with the 1974 Health and Safety Act, to maintain the highest possible level of health and safety around the school.

Health and safety in school is a priority as well as a legal requirement, and all members of the school have a part to play in making sure that the school environment is safe, which we encourage by promoting a positive health and safety culture within each school. Each school commits adequate and appropriate resources to making sure that the best equipment, risk assessments, advice, and training are applied both on school grounds and during off-site activities and visits.

All school staff will ensure that they are up to date and familiar with the school health and safety policy, as well as health and safety regulations that apply specifically to their own classroom activities. All activities, both on- and off-site, should be planned by staff with consideration for the safety of themselves, their colleagues, pupils and members of the public.

Signed by

_____ **Chair of Governors** **Date:**

_____ **Headteacher** **Date:**

This Policy will be reviewed by the Health and Safety Co-ordinator and Governors:

- at regular intervals
- after accidents, incidents and near misses
- after any significant changes to workplace, working practices or staffing
- after any form of notice has been served.

1. Roles and responsibility

The importance of good health and safety practice is promoted throughout the school. Members of school staff, the senior leadership team and the governing body carry the key responsibilities for assessing, recording and implementing the correct health and safety procedures.

The Governing Body recognise that it is their responsibility to provide the safest school environment as is reasonably practicable. They will do this by ensuring that:

- the school fulfils its legal health and safety obligations
- the school health and safety policy is implemented and is effective
- risk assessments are carried out regularly either by the relevant authorities and/or school staff depending on the nature of the activity taking place
- the importance of good health and safety practice is promoted throughout school to all staff, pupils, parents, volunteers, contractors and any other visitors
- school premises and equipment are regularly assessed and reviewed in line with health and safety regulations
- there is the appropriate budget allocation to the school's health and safety provision
- the importance of good health and safety is communicated to school staff and carefully monitored

- all staff are made aware of the health and safety arrangements at the school, and of any changes to those arrangements.
- there is a named governor for Health and Safety. They will be involved in reviewing the policy alongside the Health and Safety Co-ordinator.

The headteacher takes the responsibility for:

- ensuring that adequate and appropriate risk assessments are carried out and reviewed prior to any activity either on-site or off-site
- liaising with the Governing body to share information about health and safety issues or risks that arise
- ensuring that the information on health and safety good practice available to school staff and visitors is up to date, easily accessible and promoted throughout the school.
- ensuring that all support and cover staff are fully trained and equipped to deal with health and safety issues and emergencies
- ensuring that the governing body is aware of and up to date with any health and safety legislation or reasons for change in health and safety provision
- ensuring that adequate funding is allocated to individual departments for their health and safety requirements
- ensuring that all staff, pupils and volunteers are aware of their health and safety obligations to one another
- ensuring that regular practice fire drills are undertaken.

Senior leaders take the responsibility for:

- ensuring that all new employees are given the appropriate health and safety induction training, relating to both whole-school health and safety and any specific provision relating to their role in the school
- ensuring that school activities on or off-site, is risk assessed and all health and safety aspects are considered
- ensuring that all the relevant checks are done on the equipment and competency of contractors that come in to the school are assessed
- ensuring that all staff and pupils are aware of their health and safety responsibilities, including what to do in case of a fire, emergency, or medical emergency, and that all those taking part in any given activity are given proper training and health and safety briefing
- managing their particular budgets to ensure that there are enough resources to cover health and safety maintenance, checks and provision for activities under their department.

Key stage leaders in the school take the responsibility of:

- assessing and implementing required health and safety provision as is implicated by risk assessments carried out for each activity undertaken by staff within their department
- ensuring that all pupils, staff and volunteers understand their health and safety responsibilities and are familiar with the school health and safety policy and procedures
- ensuring that all relevant training and preparation is carried out for all on- and off-site activities
- ensuring that correct procedures are undertaken in relation to accident reporting, first aid, fire safety and any other incidents that may occur during the course of a school activity

Employees of the school, whether they are fixed term, contract, or permanent take the responsibility for:

- ensuring that they are familiar and up to date with the school's health and safety policy and standard procedures
- keeping their managers informed of any developments or changes that may impact on the health and safety of those undertaking any activity, or any incidents that have already occurred
- ensuring that all the correct provisions are assessed and in place before the start of any activity
- making sure that the pupils taking part in the activity are aware of their own health and safety responsibilities
- cooperating fully with the employer to enable them to fulfil their legal obligations. Examples of this would be ensuring that items provided for health and safety purposes are never abused and that equipment is only used in line with manufacturers' guidance

- ensuring that any equipment used is properly cared for and in the proper working order. Any defects should be immediately reported to a senior manager and that piece of equipment should not be used.
- Volunteers at the school have the same responsibilities for health and safety as any other staff and will be expected to be familiar with the school's health and safety policy and procedures.

Pupils will take responsibility for:

- listening to and following instructions from staff
- ensuring that their actions are safe for themselves and will not harm others in any way
- being sensible around the school site and when using any equipment
- reporting health and safety concerns or incidents to a member of staff immediately
- acting in line with the school's code of conduct.

Pupils that are found to be a risk may not be allowed to partake in certain school activities, and may be dealt with under the school's behaviour policy if the circumstances require it. We expect pupils to follow the school code of conduct, as this helps maintain good health and safety around the school.

2. General arrangements to establish, monitor, and review measures needed to meet satisfactory health and safety standards

2.1 Communications

- The Headteacher/Health and safety Co-ordinator will ensure that all staff are made aware of the normal communication channels within the school and the Local Authority for Health and Safety matters. These will be used for notifying personnel of potential safety hazards and for referring matters to a level at which they can be resolved (e.g. within the school or at Local Authority level)
- The Headteacher/Health and Safety Co-ordinator will ensure that Health and Safety advice is
 - 1) Made known throughout the school
 - 2) Shared with teaching staff and non-teaching staff
 - 3) Posted on notice boards where appropriate
 - 4) Circulated to staff as necessary
 - 5) Updated as necessary
 - 6) Filed so that they are readily available to all employees or others with legitimate interests.
- The Headteacher/Health and Safety Co-ordinator will inform teachers of visitors to the school. Visitors will be required to sign in electronically detailing times of arrival and departure. They will be given a visitor's badge to wear.
- The Headteacher/Health and Safety Co-ordinator will also inform staff of up to date information received from external sources regarding potential safety issues, such as intruders.

2.2 General Principles for Safety

- All classrooms must be kept neat and tidy
- Any materials which may be collected for practical activities (newspapers, plastic cartons etc) must be stored safely away in cupboards to reduce risk of fire.
- Clear passage must be allowed to exits and for easy access to all parts of the room
- No inflammable materials should be in contact with any heat source (including lights)
- Clear instructions should be given to children about the safe use of materials and equipment
- No materials should be stored on top of cupboards or at a height where their fall would cause injury.
- Passage ways and staircases must be kept clear of all obstructions
- Other areas of the school must be kept neat and tidy. P.E. apparatus must be replaced safely after use.
- All staff need to be aware of hazards in their classroom and around school and take appropriate action to deal with them sensibly.

2.3 Safe behaviour and school code of conduct

The school is concerned with ensuring the good health and safety of members of the school community both on an individual basis and as a whole school body. Appropriate and considerate school behaviour and conduct is an important part of health and safety and there are various school regulations in place to monitor behaviour, as well as provisions for behaviour support. Most of these are outlined in the school's Behaviour Policy.

2.4 Challenging behaviour

Abusive or challenging behaviour is a great risk to personal and whole school health and safety. The school will not tolerate abusive behaviour by pupils, staff, or visitors to the school. This includes parents. The school policy for dealing with challenging behaviour, regulating off-site behaviour, exclusions, and bullying are laid out in our Behaviour Policy.

2.5 Supervision of children

- Children must be supervised during lesson time. If they have to be left in an emergency the nearest available teacher should be informed and a message sent to the office.
- Groups of pupils must be supervised when moving around the school and going to/from the playground.
- When children are split from their class, they become the responsibility of the receiving teacher.
- On educational visits the same rules apply for supervision (please see Documentation Guidance for Educational Visits.) Powers may be delegated to responsible adults over 18 but the teacher in charge has overall responsibility.
- During wet playtimes the children will be supervised by the teachers and teaching assistants on duty and by the supervisory assistants at lunchtime.
- No child is allowed to leave the school during school time without supervision or the written consent of a parent.
- We accept responsibility for the children from 8.30 am, Sharp Start children go straight to their classrooms. Breakfast Club starts at 7:45am. The children go to the KS1 Hall.
- It is the responsibility of the teachers on duty to:
 - a) Be in the playground during the whole of the break time
 - b) Deal immediately with any incidents or accidents which arise
 - c) Ensure that no dangerous objects are being used or dangerous play undertaken
 - d) Ensure that no unsupervised child leaves the playground
 - e) Prevent children playing in unsupervised areas out of sight of the main playground
 - f) Ensure that children walk into school.
- Teachers must ensure that children who are being disciplined or kept in to help at break or lunchtime are supervised and that they are not kept in alone.
- We are all responsible for the good conduct and behaviour of the pupils in the school and any member of the school staff should be expected to intervene to enforce this.
- All external doors should be shut during lesson time. Playground gates will be locked apart from the gate leading into the main office and reception.
- If cooking is being undertaken there must be an adult who has no other commitment but to supervise the cooking and a fire blanket must be near the cooker
- All members of staff should ensure that children leave their room in an orderly and quiet manner. In the Junior building, classes on the upper floor should be escorted downstairs by their class teacher.

2.6 Security arrangements

At Dersingham:

Gates open in the morning at 8:15am until 9:00am and again in the afternoon from 3:05pm until 3:30pm.

- All visitors will be asked to sign in at reception and will be issued with a security badge (Red – for visitors with no DBS & Yellow for DBS checked visitors). Red lanyard visitors must be accompanied at all times. Anyone not wearing a badge will be challenged by staff.

At Central Park:

Gates open as follows:

Entrance	Opened at	Closed at	Responsibility
Nursery	8.55	9.05	Nursery staff
	11.55	12.05	Nursery staff
	12.10	12.20	Nursery staff
	3.10	3.20	Nursery staff
Loxford Avenue	8.30	9.00	Site supervisor
	3.10	3.30	Site supervisor
Dickens Road	8.30	9.00	Site supervisor
	3.10	3.30	Site supervisor
Thackeray Road	8.30	9.00	Site supervisor
	3.10	3.30	Site supervisor

- All visitors will be asked to sign the visitor's book at reception and will be issued with a security badge. Any one not wearing a badge will be challenged by staff.

For Both:

- Classroom doors should be locked whenever the room is left unattended. They should be locked at the end of the day.
- All staff need to keep their belongings secure in locked drawers, cupboards or lockers.
- All external doors must be closed at the start of the morning and the end of the day to minimize the risk of unwanted visitors.
- All staff must sign in when they arrive on the site and sign out when they leave. For some staff this will be more than once during the school day. Staff should not sign in or out on behalf of their colleagues.

2.7 Breakages and potential hazards

Please report any breakages or potential hazards

- Any breakages or potential hazards should be cleaned up/removed immediately by the person that finds it. If there is a financial implication a temporary safe repair must be carried out so that the hazard is made safe. The Site Supervisor should be made aware of this.
- If immediate action is needed, report the matter to the Site Supervisor/Health and Safety Co-ordinator.
- Broken glass should not be put in bins but should be drawn to the attention of the site supervisor or cleaner in charge immediately.

2.8 Maintenance of safety records

The school's health and safety records should be readily available for inspection. Some aspects such as Fire Risk Assessment and Asbestos Management Plan will be available as hard copies – other records will be maintained electronically. The file should serve as the central health and safety record for the school. Details of the following will be kept

- A current list of names of individuals with key health and safety roles – e.g., Area Health & Safety Coordinator, risk assessors, DSE assessors, first aiders (include date certificates expire), fire evacuation officers;
- A copy of the school statement of intent and projected date for review;
- Copies of risk assessments including (where applicable):
 - General risk assessments;
 - COSHH assessments;
 - Display screen equipment workstation assessments;
 - Fire risk assessments;
 - Asbestos management plan;
 - Manual handling operations;
 - Machinery / equipment;
 - Lifting equipment and lifting operations;
 - Lone working;
 - Risk of violence and aggression;
 - Work in confined spaces, work at height, etc;
- Completed first aid books
- Completed accident forms
- Copies of any accident report form sent to Health and Safety Services, plus the report of any investigation made into the accident / incident and details of any remedial action taken following an accident or incident;
- Details of emergency procedures – e.g., fire evacuation, procedures to deal with a chemical / biological or radiological spillage, location of first aid kits and first aiders, etc.
- Date and findings of health and safety inspections; together with details of any actions / timescales to be taken following such inspections. *Note that currently if Health and Safety Audits and Fire Assessments by LFB are all okay then no reports are issued. They are only issued where concerns arise.*
- Inspection and statutory examination reports relating to equipment – such as respiratory protective equipment, fume cupboards, dust extraction, lifting equipment, gas fired equipment etc.
- Other equipment maintenance and service records
- Fire drill records – dates performance and recommendations;
- Health and safety training records – names, dates and course titles for health and safety training provided/attended (include local training such as health and safety induction; courses provided by Health & Safety Services, and external courses) - plus projected date for refresher training;
- Copies of completed health and safety induction checklists (for new staff);
- Copies of annual health and safety audit checklists and action plans;

- Copies of memos and reports received following visits from Health & Safety Services staff.

The school keeps records of health and safety incidents for 25 years. The school examines past health and safety records and risk assessments to allow any necessary changes and improvements to be identified.

2.9 Safety review, monitoring, and evaluation procedure

The school's health and safety monitoring will be undertaken by the health and safety Co-ordinator and Site Supervisor. This policy and the health and safety file will be reviewed by the governing body due to triggers including, but not limited to:

- changes in key personnel
- changes to the structure of the school's organisation
- the introduction of new processes
- any change in premises or the specific use of part of the premises
- changes in legislation
- following the findings from an accident investigation (internal and/or external) or following a civil claim
- following consultation with employees
- following any enforcement action, i.e., by the HSE or local authority

2.10 Accidents and injuries

- Send for person with First Aid Training in case of an injury. If the child cannot be moved, stay with her/him and send for assistance.
- If no trained first aider is available send a message to the school office.
- Accidents will be noted in the official book by the person dealing with the injury.
- For serious accidents an Accident Report Form will be completed by the staff member involved and any witnesses.
- If a child feels unwell (other than as a result of an accident) send him/her to the nearest trained first aider. The first aider in consultation with a member of the SLT will decide whether to send the child home.
- If a child is to go home the first aider will call home and get a parent/carer to collect the child.
- In all cases where there is blood or other bodily fluids involved disposable gloves must be used.
- Where there is blood or other substances on surfaces or clothes, this must be dealt with immediately
- Sick or injured children must not be left unsupervised and not returned to the classroom where there is any danger to others
- Where there is any doubt about the severity of an injury or illness, the parent or guardian should be contacted immediately
- When a child has any blow to the head, but it is not felt necessary to contact the parent, a note must be sent home informing them of the injury.
- If an injury is so severe that a child needs immediate medical treatment, an ambulance should be called and the child accompanied if the parent is not available.
- Prescribed medication is allowed only with the permission of the Headteacher and to be administered by a named member of staff. Asthma pumps and Epipen must be easily accessible and stored in locked cupboards in the classroom. They must only be used under adult supervision. All other medication must not be stored in the classroom. Medication must be in its original container with clear written instructions from the parent on dosage etc. Inhalers must be labelled with the child's name and class and dosage/usage instructions. Medicines that require refrigeration must be placed in the fridge in the Headteacher's office.
- Medicines are to be brought into school by a parent/carer and handed to a qualified first Aider or at the main office.

2.11 Recording an accident

Minor accidents are recorded in the First Aid book. The school has accident forms which are stored in the main office. These are used to record more serious accidents. All members of staff supervising at the time of the incident should make a separate report. What happened, actions taken, injuries, and first aid administered should be recorded. The health and safety Co-ordinator and a member of SLT will review cases of serious incidents and determine what, if any, steps could be taken in order to ensure that the same accident does not happen in the future. The school also uses a Lessons Learnt Review for near misses to inform and improve practices **See Appendix 1**. The types of minor accidents reported (no personal details discussed) will be reviewed at senior leadership team meetings to determine whether there are any accident trends that could be avoided.

2.12 Investigation

An investigation may be launched by external bodies in the case of accidents or incidents that fall under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Accident reports will be reviewed and witnesses may be interviewed. This may happen in cases including but not limited to:

- deaths
- 'specified injuries' in respect of employees or pupils
- over-7-day injuries (where a member of staff is away from work or unable to perform their normal work duties for more than 7 consecutive days);
- 'specified dangerous occurrences' (where something happens that does not result in an injury, but could have done)
- 'occupational diseases'
- 'injuries resulting in hospital visits for treatment in respect of pupils and employees who are injured out of or in connection with work activities' (examinations and diagnostic tests do not constitute 'treatment' in such circumstances).

Senior managers or the governing body may decide to conduct internal investigations into less serious incidents to ensure that policy and procedure are being used correctly and effectively, and that future incidents of a similar nature can be avoided.

2.13 Lone workers

There will be some situations where staff at the school will be working alone e.g. a staff member locking up the school at the end of the day. There is an increased risk to the health and safety of lone workers and the school has provisions in place to both identify and manage these risks.

Any staff, contractors or visitors who are identified as lone workers will be given all the necessary training, information and instruction to enable them to recognize the hazards and appreciate the risks involved with working alone. Risk assessments will also be carried out. **See Appendix 2 Guidance for Lone workers**

2.14 Building and site maintenance

The headteacher is responsible for ensuring that the school premises are properly maintained, comply with health and safety laws, and are easily accessible and safe for the whole school community.

The school will appoint a named person to be responsible for reporting any health and safety concerns relating to the school premises. He/she will co-ordinate any safety precautions that are necessary during ongoing site maintenance or building work.

2.15 Fire safety and evacuation procedures

The school carries out whole school fire drills once a term as a minimum. Extra fire drills may be needed if there are issues highlighted in a previous drill. There are emergency exits located and signposted around the school, and emergency procedures posters detailing what to do in the event of a fire are posted around the school site.

Fire risk assessments are carried out, recorded, and reviewed annually for each building. Fire alarm safety checks are carried out regularly and recorded. Alarms, emergency lighting and fire extinguishers are tested and maintained in line with LA guidance. Records are maintained for these.

The emergency procedures should be followed in the event of an evacuation of the school for any reason. In the event of a power cut, emergency exit lights will indicate where the emergency exits are. Emergency lights are tested along with the other fire maintenance checks.

2.16 Emergency procedures

In the case of an emergency situation, the school will work closely with emergency services to do everything practicably possible to reduce the health and safety risk to those in the school. We have provisions in place to aid us in preventing certain emergencies but in some cases, such as extreme weather, major power failure, or flooding, they cannot be avoided. In these circumstances the school will carry out the emergency procedures as described below.

2.17 Health and safety training

Effective health and safety training is key to good health and safety practice. The school takes health and safety training seriously and expects all employees and pupils to do the same. Training is part of induction for all employees, whether they are on fixed term or permanent contracts. Visitors and volunteers are also responsible for contributing to safe practice around school. Employees and pupils who are not specifically trained for specialist equipment are not permitted to use it.

2.18 Workplace safety

The school will ensure that the school environment and workplace is safe for pupils, staff and visitors. This means keeping classrooms and corridors tidy, organised, and free of safety hazards such as loose wires. Appropriate clothing and good conduct will also be expected in school and both contribute to good health and safety practice. Any hazards around the school site that are noticed by any member of the school community should be reported to a senior leader.

2.19 Display Screen Equipment (DSE)

The school recognises the importance of taking into consideration the health and safety surrounding the use of DSE and operate in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992. Some of the potential health problems associated with incorrect use of DSE are:

- Upper Limb Disorders (ULD) (e.g., upper limb aches and pains caused by poor posture)
- backache
- fatigue and stress
- temporary eye strain.

The school adapts the following precautions to ensure a safe system of work for any staff, pupils, volunteers and visitors to the school:

- Work areas are risk assessed and arranged to enable safe practices to be carried out.
- Furniture and equipment are regularly tested and checked to ensure that they are functioning correctly. An example of this would be checking that the chair provides adequate support for the back.
- Staff and pupils are trained in the safe use of Display Screen Equipment and the risks of working for a prolonged period of time.
- Furniture and equipment is adjusted to each individual so as to ensure maximum comfort when working.
- Regular breaks are taken when working with DSE.
- The school encourages that staff, pupils, volunteers and visitors report to their line manager or health and safety co-ordinator any symptoms of discomfort or ill health that they believe may be related to the use of DSE.

The school promotes good DSE health and safety by encouraging staff and pupils to use the checklist when using such equipment, and by displaying this checklist around school and in classrooms where DSE is in use. **See Appendix 2 DSE checklist for staff and pupils**

2.20 Manual Handling

The school operates in accordance with the *Manual Handling Operations Regulations* (1992). 'Manual handling' describes activities which involve lifting, carrying, moving, holding, pushing, lowering, pulling or restraining an object or person. The school will provide information, instruction, and training on safe manual handling for day to day tasks, and will, as is reasonably practicable, avoid the need for employees to undertake any manual handling operations at work which involve a risk of injury.

Risk assessments are carried out by the Health and Safety Co-ordinator and Site Supervisor measures required to eliminate risk, or reduce it to the lowest level which is reasonably practicable, are identified from the information in the risk assessment and used to implement a safe system of work. While the school takes steps to reduce risk in the workplace, it is also the responsibility of staff and pupils to act in accordance with health and safety legislation and school policy. The school expects employees:

- to safeguard their own health and safety whilst at work, and also that of any person who may be affected by their actions
- to follow safe systems of work as determined by the result of the risk assessments
- to use mechanical aids which have been provided for their use and which they have been trained to use. Faults with any equipment should be reported to line management immediately
- to ensure that they use equipment as per manufacturer's instructions
- to attend training sessions as required and apply the knowledge/skills to daily tasks
- to report all accidents and incidents which have either caused or could have caused harm or injury
- to report any difficulties, including 'near misses' they have experienced in order that the risk assessment can be reviewed to prevent injury occurring
- to inform line management if they are unable to perform manual handling duties

- to ensure that they do not try to perform a manual handling operation which they believe is beyond their physical capability
- to comply with policy regarding suitable clothing, such as footwear and jewellery, so as not to injure pupils or themselves when undertaking a manual handling task
- to avoid the need to lift, carry, push, pull, lower or support loads wherever possible
- to mechanise tasks where they cannot be avoided by the use of trolleys, barrows, lifts or hoists
- to ensure risk assessments have been carried out, which consider the work task, the activity involved, individual capacity, working environment and any other relevant factors.

2.21 Machine maintenance

The school operates in accordance with the *Provision and Use of Work Equipment Regulations 1998* (PUWER). These regulations require that the work equipment in schools is:

- **suitable** for use, and for the purpose and conditions in which it is used;
- **maintained** in a safe condition for use so that people's health and safety is not at risk; and
- **inspected** in certain circumstances to ensure that it is, and continues to be, safe for use. Inspections are carried out by a competent person (this could be an employee if they have the necessary competence to perform the task) and a record kept until the next inspection.

The school ensures that risks created by the use of the equipment are eliminated or controlled by:

- taking appropriate '**hardware**' measures, e.g., providing suitable guards, protection devices, markings and warning devices, system control devices (such as emergency stop buttons) and personal protective equipment; and
- takes appropriate '**software**' measures such as following safe systems of work (e.g. ensuring maintenance is only performed when equipment is shut down etc), and providing adequate information, instruction and training.

2.22 Control of substances hazardous to health (CoSHH)

There are areas in school where hazardous substances are stored mainly related to cleaning. The school has systems in place to ensure that hazardous substances are used correctly, and records are kept in order to prevent the misuse or accidental misuse of such substances. The precautions the school takes include:

- safe storage in locked cabinets, with a clear system explaining how and where chemicals are stored and who has responsibility for any keys to locked cabinets. Hazard data sheets and information on procedures for assessing substances hazardous to health are kept by the site supervisor. Hazard data sheets describe the hazards the chemical presents, and give information on handling, storage and emergency measures in case of accident
- only staff that are trained to use these substances will have access to them. These staff will be trained in proper maintenance, storage, and use of these chemicals
- clear labelling of all chemical bottles. Any hazardous substances should be stored in the original containers wherever possible and not decanted into an unlabelled container. Where they are decanted, full COSHH details should be transferred to the new container
- clear record of chemicals ordered, who they are ordered to, and that they are ordered for
- safe disposing of chemicals
- appropriate PPE for use when handling hazardous substances
- strict 'off-limits' policy for pupils.

2.23 Occupational health services and managing work-related stress

Dersingham Primary School takes the health and wellbeing of all its staff and pupils very seriously, and acknowledges that in a busy and hard-working environment, managing work-related stress alone can be very difficult.

We urge any staff member who is experiencing stress to talk to their manager or a member of the senior management team, and the school will do everything that it can to support them.

2.24 Policy and procedures for Educational visits

Educational visits, off-site visits, residential visits, and any school-led adventure activities are carried out as part of an enriched curriculum and to support the learning and development of our pupils. Before any activity is allowed to take place the Educational Visits Co-ordinator *will* ensure that:

- the objective of the visit is clear
- the visit has been planned effectively, and risks have been assessed and are minimised as far as is reasonably practicable
- they are informed well in advance about less routine visits
- the headteacher or group leader has shown how the plans for the visit comply with regulations and guidelines and with the school's health and safety policy (and with that of the LA, if appropriate)
- in the case of adventurous activities (e.g., water sports or climbing), the group leader and/or other supervisors are competent to lead or instruct pupils
- it assesses proposals for certain types of visit, e.g., those involving an overnight stay or overseas travel, and submits these to the LA if appropriate
- a sufficient level of insurance is in place
- the group leader completes an evaluation after the visit.

See Appendix 3 for further guidance on educational visits

2.25 Selecting and managing contractors

It is vital that any company or persons invited into the school under a contractual agreement to work on school maintenance or the building site operates under the highest level of health and safety possible, and is aware of our school policy and procedures.

It is the Headteacher's responsibility to select and oversee the management of contractors.

All visitors are provided with an information pack which outlines good practice and summarizes the schools safeguarding policy.

2.26 Risk assessment

Effective risk assessment is the foundation of all school health and safety checks, and the school takes steps to ensure that all school staff are confident and familiar with carrying out risk assessments, and recording and reporting risks.

Risk assessments are stored in the school office and will be reviewed:

- at regular intervals
- after accidents, incidents and near misses
- after any significant changes to workplace, working practices or staffing
- after any form of notice has been served

Risk Assessment Matrix

Likelihood	Certainly	5	M	M	H	H	H
	Frequent	4	M	M	M	H	H
	Occasional	3	L	M	M	M	H
	Possible	2	L	L	M	M	M
	Improbable	1	L	L	L	M	M
		0	1	2	3	4	5
			Negligible	Minor	Moderate	Major	Fatality
			Severity				

The school carries out risk assessments in accordance with the Health and Safety at Work Act 1974. Activities use the Matrix above which looks at likelihood of an accident and the severity of any incident. The matrix is used during risk assessment to assess initial activity or location risk, and then residual risk once all the controls have been put in place to decrease risk. It is not always impossible to eliminate all risk, but the school does take every action that it can in order to decrease risk as far as is reasonably practicable. Any activity that is considered too high risk to the health and safety of our pupils, staff, or the general public through risk assessment will not be undertaken.

Appendix 1: Guidance for Lone Workers

Below is guidance for staff working alone particularly for the Site Supervisor.

Risk of violence:

- Staff must not arrange meetings with parents or members of the public when lone working. All meetings must be arranged during school occupancy times or when there is more than one informed member of staff on site for the duration of the meeting.
- Late meetings must finish promptly and not leave one member of staff alone on-site.
- Staff must not approach, or let into the buildings, unauthorized persons when lone working.

Communication:

Staff are advised to:

- Avoid lone working wherever possible by arranging to work in pairs or as a group.
- Sign in and off the site.
- Carry either a mobile phone or school telephone at all times when lone working.
- Let someone know you are coming into work, how long you expect to be and when you are leaving.
- Comply with fire evacuation procedures and attend fire assembly points, ensuring that you are cleared to leave the site in the event of an incident.

First aid:

- For those working on our premises, first aid kits can be found in the first aid area outside the staffroom.

Emergency procedures:

- In the event that a lone worker falls ill, or into difficulties, they are to use their mobile phone/ school phone to contact the headteacher, the staff member's nominated person, or the emergency services.

Access and egress:

- Staff are required to consider weather conditions before coming into and while at work.

Guidance for key holders attending alarm calls after hours:

There is a nominated key holder within the school who will attend alarm call outs after hours. The school advises that the nominated person:

- does not attend an alarm call out alone, where reasonably practicable
- does not enter the building if alone
- looks out for corroborative evidence of intruders
- takes necessary action; e.g., call police.

What to take:

- Identification of who you are, for example an employee badge; this helps if police do attend the scene or are later called to the scene
- A torch of a reasonable size and power
- A basic plan or diagram of the building; this does not have to be a very detailed site plan but it would be useful to show:
 - basement areas
 - entry/exit points for people and vehicles
 - areas where computers/valuables are located.This is useful for the police if they are required to attend the scene.
- A mobile phone, in order to summon assistance in an emergency without having to enter the building

Risk assessment

- On attending the site key holders must be mindful of and protect themselves against the worst-case scenario, that is, an intruder who may still be on-site.

- Initial arrival should be to the front of the building's main entrance. If an intruder has not already left on hearing the alarm, your arrival may disturb them. Your main priority is your personal safety. If you disturb an intruder, attempt to withdraw to a safe point. Do not attempt to apprehend.

What to check

- Suspicious/unfamiliar vehicles parked in the immediate area
- The outside of the building for sign of forced entry; e.g., broken glass, prised doors, windows, etc
- Evidence of flashlights being used or other lights left on within the building
- Noise from within the building or outside

If at any stage there is evidence of an intruder, **immediately withdraw** and contact the police. Do not enter the building to use the telephone. Where there is no evidence of an intruder from the outside, enter the building:

- Check the inside of the premises to eliminate signs of a forced entry.
- Switch on appropriate lights and proceed to re-set the alarm.
- If evidence of an intruder is discovered, withdraw and contact the police.
- Try not to disturb the scene

Appendix 2: DSE checklist for Staff and pupils

<p>Workstation</p>	<ul style="list-style-type: none"> ✓ Adjust screen height to suit seating height – generally eyes level with top of screen. ✓ If a significant amount of your work involves copying from documents, then use a flexible document holder at the same height as screen. ✓ Keep an organized work surface to facilitate workflow. ✓ Avoid clutter under the workstation. ✓ Ensure an appropriate mobile, stable and five-star base chair. ✓ Seat back, arm rests and back rest to be height adjustable. ✓ 2-3” of space in front of the keyboard ✓ Be familiar with software in order to customise screen colours, etc.
<p>Environment</p>	<ul style="list-style-type: none"> ✓ Adjust screen to reduce reflection and glare. ✓ Clean screen and equipment regularly. ✓ Ideally sit sideways to windows. ✓ Maintain safe surroundings, i.e. free from tripping and electrical hazards. ✓ Avoid excessive noise and uncomfortable temperatures.
<p>Healthcare</p>	<ul style="list-style-type: none"> ✓ Carry out exercise programme on a regular basis plus specific movements throughout the day. ✓ Rest eyes during work break and carry out eye care exercises. ✓ Have eyes tested regularly. ✓ Report any health-related symptoms that concern you.
<p>Job Design</p>	<ul style="list-style-type: none"> ✓ Break up work with informal postures and different tasks. ✓ Combine different work tasks. ✓ Take regular breaks away from screen. ✓ Ensure you have training in software and in know how to set up a safe workstation.
<p>Posture</p>	<ul style="list-style-type: none"> ✓ Adjust seat height to ensure thighs and forearms are horizontal. ✓ Desk just below elbow height. ✓ Align hands with forearms. Minimal deviation of wrists. ✓ Adjust your backrest to support the lower back. ✓ Sit right back in the chair to maintain good lumbar support. ✓ Keep head in natural upright position. ✓ Do not slouch. Maintain upright position. ✓ Head, neck, shoulders and hips to be in alignment. ✓ Use a footrest if feet do not touch the floor. ✓ Rest arms and hands whenever routine allows. ✓ Space under desk for postural change, no obstacles ✓ Top of screen at eye level.

Appendix 3 Guidance for Educational Visits

Before any visit is made discussions must take place with the year group team and the relevant documents completed electronically using Evolve

- Please remember when planning your visit, that it must be relevant to the planned work of the class
- The cost – remember that we can only ask for a contribution. There may be some instances where we have to say that the visit will only take place if there are sufficient parents able to contribute
- The number of suitable adults (over 18) available to accompany the children must be listed
- Risk assessments must be completed
- After permission has been given the person responsible for organising the visit must
 - a) Arrange for letters to be sent out to parents, ensuring that there is a part for them to return giving permission for their child to go.
 - b) Collect contributions, make a list of who has paid and how much and send the money to the secretary.
 - c) Ensure that each child has returned a form giving general consent for school visits and returned the permission slip for a particular visit.
 - d) Discuss with EVC adults available to go.
 - e) Ensure that they organise a preliminary visit to carry out an accurate risk assessment.
 - f) Ensure that they take a first aid pack and insurance details.

ADULTS

- The number of adults going will depend upon the age of the children, means of travel and the actual place to be visited
- There must be a minimum of two adults per class when travel is by coach and three when public transport is used.
- Where parent helpers are used those with DBS should be used first.
- Any volunteers without a DBS must not be left unaccompanied with children. A member of school staff will be present at all time. This includes accompanying groups to toilets.
- Adults must be told what is expected of them before the visit – their responsibilities, the number and names of children for whom they will be responsible and what they should do in an emergency.
- Where possible there should be an adult of each sex on the visit.

CONDUCT

1. Children must be told how they should behave before they go
 - a) how they are expected to walk along pavements
 - b) how they should wait at bus stops or on stations platforms
 - c) that they must sit on coaches and other means of transport if possible
 - d) they will wear seatbelts
 - e) how they are to board buses and trains
 - f) how they will cross the roads
 - g) how they will conduct themselves at the place they are visiting
 - h) when they will be eating
 - i) what they should do if they get lost
2. Children must be accompanied at all times. If they are to be allowed freedom in a space e.g. a room in a museum, make it very clear that they must not leave that area
3. At all times, arrange the adults so that all the members of the party can be seen
 1. All adults to wear high visibility jackets.
 2. When crossing roads, ensure that there is an adult at the front of the line and an adult at the back
 3. When boarding transport, ensure that someone is at the front and someone is at the back
7. Make frequent checks/head counts to ensure that no child is missing

GENERAL

1. A visit should be planned with the intention of taking all children. You may have to
 - a) make special arrangements for children with special needs
 - b) contact particular parents who are reluctant to allow their children to go
 - c) In consultation with the Head Teacher/Deputy Head consider excluding a child for safety reasons. If you do this, then it must be treated as seriously as any other exclusion and the parents warned of this in writing.
2. Make sure that the person in charge knows what to do in an emergency and that they contact the school as soon as possible if an emergency arises.

3. If the visit involves water activities, then there must be a qualified life-saver who is in charge of no more than 10 pupils at a time.
4. local visits which take place in school time e.g. to the park or shops are covered by the general consent form. As long as there are sufficient suitable adults to accompany the party you can notify the EVC of the time of departure and return. (EVC-EDUCATIONAL VISITS CO-ORDINATOR)
5. When planning a visit to a farm, please refer to the checklist below.
6. A casual supply teacher may not act as teacher in charge of a party.

12. THE MAIN PRECAUTIONS FOR SCHOOL VISITS TO A FARM

1. Ensure that those leading the visit are familiar with their own school/LA guidelines on school visits.
2. Check that the farm is well managed e.g. has a good reputation for high standards and stock welfare, that the ground and public areas are as clean as possible and suitable first aid arrangements are made. Animals should not have access to any outdoor picnic areas. A prior visit to the farm by a member of staff is essential.
3. Check that the farm has suitable washing facilities, appropriately sign posted, with running water (preferably hot and cold) soap and disposable towels or hot air hand dryer(s). Any drinking water taps should be clearly labelled in a suitable area.
4. Ensure suitable precautions are in place where appropriate e.g. Clear signs or restricted access in areas such as near slurry pits or where sick animals are isolated.
5. Ensure that there is an adequate number of adults to supervise the children, taking into account the age and stage of development of the pupils. Ensure that adults are suitably briefed regarding the checklist.
6. Female visitors to farms should be warned that there is a possible risk of diseases being transmitted to pregnant women during lambing time.
7. Prepare pupils for the visit by explaining the expected standards of behaviour and the importance of following any rules e.g. shutting gates
8. Inform parents/children of the advantages of wearing footwear that can be easily cleaned. Wellington boots are ideal footwear, but any closed shoe is preferable to open footwear.
9. Explain that no-one should eat or drink anything including chewing gum etc. while touring the farm, because of the risk of infection and the risk of contact with toxic pesticides and any other chemicals.
2. Everyone should be aware of the dangers posed by farm machinery and chemicals used on farms
3. If anyone is in contact with or feeding farm animals, they should not place their faces against animals or put their hands in their mouths afterwards.
- 12 Before contact with animals, ensure cuts and grazes (especially on hands) are covered with waterproof plasters. After contact with animals and particularly before eating and drinking ensure all visitors wash and dry their hands thoroughly. If young children are in the group, hand washing will need to be supervised.
- 12 Meal breaks or snacks should be taken well away from areas where animals are kept, and no –one should eat anything which may have fallen on the ground. Any crops produced on the farm should be thoroughly washed in drinking water before consumption. Water for drinking and food washing should be taken only from taps clearly labelled as drinking water.
- 13 No unpasteurised produce e.g. milk or cheese, or animal foodstuffs such as silage and concentrates should be consumed on the farm.
- 14 Manure or slurry presents a particular risk of infection. Cuts or grazes should be covered with waterproof plasters. If anyone touches manure or slurry they should thoroughly wash and dry their hands immediately.
- 15 Ensure everyone washes their hands thoroughly before departure.
- 16 Ensure footwear is as free as possible from faecal material

13. INFECTION CONTROL

1. Infection Control measure taken in school include antibacterial hand soap in all toilets, children should be encouraged to wash hands every time they use the toilets.
2. Hand Sanitiser to be used as and when needed, there are dispensers all around the premises and staff have mobile sanitiser on their lanyards. At lunchtime all children will be made to use sanitiser before entering the lunchhall.
3. If a child is sick whoever finds will be expected to deal with the spillage using sick powder power provided and red dust pan and brush and classroom mops provided.
4. Site Supervisor checks on a daily basis for animal faeces around the building and deals with appropriately with equipment/supplies supplied. If there is any missed/found during the school day this will need to be dealt with by the member of staff that finds it, again using the equipment provided.
5. All classes are provided with two sets of cleaning equipment which is colour coded. Green is generally used for everything other than for body fluids/sick which the red equipment should be used as stated in point 3 above.
6. Staff are asked to only use cleaning chemicals that have been provided by the school which are deemed safe to be

used around child and COSH data sheets on site. Staff are told not to bring their own chemicals in to school.