



Health and Safety Policy

March 2023

The policy will be reviewed annually unless legislation or guidance requires a review before this date.

Review

The governing body recognises the importance of keeping its Health and Safety Policy up-to-date and will review the policy on an annual basis.

This policy was adopted by the Governing Body of St Michael's C of E Primary School March 2023.

1.0 Statement of Health and Safety Policy and Intent

The Governing Body is committed to:

The provision of safe and healthy conditions for pupils, employees and visitors;

Compliance with all relevant health and safety legislation;

Seeking the co-operation of staff, pupils, parents and contractors to achieve these objectives in order to minimize injuries and work related ill health.

The main hazards and risk control arrangements are detailed in Section 3.

It is impossible to list every hazard likely to be present at any time and therefore everyone must be continually vigilant to ensure that any new hazards are identified and appropriate arrangements implemented to control the risks.

If in doubt about anything to do with health and safety, stop and ask where necessary specialist advice will be obtained.

This Health and Safety Policy will be reviewed annually and amended as necessary in the light of new developments and information gathered from monitoring.

2.0 Organisation and General Responsibilities

2.1 Governing Body

Are responsible for ensuring that:

- a health and safety policy is prepared, implemented and reviewed to ensure it remains valid.
- health and safety standards are monitored by direct involvement or by considering inspection reports.
- actions are prioritised where resources are required.
- health and safety is an agenda item at full staff meetings and is referred to within the Governors Finance Meetings under Premises.
- a Governor is given specific responsibility for health and safety.
- the Governor with specific health and safety responsibilities and the Head Teacher receive health and safety management training and are competent to deal with the health and safety aspects of the work;
- assistance is obtained from specialists when in any doubt about the health and safety standards to apply.
- the Director of Children's Services is informed of any situation of concern where appropriate health and safety standards cannot be implemented.

2.2 Head Teacher

The Head Teacher is responsible to the Governing Body for ensuring that:

- hazards are identified and arrangements are made and implemented to control the significant risks and comply with the relevant health and safety legislation.
- the significant findings regarding the above are recorded in the Health and Safety Policy;
- the arrangements are monitored to ensure they are working.
- employees are aware of what is expected of them and that they are capable of dealing with the health and safety requirements of their work;
- any problems in implementing appropriate health and safety standards are reported to the Governing Body.

Specialist help and assistance is obtained where necessary.

The reports of health and safety monitoring are communicated to the Governing Body along with details of significant injuries to employees, pupils and visitors.

2.3 School Site Manager

Is responsible for assisting the Head Teacher with the above and specifically for:

- Liaising with employees and Health and Safety Advisors where appropriate to ensure that hazards are identified and appropriate risk control arrangements implemented.
- Monitoring the health and safety standards of the school on a day to day basis, reporting any problems that cannot be rectified to the Head Teacher.

2.4 All Employees

Are responsible for:

- Taking reasonable care for their own health and safety and that of other employees and visitors who are affected by their activities.
- Where appropriate, exercising effective supervision of pupils so as to minimise risks to their health and safety;
- Using any work equipment in accordance with the training and instructions provided;
- Co-operating as is necessary to implement the arrangements of this policy.
- Monitoring the health and safety standards of their own areas, ensuring that appropriate risk control measures are implemented.
- Reporting to the Head Teacher any health and safety matters they cannot, or do not feel competent to, deal with themselves and any shortcomings they see in the health and safety arrangements.

2.5 Pupils

Pupils are expected:

- To exercise personal responsibility for their own health and safety and that of their classmates
- To observe standards of dress and behaviour consistent with the safety of themselves and others.
- to observe the rules of the school and in particular the instructions of teachers.

2.6 Health and Safety Assistance

The LCC Health and Safety Team is appointed to be the competent person as required by the Management of Health and Safety at Work Regulations 1999 and is responsible for providing the health and safety assistance as and when requested. The Team can be contacted on 01522 552222.

3.0 Arrangements and Significant Findings of Risk Assessments

3.1 General Hazards

A high standard of housekeeping is expected to reduce the risk of accidents. Furniture and equipment shall be kept tidy and not allowed to pile up so as to cause a toppling hazard. Unwanted items are to be cleared out and not allowed to accumulate in such ways as to congest the working areas. Pupils' bags are not to be left in walkways or areas where they create tripping hazards.

Specific attention is to be given to avoid slipping and tripping hazards such as trailing cables, damaged floor coverings, slippery floor surfaces. Staff are expected to rectify these situations where possible or report them to the Site Manager.

Proper access equipment is provided and should be used where necessary to reach items on shelves and racks above eye level. Staff are to inspect this equipment before use and report any defect to the Site Manager. Staff are not to use chairs, boxes or similar items to reach items stored in this way, and must not climb up the face of cupboards or storage racks. Heavy objects should be stored at a low level to reduce the risk of injury from falling.

Filing cabinet drawers shall not be overloaded and employees must not open more than one drawer at once as this presents a toppling hazard. Desk and cabinet drawers are to be closed immediately after use and not left open.

Damaged or defective furniture and equipment is to be reported to the Site Manager. Also any sharp edges which may cause injury and/or damage to clothing must also be reported.

Pupils are reminded on a regular basis about the risk of fingers being trapped in doors. 'Finger Shield' guards are fitted to doors in areas considered to be at higher risk, The Site Manager is responsible for checking routinely that the self-closers operate properly, ensuring that adjustments are carried out if doors close too quickly.

All radiator spindles must be fitted with a hand wheel or cap to prevent penetration injuries.

Heaters with hot surfaces are fitted with guards to prevent injuries and hot water temperatures in pupils' areas are set so as not to exceed 43 degrees C to prevent scalding.

Running or driving wheelchairs too fast is not permitted within the school premises and care is necessary when using doors, particularly those without viewing panels. Doors must not be opened without regard for someone coming from the opposite direction.

Specific attention should be given to wires trailing from computers and other electrical equipment, particularly in classrooms.

Special care should be taken when asking pupils to manoeuvre heavy objects. The member of staff should assess the risk in asking children to perform manual handling tasks.

3.2 Electrical Equipment

Staff shall not attempt repairs nor make modifications to electrical equipment other than those normally associated with daily operations. Any defects or malfunctions must be reported.

The fixed electrical installations in the school are inspected and tested on a 5 yearly basis by electrical contractors and any maintenance to prevent danger is carried out. No school equipment should be left in electrical distribution cupboards which would create a fire hazard

Only electrical equipment provided by the school shall be used. Any equipment brought in to the school must be tested for electrical safety by the school P.A.T tester contractor before use. Formal visual inspections/tests of portable electric equipment are carried out annually to identify any maintenance that is required to prevent danger. Low risk office equipment, such as computers where the mains cables are organised to prevent damage, are unlikely to require maintenance to prevent danger and are not included.

Staff are alerted to the dangers of defective wiring and equipment and are encouraged to visually inspect electrical equipment before use and to report any defects immediately.

The Administrators will ensure that all work equipment purchased meets the relevant safety standard required and deemed suitable for the intended task. In addition, sufficient instruction, information and training will be provided to all operators of equipment.

The Head teacher will ensure that all work equipment is maintained to prevent danger. All such maintenance inspections must be formally recorded. This also includes the periodic inspection of Physical Education apparatus and outdoor play equipment through a Sports Safe Inspection.

Electrical equipment and systems are subject to the Electricity at Work Regulation 1989. The Chief Property Officer is responsible for arranging the routine testing of the sockets to ensure proper earth continuity and correct phase/neutral connections. This testing will be carried out every five years.

The Headteacher is responsible for ensuring delegated responsibility for maintaining an up to date inventory of all portable electrical equipment.

All items of portable electrical equipment must be visually inspected and tested by the elected contractor on an annual basis in accordance with the Electricity at Work Regulations (see Education Health and Safety Manual or procedure).

All portable electrical equipment should be fitted with safety type plug heads BS 1363.

3.3 Working at Heights

Staff are reminded that falls from heights are the most common cause of fatal and serious accidents at work.

The need to reach things at heights should be eliminated wherever possible e.g. displaying pupils' work and storing things below head height, using window poles instead of climbing to open windows. Where this is not possible, proper access equipment must be used and the following rules followed:

Staff shall not use ladders or step ladders if they are working alone in or around the school, because if an incident occurs there is no one to call for assistance.

Before using a ladder or step ladder, make sure it is the right equipment for the work. Scaffold towers or specialist access equipment may be required to reach the position and enable the work to be carried out safely. In these cases, the equipment must be erected in accordance with the manufacturers' instructions by a person who is competent, having received sufficient instruction and training.

Ladders and Step Ladders - General Rules

Check that equipment is in good condition, do not use ladders or step ladders with cracked, broken or splintered stiles/rungs/steps/hinges/cords/clips or other defects.

Check the ladder is clear of overhead electrical cables.

Set the ladder at the correct angle (1 out to every 4 up)

Never climb higher than the fourth rung from the top to ensure adequate hand hold.

If using the ladder for access onto a flat roof or platform etc. make sure it extends at least 1.1m above the stepping off point so as to provide an adequate handhold, especially for coming down.

Move ladders and step ladders so as to avoid the need to overreach.

Secure the ladder at the top wherever possible; this ensures the ladder cannot slip sideways or backwards and whilst doing this get someone to foot the base.

If this is impracticable, see that it is firmly secured at the base or footed by a responsible person. Ladders less than 3m in length, where securing or footing is not practical, can be used unsecured or footed, providing they are set at the correct angle on a firm, level, non-slippery surface.

Ladders over 3m in length must be secured as above or footed.

Make sure that extension ladders have enough overlap to prevent collapse.

Stand the ladder or step ladder on a firm level base and not on loose material.

Clean wet, icy or greasy rungs or steps before use; make sure footwear is in good condition and free from mud or grease on the soles before climbing.

Carry light tools and equipment in pockets or a holster/tool bag slung from a strap over the shoulder; use a hoist line to raise larger items when at the working position.

Step ladders must be long enough to reach the work and provide a secure hand hold. Do not stand on the top step or platform on a step ladder unless it is constructed with a secure hand hold.

Always spread step ladders to their fullest extent for stability and check that retaining hinges/cords/clips are secure.

Whenever possible place step ladders at right angles to the work, i.e. with the front or back of steps facing the work. Pushing, pulling or reaching sideways whilst on step ladders should be avoided because it is less stable; where this is unavoidable another person should support the steps to prevent them tipping.

3.4 Fire Risk Assessment

A fire risk assessment has been carried out as required by the Management of Health and Safety at Work Regulations 1999. The significant findings of the fire risk assessment are referred to in the annual updates of the Fire Risk Assessment document.

3.5 Fire Precautions

Fire prevention is part of everyone's duties. In particular attention should be paid to checking the premises before leaving at night to ensure nothing has been left which could lead to a fire developing whilst the premises are unoccupied. All electrical equipment that need not be left on is switched off. Equipment needed to be left on should be kept clear of combustible material in case of a fault developing when unattended.

The Headteacher is responsible for ensuring that:

- Termly fire evacuation practices are carried out and recorded in the Fire Log.
- Bi annual checks of internal fire doors and recorded in the fire log
- Annual check of Fire extinguisher/blankets are recorded in the fire log
- Adequate training for relevant staff for fire brigade attendance

Fire Alarms and any emergency lighting systems are tested on a regular basis by the Site Manager and recorded in the Fire Log.

The Site Manager is responsible for ensuring that all fire extinguishers and fire blankets are in the correct place and that fire extinguishers are inspected and maintained annually. External exit doors should never be obstructed and be capable of being pushed open easily from the inside. Any fault in the opening mechanism should be reported to the Headteacher.

Anyone discovering an outbreak of fire, however small, should without delay, sound the nearest fire alarm. Every member of staff should familiarize themselves with the location of the fire alarms.

It will be the duty of the office staff to collect the fire evacuation list and the school i-pad used for staff and visitors signing in and out and they will take these to the fire assembly point. The teacher or person in charge of each class will conduct a Head count and report to the appointed administrator (if numbers do not match a register will be taken). The fire marshal will check visitors' names from the i-pad app and check the staff are all present.

All staff must make themselves familiar with the fire drill procedures which are displayed around school.

Supply teachers must be fully aware of any local arrangements for emergency action e.g. fire evacuation, accident procedures and reporting, and any other safety arrangements which affects them while in school.

3.6 Smoking at Work

Smoking is not permitted in the school or in the school grounds. This is to prevent unwanted exposure to environmental tobacco smoke which is a health hazard and to minimize the risk of fire.

From July 1st 2007 the following legislation comes into force: -

B26 SMOKEFREE LEGISLATION

These laws are designed to protect staff and the public from the harmful effects of secondhand smoke.

Schools and all other County Council indoor workplaces have been smoke free for many years

Key Points

- From 1 July 2007 it is against the law to smoke (including vapes) in virtually all enclosed and substantially enclosed public places and workplaces. The only exceptions will be for residential homes etc. where people live.
- Public transport and work vehicles (e.g. minibuses) used by more than one person are also to be smoke free. Any car sharing carried out for work purposes must be smoke free.
- No-smoking signs will have to be displayed in all smoke free premises and work vehicles.
- Staff smoking rooms and indoor smoking areas will no longer be allowed, so anyone who wants to smoke will have to go outside. This will be outside the school grounds where schools make it their policy to ban smoking everywhere on the site.
- Managers of smoke free premises and vehicles will have legal responsibilities to prevent people from smoking in enclosed workplaces, shared work vehicles and public buildings

3.7 Manual Handling of Items and Loads

All moving and handling situations must be assessed for risk (lifting/lowering loads, pushing, pulling, carrying, moving pupils etc.). Wherever possible, manual handling operations will be eliminated. If this is not possible, then suitable arrangements will be made to reduce the risk of injury as a result of a manual handling operation e.g. two adults or hoist.

The Headteacher will arrange for the appropriate training of personnel involved in manual handling operations. (A course on Manual Handling will be given periodically during training days.) Two moving and handling co-ordinators have been appointed in school to provide advice.

Manual handling operations are required to some extent in most of the school's activities and it is not reasonably practicable to avoid them. Most of these within the classroom do not generally involve significant risks and are within the capabilities of all staff. The measures detailed below are considered adequate to reduce the risks of injury to the lowest level reasonably practicable.

Staff shall not attempt to lift or move anything they consider to be too heavy or awkward for them. If help is not at hand the matter should be reported to the Head Teacher.

When lifting boxes, parcels etc. the back must be kept straight and lifting carried out using the leg muscles. Never bend from the waist and lift with the legs straight as this puts strain on the back muscles and spine and may lead to injury.

Special care is to be exercised where pupils are involved with the moving of objects e.g. moving trampolines or pianos. Staff are required to assess these operations and only allow pupils to be involved where they will not struggle and to ensure that adequate precautions are taken to prevent injury.

The manual handling of any objects which present a significant risk of injury and which cannot be avoided, is only to take place following a risk assessment to determine the control measures to reduce the risks to an acceptable level.

The following operations have been assessed and, along with the manual handling training that has been provided, are considered to be adequate to reduce the risks to the lowest extent reasonably practicable.

Chair and Table Moving

Measures to reduce the risk of injury: -

- using correct lifting techniques;
- carrying no more than 3 chairs at a time;
- using special trolley for moving stacks of chairs;
- carrying no more than 1 table at a time (single tables);
- obtaining assistance where the time scale involved could lead to over-exertion.

Miscellaneous Packages and Items

Measures to reduce the risk of injury: -

- using correct lifting techniques;
- using the trolleys and barrows provided;
- obtaining assistance where the weight/size of load is beyond individual capacity.

Furniture, Lockers, Display Boards etc.

Measures to reduce the risk of injury: -

- using the correct lifting techniques;
- using the trolleys and barrows provided;
- obtaining assistance in proportion to the weight/size and distances involved;
- wearing protective equipment such as gloves and safety footwear.

The Site Manager will arrange the movement of large items.

3.8 Moving and Handling Assistance for Pupils with Special Needs

An assessment of the moving and handling needs of pupils with special needs will be carried out, ideally before the pupil starts at the school. Where necessary, advice and guidance will be obtained from parents, the Health Authority and Health and Safety Advisors.

The assessment will identify the moving and handling plan appropriate for each pupil. The hierarchy of measures in these plans shall be as follows:

Hazardous moving and handling operations shall be avoided, so far as is reasonably practicable, by the use of hoists/slings, and other specialized equipment, where appropriate, encouraging pupils to move themselves or by re-organizing activities.

Where the above is not reasonably practicable, measures shall be implemented to reduce the risk of injury to the lowest level reasonably practicable; training for staff in using the correct techniques, team lifts, the use of wheelchair ramps etc.

Any plans of support, where moving and handling are required as part of a child's daily routine needs, will be uploaded to the child's document vault on CPOMS.

The assessments shall be reviewed each year or when significant changes occur.

3.9 Display Screen Equipment (DSE)

Computer equipment is used extensively by staff in the school office and within the classroom. These members of staff have been designated as 'users' under The Health and Safety (Display Screen Equipment) Regulations 1992.

'Users' are provided with information and training about the risks to their health and how to minimise them.

Workstations used by the above 'users' have been assessed to ensure they satisfy minimum requirements and the risks are reduced to the lowest level reasonably practicable.

Frequent changes of activity occur; therefore, no special breaks need to be planned into work routines to prevent the onset of fatigue.

'Users' are entitled to eye tests and any special spectacles required for display screen work. Initially 'users' are to request these through the Head Teacher who will provide referral letters to take to an optician of their choice.

Work related upper limb disorders such as pain to the muscles, ligaments and nerves of the hand and arm can be brought about by repetitive movements associated with intensive keyboard or mouse operations. Properly arranged work stations and organisational systems will minimise the risks of these disorders. Staff should be aware of this type of injury and report any pain, discomfort, swelling or weakness experienced during or shortly after keyboard/mouse work. Interactive whiteboards

For Information and procedures for use with Interactive Whiteboards, see Appendix (i)

3.10 Contractors' Activities

Construction and maintenance work involves major hazards, and particular care is necessary when these activities take place on the school site. Contractors have a duty to carry out their work in accordance with relevant statutory provisions. The school has a duty to ensure the health and safety of pupils, employees and visitors on the site and must exercise sufficient control to make sure that contractors discharge their duties. Only contractors who are on the County Council's approved list, or can show in some other way that they are competent to carry out their work in accordance with the relevant statutory provisions, will be selected for work on the premises. Before work commences, the Head Teacher or delegated members of staff must ensure that arrangements to control the risks are implemented by the contractors to protect pupils, staff and visitors. The Head Teacher or delegated member of staff shall then monitor the contractor's activities to ensure the arrangements are adequate. Any situation where the control measures are insufficient must be raised immediately with the contractors.

The Construction (Design and Management) Regulations 2015 (CDM Regulations) will apply to larger projects. i.e. all demolition work irrespective of size, and construction work which involves more than four persons or takes longer than 30 days. In these cases, the Head Teacher or delegated member of staff is responsible for seeking specialist advice regarding what must be done to comply with these Regulations.

During normal school hours, contractors must report to the school office and to the Site Manager on arrival and departure from the school, collecting and returning their visitors pass as they do so. (Even if they are not actually working in the school building). This is to ensure that the Headteacher can make any necessary arrangements to ensure the safety of staff and pupils. (See Education Health and Safety Manual, also Personnel Services Handbook ref. PO62 (Health and Safety Rules for Contractors Working on County Council Premises). Out of normal school

hours, when the school office is closed, contractors should see the Site Manager. When contractors are working at the school the Headteacher and Site Manager/Assistant Head will liaise with the contractor and his/her supervising officer to make them aware of the school rules, any particular hazards which may be present and any temporary rules which apply during the contractor's presence.

The Headteacher will ensure that all temporary rules such as exclusion from the premises or parts thereof are made known to all staff, pupils and visitors to the premises whilst contractors are working in the school. If a member of staff notes a dangerous situation developing as work progresses, they should ask the workmen to stop working and consult the Headteacher.

The Headteacher and the Deputy Head are responsible for checking with the workmen that the conditions under which they are working are satisfactory from a health and safety perspective. They should be informed of the Fire Drill procedure which is readable on the i-pad when they sign in at the main office.

3.11 School Security

The school site is enclosed by a steel fence with the vehicular and main pedestrian access via electrically controlled steel gates. These gates are kept closed and locked when not in use.

Public access to the school is only via the Reception entrance which is monitored at all times to prevent unauthorized access. All other doors are locked to prevent unauthorized access but these can be readily opened from the inside in case of emergency.

A Security camera allows staff to view visitors.

The gates can be opened from outside the premises by the use of an electronic access fob. Fobs are issued to key staff members. All fob holders are instructed not to give the fob to other staff members. Staff who lose fobs must report this to the Head teacher or the Senior Administrator who will arrange for the fob access code to be deleted so they cannot be used. All new fobs are kept in the safe before issue. The gates can also be manually opened from the inside if power failure occurs by trained members of staff by keys secured in the Site Manager's cupboard.

As an added security measure, the entrances into the school building via the main reception and the car park are also controlled by fob access points.

When pupils are outside at play times or during sports they are supervised closely to ensure they do not go through the gates onto the carpark. There is a steel fence separating the driveway from the playground.

All visitors are required to report to the Reception Office or to the Site Manager on arrival. They will sign in and be issued with a relevant colour lanyard.

Unknown persons on the school site not wearing a visitor's lanyard are to be asked what they are doing and if they require assistance. In some cases, it may not be appropriate for a lone member of staff to make this approach; in these cases, the Head Teacher is to be informed and, if necessary, the police called for assistance.

(See also the publication `Security in Schools by Lincolnshire County Council in section `J` of the Health and Safety File)

3.12 Vehicles on the Premises

Vehicles manoeuvring around the premises, particularly reversing in restricted areas, are a major risk and can cause serious, even fatal injuries. Special care is necessary to ensure that pupils

are kept away from the vehicles on the school premises. In particular:

Pupils shall not be allowed on the playing field whilst grass mowing takes place;

Pupils will not use the walkways around the carpark to move around the school;

Pedestrians must use the separate entrance provided;

Delivery and contractors' vehicles must be prevented from entering the premises at school starting and leaving times;

Bus and Taxi discharge and pick up arrangements.

3.13 Violence at Work

The school seeks to minimise staff vulnerability to violent disturbing behaviour, including threats, intimidation and verbal abuse as well as physical assault. This kind of behaviour will not be tolerated from pupils or parents or other members of staff and further action such as exclusion/banning/prosecution will be considered. The following steps should be followed:

Staff who have any qualms about parental interviews should arrange for a colleague to be present;

Staff should not become confrontational even if provoked; offer to arrange another meeting with senior colleagues and close the interview;

Do not hold meetings with parents in isolated classrooms and have clear objectives and a set time scale;

Do not make home visits alone;

If verbally or physically abused, leave or call for assistance immediately;

Staff should report any concerns and all incidents of verbal abuse, threats or actual assaults to the Head Teacher. This will enable incidents to be monitored, investigated, and appropriate action taken.

Staff who suffer violence at work will be sympathetically treated and a variety of support systems are available.

Further advice on violence at work is given in the leaflet PO/EL/18.

Voluntary helpers should report to a teacher or the Headteacher and should not be left alone in charge of children without a full-time member of staff being present. The school is responsible for the health and safety conditions of students on work experience and the Head teacher signs a declaration accepting this responsibility. Consequently, no student on Work Experience should be placed in a situation (e.g. handling dangerous equipment or pupils) which could result in a claim for negligence being made against the Head teacher or County Council. All volunteers must be cleared with the Criminal Records Bureau.

3.14 Educational Visits

Staff should note that pupils face far higher risks on school visits than they do in the school. The hazards of all visits must be identified and appropriate risk control measures built into the arrangements. A summary of these must be recorded for all visits undertaken. A separate Visits

Policy has been produced by LCC which St Michael's adheres to and we utilise the EVOLVE process for all educational trips that are deemed to be category C (water/residential and overseas) and the 'Health and Safety of Pupils on Educational Visits' is used as a guide for the risk control arrangements. This document can be found at <https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>

Farm visits pose a risk of infection and the precautions are detailed in the Department of Health poster 'Guidance on infection control in schools and nurseries' and the DfEE memo on this subject must be followed.

3.15 Out of School Activities

It is desirable to decide before the visit who is the 'leader of the party' (or 'leaders' of individual groups), if a whole school outing takes place, where groups do not meet for a significant time interval. This is necessary since 'the leader of the party is responsible for the care and control of the group, for the activities to be followed and for the deployment and functions of other adults' (Lincolnshire County Council guidance supplied by EVOLVE). Thus this person would be accountable for the safety of the party.

A teacher planning a school excursion should satisfy themselves that supervision will be adequate and a risk assessment form should be fully completed. If there is doubt about this, then the teacher should discuss this matter with the Headteacher/ Educational Visits Coordinator. During an outing, the leader of the party should ensure that staff do not take rest periods if this would result in inadequate supervision of the pupils.

It should be established before the visit that the children have a satisfactory level of physical ability and maturity to participate in the activity without danger to themselves or others.

Before departing from school, the leader of each party should ensure the school reception have a copy of the risk assessment and also the names and number of children leaving the school site so that they can be signed out accordingly.

The following guidance and legislation should be taken into consideration when planning an outing or visit:

- First Aid Requirements and Medical Requirements.
- Risk Assessments for the Activities and accommodation.
- Supervision/qualification required.
- Safe Practice in Physical Education (BAALPE publication).
- County Council publication 'Educational Visits and School Journeys'. EVOLVE
- Insurance cover.

For visits to outdoor activity centres, group leaders should read and complete the necessary EVOLVE documentation/risk assessments with the support of the schools Educational Visit Coordinator and seek approval from the Local Authority to ensure that all safety aspects of the planned trip/activity have been covered and the trip is able to go ahead.

3.16 Young persons working or on work experience in the school.

If young persons come to the school to work, or are on work experience, special Regulations apply. A 'young person' is someone who has not attained the age of 18 and a 'child' is someone not over compulsory school age.

All young persons will work directly under the supervision of an experienced member of staff who

is responsible for ensuring the appropriate measures are taken to protect their health and safety. The activities that young persons are likely to be involved in are low risk. All relevant policies are shared and a work experience agreement signed between the school/college prior to the work experience taking place.

3.17 Medicines and Infection Control

The storage and provision arrangements for pupils' medicines are set out in a separate statement in the School Medicines Policy.

Pupils who are unwell with an infectious disease should not be at school and should be kept away until they are better or no longer pose a risk of infection to others. The recommended periods of exclusion should be in accordance with the guidance set out in the Department of Health poster 'Guidance on infection control in schools and nurseries'. This poster is displayed in the Staff room.

3.18 Substances Hazardous to Health

The Head teacher will ensure that all work involving hazardous substances has been assessed. This assessment must be formally recorded where there is significant risk to health. The Head teacher will ensure that the relevant safe systems of work, appropriate control measures and monitoring systems are in place and working.

The Head teacher must ensure that sufficient information, instruction and training is provided to all persons handling hazardous substances in line with COSHH recommendations.

Where possible all substances used in the school should be non-hazardous e.g. not labelled 'Toxic', 'Harmful', 'Corrosive' or 'Irritant'.

All substances must be properly labelled, stored, used and - when necessary - disposed of in accordance with the manufacturers' instructions. Staff should be aware of the requirement to assess the risks to health of any hazardous substances brought into the school to ensure the appropriate risk control measures are devised, implemented and where appropriate, recorded.

Some hazardous substances are unavoidable: the COSHH assessment for cleaning substances and legionella bacteria are given below. The control measures for the hazardous substances used in Science, Technology, Art (and Catering where applicable) are as recommended in the relevant section.

School Cleaning Substances

Liquid cleaners, disinfectants and bleach carrying the 'Irritant' and 'Harmful' warning labels are used for general purpose cleaning in the school.

These substances are necessary; substitutes without these hazards are considered not to be effective. It is however school policy to restrict the use of bleach based products to those tasks for which its use is deemed to be essential.

The following measures are used to control the risks to health from the use of these substances:

The substances are kept secure at all times when not in use to prevent access by pupils and unauthorised persons.

The substances are only to be used as directed by the manufacturers on the containers.

Substances shall not be mixed together. This is particularly important with bleach, where toxic fumes can be generated if this is mixed with other substances.

Skin contact with the substances straight from the containers or prolonged/repeated contact with diluted solutions can cause health problems e.g. redness of skin, eczema or dermatitis. Contact with the skin is to be avoided by the wearing of protective gloves. These are to be inspected before use and replaced if damaged. At least one spare pair of gloves is kept in stock at all times.

Accidental splashing on the skin or in the eyes needs to be washed immediately with plenty of water and further medical assistance sought if any problems persist.

Any skin problems associated with the use of these substances shall be reported to the Head Teacher and, where appropriate, to a medical practitioner.

Where substances are transferred into smaller containers for use, they are marked with their contents, dilution ratios and appropriate hazard sign.

Where cleaning liquids are decanted into spray bottles, labels must be used that clearly show the substance being used and any hazard warning. Where the manufacturer specifically states that 'aerosols or sprays must not be used', then other methods of application must be employed.

The Domestic Staff are responsible for using all cleaning chemicals in accordance with the manufacturers' instructions. It is necessary to ensure that information, instruction and training, including safe working methods and COSHH assessments for hazardous substances are provided for all cleaning products used within the school. The Domestic Staff must use these chemicals in accordance with this information, instruction and training. Full product information, safe working methods and COSHH assessments have been provided for all Premier Products used within the school. These safe working methods and COSHH assessments are concluded to be a suitable assessment to the risk to health if used in accordance with the instruction and training provided. If alternatives to Premier Products are used, then the Health and Safety Coordinator must make an adequate COSHH assessment on all hazardous products before they are used. If not, the product must be disposed of.

The Domestic Staff are responsible for storing cleaning materials in a safe manner and ensuring that they are locked away out of children's reach. The storage cupboards will be locked at all times during school hours. Cleaning materials will NOT be left in classroom or toilet areas.

The above measures are considered necessary to comply with the COSHH Regulations and it is concluded that these will adequately control the risks to health presented by the use of these substances.

Legionella Bacteria

There is a small risk of legionella bacteria developing in the domestic water system. If droplets are inhaled, as when taking a shower, this could lead to legionnaire's disease which can be serious for vulnerable persons. A company specialising in water hygiene has been commissioned to assess the risks and the recommended remedial work has been carried out to prevent contamination and stagnant water gathering in dead legs of pipework etc. Once every 2 years during the summer holidays a specialist company is contracted to clean and chlorinate the water storage tanks, pipework and shower heads etc. In addition, the Site Manager is responsible for ensuring that shower heads are cleaned and the hot and cold water services are thoroughly run through prior to the school re-opening after more than 10 days' closure.

3.19 Accident and Injury Reporting

All injuries, including minor injuries to staff, pupils and visitors shall be recorded on forms PO3. This form is to be completed online alongside the School Administrator.

All major injuries and dangerous occurrences must be reported to the Health and Safety Executive (contact details available on PO3 forms) and to the Governing Body by the Headteacher. In all cases the Head teacher is responsible for ensuring that remedial action is taken to avoid a repetition of the incident.

'Major' injuries to pupils and visitors are those which require them being taken directly to hospital. This only applies to injuries which arise in connection with work, either through a premises fault or through work organisation such as lack of care, not those which arise from play or sport activities or which arise from health condition.

'Major' injuries to staff are basically any break of the large bones or any injury which requires hospitalisation for more than 24 hours.

All 'major' injuries must be notified to the HSE (contact details available on PO3 forms).

'Over 3-day absence' injuries to employees do not require telephone notification but the PO3 form must arrive at the HSE within 10 days of the injury.

Some incidents which do not result in injury must be reported by telephone and PO3 form to the HSE. These are known as 'Dangerous Occurrences' and are only those which are specified by the Regulations. These are mainly large incidents in the construction and manufacturing sectors but some, such as a fire or electrical short circuit which disrupts activities for more than 24 hours or the failure of a lift, will apply.

The LCC Health and Safety shall be contacted if in doubt about these reporting procedures.

If a child has an accident, this should be reported to the nearest person in charge (considering time/availability). However, reporting procedures should not be allowed to interfere with the giving of prompt medical attention by the school nurse. The line manager can then be informed in due course.

3.20 Pregnancy and Work

Staff who become pregnant shall inform the Head Teacher so that an assessment can be carried out to ensure that any risks created by their work are identified and eliminated or controlled. Advice on pregnancy and work is given in the County Council leaflet PO/EL/12 and in the Department of Health poster 'Guidance on infection control in schools and nurseries' which is displayed in the Staffroom.

3.21 Statutory Notices

The Head Teacher is responsible for ensuring that a 'Health and Safety Law' poster is displayed in the staffroom where staff can read it.

3.22 Health and Safety Representatives and Consultation

The role of trade union appointed health and safety representatives is recognised and encouraged. Where a trade union has an appointed a health and safety representative they will be consulted during the preparation and review of the health and safety policy of the school to enable effective co-operation in the promotion and development of the health and safety arrangements. Facilities and time off from normal duties will be provided so that they can carry out the functions of a health and safety representative as detailed in the Safety Representatives

and Safety Committee Regulations 1977.

Health and safety is a standing item on the agenda of all staff and full governors' meetings at the school.

The staff may elect one of their number to act as a Trade Union Safety Representative who must be a member of, and appointed by, a recognised trade union. Any member of staff has the right to take up an issue on health and safety with his/her safety representative. There is a form provided by the Education Department for the reporting of hazards. Safety representatives will be given copies of all health and safety information received by the Governing Body from outside agencies e.g. health and Safety Executive, County Council or produced by the School. Safety representatives shall be consulted by the Governing Body on all health and safety matters.

The Headteacher has a duty to respond to safety initiatives put forward by the Health and Safety Representative.

3.23 Staff Induction Procedures

The capabilities of all new members of staff with regard to their own health and safety and that of pupils in their care will be taken into account before employment starts.

All new members of staff must see a copy of the Health and Safety Policy. Their duties under that Policy must be discussed and understood. New members of staff should be made aware of any special responsibilities under the Health and Safety Policy. The Line manager is responsible for the induction of new members of staff.

Adequate information and training will be given to ensure that they are aware of the school's health and safety arrangements, particularly: -

- evacuation procedures;
- first aid and injury reporting arrangements;

Staff should refer to the Health and Safety policy on a regular basis to ensure that they are aware of any changes. All staff will be required to sign an annual, written statement, stating that they have read and understood the Health and Safety policy.

3.24 Working Alone

Some activities involve special risks and shall NOT be carried out whilst alone on the premises, because if an accident occurs, there will be no one to help or summon assistance. They will include those listed below. These require specific risk control measures which are not detailed here.

Working at heights. - Ladders and steps not to be used.

Moving and handling tasks where assistance is required to minimise the risk of injury.

Work in roof spaces.

Working in pool pump room.

Working in Boiler room.

Meetings with people who have a record of violent behaviour or meetings where conflict or disagreement is anticipated.

Working alone on the premises should be avoided where possible but where this is unavoidable the doors should be secured to prevent intruders.

**Please refer to the School's 'Lone Working Policy' for further guidance.*

3.25 Working Time

The school recognises that when people work too many hours, their health can be affected and the risk of mistakes/accidents is increased. Compliance with the requirements of the Working Time Regulations 1998 is seen as the way to minimise these risks. Normal school arrangements usually ensure that staff receive the in-work/daily/weekly breaks and annual leave entitlements specified in the Regulations. Some members of staff, during term time, work many hours more than the normal school week, both at the school and at home. When averaged over the reference period of 17 weeks, which will take account of school closures, the limit of 48 hours per week set by the Regulations is unlikely to be exceeded. Any member of staff whose workload dictates that they are required to work excessive hours should raise this with the Head Teacher.

3.26 Grievance and Disciplinary Procedure

All matters concerning Health and Safety matters will be dealt with under the procedures laid down in the appropriate terms and conditions of employment.

3.27 Physical Education, Sport and Play Activities

Most injuries to pupils occur during these activities.

General rules for play times

A sufficient number of staff will be available to supervise play times and will be positioned where they can see all pupils.

Staff shall watch for and control over-enthusiastic behaviour. In particular, running and ball games shall only take place in the designated areas.

The retrieval of balls from neighbouring gardens by climbing fences or entering without specific permission is prohibited.

Staff shall not carry hot drinks whilst on play time supervision duties or when moving around the school corridors, classrooms or communal areas where children may be.

Fixed outdoor play equipment shall be visually inspected on a daily basis by staff. A weekly inspection will be made and a record kept by the site manager as part of their weekly checks. All play equipment is annually inspected by a specialist contractor.

General rules for sport and physical education

Only suitably qualified members of staff are to supervise physical education and particular attention should be paid to the following:

Physical activities should be quietly undertaken and there should be strict control, especially if competitive games are being played;

Ensure pupils are involved in activities appropriate to developing their existing abilities;

Staff shall position themselves where they can see all pupils;

Sports areas and pitches should be checked before activities start, to make sure there are no dangerous objects around the side of the hall or any of the outside areas being used;

Ensure all equipment is safely set up before using;

Check equipment for signs of wear/defect regularly;

Limit the number of pupils using any one piece of apparatus;

Set up apparatus with adequate spacing between each item;

If pupils are involved in moving equipment, make sure this is done using the correct techniques with enough pupils to ensure that they do not have to struggle;

Apparatus being used should be at least two metres from any wall;

Pupils must be supervised at all time in the hall;

Make sure that equipment is put away safely.

3.28 Science, Technology and Art

A separate health and safety policy has been produced for science which is based on the CLEAPPS School Science Service Model Health and Safety Policy in Science for Primary Schools (L224).

The advice and guidance in the following documents are practiced to control the risks:

CLEAPPS	L5p Safe use of Household and Other Chemicals
	L86p Electrical Safety - Primary
	L164a Heating in Primary Science
	L190p Studying Microorganisms in Primary Schools
	GLU Glues and Adhesives

The Association for Science Education (ASE) - 'Be Safe - Some aspects of safety in school science and technology for key stages 1 & 2'

The National Association of Advisors and Inspectors in Design and Technology (NAAIDT) - 'Make it safe!'

DfEE - 'Safety in Practical Studies' and 'A Guide to Safe Practice in Art and Design'

In particular teachers shall ensure that:

Sharp knives and sharp ended scissors are stored securely and only used by older pupils under close supervision.

Round ended scissors to be used where possible.

Only non-hazardous paints and glues are used.

Pupils shall be shown how to use the simple hand tools available to them in the classroom safely and it must not be assumed that they have been taught this previously because they have used the tools before.

Eye protection is used by pupils where materials or tools are likely to produce chips or splinters which fly off.

Hot wire polystyrene cutters are only to be used in well ventilated rooms.

Pupils do not use spray glue.

Only low temperature glue guns are to be used by pupils

In cookery lessons the quantities of hot liquids are to be kept to a minimum and pans positioned so as not to be knocked over.

3.29 Pupil Safety

Children should be supervised by a responsible member of staff at all times. Since we are aiming to steer our children towards independence, this supervision may need to be unobtrusive and tactful. However, no child or group of children should be left unattended.

Children should be encouraged to move around the school in a quiet and orderly manner with due consideration for others.

It is not permitted for any child to enter a store cupboard where dangerous equipment is stored, without the express permission of the teacher in charge, and then only under close supervision. Store cupboard doors should normally be kept closed.

All dangerous liquids e.g. disinfectant, bleach etc. should be stored away in locked cupboards out of the reach of children.

Children should be warned of the dangers of playing with electrical sockets, plugs, light switches and any other potentially dangerous item in regular use.

In the interests of hygiene, toilet and changing room doors should be kept closed unless this interferes with the adequate supervision of children.

Glass or other dangerous material should not be left in class waste paper bins. It should be cellotaped in several layers of newspaper and placed immediately in the dustbins at the rear of the school carpark. Whenever possible, an alternative to glass should be used where pupils are expected to handle an item e.g. transparent plastic beakers instead of jam jars.

Any spillage of liquids should be mopped up immediately and the floor dried to avoid slipping accidents.

Children should be closely supervised when they are handling any potentially dangerous item of equipment e.g. scissors, saw, needle.

Provided this is practicable, it should be the Teaching Assistant who leaves the classroom to attend to individual children in toileting areas, rather than the class teacher. This also applies outside school on visits. The class teacher should maintain oversight of as many of the class group as is reasonably possible in any situation.

Animals should only be brought into school with the permission of the Headteacher. Teachers should establish, to the best of their knowledge, that the animal does not carry any infection which may be transmitted to pupils. Children should be supervised when handling animals and encouraged to wash hands afterwards.

3.30 General Duties and Responsibilities

The Domestic Staff are responsible for the maintenance of floor surfaces to ensure there are no tripping hazards or slippery surfaces. In the event of a floor surface becoming dangerous it must be reported to the Headteacher immediately.

The Site Manager is responsible for the maintenance of fixtures and fittings e.g. replacing light bulbs and broken door handles etc. When working with electrical systems e.g. changing light bulbs, it is necessary to ensure that the electricity supply is isolated before carrying out any work. If there is doubt over any task, expert advice should be sought.

The Site Manager is responsible for the boiler house. The plant rooms must be clean and tidy and free of all flammable and combustible materials. The air ventilators must be open and never obstructed. Cleaning and servicing of electrical or moving parts must never be carried out without isolating first.

3.31 Lettings

See the school's 'Lettings Policy'.

3.32 Hot Works

Any work that produces open flames, hot slag or sparks. Defined as cutting, welding brazing, soldering, grinding, thermal spraying, thawing pipes, torch applied roof systems will require a competent person to monitor the work area for signs of potential fire both during and 1hr after the works have been finished.

An LCC Hot Work permit is required for permission to undertake such work and can be found in the front of the asbestos file in reception

3.33 Risk Assessment Policy

“Sensible risk management is about practical steps to managing real risks. Address the real risks, not only to pupils, but also to the health and well-being of all staff and visitors. And remember, risk assessment is just good planning – keep it fit for purpose and act on it.” The Governors of St Michael's C of E School and staff are fully committed to promoting the safety and welfare of all in our community so that effective education can take place. Their highest priority lies in ensuring that all the operations within the school environment, both educational and support, are delivered in a safe manner that complies fully with not just with the law; but with best practice. Risks are inherent in everyday life. We need to identify them and to adopt systems for minimising them. Our pupils need to be educated into how to cope safely with risk.

WHAT IS A RISK ASSESSMENT?

A risk assessment is a tool for conducting a formal or informal examination of the harm or hazard to people (or an organisation) that could result from a particular activity or situation.

- A hazard is something with the potential to cause harm (e.g. fire).
- A risk is an evaluation of the probability (or likelihood) of the hazard occurring (e.g. a chip pan will catch fire if left unattended).

- A risk assessment is the resulting assessment of the severity of the outcome (e.g. loss of life, destruction of property).

- Risk control measures are the measures and procedures that are put in place in order to minimise the consequences of unfettered risk (e.g. staff training, clear work procedures, heat detectors, fire alarms, fire practices, gas and electrical shut down points and insurance).

Accidents and injuries can ruin lives, damage reputations and cost money. Apart from being a legal requirement, risk assessments therefore make good sense, focusing on prevention, rather than reacting when things go wrong. Many cases simple measures are very effective and not costly.

Records of staff training can be found on the school data drive/staff only/Residential/All risk assessments.

3.34 Sharp Knives

Sharp knives for food are to be stored in a lockable metal box which is located in the staff room.

The cupboard is locked and the key is with a designated staff member.

4.0 Departmental Health and Safety Policies

(i) General Considerations

When considering health and safety issues for inclusion in the Policies for particular Curriculum Areas (National Curriculum Subjects) the following guidance and legislation should be taken into account:

The control of Substances Hazardous to Health Regulations 1988 (COSHH)

The Manual Handling Operations Regulations 1992 recording any manual handling assessments which have been carried out within this section of the Safety Policy.

Working at heights - identifying rules and safe working practices.

General Duties and Responsibilities.

(ii) Catering Area

The following list indicates the guidance and legislation that should be taken into account:

The Food Hygiene Regulations 1990. Seek advice from Clients Services Group or Environmental Health Officer on Food Hygiene matters.

The Electricity at Work Regulations 1989. Ensure that electrical equipment is inspected and tested as necessary under the regulations.

The Control of Substances Hazardous to Health Regulations 1988. There is a need to have an inventory of substances used and ensure that COSHH assessments have been carried out on any hazardous chemicals with a significant risk to health. Full COSHH assessments should already be available within the kitchen area. It is the responsibility of the main contractor to provide this information, instruction and training.

