

# BROUGHTON MOOR PRIMARY SCHOOL

## HEALTH and SAFETY POLICY

2016/2017

# BROUGHTON MOOR PRIMARY SCHOOL

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## PART 1 - STATEMENT OF INTENT

This Policy is designed to complement the County Council's Health and Safety Policy and that of the Education Directorate and should be read in conjunction with those Policies.

The School and its Governors will abide by its duties and responsibilities as an employer under the Health and Safety at Work etc. Act 1974 and will seek to implement the Act in all activities within its control.

The School recognises that effective health and safety management can contribute towards organisational performance by reducing injuries, ill health, unnecessary losses and liabilities. To this end, it will seek to create and maintain a positive health and safety culture that secures the commitment and participation of all employees in attaining the highest standards of health and safety in the workplace.

The School identifies health and safety as a primary objective of its activities. To this end, it will endeavour, so far as is reasonably practicable, to conduct its activities without risk to health and safety of its employees and to those who may be affected by its activities.

This general statement of **Broughton Moor Primary School** Safety Policy will continue in force until amended.

The Policy of **Broughton Moor Primary School** is to take appropriate steps to:

1. safeguard its employees, young persons, pupils, and visitors from injury or ill-health;
2. provide and maintain safe and healthy working conditions including a means of access to and egress from places of work under the Directorate's control, which are safe and without risk;
3. provide adequate welfare facilities;
4. provide sufficient information, instruction, training and supervision to enable employees to avoid hazards and contribute positively to their own safety and health at work and to that of others affected by their acts or omissions;
5. prevent or contain all forms of loss due to accident, fire or inadequate security.

To this end, the School and its Governors will aim to ensure, via an ongoing auditing, monitoring and inspection programme, that educational premises, plant and systems of work (for which it is responsible) are safe and do not pose risks to health.

Signed:

\_\_\_\_\_ *J Crelling* \_\_\_\_\_ J Crelling (Chair of Governors) Date:

Signed

\_\_\_\_\_ *P Brotherhood* \_\_\_\_\_ P Brotherhood (Head Teacher) Date:

## **PART 2 – ORGANISATION (ROLES AND RESPONSIBILITIES)**

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### **THE GOVERNING BODY**

The Education Reform Act, 1988 gives Governing Bodies important powers and duties in controlling school budgets and premises and managing schools including health, safety and welfare responsibilities towards employees, pupils and visitors.

In particular, the Governors are responsible for ensuring a Health and Safety Management System is in place within the educational establishment. Such a system will ensure:

1. a clear written policy statement is created, and that the policy states the organisation and arrangements for implementing both this and the school Policy. A copy of the school Health and Safety Policy to be forwarded to the Health and Safety Team, Client Services and Property Unit.
2. that they promote and monitor the execution and effectiveness of this Policy, within the resources made available to them, within establishments and operations for which they are responsible.
3. that a review of the school's Health and Safety Policy and performance takes place annually and action on the review's findings, including amending the school Policy, if necessary, takes place.
4. that Headteachers of the establishments and operations for which they are responsible are aware of and implement this Policy and that they are aware of their duties and responsibilities under the Health and Safety at Work etc. Act 1974 and its subordinate legislation.
5. that specific duties and functions for health, safety and welfare are allocated to individuals who should receive specific, relevant information and training in order to ensure competence.
6. that they ensure that all staff within the establishment for which they are responsible are given the opportunity to receive training on health and safety matters as part of a written staff development programme.
7. that all premises, plant and equipment at the establishment for which they are responsible are safe and properly maintained.
8. that information is displayed throughout the school confirming who has specific duties/functions for health, safety and welfare.
9. the involvement of everyone in making the Policy work.
10. that personnel have sufficient experience, knowledge and training to perform the tasks required of them.
11. that they specify who is responsible, and the arrangements for identifying hazards, undertaking risk assessments and implementing appropriate control measures.
12. that where resources are required in order to implement specific control measures, priority is given to those hazards presenting the highest risk.
13. that everyone has sufficient information about the risks they run and the preventative measures they should take to minimise the risks.
14. the visible demonstration of commitment to achieving a high standard of health and safety performance within the School and the development of a positive attitude to health and safety among staff and pupils.
15. that health and safety performance is measured by the use of inspections, checks and the recording of accidents.
16. that proper documented health and safety objectives are established at each relevant function and level within the establishment and that such objectives are quantified wherever practicable.
17. that they consult, in the first instance, with personnel in the Health and Safety Team, Client Services and Property Unit and those in charge of establishments in resolving any health, safety or welfare problems.
18. that they consult with properly appointed Union and non-Union staff representatives on issues relating to their members' health, safety and welfare and communicate with such staff representatives the outcome of any safety audits, inspections and risk assessments which may affect the working conditions and/or practices of staff within the school.
19. that they receive and act appropriately upon reports from Headteachers, Client Services and Property Unit and any other internal or external agencies.

## **HEADTEACHER Mr P Brotherhood**

**The day-to-day responsibility for all school health, safety and welfare organisation and activity rests with the Headteacher, who will:**

1. implement this Policy within the establishments or undertakings for which they are responsible.
2. assist the Governing Body with the production of an internal Policy document stating the organisational and other arrangements for implementing this Policy.
3. ensure that all members of staff have sufficient information, instruction and training to enable them to effectively carry out their duties and responsibilities as required by this Policy, and the provisions of the Health and Safety at Work, etc. Act 1974, and its subordinate legislation.
4. ensure that newly appointed staff (as part of their Induction Programme), temporary staff and young workers receive sufficient information, instruction and training to enable them to effectively carry out their duties and responsibilities as required by this Policy, and the provisions of the Health and Safety at Work etc. Act 1974, and its subordinate legislation. Particular attention should be paid to staff who are contracted to work within an establishment but who are not directly employed by the school e.g. adult education providers, cleaning, catering and learning support staff.
5. be the focal point for reference on health, safety and welfare matters and give advice or indicate sources of advice. Any health and safety problems for which they are unable to provide a solution should be referred in the first instance to the Governing Body and/or the Health and Safety Team, Client Services and Property Unit.
6. co-ordinate the implementation of the Governor's health, safety and welfare procedures in the school.
7. make clear any duties in respect of health and safety that are delegated to members of staff.
8. stop any practices or the use of any plant, tools, equipment, machinery, etc., he/she considers to be unsafe, until satisfied as to their safety.
9. put in place procedures to monitor the health and safety performance of the school.
10. make, or arrange for risk assessments of the premises and working practices to be undertaken, recorded and reviewed on a regular basis, and ensure that he/she is kept informed of accidents and hazardous situations.
11. put into place and actively monitor, risk assessments and resulting procedures relating to the identification and management of work-related ill-health with specific emphasis on the identification and reduction of work related stress.
12. to receive and respond positively to health and safety problems reported to them by their staff and to generate co-operation from all employees under their direction.
13. ensure that all accidents are reported (in accordance with LEA requirements), investigated and any remedial actions required are taken or requested.
14. ensure that procedures and appropriate contacts with external services are established and are in place for all individuals to follow in the case of situations presenting serious and imminent danger e.g. fire, chemical explosion etc.
15. review from time to time:
  - The emergency procedures
  - The provision of first aid in the school
  - The risk assessments
16. review regularly, the dissemination of health and safety information in the school paying particular attention to newly appointed and temporary staff, volunteer helpers, students and other users of the premises.
17. ensure that all equipment used in the school is adequately maintained and inspected in accordance with the "Provision and Use of Work Equipment" guidance and procedures contained in the departmental Health and Safety Advice Manual.
18. report to the Governing Body at least annually on the health and safety performance of the school.
19. co-operate with and provide the necessary facilities for properly appointed Trade Union Safety Representatives.

20. consult, as appropriate, with staff on issues relating to their health, safety and welfare, and communicate the outcome of any safety audits, inspections and risk assessments which may affect the working conditions and/or practices of those staff.
21. ensure that contractors on the site for which they are responsible are made aware of this Policy and the establishment's internal Policy and that health and safety matters are formally discussed at any pre-contract site meetings.
22. ensure, as far as is reasonably practicable, that the health, safety and welfare of pupils/students, visitors and members of the public are safeguarded.

### **SCHOOL HEALTH AND SAFETY CO-ORDINATOR Mr P Brotherhood Head Teacher**

School Health and Safety Co-ordinators will require to be trained in health and safety in order to ensure competence. The School Health and Safety Co-ordinator has the following duties:

1. To co-ordinate and manage the annual risk assessment process for the school, including assessments in order to meet the statutory requirements of the Control of Substances Hazardous to Health (COSHH) Regulations (2002), the Manual Handling Operations Regulations (1992), the Personal Protective Equipment at Work Regulations (1992), the Health and Safety (Display Screen Equipment) Regulations (1992) (as amended), the Noise at Work Regulations (1989), the Control of Asbestos at Work Regulations (2002), and to ensure that where control measures are required, requests for funding are fed into the Management System.
2. To identify and manage via the risk assessment process, a whole school approach to work related ill-health, with particular focus on stress related absence.
3. To ensure the annual general workplace monitoring inspections are carried out.
4. To make provision for the inspection and maintenance of work equipment throughout the school.
5. To ensure adequate records of the above processes are kept on the school premises
6. To advise the Headteacher on situations or activities which are potentially hazardous to the health, safety and welfare of staff, pupils and visitors.
7. To maintain continuing observations throughout the establishment and make relevant comment to the Headteacher, the Head of a Department or a member of staff, as appropriate, if any unsatisfactory situation is observed.
8. To ensure that staff are adequately instructed in health, safety and welfare matters in connection with their specific work place and the school generally.
9. To ensure that adequate records are kept of specific health, safety and induction training.
10. To ensure that health and safety advice and information received by the school is disseminated in such a way that all appropriate staff have access to such information.
11. Undertaking any other functions devolved to him/her by the Headteacher or Governing Body.

It is extremely important that co-ordinators are given the required non-contact time in order that they may carry out their duties accordingly.

### **ALL TEACHING/NON-TEACHING STAFF**

These staff may include Curriculum Coordinators, Clerical Managers, Supervisors and Cleaners

They will:

1. have a general responsibility for the application of the school's Health and Safety Policy to their own department or area of work and are directly responsible to the Headteacher for the application of the health, safety and welfare procedures and arrangements.
2. establish and maintain safe working procedures including arrangements for ensuring, so far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances, (e.g. chemicals, boiling water and sharp tools).

3. resolve health, safety and welfare problems members of staff may refer to them, or refer to the Headteacher or Manager any problems for which they cannot achieve a satisfactory solution within the resources available to them.
4. carry out regular health and safety risk assessments of the activities for which they are responsible, ensuring that staff involved in such activities are made fully aware of the relevant control measures, and submit reports to the Headteacher or the School Health and Safety Co-ordinator.
5. in accordance with the school policy carry out risk assessments and monitor outcomes in relation to individual cases or work related ill-health as and when these are brought to the manager's attention or are identified in individual members of staff.
6. carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
7. ensure that all staff under their control are familiar with national and local guidance and Safety Advice Notes, if issued, for their area of work.
8. ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
9. where appropriate, ensure relevant advice and guidance on health and safety matters is sought either from National Governing Bodies of particular subjects, the Health and Safety Team, Client Services and Property Unit, or other Officers of the LEA.
10. investigate any accidents that occur within their sphere of responsibility, ensuring that the appropriate recording and reporting procedures are followed.
11. prepare an annual report for the Headteacher on the health and safety performance of his/her department or area of responsibility.

### **SPECIAL OBLIGATIONS OF CLASS TEACHERS**

The health and safety of pupils in classrooms, laboratories, workshops and physical education areas is the responsibility of class teachers. If for any reason, a teacher considers he/she cannot accept this responsibility, he/she could discuss the matter with the Headteacher or Head of Department before allowing work to take place.

All employees have a duty under the Health and Safety at Work Act 1974 to take reasonable care for the health and safety of him/herself and of other persons who may be affected by their work, and to co-operate with his/her employer as regards any duty or requirement imposed on the employer under the relevant statutory regulations.

Class teachers are expected to:

1. exercise effective supervision of the pupils and to know the emergency procedures in respect of fire, first aid and other emergencies, and to carry them out.
2. follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant National Guidelines or Safety Advice Note, if issued, and to ensure that they are applied.
3. give clear oral and written instructions and warnings to pupils as often as necessary.
4. follow safe working procedures personally.
5. require the use of protective clothing and guards where necessary.
6. make recommendations to their Headteacher or Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
7. integrate all relevant aspects of safety into the teaching process and, if necessary, give special lessons on health and safety.
8. avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation.
9. report all accidents, defects and dangerous occurrences to their Headteacher or Head of Department.
10. report any situations which are causing or are likely to cause work related ill-health (eg stress) and work with senior managers to bring about a successful resolution to issues raised.

### **SCHOOL HEALTH AND SAFETY REPRESENTATIVES**

The Governing Body and Headteacher recognise the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives will be allowed reasonable opportunities to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time. They are also entitled to certain information, for example, about accidents, and to paid time off to train for and carry out their health and safety functions. They are not part of the management structure (unless officially invited to be so) and are not carrying out the duties on behalf of the Headteacher or Governing Body.

## **OBLIGATIONS OF ALL EMPLOYEES**

Notwithstanding any specific duties that may have been delegated to them, all employees must:

1. make themselves familiar with the contents of this Policy.
2. keep up-to-date with all current safety requirements and/or safety advice that affects their particular area of work, and seek competent advice if required.
3. comply with any control measures put in place as a result of Risk Assessments carried out within the educational establishment.
4. act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
5. observe all instructions on health and safety issued by the LEA, School or any other person delegated to be responsible for a relevant aspect of health and safety.
6. take heed of any instruction and/or training received on the use of equipment, machinery, dangerous substance or safety device.
7. use and maintain correctly, in accordance with any instruction and/or training received, all personal protective equipment issued.
8. report every accident, injury and, where appropriate, near miss using the agreed procedures and the appropriate documentation.
9. co-operate with other persons to enable them to carry out their health and safety responsibilities and/or statutory duties.
10. inform their Line Manager of any shortcomings they consider to be in the School's health and safety arrangements.
11. exercise good standards of housekeeping and cleanliness.
12. know and apply the procedures in respect of fire, first aid and other emergencies.
13. co-operate with the appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive.

All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchase are considered.

Employees entrusted with responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities, as appropriate, are reassigned in their absence. Such re-assignments must be approved by the employee's immediate superior.

Failure to exercise reasonable care for the safety of oneself, fellow employees or members of the public; to co-operate with the Department on health and safety matters; or the misuse of safety equipment provided may justify disciplinary action being taken against the employee concerned.

## **PUPILS**

Pupils, in accordance with their age and aptitude, are expected to:

1. exercise personal responsibility for the health and safety of themselves and others.
2. observe standards of dress consistent with safety and/or hygiene.
3. observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.

4. use and not wilfully misuse, neglect or interfere with things provided for his/her health and safety.

#### **CONTRACTORS, VISITORS AND OTHER USERS OF THE PREMISES**

Contractors, visitors and other users of the premises should be required to observe the health, safety and welfare rules of the school. In particular, parents and other volunteers helping out in school, including those associated in self-help schemes should be made aware of the health and safety policy applicable to them by the teacher to whom they are assigned.

Where the school buildings are let/rented out to other users, those users should be informed of, and familiarise themselves with, emergency evacuation and accident reporting procedures.

#### **HEALTH AND SAFETY ASSISTANCE**

Without detracting from the primary responsibility of the LEA, governors and staff for ensuring safe conditions of work, and in compliance with the Management of Health and Safety at Work Regulations 1999, the School will provide or secure, competent assistance in applying the provisions of health and safety law where it is necessary to assist management in that task.

The Health and Safety Team personnel, Client Services and Property Unit will be available to provide such competent assistance.

## HEALTH & SAFETY CONTACT DETAILS

Name	Title	Contact Number
Julian Stainton	Senior Health, Safety & Wellbeing Manager	07500 227793
Matthew Ellis	Outdoor Learning & Education Visits Advisor	07971 446229
Sharon McCubbin	Health, Safety and Wellbeing Manager – Lead Advisor for Children’s Services and Schools	07825 340570
Joy Telford	Health, Safety and Wellbeing Manager – Lead Advisor Adult and Local Services	07800 627901
Judith Chandler	Health, Safety and Wellbeing Advisor	07825 340472
Stephen Clarke	Health, Safety and Wellbeing Advisor	07876 257506
Gillian Huntington	Health, Safety and Wellbeing Advisor	07976 288014
Judy Hutchinson	Assistant Health, Safety and Wellbeing Advisor LA Radiation Protection Officer	07825 340473
Trevor Delap	HSE Manager – Construction and Fire	07787 888745
Melanie Dowdell	Construction HSE Advisor	07824 473128
Ian Skillen	Fire Safety Advisor	07500 577008
Lynette Hamilton	Health and Safety Administrator	01228 221616
Becky Jefferson	Health and Safety Administrative Assistant	01228 221617
Rachael Gillgrass	Health and Safety Administrative Assistant	01228 221653

Emails: [name.surname@cumbria.gov.uk](mailto:name.surname@cumbria.gov.uk)

Emergency (Out of Hours) Pager: 07699 113300 (ask for pager no. 786440)

Health and Safety Team, Nisi Prius Building, The Courts, Carlisle CA3 8LZ  
Carlisle East Community Fire Station, Eastern Way, Durranshill, Carlisle, CA1 3RA.

General Office Number 01228 221616      Fax: 01228 226291

Emails: [name.surname@cumbria.gov.uk](mailto:name.surname@cumbria.gov.uk) or [healthandsafety@cumbria.gov.uk](mailto:healthandsafety@cumbria.gov.uk)

(Out of Hours) Emergency Pager: 07699 113300 (ask for pager no. 786440)

Leave a short message and contact telephone number and one of the team will contact you

## **RESPONSIBILITIES OF STAFF**

The overall responsibility for Health & Safety lies with the LEA

The Governing Body has prime responsibility for health and safety throughout the school

The Headteacher has the day-to-day responsibility.

The head's responsibilities include ensuring that – safety training, inspections, investigating accidents and monitoring maintenance of equipment and the premises are executed.

Dolce/Catering assistant is responsible for safety in the kitchen area.

P.E. The member of staff in charge of the lesson is responsible for checking equipment for defects. Gymsafe checks the equipment regularly

All employees have the responsibility to co-operate to achieve a healthy and safe work place and to take reasonable care of themselves, pupils and others.

The Head Teacher and Mr Hutton are our Health and Safety representatives and will keep abreast of current policy and update communications from the County Council and DfES

All electrical appliances are regularly inspected and certificated through Portable Appliance Testing Carlisle.

The Health and Safety Committee are responsible for undertaking 6 monthly risk assessments and informing the governors of any issues arising, for consultation and full discussion within a full meeting of the board.

Information and advice is provided by:

Health and Safety Team  
Client Services and Property Unit  
18/19 Portland Square  
Carlisle  
Cumbria  
CA1 1PE  
Tel: 01228 606025/6/8 6011120/18 607482  
Fax: 01228 607483

Health Protection Agency  
Capital Building  
Hilltop Heights  
London Road  
Carlisle  
CA1 2NS  
Tel: 01228 538489

## Section B – General Arrangements

### **Accidents**

The member of staff insured to transport pupils in an emergency is the Headteacher or any member of staff with Business Use on their insurance. School also has an insurance policy to cover staff when transporting children and adults on school business.

The first aid equipment is in the hall, infant classroom, community room and staff room contained in boxes each marked with a green cross.

Disposable gloves are to be worn when dealing with ANY accidents involving body fluids.

Mrs Hayhurst is responsible for checking and replenishing the First Aid Box.

Trained first aiders are Mrs Hayhurst, Mr Brotherhood, Miss Skelton, Mrs Armstrong, Miss Falcon, Mrs McFarland and Mrs Stewart. All staff are trained in paediatric first aid. Other staff are trained to ensure that there should be someone present at all times to administer aid should the need arise.

Parents are always informed of accidents. Minor accidents are reported on collection at 3.15pm. Any of a more serious nature are reported immediately either to the parent or the emergency contact in the event of the parents being unavailable.

All accidents are to be recorded in the accident record book. This is kept below the notice board in the staff room. All employees at the school are aware of this. The procedure for reporting accidents to the LEA is as stated in the safety Advice Note SAN (G) 3.

Staff accidents are reported on a form. When you have completed the form, please place it in an envelope and pass it to Mr Brotherhood.

Accidents to children should be entered into the 'Children's Accident Book' (Not the Official accident book).

All accidents in the School are to be reported to the Headteacher.

Every personal injury accident is to be investigated by the Headteacher/Health and Safety Coordinator and a report made on CCC Form P25. The person who has sustained the injury must not complete form P25. The form must be completed by the Line Manager and signed by the Head teacher.

ANY head injury, however minor is reported to the parents either verbally or by written note at the end of the school day.

Staff are also made aware of any children's specific ailments and medicines are not to be administered to children by staff. Parents are encouraged to pop into school at playtimes and lunchtimes to give medicine.

### **Emergency Services**

**Hospital** – Maryport Cottage Hospital – phone 812634

**Dentist** – Maryport Cottage Hospital – phone as above

**School Nurse** – Shanade Kingsbury and Emma Irving – phone 813434 (Netherhall School)

Not all accidents are reportable to the Health and Safety Executive. However, in order to ensure that the relevant accidents/incidents are reported, all work-related accidental injury, ill health, violence or dangerous occurrence is to be reported to the employee's Line Manager.

The Health and Safety Co-ordinator is responsible for ensuring that the rules governing reporting of accidents, violence to staff in the course of their work and work related diseases are made known to all new employees during their induction training.

It is important that near misses are also reported to the Line Manager and/or the Health and Safety Coordinator. Near misses may be the next injury and as such, particular attention should be paid to reporting them and undertaking any necessary action in order to prevent a further incident.

### **Adult Helpers in school**

All staff must undergo a disclosure check. They should not continue their employment if the Criminal Records Bureau (CRB) will not issue them with a clearance certificate.

All voluntary workers at the school who have unsupervised access to the pupils must undergo an enhanced disclosure check. They should not have access to the children if clearance is not given.

Voluntary workers without clearance must not have unsupervised access to children at any time.

### **Asbestos**

The governors and Headteacher are responsible for the safety of contractors' staff and for the safety of those employed and/or are working within the school. Contractors are made aware that all areas within school must be treated as though they contain asbestos material of some kind and the contractor is advised to proceed with appropriate caution. Contractors are referred to the school Asbestos Register, which highlights the suspected areas that may contain asbestos. However, this may not identify all areas where asbestos is present. Unless there is irrefutable proof to the contrary, all areas within school will be assumed to contain asbestos material. Therefore, should any intrusive or destructive works be required in school, the Head Teacher will ensure that a suitable licensed asbestos contractor is brought in to test/sample any areas that may become damaged during works, to properly identify any ACM (asbestos containing materials), and will arrange for any such materials to be removed by a licensed contractor, before intrusive works commence. Additional information can be found in SAN (G) 7 – Asbestos in School Buildings.

An Asbestos Management Policy/Plan is located within the Health and Safety file and the Fire Risk Assessment file in the main office.

### **Consulting Employees**

#### **Information/Advice**

Information and/or advice on matters relating to the health, safety and welfare of employees will be circulated via the normal circulation slip routes unless it is of immediate importance to any individual employee or group of employees.

#### **Health and Safety Policy Document**

The Health and Safety Policy document will be circulated to all staff. Staff will then be required to signify that they have read and understood the Policy and in particular the arrangements for ensuring that the detail of the general Policy statement is met.

Additions and alterations to the Policy, which is a working document, will be forwarded to staff via their Line Manager. Any issues or concerns can be raised at that time, either with the Head teacher or with a member of the Health and Safety Committee.

### Risk Assessments and Control Measures

Risk assessments relating to known hazards within the School will be circulated to named Line Managers and to those in holding a supervisory role. Risk assessments and resulting control measures will be circulated to individual members of staff. At that stage, it is important that any issues or concerns about the risk assessment or its control measures are discussed with the individual employees and that those employees are given the opportunity to comment on the risk assessment generally.

Individual employees may also make representation to any member of the Management Team on any issue concerning hazards and risks to their or anyone else's health, safety or welfare.

### Consultation with recognised Union and Non-Union Health and Safety Representatives

The school will recognise, co-operate and consult with any Trade Union established Health and Safety Committee and properly appointed Health and Safety Representative, to enable them to fulfil their statutory functions.

### Contractors

Contractors visiting the school premises to carry out maintenance, installation or repair, whether to the building, grounds or equipment must be advised for the need for safe practice. This includes window cleaners. It is advisable to make sure contractors carry their own insurance.

Contractors equipment, tools and materials e.g. pesticides, paint, chemicals are to be kept out of reach of pupils.

The head can stop a contractor working if it is felt that the contractor is adopting unsafe practices. She can remove children from the immediate vicinity until such time as the situation has been remedied.

Contractors are referred to the school Asbestos Register, which highlights the suspected areas that may contain asbestos.

Contractors are made aware that all areas within school must be treated as though they contain asbestos material of some kind and the contractor is advised to proceed with appropriate caution.

Further guidance on dealing with contractors is provided in SAN (G) 18, held in the Office.

### Control of Substance Hazardous to Health

The following items are to be checked routinely

- a) any materials which staff are required to use or which may arise during their work
- b) check the suppliers' Safety Data Sheets for those materials
- c) if the materials are intrinsically hazardous consider whether they are required
- d) if the material is required, consider whether there are substitute materials available which are less intrinsically hazardous
- e) evaluate the precautions required for materials in use, and establish if additional controls are required

f) ensure that staff are aware of the precautions to be followed

Safety data sheets for all products are kept in the main office.

### **Disease Control**

If a child is absent through illness, it is the responsibility of the parents to inform the school of the reasons for absence. If no contact is made by 10.00am, the school will contact the parents. Any ailments are then reported to the school. If doubt is expressed regarding the child's health during school hours, parents are contacted and requested to take the child home. If the condition of a child's health gives cause for concern, medical advice may be suggested and a request that information be relayed to the school as soon as possible. Should there be difficulty in obtaining parental contact and a condition is considered serious, consent has been provided in the Medical Booklet form for hospital treatment to be obtained. Parents should seek professional medical advice regarding the date a child can return to school without fear of infecting other pupils. If necessary, parents may be notified by letter, of any serious threats to the health of pupils. Further advice about the Control of Infectious Diseases can be obtained from the Health Protection Agency

### **Display Screen Equipment**

There are currently no staff that meet the criteria of user and will be monitored in line with policy review..

### **Electricity**

Plugs, sockets and switches - Teachers are to visually check these on a regular basis.

Portable Electrical Equipment including PCs- All portable electrical appliances are checked on an annual basis.

An up to date list of all appliances is kept in the main office

Each time an appliance is used, check the leads, plugs and sockets.

If a fault is detected, remove the plug to decommission the appliance, if possible. If not, label with warning.

Report fault to the Head/Health & Safety Officer.

General use of Equipment - All staff are to be shown how to use equipment, and to switch it off when not in use.

Extension leads/Multi-adaptors - These are not to be over-loaded. Advice and permission to run more than one device from a single socket should be sought from the H/S Rep.

Mains electrical system - This is checked annually. Mark Alexander tested in August 2016.

Further advice on electrical items can be found in SAN(G)17.

**DO NOT TAKE RISKS!**

## Environmental Protection.

- Litter is placed in bins.
- Rubbish disposal – sharp objects and broken glass are wrapped in newspaper before being placed in the bin.
- Protective clothing must be worn where appropriate.
- All flammable and toxic substances must be labelled correctly and stored in an appropriate lockable cupboard.
- Heating is carefully controlled and doors are kept closed.
- Electricity is used only when necessary and lights are turned off when rooms are not in use.
- The use of sprays including CFC's is openly discouraged.
- Smoking is not permitted in the school or in the school grounds.

Reasonable working temperatures are:

In areas where there will be an average level of activity and an average level of clothing - 18 C.

Corridors - 15 C.

Office - 16 C, within an hour of starting work.

**LIGHTING:** School should be lit by daylight whenever and wherever possible.  
Fittings should be cleaned regularly.

**NOISE:** Only rarely will noise in a school constitute a risk to someone's hearing.  
Disco, or concert equipment: children are to be kept two, or three metres from the front of loudspeakers.

**TOILETS:** **Children-** Windows should always be open during the school day, this is to facilitate a good through flow of fresh air.  
One sanitary fitting and washbasin for each 20 children.

**Staff:** - Separate provision is made for male and female staff and this provision is separate from that made for the pupils.

## Fire Procedure

Escape routes:

1. Infant block – via the community entrance.
2. Junior block – via the fire door next to the staff room
3. Assembly point – the back (welfare) wall.

On the discovery of fire:

Ring fire alarm.

Evacuate the premises.

If the fire cannot be extinguished safely and quickly with the extinguishers CALL THE FIRE BRIGADE.

Take roll call at assembly point.

Mr Brotherhood/Mr Bromley in the junior building and Miss Landells, in the infant building are responsible for phoning the fire brigade in the event of a fire in school.

FIRE DRILL – A PRACTICE SHOULD BE HELD AT LEAST ONCE A TERM, ALSO AT LUNCH TIME AND HOME TIME AND SHORTLY AFTER NEW ENTRANTS IN SCHOOL.

- A fire extinguisher can be found in the reception area.
- All employees are to know how to fire extinguishers
- Extinguisher checks - The Fire Warden checks the extinguishers monthly, and Westmorland Fire Services, annually. Records are held in the Office.
- Discharged/Faulty extinguishers - These are to be reported, immediately to the Fire Warden through the Defects procedure. The Fire Warden must inform Cumbria Contract Services.
- Alarm checks - The alarm is checked weekly and a record is held in the Office. The system is checked annually.
- All escape exits are marked.
- Fire doors are to be kept closed at all times.
- All drills and inspections will be recorded in the fire logbook, which is kept in the main office.

## **Food Hygiene**

The school aims to provide the highest standard of food safety and hygiene. In particular, the School, will ensure that the food and drink prepared and sold on our premises is both safe and wholesome. Furthermore we will strive to ensure that legal requirements, relating to food safety and hygiene, will be complied with fully.

The school shall therefore take all reasonable precautions and exercise all due diligence to ensure that they comply with the provisions of the Food Safety Act 1990 and all subordinate legislation.

In order to assist the school with this responsibility, the duty to take reasonable precautions and exercise due diligence must be delegated throughout the management structure and to all levels of employees. Therefore the school will support both management and employees with a range of measures designed to assist with this duty.

In particular the school, so far as is reasonably practicable:

- a) Ensure that the food meets the highest quality and safety standards by quality management.
- b) Ensure that hygienic workplace, plant, equipment and systems of work are provided for all its employees, by operating the food business in accordance with the procedural guidelines within this policy
- c) Ensure the health and hygiene of our employees
- d) Provide such information, training and supervision as employees' need, for the purpose of maintaining the highest possible standards of food safety and hygiene.

Employees are reminded that they have a responsibility to co-operate with their superiors in creating and maintaining a hygienic environment, avoid placing themselves and others at risk and, adhering to the School hygiene food safety policy and procedures within.

## **Gas**

Convactor Heaters - These are located in the community room and all classrooms  
They are checked annually by Portable Appliance Testing

School Boilers - These are serviced annually through ESP (Barb) Engineering .

## **Inter-school Matches etc.**

- At least two adults always accompany pupils to away events; one is always a member of the teaching staff.
- Procedures for first aid are as stated in section regarding accidents.

- Emergency contact procedures would be followed in any event.

It is school policy that good pupil conduct is imperative at all times, and in particular when participating in an out of school event. Sometimes volunteers are requested from parents to accompany teaching staff on out of school activities. Clear guidelines are given to any volunteers.

It is not generally school policy to use private cars for transport for reasons of insurance. Mini buses driven by staff or coach hire firms are used to transport the pupils, with the following guidelines:

- Only one child to a seat.
- Children must sit on forward facing seats only.
- Seat belts must be fitted and worn at all times.

### **Induction Training**

- a) New and temporary employees and work experience students will receive as part of their Induction Programme an element which covers the health, safety and welfare arrangements of Broughton Moor School
- b) Copies of the Induction Programme particularly relating to health, safety and welfare are available from Main Office. Unless otherwise arranged, all health, safety and welfare induction will be undertaken by the Headteacher and will be recorded on the individual's personal file.
- c) The health, safety and welfare element of the Induction Programme will be undertaken within the first week of the term of employment or placement.

### **Legionella**

The Employer (LEA in Community and Controlled Schools, Governors in Aided and Foundation Schools) has a duty to appoint a person to be managerially responsible for preventing and controlling the risk; in most cases this position will fall to the Head teacher. The duty may then be delegated to another person.

On completion of a risk assessment and subsequent report the responsible person will ensure that all recommendations are prioritised according to urgency and availability of funds.

Monitoring is carried out regularly. The last test was in the summer 2016.

### **Lone working, Violence to staff and Security**

The school does not recommend that staff are on the premises working alone but there are occasions when staff choose to remain in school. Therefore, risk assessments are carried out to highlight potential hazards and control measures are put in place. Further advice can be found in SAN (G) 16.

Examples of procedures: use your own procedures along with any of these that are relevant.

- a) The school gates are closed before, after and during school hours.
- b) Keypads are placed on the main entrances and are in force when children are in the building. The community doors are locked during lesson time.
- c) Visitors and contractors must report to the main office where access can be obtained via the security system at the front door.
- d) All visitors/contractors must sign in and out.
- e) The school is fitted with an alarm.
- f) The building must be checked by the last person leaving, ensuring all windows and outside doors are secure. This is the cleaner in charge's responsibility and she has access to a mobile telephone for use in an emergency.

- g) The alarm must be set and the logbook
- h) Staff working late, should ensure doors are locked, notify someone responsible (i.e. a family member or a colleague) of their presence in school and give an indication of the time they will be leaving and the time they are expected home.
- i) Mrs Falcon is responsible for regularly checking external lighting, panic alarms and burglar alarms. Any faults will be reported to Mr Brotherhood and recorded in the Defects book for action.
- j) All money collected in school must be promptly dispatched to the office where it will be locked in the school desk until it can be banked. Home visits are usually carried out at the start of each school year. Lone working is not permitted and staff attend home visits in pairs and have access to a mobile telephone. A list of the proposed visits is lodged in the school office, so school based staff always know the location of peripatetic workers. Regular contact is maintained between school and staff conducting home visits.
- k) If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Headteacher immediately. The Headteacher will warn any intruder that they must leave the school site straight away. If the Headteacher has any concerns that an intruder may cause harm to anyone on the school site, he/she will contact the police.

### **Manual Handling**

Staff are made aware of the risks involved with everyday lifting, carrying and moving, through the information provided by the Health and Safety Team in Property and Transport Services Unit. This information is given to all staff.

Children are supervised when carrying equipment such as PE mats or furniture and are shown how to do so, safely, before an activity takes place.

Staff requiring specific manual handling assessment shall contact the Headteacher

Avoid overloading shelves when stacking and storing items.

### **Medication**

Should a child need to take medicine or tablets during the School day, it is preferred that parents should give this to their child. However, we realize that this is not always possible. When medicine is to be administered on a regular basis, a form requesting the school to administer the medication must be completed. NO medicine will be administered by a member of staff. Children who are ill will be sent home after parental consultation.

### **Monitoring Systems and Review of Procedures**

The Governing body shall, at intervals that it determines, review the Health and Safety management system, to ensure its continuing suitability, adequacy and effectiveness. The management review process shall ensure that the necessary information is collected to allow management to carry out this evaluation.

This review shall be documented.

The management review shall address the possible need for changes to policy, objectives and other elements of the Health and Safety management system, in the light of Health and Safety management system audit results, changing circumstances and the commitment to continual improvement.

The Governing body should review the operation of the Health and Safety Management System to assess whether it is being fully implemented and remains suitable for achieving the schools stated Health and Safety policy and objectives.

The review should also consider whether the policy continues to be appropriate. It should establish new or updated objectives for continual improvement, appropriate to the coming period, and consider whether changes are needed to any elements of the Health and Safety management system.

## Typical inputs

Typical inputs include the following items:

- a) accident statistics;
- b) results of internal and external OH&S management system audits;
- c) corrective actions carried out to the system since the previous review;
- d) reports of emergencies (actual or exercises);
- e) report from the management appointee on the overall performance of the system;
- f) reports from individual line managers on the effectiveness of the system locally;
- g) reports of hazard identification, risk assessment and risk control processes.

## Process

Reviews should be carried out by the governing body, on a regular basis (e.g. annually). The review should focus on the overall performance of the Health and Safety management system and not on specific details, since these should be handled by the normal means within the Health and Safety management system.

In planning for a management review, consideration should be given to the following:

- a) the topics to be addressed;
- b) who should attend (managers, OH&S specialist advisors, other personnel);
- c) responsibilities of individual participants in respect of the review;
- d) information to be brought to the review

The review should address the following subjects:

- a) suitability of current OH&S policy;
- b) setting or updating of OH&S objectives for continual improvement in the forthcoming period;
- c) adequacy of current hazard identification, risk assessment and risk control processes;
- d) current levels of risk and the effectiveness of existing control measures;
- e) adequacy of resources (financial, personnel, material); the effectiveness of the OH&S inspection process;
- f) the effectiveness of the hazard reporting process;
- g) data relating to accidents and incidents that have occurred;
- h) recorded instances of procedures not being effective;
- i) results of internal and external OH&S management system audits carried out since the previous review and their effectiveness;
- j) the state of preparedness for emergency;
- k) improvements to the OH&S management system (e.g. new initiatives to be introduced or expansion of existing initiatives);
- l) output of any investigations into accidents and incidents;
- m) an assessment of the effects of foreseeable changes to legislation or technology.

The management appointee should report to the meeting on the overall performance of the Health and Safety management system. Partial reviews of the Health and Safety management system performance should be held at intervals that are more frequent, if required.

## Typical outputs

Typical outputs include the following items:

- a) minutes of the review;
- b) revisions to the OH&S policy and OH&S objectives;
- c) specific corrective actions for individual managers, with target dates for completion;
- d) specific improvement actions, with assigned responsibilities and target dates for completion;
- e) date for review of corrective action;
- f) areas of emphasis to be reflected in the planning of future internal OH&S
- g) management system audits.

## Personal Protective Equipment

### References

Personal Protective Equipment Regulations 1992

### Policy

- a) The Governors are committed to providing safe systems of work, and this extends to provision and use of personal protective equipment (PPE)
- b) Where practicable, risks shall be managed by altering working arrangements and installing fixed and permanent controls that protect everyone in each work area.
- c) Where permanent fixed controls and changes in working arrangements cannot wholly eliminate hazards, or where such measures may be deemed as impractical because of the short duration of the work or for some other reason, PPE may be required.
- d) Where PPE is required it shall be selected by the manager for suitability and user acceptability, based upon the general risk assessment for work and/or work area concerned.
- e) Where PPE is not disposable but designed for re-use, it shall be subject to periodic inspection to confirm its continued suitability, and where appropriate subject to routine maintenance.
- f) Staff issued with PPE are reminded that they have an obligation to use it as instructed, to maintain it in a state of good repair, to report any defects or other problem promptly.

### Procedures

New/Defect of PPE to be reported to Health and Safety Coordinator.

Any PPE required contact Health and Safety Coordinator.

PPE requirements should be identified through the risk assessment process.

## Physical Education

- a) P.E equipment is to be checked for defects by Mr Brotherhood
- b) Each teacher should check whether equipment is in good working order on arrival for a lesson.
- c) Staff to indicate any defects to equipment which may be found. Verbal reporting to post-holder should also be made. Regular checks to be maintained.
- d) Any P.E equipment erected in the Hall should not obscure fire escape routes.
- e) Jewellery is not permitted to be worn during any form of Physical Education, or movement exercises.
- f) There is clear guidance within the School Prospectus and Staff Handbook concerning appropriate clothing and footwear for physical activities.
- g) P.E equipment is registered within the School Stock Book, and this is kept in the School Office.
- h) Staff must supervise the erection and dismantling of netball posts at all times and not allow children to do this on their own. The teacher in charge will ensure that there are sufficient children involved in moving the posts to avoid any strain or discomfort, and will themselves assist in the actual process of erecting and dismantling.
- i) P.E. equipment is inspected annually by Gymsafe. Checked in June 2016.

Staff can seek further advice on safety from the 'Safe Practice in Physical Education' (BAALPE).

## Signs and Notices

Under the Safety Signs and Signals Regulations 1996, where a risk assessment indicates that, having adopted all appropriate precautions, risks cannot be adequately controlled except by the provision of appropriate safety signs, then such signs must be provided.

Appropriate signs will be displayed; they will be easy to follow  
A Health and Safety information notice board will be provided/maintained

## Non-collection of Pupils

On failure to collect, the procedure is as follows:

- A phone call to the home or emergency contact requesting advice, or empowering a named person from the school to deliver the pupil to a named destination.
- Failing this the pupil remains in the staff room with the head who continues to ring home/emergency contact numbers.
- The child remains until such time as he/she is collected.

## Off Site Activities

Off-site activities are those activities arranged by or under the support of the school that take place outside the boundaries of the school.

The Governors believe that off-site activities can complement and enhance the curriculum of the school by providing experiences that would be impossible within the school boundaries.

Staff arranging or otherwise involved in off-site activities must make themselves familiar with the recommendations, advice and procedures published by the DfES and the Health and Safety Team. All off-site activities must take place under the terms of these recommendations, advice and procedures. All off-site activities must serve an educational purpose that is clearly related to the curriculum.

The Head teacher/EVC will appoint a group leader to be responsible for overall control of the activity. This will normally be a teacher employed at the school.

### **Approval**

Where staff are proposing to arrange an off-site activity the approval of the Head teacher/EVC/Governing Body must be obtained, using **Form A**, before any commitment is made on behalf of the school. Sufficiently detailed proposals must be provided by the member of staff to allow for an informed decision to be made.

Where the off-site visit involves high-risk activities, the group being away for a period of more than 24 hours, an overnight stay, an activity on or near water or a journey by sea or air, the Head teacher/EVC will seek the approval of the LEA before sanctioning the activity (**Form A**), at least 4 weeks prior to the visit. Form A must be accompanied by detailed risk assessments.

### **Preliminary Visit**

Wherever possible the staff planning an off-site activity should make a preliminary visit to the venue in order to familiarise themselves and make a proper assessment of its suitability, bearing in mind the age and aptitude of the children, the size of the group, the time of year (including probable weather conditions) and the suitability of the facilities available.

### **Ratio**

An activity must have sufficient accompanying adults in order to provide the appropriate minimum ratio. There will always be at least two adults (one of whom must be a teacher) with the group.

Minimum 1:6 with a minimum of 2 adults (years 1-3) – higher for nursery children  
Minimum 1:15 with a minimum of 2 adults (years 4-6)  
Minimum 1:20 with a minimum of 2 adults (year 7+)  
Minimum 1:10 with a minimum of 2 adults for trips abroad

These are the basic requirements, and should not automatically be taken as providing appropriate supervision; they should be amended to suit the actual trip and the associated hazards.

### **Risk Assessments**

Risk Assessments will be prepared for all aspects of a school trip for which the school are actually organising (i.e. transport to and from venue, leisure activities at a centre etc.). Activities undertaken under the supervision of instructors when visiting organised centres e.g. Hawse End, will be the responsibility of the centre, however, it is the responsibility of the Group Leader to check that the risk assessments are in place. The **External Providers Form** must be used to ensure that centres/venues/accommodation etc. are complying with current regulations. School risk assessments should be reviewed after each trip to ensure that any issues or concerns are dealt with and recorded whilst fresh in staff's minds. Risk assessments should be reviewed and altered or amended well in advance of the next similar trip to ensure that changes in supervising staff and pupils are considered. All supervising adults going on the trip should be made aware of, and understand, the control measures introduced as a result of the risk assessment. They should be asked to signify their understanding and acceptance of the control measures required. School risk assessments should be attached to **Form A** and sent to the Health and Safety Team.

### **Transport**

Transport arrangements must provide a forward facing seat for each member of the group. It is the policy of the school to use coaches with seat/lap belts.

Where private cars are used for transport, the group leader is responsible for ensuring that drivers have adequate insurance, road tax and MOT (where required). See **Sample letter to volunteer drivers**.

### **Parental Consent**

The parents of children taking part in an off-site activity should be provided with full and concise information about the activity their child is to be undertaking. Where the activity is taking place entirely within a normal school day it is sufficient to obtain an acknowledgement that the parents are aware of the arrangements and what the visit will involve. Where the activity extends beyond the normal school day written permission from the parent must be obtained. **Parental Consent Forms C & D**.

### **Costings**

Prior to organising an off-site activity staff should ensure that the total cost of the activity is determined. This will include costs associated with the visit which would normally fall on the school e.g. transport, entrance fees, insurance, provision of any resources or equipment specific to the activity and costs relating to adult helpers.

Funding for off-site activities is provided mainly by parental contributions (voluntary except in the case of residential visits).

The timetable for the payment of contributions should allow for the Head teacher to make a decision about the financial viability of the activity in reasonable time.

No child may be excluded from an activity because of the unwillingness or inability of the parent to make a contribution.

### **Emergency Procedures**

The group leader must make all adults accompanying a group aware of the emergency procedures that will apply. Each adult should be provided with an emergency telephone number. This will normally be the school

number, but where an activity extends beyond the normal school day the telephone number of the Out of Hours Emergency contact and pager number must also be provided – 07699 113300, pager no. 786440.

Before a group leaves school the school office should be provided with a list the names of those participating, children and accompanying adults (with emergency contact numbers for each), travelling with the group, together with a programme/timetable for the activity. For visits lasting 24 hours or more, those that involve an overnight stay, will involve adventurous activities or are taking place on or near water, this information should be supplied to the Health and Safety Team, using **Form E**, at least one week prior to the visit.

The safety of the group, and especially the children, is of paramount importance. During the activity the group leader must take whatever steps are necessary to ensure their safety, even if this means a last minute cancellation or change of activity.

Prior to an activity, if it is felt that the behaviour of an individual child is likely to compromise the safety of others or the good name of the school, the group leader should discuss with the head teacher/EVC the possibility of excluding the child from the activity.

## **Stress**

The Governing Body of Broughton Moor School recognises its responsibilities under the law to ensure that staff are not made ill by their work. It also recognises the considerable pressures on staff in schools, which, if not properly managed, can and do lead to work related stress. It therefore incorporates this policy statement within the school's overall Health and Safety Policy document.

The Governing Body recognises that it is in the best interest of the School and its pupils to ensure that staff are able to perform at the peak of their abilities. We recognise the significant harm that can be done to pupils' education if staff are placed in unacceptably stressful situations.

In line with the spirit of the Code of Practice on LEA/School Relations, the Governing Body will work in partnership with the LEA to fulfil their respective responsibilities, particularly with regard to Health and Safety legislation.

The Governing Body is committed to creating within the School an environment that is conducive to reducing the instances of work-related stress to a minimum and to ensuring that individuals suffering from work-related stress are managed in a sympathetic and supportive manner.

The Governing Body will ensure that Governors and the management of the School:

- receive training and information to keep abreast of developments in legislation and case law relating to work-related stress;
- take steps to ensure that they understand what stress is and how the School can handle it;
- recognise that the way a school is managed can contribute to stress problems; and,
- recognise that managers themselves can be placed under stress.

In order to mitigate stress within the School the Governing Body will promote a culture which:

- recognises that stress related problems do not indicate weakness, incompetence or laziness;
- encourages staff to be open about the causes of work-related stress so that reasonable steps can be taken to alleviate it;

- recognises that the pressure of excess workloads can trigger illness and ensures that steps are taken to mitigate this.

The Governing Body will ensure that on a regular basis, a risk assessment is undertaken within the School to assist in identifying the potential and actual causes of work-related stress.

The results of the risk assessment will be used to develop a School Action Plan to tackle the areas identified. The Action Plan will:

- respond to the needs of all staff in School, including the Head Teacher;
- be drawn up in consultation with recognised teacher associations and trade union representatives; (See Guidance Notes – Involving the Staff)
- recognise that work-related stress is an organisational problem and look for organisational answers;
- emphasise the prevention of stressful situations;
- be practical and realistic in terms of the actions proposed;
- be shared with all staff in School, recognising that everyone has a part of play in solving the identified problems;
- identify who is responsible for taking action;
- include review dates to evaluate progress and to develop further actions as necessary.

The Action Plan will, on an annual basis, form part of the School Development Plan in order that areas for improvement can be actively identified.

The Governing Body recognises that there will be times when an individual suffers from stress and will develop a procedure to respond to this situation. This will include:

- ensuring that management and other staff are aware of the effects and possible symptoms of stress in order that the problems can be identified as soon as possible;
- offering a range of support mechanisms for the individual, recognising that everyone differs in the way they cope with stress;
- providing support for staff returning to work after sickness absence, including consideration of phased return to work where appropriate;
- ensuring that any preliminary examination by the Head teacher of poor performance includes consideration of health factors such as stress as an attributable factor.
- Providing access to the Occupational health Service to provide help and support.

The Governing Body will ensure that agreed procedures are followed (as outlined in Work Related Stress – Guidance for Schools)

Where a policy for Managing Staff Sickness exists, the Governing Body will follow the procedures contained within that Policy.

The Governing Body will refer to their Personnel Services provider for guidance and support where concerns arise.

## **Students/Work Experience**

The school is happy to provide a limited number of work experience placements for young people.

The exact nature of the duties undertaken by the student will depend on a number of factors, including:

- Age and experience of work experience student
- Requirements of course being undertaken by work experience student

A designated member of staff will supervise all work experience students. They will oversee the visit and provide general guidance and advice on school routines, expected standards of behaviour, and duties etc.

The designated member of staff is: Mr Brotherhood

The work experience student will become a member of the School staff for the period of their visit. This fact will have considerable bearing on their expected behaviour. A full Health and Safety Induction will be carried out on day one of the placement.

Initially the work experience will usually involve periods of observation. As the student becomes more familiar with the layout of the School and its operation the expectations of and responsibilities given to the student will change.

Duties and responsibilities may include assisting:

- with the supervision of morning duties,
- staff before activity sessions,
- staff during activities,
- with cleaning up.

**All work experience students are expected to arrive at work at 08:50 am and finish at 15:15pm.**

In order to satisfy fire regulations, if work placement students wish to leave the site during break time or lunch breaks, it will be necessary to inform a member of the staff before they leave.

If the School is required to produce a report or record of the experience, this will need to be discussed with a supervising staff member at the start of the visit.

## **Supervision of Pupils**

### **Policy**

#### **Break-time supervision –**

- a) Children will not be left unsupervised

**Out-of-bounds areas –** area where bins are housed

#### **Pedestrian-vehicle separation –**

- a) During normal school hours, all vehicles are exempt from playgrounds.,
- b) Exceptions will be permitted with prior warning given to the school.

#### **Non-collection of children –**

- a) The child should be detained in school.

- b) The home phone number should be sought from the emergency numbers in the Office, and a call be put through to the parents.
- c) Should there not be an answer, the secondary number should be used.

The teacher on duty is responsible for indoor supervision in the junior block, and the infant teacher for the infant block. If the junior children use the basketball tarmac area during playtime there must be a member of staff stationed on the welfare by the exit from the playground to the welfare.

At lunch times Mrs Stewart is responsible for the infant block and Miss Falcon for the junior block with the Head holding overall responsibility. MDS have access to walkie talkies connected to the staffroom.

Whoever is working with a group is responsible for their safety.

People working with children using cutting appliance or tools must supervise the procedure carefully.

Teachers or helpers are responsible for boiling water etc.

Discretion should be used in conjunction with glue guns or cookers.

## Swimming

One or more adult always accompanies the teacher in charge.

At the pool, the instructor is in charge of the group they are teaching and school staff in attendance for other groups.

The swimming pool attendance staff are responsible for overall safety.

## Transport

### Private cars.

- a) Private cars are to be used **ONLY** when the owner of the car has a **valid driving licence and an insurance policy**, which covers the carriage of children for school activities.
- b) Where possible, children should not be allowed to sit in the front of cars.
- c) Seat belts are to worn at all times and booster seats are available in school when needed.
- d) Children should alight from the car on the kerbside, not the roadside.
- e) Within a normal 4/5-seater vehicle, no more than 3 children should be carried.

## **Accidents**

If an accident occurs on the road, and this involves personal injury to a domestic animal, or to property on or adjacent to the road, the driver must:

- a) stop;
- b) give the following particulars to any person reasonably requiring them:
  - Name and address
  - Name and address of the vehicle owner
  - The vehicles registration number
- c) If, for any reason, he cannot comply with b) above, report the accident to the police as soon as possible and in any case within 24 hours.

## **Coach Hire:**

All coaches hired for school use must be fitted with seat belts.

Local firms are contracted:

Messengers Coaches Aspatria  
Kenny Routledge Cockermouth

For residential visits, buses are provided through the school hiring the Community minibus or using Messengers Coaches Aspatria or Kenny Routledge Cockermouth

For safety reasons buses may park outside the school for a short time for the loading and unloading of children.

Cars are discouraged from parking near the school on excursion days.

### **Working at Heights**

- a) Ladders are only used when there is no other alternative, i.e. using a scaffold.
- b) Ladders are not used by pupils or staff and stepladders are used only by adults.
- c) Stepladders should be spread to the fullest extent and properly levelled for stability. They are placed on a level surface and work is not carried out from the top platform.
- d) A ladder register is used to log the location, types and condition of ladders on the premises. (See Appendix 8) Further advice is available in SAN (G)19.
- e) The Head Teacher/Mr Hutton are responsible for regularly checking the condition of all ladders/step ladders on site (at least every 6 months)
- f) All staff are responsible for checking any step ladders before each use.

To be reviewed June 2017. We feel that this would be a more effective date for the H&S policy to be reviewed.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Mr P Brotherhood Head Teacher

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Mr K Hutton H & S Governor