



# Health & Safety Policy

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## Health & Safety Policy Statement

The Governors recognise the importance of Health and Safety at Work for all who attend as staff, pupils, visitors or contractors at St. Sampson's C.E. Primary School.

It is school policy to ensure that every reasonably practical step be taken to prevent injury and ill-health by protecting individuals from hazards at work on the premises. This includes staff, pupils and visitors to the School whether it is for pursuance of their employment or other activities. We believe that the prevention of incidents, accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of our pupils.

This is addressed by:

- Assessing and controlling risk as part of the day-to-day management of school activities.
- Providing and maintaining safe, healthy and secure working conditions, together with training and instruction so that personnel are able to perform their various tasks safely and efficiently.
- Ensuring that a constant awareness with regard to Health and Safety at Work is maintained in respect of all activities within the School and during out-of-school activities.
- Periodic review of the safety policy as school activities and the associated risks change together with changes to statutes or legislation.

All personnel employed within the School have a legal obligation to co-operate in the operation of this policy in the interests of Health and Safety by:

- Complying with safety procedures, whether written or brought to their attention by other means for their own protection, protection of those under their supervision and others who may be affected by their actions.
- Reporting to the Health & Safety Representative (deputy head teacher) any incident which has led, or could have led to damage or injury.
- Assisting in any investigation with regards to accidents, dangerous occurrences or near misses.

In line with the Safety Organisation as set out in Part 2 of this policy, it is the responsibility of all staff to ensure compliance with safety arrangements within their areas of responsibility. These safety arrangements are adopted within the School for the control of risk and to reflect the procedures to be followed. All staff and Governors are issued with a copy of this policy.

Date: .....

Headteacher

Chair of Governors



## Safety Organisation

The Health and Safety of all staff, pupils, contractors, visitors and the general public within St Sampson's Primary School is of paramount importance to each one of us, both in terms of our responsibilities to each other and to ourselves. It is also enshrined in law and this document aims to meet the requirements of the Health and Safety at work Act 1974 section 2(3), which requires each company employing five or more employees to possess a written statement of its Health and Safety policy.

## Objectives

The objectives of our Health & Safety Policy are:

- To promote high standards of Safety, Health and Welfare in compliance with the Health and Safety at Work, Etc. Act 1974, other Statutory Instruments and Approved Codes of Practice.
- To ensure that places and methods of work are safe and healthy through the arrangements set out in Part 3 which are reviewed periodically as appropriate to changing circumstances.
- To protect personnel, whether they are employees, pupils, members of the general public visiting the School or contractors and their employees from any foreseeable hazards.
- To ensure adequate training, instruction, supervision and information are given to all employees in order that they may work in safety in so far as is reasonable and practicable.
- To ensure a safe and healthy working environment for all personnel, and where practical, there are sufficient facilities and arrangements for their welfare.
- To ensure that awareness with regards to all aspects of safety is fostered by all personnel.
- To ensure personnel are aware of their responsibility and have a duty of care to take any steps necessary in order that the health and safety of both themselves and others may be safeguarded and to co-operate in all aspects with regard to this policy.
- To ensure that full and effective consultation on all matters of safety is encouraged.

## Responsibilities

Health and Safety at St Sampson's Primary School is organised and managed in a systematic manner in which all individuals have clear duties and accountability. Responsibilities of individuals within the School are as follows:



## The Duties of the Governing Body

In the discharge of its duty the *Governing Body*, in consultation with the Headteacher, will:

- make itself familiar with the Local Authority's Health, Safety and Welfare Policy and the advice and guidance provided by the LA;
- ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school;
- periodically assess the effectiveness of this policy and ensure that any necessary revisions are made;
- identify and evaluate risks relating to:
  - the premises
  - school activities
  - school sponsored events;
- identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others;
- create and monitor the management structure.
- work with the regulations as laid down by The Management of Health & Safety at Work Regulations 1999.

In particular the *Governing Body* undertakes to provide:

- a safe place for staff and pupils to work including safe means of entry and exits;
- plant, equipment and systems of work, which are safe;
- safe arrangements for the handling, storage and transport of articles and substances;
- safe and healthy working conditions, which take account of all appropriate:
  - statutory requirements
  - codes of practice whether statutory or advisory
  - guidance whether statutory or advisory;



- supervision, training and instruction so that all governors, staff and pupils can perform their school-related activities in a healthy and safe manner. All staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others, then the Governing Body will ensure that such training is provided, within the financial resources available. Pupils will receive such training as considered appropriate to the school-related activities which they are carrying out. All training will be regularly monitored, updated and records of attendance kept.
- necessary safety and protective equipment and clothing together with a written record of its issue, information on its use and any specified training undertaken / required;
- adequate welfare facilities.

So far as is reasonably practicable the Governing Body, through the Headteacher, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts, to receive comprehensive information on:

- this policy;
- all other relevant health and safety matters;
- the instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk. This is recorded and updated as necessary.

### **Duties of the Health & Safety Representative**

The St Sampson's Primary School Health and Safety Representative will in conjunction with the nominated Health & Safety Governor:

- have an understanding and knowledge of the application of the Health and Safety at Work 1974 and other legislation relevant to the school's operation;
- advise on health and safety audits of the schools premises and equipment and prepare reports on these;
- carry out regular health and safety audits of the schools premises and equipment and prepare reports on these;



- advise on the structure and operation of all parts of St Sampson's Primary School in order to promote a positive health and safety culture and to secure the effective implementation of policy;
- advise on planning for health and safety, including the setting of realistic short and long term objectives, deciding priorities and establishing adequate performance standards;
- receive information from the LA and Safety Advisor and other sources, e.g. the HSE, DfE, journals and trade associations regarding new methods of accident prevention, new legislation requirements and codes of practice;
- establish a method of communicating the health and safety message to all school staff;
- advise on the day to day implementation and monitoring of policy and plans;
- review performance and audit the school safety management system.

### **The Duties of the Headteacher**

- As well as the general duties which all members of staff have, the Headteacher has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, ancillary staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school and will take all reasonably practicable steps to achieve this end through the Deputy Head, and senior members of staff, teachers and others as appropriate.
- The Headteacher is required to take all necessary and appropriate action to ensure that the proper health and safety standard is maintained at all times.
- On a day-to-day basis the Headteacher will be responsible to:
  - ensure, at all times, the health, safety and welfare of staff, pupils and others using the school premises or facilities or services or attending or taking part in school-sponsored activities;
  - ensure safe working conditions of the school premises and facilities;
  - ensure safe working practices and procedures throughout the school so that all risks are controlled;



- arrange systems of risk assessment to allow the prompt identification of potential hazards, and where appropriate ensure that the Governing Body and the LA are made aware of the findings;
- identify the training needs of staff and pupils and ensure, within the financial resources available, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters and training records kept;
- ensure any known defects in the premises; plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe in a timescale commensurate to the risk;
- collate accident and incident information and, when necessary, carry out accident and incident activities. This will include near misses;
- monitor the standards of health and safety throughout the school, including all school-based activities;
- monitor the management structure, in consultation with the Governors;
- consult with members of staff, including Trade Union safety representatives, on health and safety issues;
- encourage staff, pupils and others to promote health and safety.

### **The Duties of Supervisory Staff**

- In addition to the general duties which all members of staff have, supervisory staff will be directly responsible to the Headteacher or the member of staff nominated by the Headteacher, to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility.
- b. As part of their day-to-day responsibilities they will ensure that:
  - safe methods of working exist and are implemented throughout their area of responsibility;
  - health and safety regulations, rules, procedures and codes of practice are being applied effectively;



- staff, pupils and others under their jurisdiction are instructed in safe working practices and Safe Systems of Work followed (SSoW);
- new employees working within their area are given instruction in safe working practices and Safe Systems of Work followed (SSoW);
- risk assessments are conducted in their area of responsibility as required by the Headteacher or as necessary;
- regular safety inspections are made of their area of responsibility as required by the Headteacher or as necessary;
- positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others;
- all plant, machinery and equipment in the department in which they work is adequately guarded, in safe working order and restricted to authorised persons only;
- appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the area in which they work and training records kept.
- hazardous and highly flammable substances in the department in which they work are correctly stored and labelled, and exposure is minimised;
- they monitor the standard of health and safety throughout the department in which they work and encourage staff, pupils and others to achieve the highest possible standards of health and safety;
- all health and safety information is communicated to the relevant persons;
- they report any health and safety concerns to the Headteacher.

### **The Duties of All Members of Staff**

- All staff are expected to familiarise themselves with the health and safety aspects of their work.
- All staff have a responsibility to:



- take reasonable care of their own health and safety and that of any other persons who may be affected by their acts or omissions at work;
- follow agreed working practices and safety procedures;
- report any accident, near miss, incidents of violent, including verbal abuse or any hazard;
- ensure health and safety equipment is not misused or interfered with.

### **Hirers, Contractors and Others**

- The Headteacher will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.
- When the premises are used for purposes not under the direction of the Headteacher, then the principal persons in charge of the activities for which the premises are in use will be expected to maintain the safe practices as indicated in this document.
- When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.
- When the premises are hired to persons outside the employ of the Governing Body, it will be a condition of all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Governing Body and that they will not:
  - introduce equipment for use on the school premises that has not been subject to PAT testing (without the prior consent of the Governing Body) ;
  - alter fixed installations;
  - remove fire and safety notices or equipment;
  - carried out their own risk assessments;
  - take any action that may create hazards for persons using the premises or the staff or pupils of the school.



- All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provision of the **Health and Safety at Work Act** and must pay due regard to the safety of all persons using the premises. They must also provide written risk assessments / method statements & insurance details prior to any work commencing on site.
- In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Headteacher will take such actions as are necessary to prevent persons in his or her care from risk or injury. This may include requiring the contractor to stop work or leave the site.
- The Governing Body will draw the attention of all users of the school premises (including hirers and contractors) to Section 8 of the **Health and Safety at Work Act**, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests in health, safety or welfare.

## **Staff Consultative Arrangements**

The Governing Body, through the Headteacher, will make arrangements for full and proper consultation with employees on health and safety matters. The nominated safety representative of each accredited trade union or staff association will be offered a role in these consultations.

The nominated staff safety representative for St Sampson's Primary School is currently the deputy head teacher.

## **Safety Arrangements**

### **Introduction**

The safety arrangements set out below are for the information, guidance and compliance of all personnel at St Sampson's Primary School. Health and Safety are integral parts of management and are key considerations which should under-pin and facilitate the functions of the School. This document should be read in conjunction with the Premises Management Policy, Lone Working Policy and supporting Pupils with Medical Conditions & Medical Procedures Policy.

Under the Health & Safety at Work Act 1974 and common law, employers and employees must look after children in their care.



In carrying out their normal functions, it is the duty of all staff to do everything possible to prevent harm to themselves or others. This will be achieved so far as is reasonably practicable by adopting arrangements and procedures developed from risk assessment and control. These can be summarised as:

- Providing and maintaining safe equipment and safe systems of work.
- Making arrangements to ensure the safe use, handling, storage and transport of materials, drugs, substances and other articles.
- Providing the necessary information, instruction, training and supervision to ensure all personnel are aware of their responsibilities for safety. Details of all training will be documented.
- Providing safe places of work with safe access to and egress from them.
- Providing a safe and healthy working environment.
- Providing a system for rapidly identifying and remedying hazards.
- Where hazardous conditions cannot be eliminated, providing suitable protective clothing, equipment and training. Records will be kept of issue of equipment and any training undertaken.

More specific arrangements are set out below and may be supplemented as necessary to address new or changed risks.

All personnel have a statutory duty to co-operate in fulfilling the safety objectives of the Governors and a personal responsibility to take reasonable care to ensure that their actions do not cause injury to themselves and to others.

Employees are required to observe special rules and procedures that apply to their own work. Any person who becomes aware of a safety related incident, hazard or near miss is responsible to report it to the Health & Safety Representative.

No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

## **Specific Arrangements**

### **Risk Assessments**

Risk assessments are an important step in protecting pupils, parents and staff, as well as complying with the law. They help to focus on the risks that really matter, the ones with potential to cause real harm and in many instances, straightforward measures can readily control risks. The law does not expect the elimination of all risk but we are required to protect people as far as 'reasonably practicable'.



A risk assessment is the careful examination of what, in your work, could cause harm to people. People have the right to be protected from harm caused by a failure to take reasonable control measures.

We have a comprehensive process for risk assessing. Risk Assessments are in place for all areas of school premises and a variety of processes that take place throughout the school day. These can be found in staff resources and paper copies are available from the school business manager. Risk assessments are also completed for specific curriculum areas such as; science, PE, DT.

It is vital that risk assessments are completed for all school activities: trips, sporting fixtures, school plays and residential visits. Risk assessment for activities that are to take place away from school premises must be completed through the Evolve system as required by Wiltshire Council. All risk assessments must be completed sufficiently in advance for them to be approved by the school business manager and/or Headteacher.

The following 5 steps are a useful guide for completing risk assessments.

- ❖ Identify the hazard - anything that may cause harm, such as chemicals, electricity, an open drawer, a particular activity, use of equipment.
- ❖ Decide who might be harmed and how - pupils, staff, visitors, vulnerable members of the school community.
- ❖ Evaluate the risks and decide on precautions - the risk is the chance, high or low, that somebody could be harmed by the hazard, together with an indication of how serious the harm could be. When looking at precautions that can be taken consider using a different chemical, piece of equipment, process. Look at ways in which to prevent access to the hazard or reduce exposure. Consider the use of personal protective equipment.
- ❖ Record your findings and implement them
- ❖ Review you assessment and update if necessary

### **Smoking.**

St. Sampson's CE Primary School is a no smoking area and smoking is not permitted on the whole site.

### **Safe Working Procedures.**

All staff must ensure that safe working procedures detailed below are developed through:

- Assessing the tasks;
- Identifying the hazards;
- Defining and recording a safe method;
- Implementing the method;
- Monitoring the method.



Once developed, safe working procedures are promoted to protect all personnel working within their area(s) of responsibility from hazards to their health and safety. They are also to familiarise themselves with laid down procedures and ensure that personnel under their control are fully conversant with these procedures.

### **Lone Working Including Home Visits Violence & Aggression.**

Ideally, staff should not work alone at school as there are risks involved, such as assault, accident or sudden illness. Staff should also carefully consider if they really need to be on site at all outside of reasonable hours as we feel it is very important to the wellbeing of our staff to preserve a 'work - life balance. There are occasions when staff are required to carry out home visits. These visits carry additional risks for staff and safety should be considered the highest priority when planning such visits. All staff are required to comply with the schools Lone Working Policy, Home Visit Policy and risk assessment procedure.

### **Site Security**

The governors will endeavour to ensure that the site is safe at all times. The main building and one mobile are alarmed with a direct link to a secure monitoring company. Doors not required as access for pupils during the day will be security locked whenever possible. Due to the need for pupils in an outside class to use indoor toilet, for internal classes to use the P.E. classroom and in order to reduce pressure in corridors and exits a swipe card security lock system has been installed on all external doors.

The lower playground gates are locked at 09.15am for the duration of the school day. These gates will be re-opened at 2.45pm. The gates to the upper playground are locked at all times and the pedestrian access to Smart Zone is unlocked by Smart Zone staff when the building is in use. A safe pedestrian route is clearly marked and pupils and parents are regularly reminded not to use the drive.

All visitors are requested to report to the main office to sign a visitors' book and collect a visitor badge. Badges are issued to all visitors working within the school and a system utilising different lanyards is in place so that visitors who do not hold a DBS are easily identifiable and can therefore be challenged if on site without supervision.

The lanyard colours are as follows:

Green Staff Lanyards - Staff also wear photographic ID badges

Blue Visitor Lanyards - Wearer holds a suitable DBS



Red Visitor Badge - No DBS held, visitor should be accompanied by a member of staff.

Yellow Contractors Badge - On site to carry out approved work

Black Governors Badge - Wearer will also have a photographic ID badge.

Any person working in the school without an appropriate badge will be challenged by the staff.

Staff should not hesitate to send a red card to the Headteacher or raise the alarm if he/she is concerned.

### **Delivery Vehicles.**

All Suppliers are requested to adhere to the school's policy regarding delivery acceptance and are to inform their couriers/delivery departments accordingly. All couriers driving dangerously, or with excess speed whilst on school premises are to be immediately reported to the Health & Safety Representative who will take suitable remedial action. Further details can be found in the separate Vehicular Access Policy.

### **Good Housekeeping.**

Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety. Accidents can be prevented by following the guidelines \* listed below:

- Keep corridors and passage ways unobstructed;
- Ensure shelves in storerooms are stacked neatly and not overloaded
- Ensure heavy items are not stored on high shelves;
- Keep floors clean and free from obstructions / trip hazards;
- Never obstruct emergency exits;
- Keep all fire doors shut;
- Ensure that cookers & heaters are not covered;
- Ensure that there are no trailing cables / wires
- Steps / ladders are stored correctly.

NB \* these guidelines are not exhaustive.

### **Manual Handling of Loads.**

Personnel are not to lift, drag, push or carry heavy or awkward loads unless training has been undertaken and risk assessments carried out. As a general rule, items over 15 kg or are difficult in shape should not be lifted without a suitable assessment in place. Safe Systems of Work (SSOW) are issued and followed with training records kept.



## **Working at Height.**

An absolute requirement for schools is to provide appropriate means of access to heights at all times. This can be a kick stool, stepladder, ladder, trestle or tower scaffold. Safe Systems of Work (SSOW) will be issued to staff so that they can undertake their duties safely at all times. Risk assessments are also undertaken and training records kept. Further details can be found in the Premises Management Policy.

## **Emergency Plans**

The Headteacher will ensure that an emergency plan is prepared to cover all foreseeable major incidents, which could put the occupants or users of the school at risk. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- save life
- prevent injury
- minimise loss.

This sequence will determine the priorities of the emergency plan.

The plan will be agreed by the Governing Body and be regularly rehearsed by staff and pupils. The result of such rehearsals will form part of the regular risk assessment survey and the outcome will be reported to the Governing Body.

## **First Aid**

The arrangements for first aid provision will be adequate to cope with all foreseeable major incidents.

Supplies of first aid materials will be held at various locations throughout the school. These locations will be determined by the Headteacher and most classrooms are equipped with a basic first aid kit. They will be prominently marked and all staff will be advised of their position. The materials will be regularly checked and replenished if necessary - this will be the responsibility of the first aiders at school.

Adequate and appropriate first aid provision will form part of the arrangements for all out-of-school activities.

A record will be made of each occasion any member of staff, pupil or other person received first aid treatment either on the school premises or as part of a school-related activity.



Information is contained in the Medical Policy and Procedures Document. A copy of this is held by each teacher and is available at the school office for other personnel.

## Accidents, Incidents, Hazards & Reporting

All significant accidents, incidents or hazards that are considered to be dangerous or 'near miss' situations are to be recorded and reported to the Headteacher or Health & Safety Representative. An immediate investigation is to be carried out in order that the cause of the accident, incident or hazard can be identified and measures taken to minimise risk and prevent a recurrence.

The school follows guidelines provided by Wiltshire Council on the reporting of accidents to employees and non-employees.

The following types of accident and incident must be reported to the local authority:

### Employees

- any type of accident or incident in which an **employee or contractor is physically injured**;
- any incident in which an **employee is subject to threatening, intimidating or aggressive behaviour** from a pupil or other person as a result of being a school employee;
- any incident in which an **employee is subject to excessive verbal abuse** from a pupil or other person as a result of being a school employee;

### Non Employee

- any type of accident in which a **pupil or other member of the public is physically injured as a result of the condition or lay-out of the premises, the use of any equipment or materials, or the supervision or management of any situation**;

### General

- any **road traffic accident during a work journey** (not commuting) even if damage only;
- any other **near miss incident** in which someone could have been hurt.

The school must report any of these events using the appropriate version of the electronic forms below:

- [On-line accident/incident reporting forms](#)



These can also be found on WISEnet: [WISEnet link to report an accident or incident](#)

Any other less serious event or those involving non-employee accidents that have occurred for reasons beyond the school's management control as described above, DO NOT need to be reported to the local authority but must be recorded in the accident book and relayed to parents if necessary.

### **Procedure for reporting incidents to school employees (including harm through acts of violence)**

- If an employee is injured, the details must be entered into the electronic Accident / Incident Report and Investigation Form (see above link). You will be able to choose either the Accident to Employee or Violence/Aggression to Employee forms to complete.
- Incidents resulting solely in emotional distress as a result of abuse in any form should be reported on the Violence / Aggression to Employee e-form.
- The e-form is self-explanatory but must be completed diligently after a level of investigation commensurate with the incident.

Some more serious injuries to employees require an **additional** type of reporting to the Health and Safety Executive (HSE).

Any of the following injuries must be reported on-line directly to the HSE or by telephoning 0345 300 9923 immediately. A report must be received by the HSE within 10 days of the incident. You should also notify the LA Health and Safety Adviser by telephone if the HSE tell you that they intend to attend the scene of the incident.

- ❖ Death;
- ❖ Fractures, other than to fingers, thumbs and toes
- ❖ Amputations
- ❖ any injury likely to lead to permanent loss of sight or reduction in sight
- ❖ any crush injury to the head or torso causing damage to the brain or internal organs
- ❖ serious burns (including scalding) which:
  - ❖ covers more than 10% of the body
  - ❖ causes significant damage to the eyes, respiratory system or other vital organs
  - ❖ any scalding requiring hospital treatment
  - ❖ any loss of consciousness caused by head injury or asphyxia



- ❖ any other injury arising from working in an enclosed space which:
- ❖ leads to hypothermia or heat-induced illness
- ❖ requires resuscitation or admittance to hospital for more than 24 hours

Any injury which prevents an employee from continuing at his/her normal work for more than 7 days must be reported to the HSE on e-form from the link F2508IE within 15 days of the incident. In calculating the days lost, you should not take into account the day of the incident but you must count non-working days. So, for example, an injury sustained on Thursday becomes reportable if normal work is not resumed by the following Friday.

●

PLEASE NOTE

You should notify the LA Health and Safety Adviser by telephone if the HSE indicate that they intend to attend the scene of the accident.

Incidents can also be reported on-line to the HSE at  
[www.riddor.gov.uk](http://www.riddor.gov.uk)

The LA Health and Safety Adviser can assist schools in investigating incidents

## **Stress in the Workplace**

St Sampson's Primary School has identified the risk of stress related illness and will endeavour to ensure, so far as is reasonably practicable, that no persons shall be exposed to risks to their health due to stress incurred by any of the school's undertakings.

The school has comprehensive guidelines for managing pressure and reducing stress in the workplace. These documents will be drawn to the attention of all employees.

The Governor's will ensure that where a significant risk from stress is identified, a suitable and sufficient risk assessment is carried out, and adequate control measures put into place to eliminate the risks, or reduce them as far as is reasonably practicable. All risk assessments must be kept under review.

The school supports a climate whereby all employees feel able to make use of all services available to them (i.e. Occupational Health and the Counselling Service).



## **PE Equipment**

All PE equipment is inspected annually by an external contractor. Safety rules and safe procedures for the handling of P.E. equipment are briefed to pupils when undertaking any form of P.E. A risk assessment is undertaken and training records kept.

The school follows the P.E. guidelines issued by the LA.

## **School Trips**

Refer to the Educational Visits Policy for school trip arrangements.

## **Medicines / Drugs**

Refer to the Supporting Pupils with Medical Conditions and Medical Procedures Policy.

## **School Transport**

The LA is responsible for the organisation, supervision and monitoring of the transport from Latton. A member of staff is employed to register the pupils on to the bus at the end of the day.

It is the responsibility of parents, pupils and staff to report to the Headteacher any observed problems or remarks by other, which raise concerns.

Refer to the Educational Visits Policy for school trip transport procedures.

## **Swimming**

The P.E. co-ordinator is responsible for issuing instructions over timetable and movement to and from the pool and for undertaking a termly risk assessment.

These include:-

- ❖ Each class requires at least one walker to accompany the class and the class teacher. The walk must be controlled by an adult at the start and end of the queue.
- ❖ The two road crossings have been risk assessed and found to be at present a low level risk.

Culverhay should be crossed in crocodile file.

Westmill Lane should be crossed as a complete line.

