

# Wheatfield Primary School

*'Growing and Learning Together'*

## Health & Safety Policy

(Statutory Policy Document)

Issue No 4

January 2018



Approved by Head Teacher:

Approved by Governors:

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# Health and Safety Policy

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## CHANGE RECORDS SHEET

Issue No.	Date	Summary of Change	Amended by
1	February 2008	Policy updated to reflect changes in legislation.	T James
2	May 2015	Document rewrite to reflect changes in model policy with the local authority and legislation. Issue number introduced so that changes made from previous issues can be highlighted in future issues. This will provide governors with a recorded and traceable system to help them identify specific changes in policy.	D Hickson
3	January 2017	Sections 3.1.8 and 3.1.9 updated to reflect recommendations from HSE regarding electrical testing.	D Hickson
4	January 2018	Policy compared and reviewed with the LA model policy. All changes are highlighted in the left hand margin.	D Hickson

## SUMMARY

This policy should be read in conjunction with all other school policies. If you require further details of this policy then please refer to the Head Teacher or Deputy Head Teacher.

This policy will be reviewed annually and updated as and when changes occur. This is to be recorded in the minutes of the Staffing and Resources Committee.

## ABBREVIATIONS

The following are used in the policy:

AfPE	Association for Physical Education
ASE	Association for Science Education
COSHH	Control of Substances Hazardous to Health
DSE	Display Screen Equipment (Computers)
H&S	Health and safety
HSE	Health & Safety Executive (enforcing body for health and safety legislation in schools.)
NAAIDT	National Association of Advisers in Design & Technology
RIDDOR	Reporting of Injuries Diseases Dangerous Occurrences Regulations
SOFIE	Secure Online File & Information Exchange

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## MAIN DOCUMENT

### 1 GENERAL STATEMENT

#### 1.1 Preamble

This policy is produced in respect of Wheatfield Primary School only and is supplemental to the Council Local Authority Health and Safety and Departmental Safety Policy Statements.

#### 1.2 Statement of Policy

The school considers the health, safety and welfare of staff and pupils to be important, and achieving a safe and healthy working environment essential to the school's goal to promote excellence in teaching and learning.

It is the policy of Wheatfield Primary School to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees whilst they are at work, as well as others who may be affected by the school's undertakings, including pupils, and to comply with the Health and Safety at Work etc. Act 1974 and other relevant legislation.

The school recognises its responsibility to promote a culture where H&S issues are discussed in an open and positive way to achieve improved standards and safe methods of work.

The persons with specific responsibilities for H&S are identified in Part 2 of this policy and the arrangements implemented to meet the above requirements are as detailed in Part 3 of this policy.

### 2 ORGANISATION

#### 2.1 Governors

The School governors will ensure that:

- Promote a sensible approach to health and safety and ensure competent health and safety advice is obtained.
- Competent Health and Safety advice is obtained to support the school management.
- Ensure a health and safety policy is in place and regularly reviewed.
- Take reasonable steps to ensure that the school is following the employer's policy and procedures e.g. through regular discussions at governance meetings.
- Ensure staff receive adequate training to enable them to carry out their responsibilities.
- Work in close partnership with the head teacher and senior management team to support sensible health and safety management and to challenge as appropriate.
- Ensure risk assessments of work activities are undertaken and a written record of the assessments kept recorded.
- Provide sufficient funding is allocated for health and safety, e.g. in respect of training, personal protective clothing etc.
- Ensure regular safety inspections, at least three per year, are undertaken and that the findings are recorded and progressed.
- Establish and maintain a positive health and safety culture is established and maintained.

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## 2.2 Head Teacher

The Headteacher will:

- Ensure that the school is following the employer's health and safety policy and has effective arrangements for managing the real health and safety risks at school.
- Maintain effective communications with employers, governors, and the school workforce, and give clear information to students and visitors, including contractors, regarding the significant risks on site.
- Make sure that staff have the appropriate training and competencies to deal with risks in their areas of responsibility.
- Consult and work with recognised trade union safety representatives/ employee representatives and Staffing and Resourcing Committee.
- Make sure that staff understand their responsibilities and know how to access support and advice to help them manage risks responsibly
- Obtain competent health and safety advice to properly assist the school management to comply with its health and safety obligations.
- Ensure risk assessments of work activities are undertaken, that a written record of the assessments is kept and that the assessments are reviewed/recorded and regularly and when they are no longer felt to be valid/reviewed.
- Safe systems of work, identified from risk assessments or to comply with national standards/ guidance, are monitored to ensure they are being followed and are effective.
- Information and advice on health & safety is acted upon/circulated to employees and governors.
- He/she cooperates with the Council in meeting its legal requirements in respect of the monitoring of health and safety practice and procedures.
- Ensure regular safety inspections, at least three per year, are undertaken and that issues identified are actioned or programmed as necessary.
- An annual report is produced that summarises accident/incidents that have occurred, what health and safety specific policies and risk assessments have been revised and any significant health and safety issues that have been identified.
- Employees are competent to undertake the tasks required of them and that they have been provided with any necessary training, equipment or other resources to enable the task to be undertaken safely.
- If he/she delegates H&S duties to an individual, referred to as the H&S Coordinator, he/she ensures that the duties are clearly defined, the person is competent to carry them out and that sufficient resources are allocated to enable them to be carried out.

## 2.3 Health and Safety Coordinator

The Health and Safety Coordinator will:

- Be the contact for H&S advice/information provided to the school and will liaise with Head teacher or relevant employees to ensure advice is acted upon or information disseminated as necessary. Receive all H&S information sent to the school and disseminate the information to staff/governors as necessary.
- Advise the Headteacher and Governors on action required to comply with relevant H&S Legislation.

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- In consultation with Headteacher/Governors, set timescales/ensure work is carried out to meet the requirements of H&S Legislation.
- Carry out the regular safety inspections, at least 3 three annually.
- Receive all accident/incident reports, investigate where necessary and report significant accidents to the Schools H&S Unit via SOFIE (The Secure Online File & Information Exchange) so that RIDDOR reportability can be considered. If the accident is required to be reported to HSE under RIDDOR, this will be done by the Schools H&S Unit.

## **2.4 Accredited H&S Representative(s)**

Accredited H&S representatives are trade union representatives, appointed by trade union members working for South Gloucestershire Councilthe Local Authority and formally recognised as employee representatives by the employer.

The Accredited H&S Representatives rights are covered by the Safety Representatives and Safety Committees Regulations 1977.

## **2.5 Employees (All)**

All employees, contractors and volunteer helpers must:

- Take reasonable care for their health and safety at work and that of other persons who might be affected by their acts or omissions at work.
- Report immediately, or as soon as practicable, any defects noted with plant equipment machinery or the workplace generally to their line manager or other designated person.
- Not misuse anything provided for health and safety purposes.
- Report any accident, near miss incident, dangerous occurrence or case of ill health arising out of work and cooperate with management in investigating such accidents or incidents.
- Cooperate with management in respect of complying with H&S requirements.
- Ensure that their own vehicle insurance covers them for any use of the vehicle for work purposes. Site Staff and Cleaners
- Have the responsibilities indicated for all employees together with those indicated in supplemental safety policies.
- 
- Volunteer Helpers
- Have the same duties as those indicated for employ

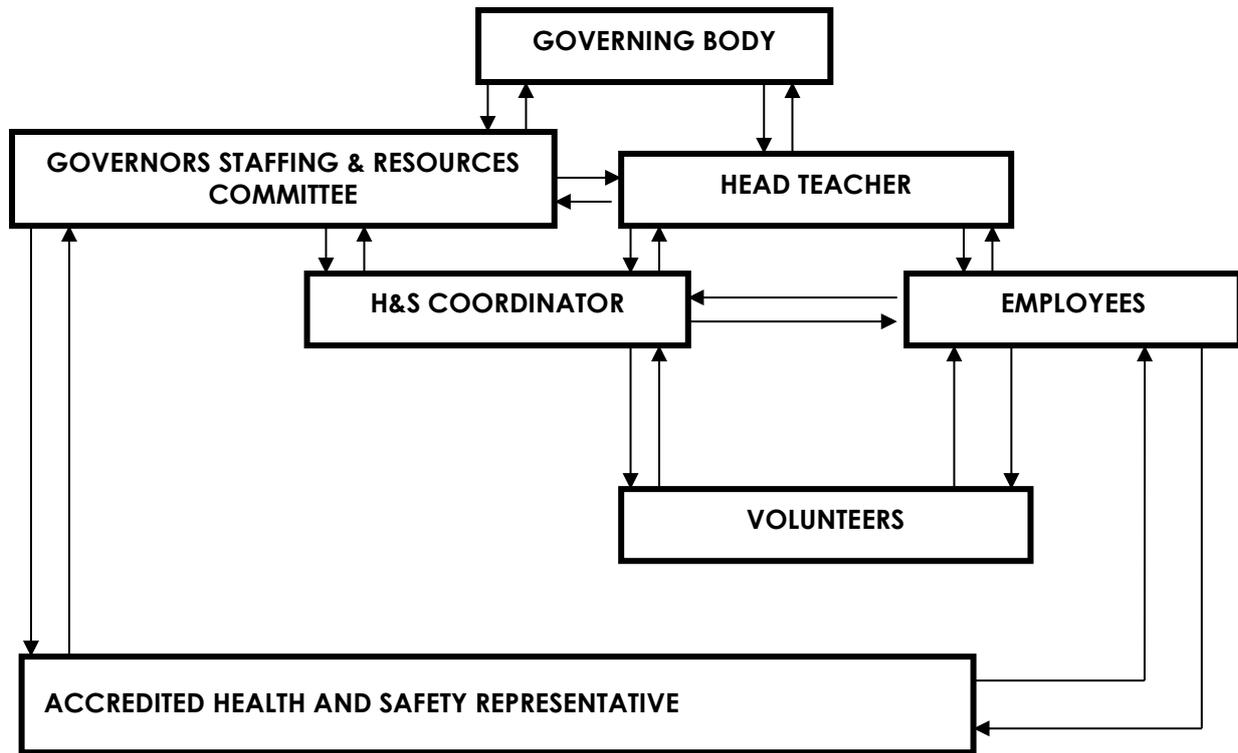
## **2.6 Pupils**

Pupils are expected to:

- Comply with school rules relating to general behaviour.
- Comply with information and instruction provided for safety with regards activities undertakenreasons.
- In cases of emergency to remain quiet, listen and obey instructions given by staffemployees.
- Not to misuse anything provided for H&S reasons.

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## 2.7 School Structure and Lines of Communication



## 3 ARRANGEMENTS

The following arrangements have either been established through risk assessment at school level or are national standards. This section of the policy is split into two sections; Section 3.1 is the school wide procedures, **general arrangements**, and Section 3.2 is the more activity-based arrangements, **specific arrangements**.

### 3.1 General Arrangements

#### 3.1.1 Accidents and /Incidents Recording/Reporting

All accidents in school, or related to school activities, will be recorded, and, where appropriate investigated. If the accident is significant or potentially “reportable” to the Health and Safety Executive (HSE) under RIDDOR (Reporting of Injuries Diseases Dangerous Occurrences Regulations) see Section 1.2, a completed accident report form will be sent electronically to the Schools Health and Safety mailbox using the online secure system – SOFIE. The Schools H&S Unit will review the accident and investigation and report to the HSE on the school’s behalf if appropriate. The school will follow [HSE guidance for incident reporting in schools](#).

##### 3.1.1.1 RIDDOR Recording/Reporting

Certain work-related injuries to a member of staff or a child must, by law, be recorded and reported. The employer is responsible for this, but staff may be asked to prepare the report. Employers must report accidents which result in:

- Deaths.
- Specified injuries.

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- Over 7-day injuries (where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days).
- Where there is an accident connected to the work activity which causes injury to students, members of the public or other people not at work and they are taken from the scene of an accident to hospital for treatment to that injury (examinations and diagnostic tests do not constitute 'treatment' in such circumstances).
- Specified dangerous occurrences – where something happens that does not result in an injury, but could have done.

## **3.1.1.13.1.1.2 Near Miss Incidents**

For any near miss incident, which is an incident with the potential to have caused injury to a person or damage to property, a record is to be completed and sent n accident/incident form is to be completed. The form will be sent to the H&S Coordinator who will then decide if it needs to be forwarded to the Schools H&S Unit. This will be the case for any major structural collapse, any explosion or any fire which causes the closure of a room or more.

## **3.1.1.3 Violent Incidents**

For any violent incident involving staff, violence being non-consensual physical violence, i.e. does not include physical interaction during sporting activity, then a school record will be completed and reviewed by the head teacherHeadteacher, and input to the RM SecurenetSOFIE reporting system if appropriate. Risk assessments relating to that work activity will be reviewed in the light of the incident to ensure that suitable control measures are in place

## **3.1.2 Asbestos**

No asbestos containing materials were used in the construction of the building and no asbestos containing equipment has been brought in.

## **3.1.3 Computers**

All computers in use within school, whether PC's or Lap Tops, together with associated equipment such as projectors are purchased from reputable suppliers and installed in line with relevant guidance.

### **3.1.3.1 Computer Workstation Assessments**

To comply with the Display Screen Equipment Regulations any employee who is classed as a 'regular 'computer user' as defined by the Display Screen Equipment (DSE) regulations, which lays down specific requirements for workstations incorporating computers etc., must will complete a 'user audit'self-assessment which will be reviewed by the Health and Safety Co-Ordinator for the workstation where they work. A 'user' is someone who is habitually employed to work on a computer and does so for more than an hour at a time more or less on a daily basis.. Such employees are also entitled to a free eye test, claim forms available from school office and payment for a basic set of glasses where they are required mainly for use with DSE.

### **3.1.3.2 Laptop Computers**

The school recognises that laptop computers and similar devices such as "tablets" are not designed to be used for extended periods. If staff are likely to spend extended time working on the laptop then the school will consider measures to reduce the possibility of 'repetitive strain' type injuries. A laptop is not designed to be used for extended periods but may end up being used this way. If staff are likely to spend extended lengths of time working on the laptop then consideration needs to be given to measures that will reduce the possibility of 'repetitive strain' type injuries. Specifically using a separate keyboard, setting the laptop up on a surface so the top of the screen is at eye level and sitting in a supportive seat are recommended.

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## **3.1.4 Consultation with Employees**

The school fulfils its legal duty to consult with employees on matters of health and safety by:

- Having H&S as a standard item on the agenda of all staff meetings.
- Where appointed, to consult with trade union accredited Safety Representatives in good time on all health and safety issues. Accredited Safety Representatives or recognised employee H&S representatives will be invited to become a member of the school's Staffing and Resources Committee.

## **3.1.5 Contractor Management on Site**

The school will ensure that any contractors on site are competent and will be approved to work on site before being allowed to commence work. They will be provided with information relating to hazards that may affect them and the relevant control measures in place within the school. Any contractors working on site will provide copies of their safe practice and will cooperate with the emergency procedures in place for the school.

There are two distinct types of contractors who will have access to site. These will be service contractors who regularly work on the site and building contractors who work on an 'as and when' basis.

## **3.1.6 Emergencies**

The school will put in place arrangements for crisis and emergency management to reduce the consequences of major hazards and risks and to action a recovery plan in the event of a serious incident or accident. School emergency procedures/plan, including contact details, will be accessible off-site and out of hours and are kept in the Disaster and Emergency Recovery Policy.

## **3.1.7 E-Safety**

The school has a separate policy for E-safety which outlines the permitted activities in relation to ICT, and required controls, security and assurance. A and a copy of this policy can be found on the VLEschool's website.

## **3.1.8 Fire Safety**

A fire risk assessment has been undertaken in line with the requirements of the Regulatory Reform (Fire Safety) Order and this identified the physical fire precautions in place, the measures to prevent fires starting and the measures to ensure everyone can escape from the building in the event of a fire. The fire risk assessment is reviewed annually. Fire orders based on the outcomes have been produced and these are as displayed.

### **3.1.8.1 Fire Drills**

Fire drills are required in order to familiarise persons with the systems in place. Fire drills are carried out a minimum of four times a year, twice in terms 1&2, once in terms 3&4 and once in terms 5&6. An evacuation caused by the accidental or malicious sounding of the fire alarms can count as one of the required fire drills. Planned fire drills may however be cancelled in the event of accidental/malicious sounding of the alarm in order to reduce disruption.

### **3.1.8.2 Fire Alarms**

The school has a modern fire alarm system incorporating detection and break points. The fire alarm is sounded at around 0730 on Monday each week to ensure that it is working and can be heard throughout the school.

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## **3.1.8.3 Fire Alarm Paging System**

A paging system has been installed on the fire alarm system in order to protect a disabled member of staff.

## **3.1.8.4 Fire Extinguishers**

Fire extinguishers are subject to an annual check by competent contractors and on a weekly basis the extinguishers are visually checked, by the caretaker, to ensure that they are in position and that the pins are in place.

**Note:** All staff are reminded aware that in the event of a fire the priority is to raise the alarm and ensure that everyone gets out of/evacuate the building, fire extinguishers are provided to aid escape if required but are not otherwise intended to be used.

## **3.1.9 Hazardous Substances**

The school recognises the requirement to assess hazardous substances either in use or created by school operations is a requirement of the Control of Substances Hazardous to Health (COSHH) Regulations. Hazardous substances are those identified as corrosive, irritant, toxic, harmful and any with a Workplace Exposure Limit (WEL), which will include dusts, e.g. pottery, wood etc. and biological hazards.

The school COSHH risk assessment is kept in the school office and summary information is kept where substances are stored/used.

## **3.1.10 Lone working**

**10.1** The school will identify lone working activities and lone workers. The risks to lone workers will be assessed and steps taken to avoid or control the risks where necessary. Lone workers will be fully involved in the risk assessment process. The school will take steps to ensure risks are removed where possible or put in place control measures.

### **3.1.103.1.11 Manual Handling**

All manual handling activities in the school will be identified and risk assessed in accordance with the Manual Handling Operations Regulations. The risk assessment will be recorded and reviewed regularly. Measures will be taken to avoid the need for employees to undertake those manual handling activities which involve a risk of being injured.

Where manual handling cannot be avoided the school will make every effort to provide appropriate mechanical assistance to make handling the load less likely to cause injury, and that where aids are supplied, employees will be trained in their use.

### **3.1.113.1.12 Medical Needs and First Aid**

#### **3.1.123.1.12.1 First Aid**

The school has a first aid risk assessment, which is reviewed annually and will implement the identified control measures. The control measures will include first aid equipment, trained first aiders, and information for employees on first-aid arrangements.

#### **3.1.12.2 Supporting Pupils with Medical Needs**

Pupils with medical conditions will be properly supported so that wherever possible they have full access to education, including school trips and physical education.

The governing body will ensure that school leaders consult health and social care professionals, pupils and parents, to make sure that the needs of pupils with medical conditions are effectively supported.

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## **3.1.12.13.1.12.3 Infectious Diseases**

The school follows the national guidance produced by Public Health England (PHE) '[Guidance on infection Control in Schools and other Child Care Settings](#)'. This is displayed in the office.

## **3.1.13 Noise**

The Noise at Work legislation regulations identify specific noise levels at which specified action is required and also a general duty to reduce noise levels. The school has undertaken a noise review in school has not identified any areas or activities as likely to exceed the action levels. If employees have any questions on noise levels they should initially speak to their line manager.

## **3.1.14 Plant and equipment**

The school will identify the maintenance, examination and testing requirements for all items of plant and equipment, LEV, pressure systems, gas appliances, lifting equipment and glazing safety on site and ensure the requirements are met to maintain a safe working environment. Faulty items will be taken out of use until they are repaired or replaced.

## **3.1.14.3.1.15 Risk Assessment**

The school recognises the need to complete, record and implement risk assessments for any significant risks arising from school activities. The school will ensure that the risk assessments are effectively communicated to those undertaking or affected by the activities, and that identified control measures are put in place. The school will ensure employees completing the risk assessments are competent to do so.

There is a generic school risk assessment which covers the main hazards associated with the operation of the school whilst schemes of work contain safe practice relating to teaching activities.

The school has a Health and Safety Risk Profile which identifies compliance issues and priorities for action. Where supplemental risk assessments are required they will be specific to an activity, added to more general assessments, e.g. COSHH, Manual Handling etc. or will be pupil specific.

## **3.1.15.3.1.16 Safeguarding**

The school has a separate policy dealing with the safeguarding of children and young people and a designated officer has been appointed. All employees need to be aware of the policy, a copy of which is kept in the office/on the VLE on the school's website.

## **3.1.16.3.1.17 School Trips and Off Site Visits**

The school undertakes a variety of off-site visits and management arrangements are described in the schools Educational Visits and Activities Policy. The school recognises that duties under the Health and Safety at Work etc. Act 1974 apply to the risk management of school trips, and that the employer has the overall legal responsibility and accountability for the health, safety and welfare for the school staff, and for the health and safety of pupils, visitors and volunteers. The school has appointed a competent [Educational Visits Coordinator (EVC)] to oversee the safety management of off-site visits, and uses the resources of the Outdoor Education Advisers Panel (OEAP) for supporting advice and information. The school undertakes a mix of school trips in line with its approved school trips procedures which are on the VLE. All local trips are to be approved by the Head Teacher, these are short duration trips, inter school activities or local trips, e.g. to library. Any trip away from site overnight must be approved by the Head Teacher and Chair of Governors and must be notified

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to the Council using the Residential School trips form. Notification is required a minimum of two weeks in advance of the trip.

Where the off-site visit involves an "adventure activity" (climbing, trekking, caving, water sports) in the UK the school will ensure that the provider is licensed by the Adventure Activities Licensing Authority (AALA). The school will also, where appropriate, use providers with the Council for Learning Outside the Classroom (LOtC) Quality Badge which recognises providers who offer good quality learning outside the classroom and manage risk effectively.

## **3.1.173.1.18 Security**

There is a security risk assessment for the school site which is regularly reviewed and updated, particularly following any security incidents. The control measures identified on the security risk assessment will be implemented and checked for effectiveness. Management of school security is overseen by Health and Safety Co-Ordinator. has been risk assessed against the following criteria, Security of Boundary, Security of Buildings, Security of Property, Security of personnel and belongings and security issues relating to pupils. If employees have any questions on Security they should initially speak to their line manager.

## **3.1.19 Slips and Trips**

The school recognises that slips, trips and falls are a significant cause of accidents. All school staff have a responsibility to ensure they are vigilant and report or remove possible slip and trip hazards.

The school will ensure that there is an effective reporting procedure in place so that identified hazards are resolved promptly by a designated individual.

## **3.1.20 Training of Staff in Health and Safety**

### **3.1.17.13.1.20.1 Competency**

The school will ensure that all employees are competent to perform their roles. Competence is the combination of training, skills, experience and knowledge that a person has and their ability to perform a task safely. If competence falls short of requirements identified in a role profile then the employee will be provided with appropriate information, instruction, training and supervision to enable them to achieve the required level of competency.

### **3.1.17.23.1.20.2 Induction**

All new staff will be provided with information on health and safety and be given H&S induction training by their line manager including access to this policy. A record of induction training will be kept. All staff will, when they first start at school, be provided with information on health and safety, including being told where to access this policy and that it contains specific information to them on health and safety. Staff will also be provided with a general induction checklist which they will need to complete during their first year and each area will supplement as appropriate.

### **3.1.20.3 Risk Assessment**

All staff with H&S risk assessment responsibilities will be suitably trained in how to complete, implement and review H&S risk assessments.

## **3.1.183.1.21 Transporting Pupils**

### **3.1.18.13.1.21.1 Use of Employees Vehicles**

Employees can transport pupils/equipment in their own cars or drive to other venues during the working day. Employees who use their own cars must confirm that their

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insurance policy covers them for this purpose and need to hold Business Class insurance for the vehicle they use.

## **3.1.18.23.1.21.2 Use of Minibus**

Employees who hold an up to date Minibus Driver Assessment Scheme (MIDAS) Certificate approved by the school are allowed to drive a minibus if one is hired. All minibus hire must be undertaken by a reputable company and comprehensive insurance is arranged.

## **3.1.18.33.1.21.3 Use of Professional Transport**

The school will check that transport and driver are hired in from a reputable source before employing their services for school trips etc.

## **3.1.18.43.1.21.4 Parents Transport**

If needing to use this option the parent(s)/guardian(s) of the pupils are advised of the venue and time of activity and that their son(s)/daughter(s)/ward(s) are required to be there at that time.

## **3.1.21.5 Insurance**

The school will ensure that appropriate insurance arrangements are in place for transporting students where that has been organised by the school.

## **3.1.22 Vehicle Movement On-Site**

The school will identify and risk assess on-site vehicle movements and put in place a traffic management plan to manage the risks in line with current workplace transport guidance e.g. segregation, marking and lighting. The plan will consider all aspects of on-site vehicle movements which may affect the safety of staff, pupils and visitors. Any arrangements in place will be effectively communicated and clear signage put in place where required. The school will consider as part of the risk assessment vehicle movements occurring immediately outside the school premises which may be associated with school activities, such as staff arriving and leaving work, school buses delivering pupils and delivery vehicles. The implementation of identified control measures will be overseen by the H&S Co-Ordinator.

## **3.1.23 Violence to staff**

The school will ensure there are procedures in place to inform staff on how to minimise risk from assault. It will be clear what line managers must do in instances where they or the staff they manage have been threatened with, or experience, violent assault or intimidating behaviour in the course of, or as a consequence of, their duties. The procedures will include:

- How to identify threats to employees at an early stage.
- The process for effective risk assessment of violence and aggression.
- The implementation of required control measures.
- Training and support considerations.

## **3.1.193.1.24 Wellbeing - Occupational Health Services and Managing Stress**

The wellbeing of employees is seen as an integral part of the schools H&S responsibilities. The Governing Body and Headteacher have statutory obligations under a duty of care but also wish to promote an ethos of mutual respect and support across the employees team as a whole workforce.

All employees have the right to a reasonable work life balance and to expect appropriate support or intervention when they experience health or personal difficulties. Employees are encouraged to raise any concerns with the Headteacher

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or line manager but also have access to a confidential counselling service. Sickness absence or health concerns will be dealt with under the schools absence policy

Occupational health services are available through Cordell Health. The Governing body endorses the principals set out in the HSE's Management Standards as a framework to support employees wellbeing

## **3.1.203.1.25 Work at Height**

The school recognises the hazardous nature of work at height activities and the requirement of the Work at Height Regulations to identify and risk assess school work at height activities. The risk assessment must be recorded and identified control measures put in place. Work at height legislation identifies work at height as any work where someone or something can fall a distance likely to cause injury. This will include putting up displays if not able to stand on the ground to do so, accessing high level storage and any work where access equipment is needed, e.g. step ladder, ladders, scaffolds. Most employees will therefore undertake an element of work at height and any frequent operations and any involving use of equipment must be covered by a written work at height assessment. Within school the following written assessments are in place.

### **3.1.25.1 Regular Operations**

A summary of the regular operations undertaken has been produced which indicates what the work at height is, the frequency with which it is carried out and whether viewed as a high, medium or low risk. All employees must make themselves aware of this list and follow the procedures indicated.

### **3.1.20.13.1.25.2 Specialist Operations**

These are where specific high level access equipment is to be used and where additional information will be required. This will include use of access scaffolding and any specialist ladders.

## **3.1.26 Workplace Safety**

The school is committed to achieving and maintaining the highest possible standards of health, safety and welfare for all employees, pupils and young people, their families and other persons affected by our activities. A key part of this is the provision of a safe workplace – the school will ensure that workplace standards are safe and compliant including a workplace inspection programme and prompt resolution of reported safety issues and defects.

A water safety monitoring and management programme is in place. An assessment has been completed on the hot and cold water systems and measures have been introduced to manage the risk of legionnaire's disease.

The schools fixed electrical installation is inspected and certified by a competent contractor every 5 years in accordance with industry best practice.

Portable electrical equipment is to be visually checked by staff before use, i.e. check equipment and plug undamaged and that wire is not worn or loose entering equipment or plug and if any defects are noted the item is to be put out of use. In addition portable electrical equipment will be tested by a competent person periodically as risk assessed in line with HSE guidelines (see Appendix A for the school's Portable Appliance Testing Schedule).

### **3.1.20.23.1.26.1 Personal and Privately Owned Portable Appliances**

Only in exceptional circumstances should personal items of electrical equipment be brought into school. This must be arranged by prior agreement of the H&S Co-Ordinator or Head Teacher and the equipment must be presented to the H&S Co-

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Ordinator for inspection prior to use. All personal items of electrical equipment must be PATS tested in accordance with Section 3.1.26 above.

## **3.2 Specific Arrangements**

### **3.2.1 Art**

The main hazards for art activities involve the substances used, and the school will include them in the school's hazardous substances risk assessment where appropriate. Substances selected, particularly solvents and adhesives, will be suitable for intended use and age of pupils, particular attention should be given to the type of adhesives and solvents used. Pupils will be provided with protective aprons etc. to prevent damage to clothing where necessary. The guidance available from [CLEAPSS](#) will be followed. The hazards associated with this practice are the creation of dust and damage to clothing. The hazards associated with substances are addressed by only using water-based paints and glues.

### **3.2.2 Food Activities**

The school has risk assessed the hazards associated with food activities including use of hot items, electrical appliances, cleanliness, food contamination/allergies, use of sharp objects, and emergency arrangements for fire and first aid. The school will ensure that identified control measures are in place, and follow the guidance available from the Association for Science Education (ASE) as described in their "Be Safe" publications. The following hazards have been identified with this activity.

(a) Burns, scalds etc. from use of hot water/oven/dishes/food.

(b) Electric shock relating to the use of electric equipment.

Fire associated with burning food or faulty equipment.

(c) Cross contamination of food leading to food poisoning.

(c) Slips trips or falls due to spillages/obstructions on floors/uneven surfaces.

(c) Cuts through use of knives and other equipment, i.e. graters.

These are controlled by the following.

### **3.2.3 Play Equipment**

All play equipment provided by the school is subject to an ongoing inspection and maintenance programme to ensure that it is fit for purpose. If condition checks indicate defects then the equipment may be taken out of use while repaired or, if beyond economic repair, removed. Accidents and incidents relating to play equipment will be monitored and, if the use of a particular item of play equipment is linked to repeated accidents then its suitability will be reviewed.

### **3.2.4 Pottery**

The school has risk assessed the hazards associated with pottery activities including creation of dust and surface cross contamination. The school will ensure that identified control measures are in place and follow the guidance available from [CLEAPSS](#).

### **3.2.5 Science**

The school has risk assessed the hazards associated with science activities using the guidance from [CLEAPSS](#) and [ASE](#) as described in the publication "Be Safe". The school will ensure that identified control measures are in place.

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## **3.2.6 Sport and PE**

The school has risk assessed the hazards associated with sport and PE activities and follows the guidance contained in "Safe Practice in Physical Education" produced by the Association for Physical Education (AfPE). Sports equipment is inspected and maintained annually by a competent contractor.

## **3.2.7 Swimming**

The school has risk assessed the hazards associated with swimming and follows the guidance contained in "Safe Practice in Physical Education" produced by the Association for Physical Education (AfPE). The school will ensure that identified control measures are in place. The hazards associated with this practice are the potential for drowning and slips/falls associated with wet surrounds to pools.

## **3.2.8 Technology**

The school follows the guidance for safe practice in technology contained in "Make It Safe" produced by the National Association of Advisers and Inspectors in Design and Technology (NAAIDT), and guidance available via [CLEAPSS](#).

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## APPENDIX A PORTABLE APPLIANCE TESTING SCHEDULE

The portable electrical equipment is subject to the suggested intervals for checking portable electrical equipment in line with guidance from the Health and Safety Executive:

Equipment	Environment	User Checks	Formal Visual Inspection	Combined Inspection and Testing
Battery-operated: (less than 40 volts) Christmas Lights	Low risk school environment.	No	No	No
Extra low voltage: (less than 50 volts AC): Telephone equipment, low-voltage desk-lights	Low risk school environment.	No	No	No
Desktop computers, VDU screens	Low risk school environment.	No	Yes, 2-4 Years	No if double insulated, otherwise up to 5 years
Photocopiers, fax machines: not hand held, rarely moved.	Low risk school environment.	No	Yes, 2-4 Years	No if double insulated, otherwise up to 5 years
Double insulated <input type="checkbox"/> Class II equipment: not hand held, moved occasionally, e.g. fans, table lamps	Low risk school environment.	No	Yes, 2-4 Years	No
Double insulated <input type="checkbox"/> Class II equipment: hand held, e.g. floor cleaners and some kitchen equipment,	Low risk school environment.	Yes	Yes, 6 months-1 Year	No
Earthed equipment (Class I): Electric kettles, some floor cleaners, some kitchen equipment, and power tools	Medium risk school environment.	Yes	Yes, 6 months-1 Year	Yes, 1-2 Years
Cables (leads and plugs connected to the above) and mains voltage extension leads and battery-charging equipment	Low risk school environment.	Yes	Yes, 6 months-4 years, depending on the type of equipment it is connected to	Yes, 1-5 years depending on the type of equipment it is connected to

### Notes:

- Class II equipment is marked with an  . If this symbol is not visible, we assume that the item is a Class I appliance and carry out a portable appliance test.
- Cables, leads and plugs connected to Class II equipment will be maintained as part of that equipment. Cables, leads and plugs not dedicated to an item of equipment should be maintained as individual items as appropriate.

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- If electrical equipment is grouped together for testing at the same time, we will use the shortest testing interval in the group rather than the longest. Alternatively, it may be appropriate for us to group your electrical equipment by testing interval.

The school has therefore organised PATS testing as follows:

Annually      All electrical kitchen equipment, floor cleaners and power tools.

Bi-Annually    All electrical equipment.