

# **BROAD CHALKE CE VA PRIMARY SCHOOL**

## **HEALTH & SAFETY POLICY 2019**

**Mission Statement: With the love of God, we learn, care, grow and share**

### **1.0 STATEMENT OF INTENT**

- 1.1 The aim of the Governing Body (GB) is to provide a safe and healthy working and learning environment for staff, pupils and visitors.
- 1.2 The GB accepts that it has a responsibility to take all reasonably practicable steps to secure the health of pupils, staff and others using the school premises or participating in school-sponsored activities.
- 1.3 The GB believes 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 its pupils.
- 1.4 The GB will take all reasonable steps to identify hazards and reduce them to a minimum. All staff and pupils must appreciate, however, that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.
- 1.5 The nominated Governor for Health and Safety is Tim King.

### **2.0 THE DUTIES OF THE GOVERNING BODY (GB)**

- 2.1 In the discharge of its duty the GB, in consultation with the Headteacher, will:
  - (i) Make itself familiar with the Local Authority's Health, Safety and Welfare Policy and the advice and guidance provided by the LA;
  - (ii) Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school;
  - (iii) Periodically assess the effectiveness of this policy in accordance with current HSE legislation and ensure that any necessary revisions are made;
  - (iv) Establish an effective health and safety management structure within the school, as identified below, which will identify and evaluate all risks relating to:
    - The premises - this will be carried out by a nominated governor, currently Tim King and be monitored by the Finance and Premises committee
    - School activities - these will be carried out by the Headteacher or in the case of class trips the class teacher
    - School-sponsored events - these will be carried out by the Headteacher and a nominated member of the FOBS committee
  - (v) Identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others (roles as outlined above).
- 2.2 In particular the GB undertakes to provide:
  - (i) A safe place for staff & pupils to work including safe means of entry and exit;
  - (ii) Equipment and systems of work which are safe;
  - (iii) Safe arrangements for the handling, storage and transport of articles and substances;
  - (iv) 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

- (v) 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 GB will ensure, within the financial resources available, that such training is provided. Pupils will receive such training as considered appropriate to the school-related activities which they are carrying out. All training will be regularly updated;
- (vi) Necessary safety and protective equipment and clothing together with information on its use;
- (vii) Adequate welfare facilities and to monitor the wellbeing of staff through informal discussion between staff and governors at least annually.

2.3 So far as is reasonably practicable the GB, 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:

- (i) This policy;
- (ii) All other relevant health and safety matters;
- (iii) 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.

2.4 The main means of communication will be through staff meetings with both teaching and support staff. Risk assessments will be copied to the relevant people and stored in the school office.

### **3.0 THE DUTIES OF THE HEADTEACHER**

3.1 As well as the general duties which all members of staff have (see 5.0), 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 senior members of staff, teachers and others as appropriate.

3.2 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.

3.3 In particular, the Headteacher will, on a day-to-day basis, be responsible to:

- (i) Ensure, at all times, the health, safety and welfare of staff, pupils and others using the school premises, facilities or services, or attending or taking part in school-sponsored activities;
- (ii) Ensure safe working conditions of the school premises and facilities by inspection of the school site and property for any unsafe conditions;
- (iii) Ensure safe working practices and procedures throughout the school so that there are control measures for all identified risks;
- (iv) Arrange systems of risk assessment to allow the prompt identification of potential hazards and, where appropriate, ensure that the GB and the LA are made aware of the findings;
- (v) 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;
- (vi) Ensure that any defects in the premises, its equipment and 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 and that relevant people are informed of the risk;
  - (vii) Collate accident and incident information and, when necessary, carry out accident and incident investigations;
  - (viii) Monitor the standards of health and safety throughout the school, including all school-based activities;
  - (ix) Monitor the management structure, in consultation with the Governors;
  - (x) Make arrangements that all staff receive this policy and consult with members of staff, including Trade Union safety representatives, on health and safety issues;
  - (xi) Encourage staff, pupils and others to promote health and safety;
  - (xii) Have and practise emergency and contingency plans.

#### **4.0 THE DUTIES OF SUPERVISORY STAFF**

4.1 In addition to the general duties which all members of staff have (see 5.0), 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 areas of responsibility.

4.2 As part of their day-to-day responsibilities they will ensure that:

- (i) Safe methods of working exist and are implemented throughout their area of responsibility;
- (ii) Health and safety regulations, rules, procedures and codes of practice are applied effectively;
- (iii) Staff, pupils and others under their jurisdiction are instructed in safe working practices;
- (iv) New employees working within their area are given instruction in safe working practices;
- (v) Risk assessments are conducted in their area of responsibility as required by the Headteacher or as necessary;
- (vi) Regular safety inspections are made of their area of responsibility as required by the Headteacher or as necessary;
- (vii) Positive corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others;
- (viii) All machinery and equipment in the department in which they work is adequately guarded, in safe working order and restricted to authorised persons only;
- (ix) Appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available;
- (x) Hazardous and highly flammable substances in the department in which they work are correctly stored and labeled, and exposure is minimised;
- (xi) 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;
- (xii) All health and safety information is communicated to the relevant persons;
- (xiii) They report any health and safety concerns to the Headteacher.

## **5.0 THE DUTIES OF ALL MEMBERS OF STAFF**

- 5.1 All staff are expected to familiarise themselves with the health and safety aspects of their work.
- 5.2 All staff have a responsibility to:
- (i) 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;
  - (ii) Follow agreed working practices and safety procedures;
  - (iii) Report any accident, near miss, incidents of violence including abuse, or any hazard;
  - (iv) Ensure health and safety equipment is not misused or interfered with.

## **6.0 HIRERS, CONTRACTORS AND OTHERS**

- 6.1 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 requirements are met at all times.
- 6.2 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 paragraph 3.0 of this document.
- 6.3 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.
- 6.4 When the premises are hired to persons outside the employ of the GB, 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 GB and that they will not, without the prior consent of the GB:
- (i) Introduce equipment for use on the school premises;
  - (ii) Alter fixed installations;
  - (iii) Remove fire and safety notices or equipment;
  - (iv) Take any action that may create hazards for persons using the premises or the staff or pupils of the school.
- 6.5 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 1974 and must pay due regard to the safety of all persons using the premises.
- 6.6 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.
- 6.7 The GB 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 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare.

## **7.0 STAFF CONSULTATIVE ARRANGEMENTS**

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

## **8.0 EMERGENCY PLANS**

- 8.1 The Headteacher will ensure that an emergency plan and evacuation procedure 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:
- (i) Save life;
  - (ii) Prevent injury;
  - (iii) Minimise loss.
- 8.2 The plan will be agreed by the GB and be regularly rehearsed by staff and pupils. The result of all such rehearsals will form part of the regular risk assessment survey and the outcome will be reported to the GB. The Headteacher and SBM have produced a Business Continuity Management Plan to outline procedures for dealing with a critical incident.

## **9.0 RISK ASSESSMENTS**

- 9.1 Risk assessments for the premises will be carried out using the RA1 - 7 forms with RA 0.
- 9.2 Risk assessments are also carried out by the Headteacher using the online forms from [www.wcc.emanate.co.uk](http://www.wcc.emanate.co.uk)
- 9.3 Risk assessments for the school trips or school sponsored events will be carried out using the school's own format for risk assessments and residential visits and swimming will be risk assessed using EVOLVE, the LA system.
- 9.4 The school does not risk assess every curriculum activity only those which are unusual or where there could be an element of danger if the activity is not adequately supervised.
- 9.5 The person who completes the risk assessment for a trip or event must give it to the Headteacher to be signed. After the event the person who wrote the risk assessment must evaluate. If all risks have been managed effectively, a simple smiley face will be the evaluation. If there was an incident this needs to be noted on the RA after the event to inform future planning to minimise the risk.

## **10.0 FIRST AID/ MEDICINES**

- 10.1 The arrangements for first aid provision will be adequate to cope with all foreseeable major incidents. We have a number of nominated First Aiders plus other staff who are also First Aid trained to ensure adequate provision. We ensure training is kept up to date.
- 10.2 Supplies of first aid materials will be held at various locations throughout the school. These locations will be determined by the Headteacher. They will be prominently marked and all staff will be advised of their position. The materials will be regularly checked and replenished if necessary by the nominated First Aider for the workplace (Mrs. C Lott). We store various other first aid materials (e.g. for asthma, nut allergies and diabetes) for children as needed in the First Aid Room or in the classroom if they are needed on a daily basis. If medicines are stored in the classroom, in order to make them immediately accessible to adults, they will be out of the reach of pupils.
- 10.3 Adequate and appropriate first aid provision will form part of the arrangements for all out-of-school activities
- 10.4 A record will be made of each occasion any member of staff, pupil or other person receives first aid treatment either on the school premises or as part of a school-related activity.

- 10.5 It is preferred that medication for children is not brought into school. However, if this is unavoidable and a child needs medication in school time, parents should speak to the individual class teacher and will be asked to fill in a medication form. If the request is considered inappropriate, the matter will be discussed with the parents. Medication will be given to pupils when a Health Care Plan has identified any such requirements and staff have received the relevant training. Records are kept of any medication given by staff e.g. asthma. If medication is needed to be given during the school day then parents/ carers are permitted onto the school site to dispense it themselves.
- 10.6 Personal information about health care needs is only displayed in staff areas with parental permission and on the understanding that other visitors granted access to these areas may also see this information.

## **11.0 MONITORING/ INSPECTIONS**

- 11.1 All members of staff have a responsibility to monitor and report on any Health and Safety issues.
- 11.2 The Finance and Premises (F&P) committee will undertake annual monitoring visits and minute any issues. They will also complete an annual inspection using the checklists in the Health and Safety file.
- 11.3 A nominated governor for Health and Safety will undertake annual risk assessments and an inspection of the school site.
- 11.4 The Headteacher will bring Health and Safety issues to the attention of the F&P Committee and ensure that they are dealt with promptly.

## **12.0 REVIEW**

- 12.1 The GB will review this policy statement annually and update, modify or amend it as it considers necessary to ensure the health, safety and welfare of staff and pupils.

## **13.0 SPECIFIC ADVICE AND GUIDANCE**

- 13.1 The advice and guidance which makes up the remainder of the school policy is contained in the Wiltshire County Council School Health and Safety Manual. Whenever required, the GB, Headteacher and other staff are to seek advice from the LA, the Council's corporate occupational health and safety service or other competent persons to ensure that the most current and relevant information is used in carrying out this policy.
- 13.2 Please see Appendix 1 for written procedures for a variety of Health and Safety arrangements in place to deal with particular risks and situations particular to this school. These procedures give instructions as to how staff should carry out duties or activities and clearly state who is responsible for doing what in normal circumstances.
- 13.3 Please see Appendix 2 for a written list of safety checks, particular to this school, stating who carries out what and how often.

Ratified by FGB: Spring 2013  
Reviewed: Spring 2014, 2015, 2016, 2017, 2018, 2019  
Date of next Review: Spring 2020

# **BROAD CHALKE CE VA PRIMARY SCHOOL**

## **HEALTH & SAFETY POLICY APPENDIX 1**

### **Fire and other emergency evacuations**

When staff hear the fire alarm, teachers lead the children out to the playground using the nearest fire exit. Ensure that the exit is calm and quiet. Teaching assistants will check girls' and boys' toilets. All teaching assistants will close doors and windows if possible. Vulnerable adults and children will have individual evacuation plans. Mrs Chalk will normally bring the registers and visitors book but Mrs Brockway will bring them in her absence. The Headteacher will bring a mobile telephone. Teachers will check that all pupils are present. If there is not a teaching assistant for each class and the toilets have not been checked and a pupil is not accounted for, the Headteacher will check the toilets providing it is considered safe to do so. In the event of a real fire the Headteacher or person in charge would ring the emergency services and another member of staff would alert the Chalke Valley Playschool and they would follow their own procedures.. The safety of children and adults takes precedence over everything else. However, in some instances there may be an opportunity to tackle a small fire with the nearest extinguisher. Therefore, staff will receive fire safety training in the form of a PowerPoint / handout and familiarise themselves with the whereabouts of the fire extinguishers. There are 2 types of extinguisher:-

1. Containing WATER (usually RED) for paper fires – NEVER put water on burning oil or an electrical fire.
2. Containing CO2 (usually BLACK) for electrical fires.

In the event of a total evacuation the staff will lead the children off the site and take the children to All Saint's Church, Broad Chalke.

When at an assembly point wait for instructions from the Headteacher.

No one must re-enter the building until permission is given by the Headteacher, in the case of a drill, and the Senior Fire Officer, in the case of an actual fire.

The procedure to follow on discovering a fire:-

1. Sound Alarm
2. Evacuate building
3. Call Fire Brigade
4. Assemble in Playground
5. Roll call
6. Tackle Fire (only if appropriate)
7. Only re-enter building when told to do so by Senior Fire Officer

The log book for the recording of practice and evacuation drills is available in the main office, and fire drills will be carried out at least 3 times per year.

### **Smoking**

Broad Chalke School, including the grounds, is a non-smoking environment.

### **Maintenance**

The caretaker / cleaner in charge is responsible for small routine maintenance jobs. Staff write down any jobs which need doing in the caretaker / cleaner in charge's maintenance book.

### **Organising outdoor activities**

Staff organising outdoor activities must always consider toilet facilities, first aid and medical requirements, the presence of a trained first aider, appropriate clothing for rain, cold or sun. Where possible shade and water should be available in summer. The activities should be

risk assessed and an appropriate adult to child ratio ensured. FS – 1:5, KS1-Y3 – 1:6, Y4 – Y6 – 1:10.

### **Unexpected loss of utilities**

The school has several trip panels around the school for different zones. In the event of loss of power to a particular zone these should be checked first. In the case of total loss of electric power the SBM or Headteacher will first check the trip switches located in the locked boiler room. If resetting the trip does not restore power, then the next step will be to contact British Gas (0845 0728749) to report the fault and ascertain the expected time of reconnection. If reconnection does not seem likely and there is more than half a day left at school the Headteacher will consider closing the school if necessary, and contacting all parents to collect their children.

In the case of loss of heating due to a problem with Calor gas, the SBM or Headteacher will first check the boiler controls. If gas heating cannot be re-instated, then a decision will need to be taken by the Headteacher about whether the school will need to close.

In the case of loss of water the SBM or the Headteacher will contact Wessex Water to ascertain what the problem is and ascertain the expected time of reconnection. If reconnection does not seem likely and there is more than half a day left at school, the Headteacher will consider closing the school if necessary, and contacting all parents to collect their children.

In the case of loss of sanitation through blocked drains, the SBM or Headteacher will contact drain services to ascertain what the problem is and ascertain the expected time of resumed service. If a resolution to the problem does not seem likely, children and staff will be instructed to only flush the toilet if absolutely necessary.

### **Site Security**

All teaching staff are issued with keys and access codes by the SBM and they may access the site at any time. The first person to enter the school will need to disable the burglar alarm. All support staff are issued with the access code but are asked not to use this within sight of pupils. Once the pupils are in school the main door will be locked. The gates closest to the main school door should be closed at all times and only opened at the beginning and the end of the school day. Pupils are under strict instructions not to answer the door to anyone, even people they know, but to fetch an adult to answer the door. During the school day classroom doors must be kept locked unless a member of staff is supervising pupils in the room or for access for break times. All visitors must sign the visitors' book in the entrance. At the end of the day the doors must be closed to maintain the security of the school site and the staff.

- At 8:00am pupils attending 'Earlybirds' may enter the school building at the rear and are signed in as under the care of 'Earlybirds' staff to be supervised in the hall or library.
- At 8:25am bus children will be met outside by Carolyn White, led into school and supervised in the central area.
- At 8:50am two members of staff on the rota will be on duty in the playground and one on the main gate to supervise pupils. No pupils should be in school before this time unless there is a specific arrangement. If it is wet, pupils will be let into school via the side door next to the Library at 8:50am and go to their classrooms.
- The normal time for pupils to line up in the playground is 8:55am unless it is wet. The children enter the school via their class doors except for class 3 & 4, who will enter via the rear door by the hall.



- Pupils arriving after 9:00am will need to enter via the main front door and report to reception, they will be signed in as late if the teacher has already taken the register (by approximately 9.10am).
- If a pupil arrives after 9:30am and the parents have not telephoned in advance to notify the school of a late arrival the pupil will be marked as an unauthorised absence. Pupils will need to enter via the main front door and report to reception to be signed in.
- If pupils need to leave school during the school day for any reason they need to be signed out via the school office.
- 3:15pm is the end of the school day. Bus children will line up at the main front door and side door and will be supervised by Teaching Assistants. Parents are expected to wait in the school playground to collect their children. All pupils will leave via their classroom doors except for class 3 & 4 who will leave via the rear door by the hall. Staff will ensure that every child is collected by their parent or another named adult, children who are not collected will be brought back into the school building and the parent will be contact by telephone.
- Any pupils attending after school clubs are the responsibility of the adult running the club who must ensure that pupils are collected safely. For clubs which take place in the hall, parents are asked to collect from the playground, as children will leave via the rear door by the hall.

### **Door codes**

The caretaker / cleaner in charge will regularly change the door access codes and the SBM will inform the staff. Door access codes are given to a small number of trusted adults who need access to the school. Everybody who has been given access codes must keep them confidential and ensure that they cover the panel when entering codes to ensure the security of the building and the safety of the children.

### **Display screen equipment**

Office staff will complete the display screen equipment training CD supplied by the LA and will adjust their working environment as necessary.

### **Doors**

Internal doors capable of trapping fingers are fitted with finger shields in all areas accessible to pupils.

### **Lone working**

Staff should not ideally be left working alone. However this is sometimes unavoidable so staff should let someone else know where they are and what time they should be expected home. The last but one person to leave the building should let the last person know that they will be alone.

### **Alarm Call outs**

If the fire or intruder alarm goes off out of school hours a call will go through to our School Business manager first, then to our caretaker / cleaner in charge then to premises governor Keith Hitchings then to the Headteacher. No member of staff should investigate this without first letting someone else know. No member of staff should investigate on their own. Premises governor Keith Hitchings will accompany the member of staff if necessary. Staff will be paid over-time for dealing with call outs.

### **Close Down Procedures**

Each teacher is responsible for ensuring that computers and lights are switched off and windows and doors are closed in their own classrooms. The last person to leave the

building must first check that all lights are off then check that all doors are closed as this affects the burglar alarm.

The caretaker / cleaner in charge is responsible for checking the security of all windows and doors in all communal areas and classrooms. They will check that all blinds are pulled down as this is also a security measure. All cleaning materials and equipment must be put away. The last person to leave and set the burglar alarm will normally be the caretaker / cleaner in charge but could also be a teacher or the SBM.

### **Reporting on accidents, incidents, hazards and near misses**

Any accidents are recorded in the statutory incident book BI 510 and reports sent to the HSE if appropriate. A record is kept of any incidents, hazards or near misses and actions are taken as a result of any such incident in order to minimise the risk.

### **Use of dangerous tools, equipment and machinery**

Any tool can be dangerous if it is used inappropriately. Staff and pupils must use tools, equipment and machinery safely at all times. Power tools are only used by the caretaker / cleaner in charge, tradesmen or competent handymen. All tools must be kept under close supervision and out of the reach of pupils at all times.

### **Use of or exposure to any hazardous substance or materials**

Most cleaning materials which are used by our cleaning staff are not hazardous substances except for bleach, lime scale remover, combi oven cleaner tablets and dishwasher tablets. All cleaning products are kept in areas inaccessible to pupils. COSHH data sheets are held in the school office. If a teacher uses an aerosol fixative for art work this should be done in a well-ventilated room away from pupils. If a member of staff needs to use cleaning materials, they must wear gloves and use the mop and bucket kept in the disabled toilet for the clearing up of any bodily fluids. Bodily fluids must then be disposed of using the bodily fluids kit and flushed away or placed in the sanitary containers in the staff / girls' toilets.

### **Taking the children to Church or walking through the village or using the field**

When the pupils are taken to church there should be an adult at the front and the back of each class. All pupils must be in pairs and be reminded to walk not run. Pupils should be given the opportunity to go to the toilet before we leave school. Teachers and teaching assistants must take all equipment for children with medical needs with them e.g., inhalers, epi-pens. The adult leading the children should stop several times to allow the line to catch up and stay together. Particular care should be taken at junctions because of traffic and at the church gate. The field should be checked to ensure it is safe and not too muddy and therefore slippery.

### **PE**

Earrings must be removed or covered in tape if they cannot be removed. Watches must be removed. All children must wear PE kit which is fit for purpose in order to participate in PE lessons. PE activities will be covered by a general risk assessment and all members of staff who teach PE will be made aware of this and the need to be aware of health and safety at all times.

### **Staff well-being**

The Governors and Headteacher take seriously their responsibility towards staff wellbeing. Please refer to the Staff well-being policy. Any incidents of violence or aggression towards staff are unacceptable and must be referred to the Headteacher or in the case of the Headteacher being victim of violence or aggression this should be referred to the Chair of Governors and appropriate action will be taken.

### **Access to any height liable to cause injury**

Safety-steps, kick stools or stepladders must always be used if staff are working at height. If scaffold is required e.g. to change the electric light tubes in the hall or central area, then this must only be erected and used by trained people.

### **Use of contractors**

Contractors for major contract/ construction work are selected on the basis of their inclusion in the Diocesan/LA approved list or through the schools own prior experience and knowledge of the contractor. Pre-tender quotes are taken along with health and safety method statements. The work of the contractor is regularly monitored for compliance with health and safety standards while the work is in progress and after completion.

The school checks to ensure that contractors hold the necessary levels of insurance (£5 million public liability) and provides contractors with relevant health and safety information e.g. incident reporting procedures, first aid provision, fire and other emergency procedures, lesson break times, access needs, security provision, vehicle movement, deliveries, parking arrangements, welfare and toilet facilities, eating and drinking facilities, storage, removal and transport of waste.

### **Out of hours use of school building and facilities**

The governors have a lettings policy which outlines the procedures. The caretaker / cleaner in charge will ensure that offices are locked if the building is open to the public.

### **High risk activities associated with the curriculum**

Any high risk activity associated with the curriculum must be subject to a written risk assessment which outlines the risks and the control measures. This will be completed by the member of staff leading the activity and must be authorised by the Headteacher.

### **High risk activities associated with school sponsored events or public performances**

Any high risk activity associated with school sponsored events must be subject to a written risk assessment which outlines the risks and the control measures. This will be completed by the Headteacher or a nominated member of FOBS.

### **Use of personal electrical equipment**

Staff are permitted to bring in personal electrical equipment but it must be subject to a visual check for safety.

### **Personal use of school equipment**

School equipment is not permitted for personal use without the prior agreement of the Headteacher. Most teachers have laptops or iPads which they are permitted to use at home for work activities.

### **Personal food preparation facilities**

Members of staff are permitted to use the kettle, toaster, sandwich toaster and microwave but should not use the oven for personal food preparation without the prior agreement of the Headteacher.

### **Traffic movements on site**

The school has a generous amount of parking available. Parents are regularly reminded to drive responsibly and park considerately. Parking is not allowed on pavements, verges and the roundabout. If no car parking spaces are available, parents are asked to drive out and not wait as this leads to a grid lock and a risk to pedestrians walking between parked cars. The bus bay can be used as a drop off point in the morning. However, cars must not park in the bus bay between 3:00 and 3:30pm.

### **Use of private vehicles for work purposes**

When members of staff use their vehicles to travel to and from work this does not constitute a work activity. But using the car to travel to another place, which the employer requires them to be, would fall into this definition. For example, collecting supplies, attending training or transporting pupils. In this case the employee should have business car insurance. The Headteacher will make sure that this is communicated to all members of staff.

### **Dogs on site**

Dogs are not permitted on the school site (this includes the area of the school car park).

### **Storage and collection of waste**

The caretaker / cleaner in charge, cleaners and kitchen staff collect general waste and recyclable materials daily and store these in the fenced waste storage area. The caretaker / cleaner in charge is responsible for putting the bins out for collection.

### **Volunteer helpers**

All volunteer helpers are given a code of conduct and it is the responsibility of the class teacher to explain duties, responsibilities and restrictions.

### **Work experience**

All work experience placements are granted at the discretion of the Headteacher and are subject to a risk assessment. Students are given a health and safety briefing on day one.

### **Children of staff**

Children of staff are welcome to come to work with parents if, for example, the child is fit and well but their own school is closed for staff training. If a child of a member of staff is in school then the child is the responsibility of their parent. Permission must be sought from the Headteacher for a child of a member of staff to be on site.

### **Snow and ice clearance**

- 1.1 Each year, many staff and members of the public suffer personal injuries as a consequence of slipping and falling on ice and snow. The Health and Safety at Work Act 1974 and the Occupiers Liability Act place a responsibility upon the employer, so far as is reasonably practicable, that the means of access and egress from its premises are maintained in a condition that is safe and without risk to either its employees or other persons.
- 1.2 The approved code of practice which supports the Workplace (Health, Safety and Welfare) Regulations states that "arrangements should be made to minimise risks from snow and ice. This may involve gritting, snow clearing and closure of some routes....." Our policy is to grit a pathway for pedestrians from both pedestrian entrance gates (one next to the MUGA and one at the entrance to the car park) to the main front door of the school, along the path to the door nearest to the library and to the gate of Chalke Valley Playschool. The three zebra crossings will also be gritted and these will link onto the gritted pedestrian pathway. The slab path in the car park next to the fence will also be gritted. The caretaker / cleaner in charge can check with premises governor Keith Hitchings about the need to grit or not, and the gritting will usually take place in the evening. Snow clearance will usually take place in the morning with grit added to the pathways if necessary or appropriate. If the playground is icy then the member of staff on duty will open up the side door at 8.50 so that children come directly into school rather than playing on an icy playground. Children may need to be restricted to walking at playtimes if the playground is still icy.

- 1.3 It is a popular misconception that an occupier cannot be held liable for failing to clear snow / ice, but can be held liable once an attempt at clearance has been made and then someone is injured. The true position is that an occupier can be held liable for 'failing to act reasonably' in order to prevent accidents.
- 1.4 Headteachers are responsible for ensuring that the means of access to their establishment is safe for both employees and visitors and that adequate arrangements are made to ensure that the risks from snow and ice are minimised. It is recognised that it is not possible to remove immediately every piece of snow or ice. It does however, require those responsible for premises to exercise careful judgment and prioritise de-icing and salting of key access routes.
- 1.5 All reasonable efforts should be made to ensure that the establishment remains open as normal.
- 1.6 Schools should follow the LA guidance for severe weather events that culminate in closure.

## **2.0 RISK ASSESSMENT**

- 2.1 Headteachers must ensure that a risk assessment is in place, which covers the hazards associated with snow and ice on their premises. The Headteacher must also ensure that:
  - Relevant staff are aware of their duties and responsibilities e.g. it may be necessary for staff to start work earlier on a particular day to commence gritting.
  - Adequate equipment is available ( including salt /grit for de-icing) in order to clear a path 1 metre wide from the site entrance to the main building entrance. Pathways leading from car parking areas to buildings on route should be regarded as a priority.
  - Cleared paths are treated with salt/grit to maintain a clear pathway especially where temperatures remain below freezing.
  - Appropriate checks to be made to ensure continued safety.
  - The needs of any visitors with particular needs (elderly, disabled etc.) are considered.
- 2.2 Where the Headteacher has concerns over the safety of certain external pathways, circulation routes, playgrounds etc., it may be appropriate for affected areas to be taken out of use. If this is the case this must be marked clearly using signs/cones/tape to ensure everyone is made aware.
- 2.3 If playgrounds remain in use, supervision levels may need to be increased. All staff should be aware of the risk assessment in place for snow and ice and take responsibility for following the designated paths and access routes when such conditions exist.

## **3.0 ROUTES TO SCHOOL DURING SEVERE WEATHER**

- 3.1 The Headteacher will also consider how such weather may affect the operation of the school e.g. transport difficulties in getting to school and the availability of staff and other services. The Headteacher will consult then ring key staff to notify closure by 7:30 am. The Headteacher will ring KS1 teachers and the Deputy Head will ring KS2 teachers. Teachers will ring any teaching assistants who would have been working in their class that day. The SBM will contact kitchen staff and any other relevant staff or visitors and put a message on the school website.

## **4.0 COLD WEATHER**

- 4.1 The Education (School Premises) Regulations 1996 set a standard of 18°C in teaching areas and 15°C in the hall/gymnasium, corridors, cloakrooms and toilets where the external air temperature is - 1 °c or above. Workplace Regulations recommends a minimum temperature of 16°c for office areas.
- 4.2 Failure to reach these temperatures is usually a maintenance issue, but where there is a mechanical breakdown which puts the heating system out of action for any length of time, consideration needs to be given to whether it is appropriate for the building to be occupied.
- 4.3 Any plans to provide emergency heating must be the subject of a risk assessment.

## BROAD CHALKE CE VA PRIMARY SCHOOL

### HEALTH & SAFETY POLICY APPENDIX 2- Safety Checks

<u>Servicing/Maintenance required</u>	<u>Frequency</u>	<u>Company</u>	<u>Contract/visit</u>
Access equipment (ladders etc.)	Annually	School (responsible person)	NA
Catering Equipment	Annually	Roundstone Catering Services	C
Electrical testing of portable Appliances	Annually	Wheelers	C
Emergency lighting	Six monthly	Alarms & electrical	C
Fire alarms & associated smoke/heat detectors	Six monthly	Alarms & electrical	C
Fire extinguishers/blankets/hoses	Annually	IFast Ltd	C
Fire Risk Assessment	Every 3yrs /Reviewed annually by HT	IFast Ltd	V
Fixed electrical wiring	5 yearly	Wheelers	V
Gas Boilers	Annually	Watertite	C
Gas pipework soundness test	Three yearly	Watertite	V
Gas pipework soundness test within kitchens	Annually	Roundstone Catering Services	C
Gymnasium equipment + outside play equipment	Annually	Gymcare South West	V
Hot & Cold water systems (Legionella) Risk assessment	Initial risk assessment	IWS Water Hygiene	V
Hot & Cold water systems (Legionella) annual water testing	Annual programme	IWS Water Hygiene	C
LPG Bulk storage tanks	10 yearly	Calor Gas	Automatic via Calor
Microwave radiation leakage test	Annually	Roundstone Catering Services	C
Non electrical maintenance of kitchen equipment	Annually	School (responsible person)	NA
Sewage or storm water pumps service	Six monthly	AJC Drainage Ltd	C
Sewage or storm water pumps empty inc. kitchen fat trap annually	Six monthly	AJC Drainage Ltd	C
Tree condition	Six monthly	Idverde to inspect as part of grounds Maintenance	C