

MODEL H & S POLICY FOR INFANT, JUNIOR & PRIMARY SCHOOLS

Introduction

This model policy has been produced in order to enable the Councils' Schools to produce an individual school policy that accurately reflects the practice on site.

Explanation

The School Leadership will need to look at the model policy provided and alter it to suit its individual circumstances. The information contained is felt to cover most of the items that need to be included within a School H&S Policy and conforms to the requirements of a Policy as contained in the Health & Safety at Work etc. Act 1974. Specifically the policy contains:

- a) a **General Statement** of commitment to H&S, signed by Head/Chair of Governors or indicating that it has been endorsed by the committee of the Governing Body which has responsibility for H&S;
- b) details of individual responsibilities for H&S, under a heading of **Organisation**, together with a diagrammatic representation of reporting lines; and
- c) the **Arrangements** in place to ensure safety. This section is subdivided into two, General and Specific.

Action to be Taken

The Headteacher will identify who is to amend the model document to suit the school situation. In particular there are items of explanation or areas where choices need to be made included as text, the text being in ***bold and italics***, whilst there are also gaps left where the school needs to add in information, i.e. _____, either in respect of locations or names/titles.

The policy should then be discussed by other staff/governors to ensure it reflects actual practice and further alterations/amendments made, if required, to achieve this.

The policy then needs to be formally approved, and then signed either by the Head Teacher and Chair of Governors or by the Chair of the Governors Committee with responsibility for H&S. The master copy of the policy, the original signed copy, should then be kept in a central location, ideally the school master policy file, together with copies of the relevant supporting paperwork, e.g. H&S Manual, standards and specific risk assessments referred to in the policy.

A copy of the policy will then need to be brought to the attention of all governors, staff and volunteers. It is recommended that each member of staff be given a copy of the policy for their own file.

The school H&S policy then needs to be reviewed, on an annual basis, and this reported to Committee of the Governing Body with responsibility for H&S. This is essential as H&S Legislative requirements and best practice change frequently.

Conclusion

By following the actions indicated a school H&S policy will be produced which will demonstrate that a positive H&S Culture exists and that H&S is being managed effectively.

HEALTH AND SAFETY POLICY

INFANT/JUNIOR/PRIMARY SCHOOL

APPROVED: ____/____/____

REVIEW

Policy is to be reviewed annually and updated as and when changes occur. This is to be recorded in the notes of the _____ Committee

INFANT, JUNIOR OR PRIMARY SCHOOL HEALTH & SAFETY POLICY

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

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PART A - GENERAL STATEMENT**PREAMBLE**

This policy is produced in respect of _____ School only and is supplemental to the Council & Departmental Safety Policy Statements. (These are as contained in Part 1, Section 1.1 of the H&S Manual for Schools.)

STATEMENT OF POLICY

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.

Without prejudice to the generality of the above the school will ensure, so far as is reasonably practicable, that:

- 1 plant, equipment and systems of work are safe and without risks to health.
- 2 the handling, storage or transport of articles and substances will be safe and without risk to health.
- 3 information, instruction, training and supervision will be provided as necessary, to ensure the health and safety of employees, and those who are affected by the work of the school.
- 4 the site is maintained in a safe condition and without risks to health.
- 5 access to and egress from the site is maintained in a condition that is safe and without risks to health.
- 6 a working environment is provided that is safe and without risks to health.
- 7 there are adequate arrangements for staff welfare at work and the welfare of pupils and other visitors.

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.

Signed
Chair of Governors **Date**.....

Signed
Headteacher **Date**.....

OR

Signed **Date**.....
Chair of the **Committee on behalf of that Committee following**
Approval of the Policy by the Committee at its meeting dated

PART B – ORGANISATION**GOVERNORS**

(Governors are the employers in Aided schools but in other schools Governors and the Local Authority have a joint responsibility.)

The School governors will ensure that:

- a) the Head Teacher produces a school H&S policy for approval by the _____ committee of the governing body and that this policy is regularly reviewed;
- b) risk assessments of work activities are undertaken and a written record of the assessments kept;
- c) sufficient funding is allocated for health and safety, e.g. in respect of training, personal protective clothing etc;
- d) regular safety inspections are undertaken;
- e) a positive H&S culture is established and maintained.

HEAD TEACHER

(The Headteacher is the day-to-day manager of the site and is responsible for H&S on that basis.)

The Head Teacher will ensure that:

- a) a school H&S policy is produced for approval by the _____ committee of the governing body and that the policy is regularly reviewed and revised as necessary;
- b) risk assessments of work activities are undertaken, that a written record of the assessments is kept and that the assessments are reviewed regularly and when they are no longer felt to be valid. (See the Management of H&S Regulations, Section 1.2 of the H&S Manual.);
- c) safe systems of work' identified via risk assessment or to comply with national standards/guidance, are monitored to ensure they are followed and effective;
- d) information and advice on H&S is acted upon/circulated to staff and governors. In particular the H&S Manual for Schools is kept in _____, so that it is available to all staff and governors, and the Schools Safety News publication is circulated for the attention of staff and governors;
- e) a regular safety inspection is undertaken;
- f) an annual report is provided to the school governors on health and safety;
- g) he/she cooperates with the Council in meeting its legal requirements in respect of the monitoring of health and safety practice and procedures;
- h) staff 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;
- i) if he/she delegates H&S duties to an individual, normally 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.

H&S COORDINATOR

(This is the person delegated with specific responsibilities by the Head Teacher in respect of the management of H&S.)

The H&S Coordinator will:

- a) receive all H&S information sent to the school and disseminate the information to staff/governors as necessary;
- b) advise the Head Teacher and Governors on action required to comply with relevant H&S Legislation;
- c) in consultation with Head Teacher/Governors, set timescales/ensure work is carried out to meet the requirements of H&S Legislation;
- d) carry out the regular safety inspection.

ACCREDITED H&S REPRESENTATIVE (S)

Accredited H&S representatives are trade union representatives, appointed by trade union members working for South Gloucestershire Council. Accreditation follows submission of the names of the representatives by the local trade union area representative to the Council and the issue of an accreditation card by the Council. The Accredited H&S Representatives rights are covered by the Safety Representatives and Safety Committees Regulations 1977, an approved code of practice known as the brown book expanding on the basic legislation, whilst there is a local Safety Representatives Agreement which can be found in the H&S Manual for Schools, page 2.760. Specific issues relating to schools are included as Appendix D to the document.

EMPLOYEES (ALL)

All employees must:

- a) 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;
- b) 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;
- c) not misuse anything provided for health and safety purposes;
- d) 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;
- e) cooperate with management in respect of complying with H&S requirements.

NB Staff are advised to ensure that their own vehicle insurance covers them for any use of the vehicle for work purposes. The Council does not hold insurance to cover use of private vehicles.

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 employees

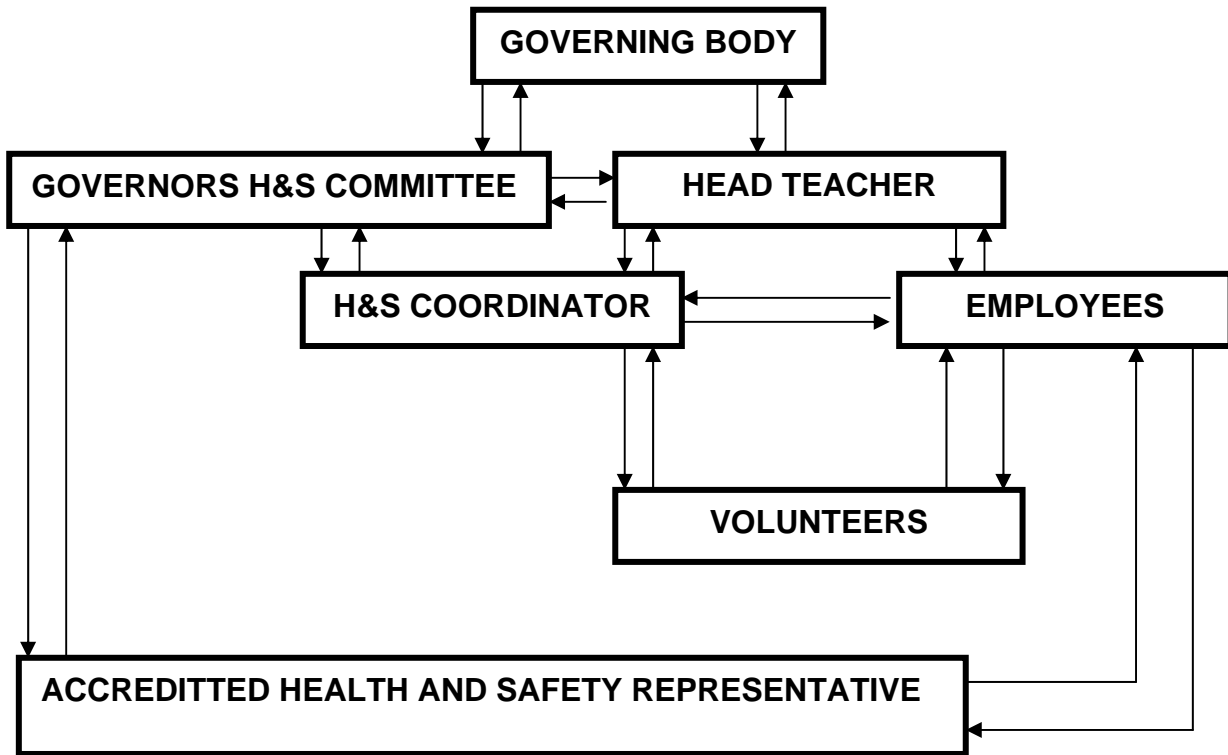
PUPILS

(Although pupils are not employed and have no specific responsibilities in legislation, other than the requirement on all persons not to interfere with items provided for H&S, schools will have expectations as to what is appropriate behaviour.)

Pupils are expected to:

- a) comply with school rules relating to general behaviour;
- b) take note of and comply with information provided for safety with regards activities undertaken;
- c) in cases of emergency to remain quiet, listen and obey instructions given by staff; and
- d) not to misuse anything provided for H&S reasons.

SCHOOL STRUCTURE AND LINES OF COMMUNICATION



PART C – 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 parts, part one is the school wide procedures, **general arrangements**, and part two is the more activity-based arrangements, **specific arrangements**.

GENERAL ARRANGEMENTS**1 – ACCIDENT/INCIDENT RECORDING/REPORTING**

1.1 – PUPILS – All accidents to pupils involving injury are to be recorded. This will initially be by using the standard sheets in the school **pupil accident book**, which is kept in the _____.

In addition any reportable incident will immediately be input on to the Sentinel incident reporting system. Reportable incidents are any fatality, any major injury, which is a break/fracture of any bone with the exception of a toe or finger and any injury where the student is taken direct from site to hospital, whether by ambulance, member of staff or relative.

1.2 – STAFF – All accidents to staff are to be recorded and this will be done by immediately inputting information on to the Sentinel Incident reporting system.

NB: An accident/incident form is available to note relevant detail where there is likely to be a delay in inputting information.

1.3 – VISITORS – All accidents to visitors other than pupils are to be recorded and this will be done by inputting information on to the sentinel incident reporting system.

NB: An accident/incident form is available to note relevant detail where there is likely to be a delay in inputting information

1.4 – 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, an 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.

1.5 – BEHAVIOUR INCIDENTS – These include violence, bullying and harassment and are to be recorded by immediately inputting information on to the Sentinel Incident reporting system.

2 – ASBESTOS

The school Asbestos Management Plan (AMP) is kept by the Caretaker/Site Manager/_____ and any major work planned and any work involving access to roof voids, demolition, or drilling into ceilings/floors/walls must be approved in advance to ensure asbestos is not likely to be disturbed.

NB All staff are advised that asbestos containing materials in school are only labelled in places where pupils do not have access so always check before pinning, drilling or otherwise potentially damaging walls, ceilings, floors etc. Do not assume there is no asbestos present.

3 - CONTRACTORS ON SITE

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 – SERVICE CONTRACTORS – Service contractors have regular access to site as specified by a contract. Such contractors' visits can vary from an annual visit, e.g. to service boilers, check fire extinguishers etc., to those on site daily, e.g. cleaning or catering staff. The service contract specifying what work is expected of them and what they can expect from the school.

Their personnel will follow their own safe systems of work but their working methods do take into account how they will impact upon staff, pupils and other visitors on site. The school has/will provide details of its safe systems of work to the contractors where relevant and in the case of the cleaning/catering contractors they have been consulted over emergency arrangements. A copy of this policy will/has also been provided to them.

3.2 – BUILDING CONTRACTORS – These are contractors who attend site to undertake building works, which can vary from simply replacing a broken window to remodelling a room or building a new block. The following is the general risk assessment on these activities that identifies the potential hazards and how these will be minimised/eliminated.

Hazards associated with building work relate to personal injury or damage to health caused by:

- a) slips/trips/falls as a result of contamination of surfaces by spillages, trailing leads or unprotected edges;
- b) being hit by falling objects dropped by persons working above head height;
- c) inhalation of smoke/fume through heating substances or use of same, i.e. paint/varnish/tar etc.
- d) coming into contact with machinery or vehicles.

The above is only a brief outline of the hazards associated with this activity that may occur in areas where staff and pupils have access. Such hazards are controlled by the arrangements listed below and by the effective supervision of students.

3.2.1 – SMALL SCALE BUILDING WORKS – This will include day-to-day maintenance work and all work undertaken on site **where a pre site meeting has not taken place.**

- a) All contractors must report to the office on their arrival and under no circumstances are they to commence work until given approval to do so by the **Headteacher/_____**.
- b) Before any work is commenced, it is essential that the **Headteacher/_____** is made aware of
 - i) what work is to be undertaken,
 - ii) where the work is to be carried out,
 - iii) an indication of the likely timescale,
 - iv) what equipment is to be used,
 - v) what services are required.
- c) Before work is to commence, the contractors must be advised by the **Headteacher/_____**,
 - i) where they can gain access to services,
 - ii) what the fire precautions are for the building, i.e. upon hearing the alarm, which is a continuous bell, they must exit the building immediately and report to the **playground/field/_____**,
 - iii) any particular problems with the work, e.g. access may still be required to the area.
- d) The contractors must be issued with a visitors pass and advised that it must be worn at all times whilst on site.
- e) The contractors must be advised who to contact on site if they have a problem.

3.2.2 – LARGE SCALE WORKS - This encompasses all work where a pre site meeting is required. In normal circumstances this will involve work where part of the site is completely handed over to the contractors. Such work usually coming under the requirements of the Construction Design and Management Regulations and the school must exercise the duties of the Client as contained therein. (See advice given in the H&S Manual for schools, page 2.530.)

For all large scale works a pre meeting will take place and the **Headteacher/_____** will attend the meeting. This meeting will identify timescales for work, methodology (e.g. noisy work done when school is unoccupied wherever possible), access requirements, emergency access requirements, etc.

4 – CONSULTATION WITH EMPLOYEES

The school complies with the H&S (Consultation with Employees) Regulations 1996 by:

- a) having H&S as a standard item on the agenda of all staff meetings;
- b) circulating the School Safety News to all staff; and
- c) where appointed, consulting with the Trade Union Accredited Safety Representative(s)/representative(s) of employee safety in good time on all H&S issues. To this end the accredited safety representative(s)/representative(s) of employee safety, if appointed, will be invited to become a member of the **School Safety Committee/the Governors H&S Committee;**

5 – COMPETENCY

All staff appointed are considered to be competent to perform the tasks they are given. Specifically with regards to Health and Safety competency is viewed as one of the key elements of risk management and is essential in respect of the control of dynamic work situations, e.g. teaching a class of students.

For each job/role basic competency requirements are included in the job description but for health and safety there is additionally a competencies list for each role which identifies what H&S Competencies are required. Staff appointed to the roles will be assessed against this list and where competency requirements are not met how the person will be made competent will be identified, e.g. work shadowing, reading up of technical manual, attendance on training course.

6 – E-SAFETY

The school has a separate policy for E-safety and a copy of this policy can be found *in/on* _____. The policy indicates there is a whole school approach to E-safety and details the ways ICT facilities can and cannot be used by the networks users.

7 – FIRST AID

The school will try to exceed the basic recommendation for first aiders but will ensure that:

- a) (For any school with pupils aged 5 or under) a minimum of two paediatric trained staff will be on site.**
- b) two persons who hold the appointed persons first aid certificate will be on site**

A list of staff who hold a first aid at work certificate is on notices displayed around the school or available from the office.

7.1 - FOLLOWING ACCIDENT - In all cases where an accident involves a serious injury, e.g. broken bone, or where there is any doubt about the injury the injured person is not to be moved, unless in danger, until assessed by the first aider. The first aider will then decide what action is to be taken but where they are in doubt as to the severity of the injury the advice is to **obtain immediate medical attention by dialling 999 and asking for an ambulance.** In cases involving pupils, their parent/guardian should be contacted as soon as possible, but this should not result in a delay obtaining medical attention.

For cases involving injuries that are less serious but still of concern, e.g. sprains, strains, cuts etc. the parents/guardians will be contacted and advised of the situation and asked if they would like to collect their daughter/son or if happy for them to remain in school.

In other cases, e.g. where no injury is visible, the pupil will be kept under observation. If concerns increase medical attention may be obtained but in all cases the parents will be advised of the incident.

NB in the event of a bump to the head it is essential that persons be monitored and not left alone or unsupervised as appropriate.

7.2 – RECORDING - Any accident where first aid is administered to students is to be recorded initially in the pupil accident book and in other cases recorded on the Sentinel system.

7.3 – FIRST AID BOXES/MATERIALS - First aid boxes are kept on site and these only contain approved materials. A list of approved materials is in the H&S Manual for Schools, pages 1.230/1. The boxes are available for use by all staff/adult visitors on site.

7.4 – INJURIES INVOLVING BLEEDING - Staff dealing with injuries involving bleeding must wear appropriate protective clothing. Disposable gloves and disposal aprons are provided for this purpose and kept *in/next to* the first aid box.

8 – GENERAL MAINTENANCE CONTRACTS

All equipment on site will be maintained in efficient working order to ensure that it is safe to use. Without detracting from the generality of the above the following maintenance arrangements have been made.

8.1 FIRE EXTINGUISHERS

Fire extinguishers are subject to an annual check by contractor and on a weekly basis the extinguishers are checked, by the **site staff/class teacher/** _____, to ensure that they are in position and that the pins are in place.

8.2 FIXED ELECTRICAL INSTALLATION

The fixed electrical installation is tested by maintenance contractors every 5 years as required by the electricity at work legislation. Following this check a certificate is issued to confirm the electrical installation is safe.

8.3 PE EQUIPMENT - All PE equipment is subject to regular visual inspection, carried out by staff prior to use. If defects are noted, the PE coordinator will assess whether the equipment can remain in use or whether it needs to be taken out of use pending repair.

On an annual basis an *independent service contractor/Councils engineering insurers* inspects the PE equipment.

8.4 PLAY EQUIPMENT - All play equipment, which includes moveable play items as well as fixed external play structures, is subject to regular visual inspection by staff, prior to use. If defects are noted, the *PE coordinator/* _____ will assess whether the equipment can remain in use or whether it needs to be taken out of use pending repair.

The fixed playground equipment is subject to a termly review of its condition and an annual check by an independent contractor.

8.5 PORTABLE ELECTRICAL EQUIPMENT

Portable electrical equipment is to be visually checked by staff before use and if any defects are noted the item is to be put out of use. In addition the portable electrical equipment is subject to a regular check in line with guidance on the checking of electrical equipment supplemented by local experience. Currently Class 1 (Earthed) items will be tested within 14 months.

9 – INFECTIOUS DISEASES

The school follows the national guidance produced by the Health Protection Agency, which is summarised on the poster, 'Guidance on infection Control in Schools and other Child Care Settings'. This is displayed in the _____. Supplemental information on local contacts is contained in the 'Local Handbook for Schools on Infectious Diseases' kept in the _____.

10 – MEDICAL NEEDS

The school will try to accommodate pupils with medical needs wherever practicable in line with the School Policy on Managing Medical Needs. This policy is *attached as Appendix _/ is kept in* _____

11 – RISK ASSESSMENTS

The school risk assessment process is ongoing. It is based on generic information, whether in the form of model risk assessment, model procedures or national standards, which are then checked to ensure they are appropriate to the school or amended to make them site specific. This information is then included within point of use texts or schemes of work, or links provided therein to relevant documentation, as appropriate. This is supplemented by dynamic risk assessment which involves competent staff in supervision and problem solving. In all cases staff, pupils and other visitors may be affected by the activity. The following information is added to expand on the above where there is specific legislation.

11.1 – COMPUTER WORKSTATION ASSESSMENTS - Any member of staff who is a 'user' as defined by the Display Screen Equipment (DSE) regulations, which lays down specific requirements for workstations incorporating computers etc., must complete a 'user audit' (See H&S Manual for schools, pages 1.180.) for the workstation(s) where they work. A 'user' being 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 staff are also entitled to a free eye test, claim forms available from **main office/_____**, and payment for a basic set of glasses where they are required mainly for use with DSE.

Other workstations incorporating DSE have been assessed to ensure they meet the minimum requirements as contained in the DSE Regulations. (See H&S Manual for Schools, page 1.175.)

If staff have any questions on DSE they should initially speak to their line manager.

11.2 – FIRE – 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.

Fire order based on the outcomes have been produced and these are as displayed, whilst fire drills are carried out four times a year, twice in terms 1&2, once in terms 3&4 and once in terms 5&6.

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

11.3 – HAZARDOUS SUBSTANCES - 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 assessment is kept in the **office/_____** and summary information is kept where substances are stored/used.

If staff have any questions on hazardous substances they should initially speak to their line manager.

11.4 – MANUAL HANDLING – Manual handling legislation requires that any manual handling operation that is likely to cause a significant injury needs to be assessed. All staff will undertake an element of manual handling but any frequent operations and any involving even occasional movement of awkward or heavy items, those over 10 kgs, must be covered by a written manual handling assessment.

All staff must ask themselves the question when considering undertaking any manual handling operation **can I move the objects where I need to safely and without risks to health?** Where staff feel the answer is no, or they are unsure, **they must not attempt the operation until they have obtained assistance.** Within school the following written assessments are in place.

11.4.1 – REGULAR OPERATIONS – EQUIPMENT/MATERIALS – A summary of the regular operations undertaken has been produced which indicates what the manual handling operation is, frequency with which it is carried out and whether viewed as a high, medium or low risk. All staff must make themselves aware of this list and follow the procedures indicated. Staff who undertake a significant amount of manual handling will be provided with training whilst basic information on safe practice is available.

11.4.2 – MANUAL HANDLING – PUPILS – All pupils who may need to be lifted or supported are assessed using the manual handling assessment forms included within the H&S Manual for Schools, see page 1.132 .

The need for training will form part of the risk assessment but all staff with a significant involvement will receive basic awareness training, whilst instruction will be given on how to use equipment provided for the pupils use, e.g. standing frames, wheeled chairs and hoists.

11.5 – NOISE – The noise at work legislation identifies specific noise levels at which specified action is required and also a general duty to reduce noise levels. The noise review in school has not identified any areas or activities as likely to exceed the action levels.

If staff have any questions on Noise levels they should initially speak to their line manager.

11.6 – SECURITY – The school site has been assessed against the information contained in the H&S Manual for Schools, see page 2.650 and security issues are regularly reviewed.

If staff have any questions on Security they should initially speak to their line manager.

11.7 - WATER ASSESSMENT – An assessment has been completed on the hot and cold water systems and measures have been introduced to manage the risk of legionnaires disease.

The school water assessment is kept in the **office/**_____ .

11.8 – WORKPLACE - An inspection of the workplace, buildings/grounds, has been undertaken against the requirements of The Workplace (Health, Safety & Welfare) Regulations 1992 as supplemented by the Education (School Premise) Regulations.

The school Workplace assessment is kept in the **office/**_____.

The school also undertakes regular inspections, 3 times a year, to proactively identify defects with the workplace.

11.9 - WORK AT HEIGHT – 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 if not able to reach when stood on the floor and any work where access equipment is needed, e.g. step ladder, ladders, scaffolds. Most staff 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.

11.9.1 – 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 staff must make themselves aware of this list and follow the procedures indicated.

11.9.2 – 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.

12 – SAFEGUARDING

The school has a separate policy dealing with the safeguarding of children and young people and a designated officer has been appointed. All staff need to be aware of the policy, a copy of which is kept in _____, and also the leaflet 'Safeguarding Guidance for Staff Working with Children and Young People'.

13 – SCHOOL TRIPS

A separate school trips policy has been produced based on the council guidance and this is **attached as an appendix/included in staff handbook/kept in** _____ .

14 –TRANSPORT

The school has adopted the council guidelines for the transport of pupils. One of the following options will therefore be used.

1 - Staff transport pupils/equipment in their own cars or drive to other venues during the working day. Staff who use their own cars must confirm that their insurance policy covers them for this purpose as such cover is not provided by the Council.

NB Staff driving their own vehicles for work need to hold Business Class insurance for the vehicle they use.

2 - Staff transport pupils/equipment in the school minibus or a minibus hired in for the purpose.

NB: Only Staff who hold a Council approved MIDAS Certificate are allowed to drive the minibus.

3 - Transport and driver are hired in from a reputable source. This is the usual practice for school trips.

4 - 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. (See page 2.810 of the H&S Manual for additional information.)

15 – WELLBEING

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

All staff have the right to a reasonable worklife balance and to expect appropriate support or intervention when they experience health or personal difficulties. Staff are encouraged to raise any concerns with the Head Teacher 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

The Governing body endorses the principals set out in the HSE's Management Standards as a framework to support staff wellbeing

SPECIFIC ARRANGEMENTS

1 - ART

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.

NB wallpaper paste containing fungicide is not to be used in school.

1.1 - PRECAUTIONS/PRACTICE - The risks associated with damage to clothing and dust creation are managed by ensuring:

- a) only small quantities of powder paints are to be mixed at one time;
- b) that tables are covered with newspaper to protect the surfaces and ease cleaning;
- c) that cleanable aprons are worn by pupils involved in painting;
- d) that paint pallets and brushes are washed up/out after use.

2 - FOOD ACTIVITIES

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;
- c) fire associated with burning food or faulty equipment;
- d) cross contamination of food leading to food poisoning;
- e) slips trips or falls due to spillages/obstructions on floors/uneven surfaces;
- f) cuts through use of knives and other equipment, i.e. graters.

These are controlled by the following.

2.1 - LOCATION - The risks associated with slips trips and falls are managed by ensuring that:

- a) the oven is positioned/used where pupils and staff do not have to pass close by it. (This will either be in a designated work area or by positioning the mobile unit away from walkways.);
- b) the **table/tables** on which food is to be prepared **is/are** positioned to allow easy access around **it/them**;
- c) the floor area where food activities are undertaken is level, easily cleanable and is kept free from obstructions;
- d) any spillages that occur are to be wiped up immediately. Pupils have been advised accordingly and will/can assist in mopping them up.

2.2 – EQUIPMENT - The risks associated with electric shock and cuts, associated with use of knives and other equipment, are managed by ensuring that:

- a) a visual inspection of all electrical equipment is carried out by staff prior to use. This includes mixers, kettles, ovens, microwaves etc. All portable electrical equipment is also subject to an annual portable appliance test;
- b) equipment is used in line with manufacturers' instructions and/or training received;
- c) the prohibition on pupils using metal graters, portable electrical equipment and, dependant on age, sharp knives is enforced;
- d) all equipment provided for food activities is kept in good condition and only used for food activities.

2.3 – HYGIENE - The risks associated with cross contamination are managed by ensuring that:

- a) everyone, the adults in charge, helpers and pupils, wash their hands before and after handling food. Hands must also be washed after going to the toilet and prior to return if anyone leaves the room/area;
- b) the table/(s) on which food is prepared are cleaned prior to and after use or that the table is covered with a cleanable cover that is cleaned prior to and after use;
- c) staff and pupils wear the protective clothing provided and that the protective clothing is only used for food activities. All staff/pupils will wear aprons and use oven gloves when handling hot dishes.

2.4 - EMERGENCY PROVISION - The following arrangements have been made to deal with emergency situations:

- a) a suitably stocked first aid box is **kept in the room/with the mobile unit** and names of appointed persons are displayed **in the room/with the mobile unit**;
- b) a fire blanket and carbon dioxide (or powder) fire extinguisher is kept **in the room where the baby belling is used/transported with the mobile unit**. The fire blanket is used for smothering fires, i.e. burning pans or if clothing is set alight. The carbon dioxide extinguisher is safe for use with electrical equipment.

NB If a carbon dioxide extinguisher is used the room is to be evacuated.

3 - POTTERY

The hazards associated with the practice include:

- a) cross contamination of surfaces;
- b) inhalation of dust;
- c) damage to clothing;
- d) burns associated with use of kiln.

These are controlled by the following:

3.1 - CLAY - The risks associated with creation of dust and cross contamination will partly be managed by ensuring that:

- a) only premixed clay is used by pupils and that the clay is to be cut into workable sizes;
- b) desks are protected from staining by covering with newspaper. Newspaper is to be disposed of at the end of the lesson;
- c) spillages of clay are cleared up immediately using wet mopping or sponging techniques.

NB Brushing of dried clay is prohibited;

- d) only pre mixed 'paint on' glazes are used and **ONLY** by pupils in Key Stage 2, following individual risk assessment. The risk assessment needs to identify if the pupils are capable of understanding the risks associated with the use of the glazes, whether restrictions are required on the numbers using the glazes at one time and what supervision is felt to be appropriate.

3.2 - KILN - These risks associated with burns, exposure to dust and concerns with misuse of equipment/faulty equipment will in part be managed by ensuring that:

(Two general types of kilns are used in schools and the appropriate paragraph will need to be added depending on the type of kiln used.)

MAINS INSTALLED KILN

The kiln is provided with an interlock, red warning light, mesh guard and is located in **an unoccupied room/an occupied room where firing is only done overnight**.

The kiln is inspected annually by a service contractor, _____, to ensure safe operation

The kiln is fired overnight in line with the procedure displayed on wall in room/next to kiln.

PORTABLE CRAFT KILN

This kiln is located in _____ and is only to be used here.

It is plugged into the 240 SSO which is covered by a trip switch/ The kiln is used with a plug in rcd.

A mesh guard is placed around the kiln, when in use or when the surfaces are cooling off, to prevent persons/paper or other flimsy materials coming into contact with the hot surface.

3.3 - PERSONAL PROTECTIVE EQUIPMENT - The risks associated with damage to clothing are managed by ensuring that:

- a) all staff and pupils working with clay wear the aprons provided.

3.4 – HOUSEKEEPING - The risks associated with the creation of dust will partly be managed by ensuring that:

- a) all staff and pupils wash hands and the equipment used with clay regularly and at the end of lesson. Equipment/hands are to be washed in the _____ **sink only**, which has a sink trap, in order to prevent blockages forming in other sinks.

4 - SCIENCE

The school follows the guidance for safe practice in science as given in 'Be Safe' produced by the ASE and endorsed as a standard by the Council. The hazards associated with Science are controlled by following the guidance contained therein.

5 - SPORT/PE

The school follows the guidelines contained in 'Safe Practice in Physical Education' produced by AfPE and endorsed as a standard by the Council. The main risks associated with this activity relate to personal injury as a result of falls, collisions and being hit by objects. These risks are controlled by following the practices indicated in the above standard.

The general requirements are as follow:

- a) before any lesson pupils will change into appropriate clothing/footwear and remove any jewellery. (See page 2.701 of the H&S Manual for Schools for additional information on Jewellery.);

- b) staff will remove jewellery and change into appropriate footwear;

NB It is acceptable for staff to wear watches where necessary to time lessons.

- c) pupils assisting in setting out apparatus will be shown correct methods for lifting/moving equipment and the teacher in charge will check equipment prior to its use to ensure correct position/fitment;

- d) staff must undertake a manual handling assessment on behalf of the pupils, i.e. ask themselves **CAN THE PUPILS MOVE THE OBJECTS WHERE THEY HAVE BEEN ASKED TO SAFELY AND WITHOUT RISKS TO THEIR HEALTH?**, before allowing them to undertake any manual handling task. In particular staff will ensure that where two or more pupils assist with a task the pupils are roughly similar in stature so that one individual does not carry a disproportionate part of a load;

- e) mats are only to be positioned to identify landing areas or routes to be taken. They are not to be used to try and soften impacts from falls;

- f) staff are only to use equipment they are familiar with.

For specific activities the safety requirements are as contained in the Book 'Safe Practice in PE', which is kept in the _____.

6 - SWIMMING ARRANGEMENTS

(The arrangements will depend on whether swimming takes place on site or at a Public Pool.)

The hazards associated with this practice are the potential for drowning and slips/falls associated with wet surrounds to pools. These are controlled by following the specific arrangements specified in the H&S Manual for Schools. (See H&S Manual for Schools, pages 2.725/6.)

7 -TECHNOLOGY

The school follows the guidance for safe practice in technology contained in 'Make it Safe' produced by the NAAIDT and endorsed as a standard by the Council. The hazards associated with this activity include:

- a) exposure to hazardous substances, e.g. glues/dusts;

- b) damage to clothing;

- c) personal injury, e.g. eye injury due to flying particles when materials being worked and cuts relating to use of equipment.

These are controlled by:

7.1 – LOCATION - Risks associated with personal injury are partly managed by ensuring that:

a) work is only to be undertaken on suitable surfaces. Suitable surfaces are those that are large enough to accommodate the work, and which are flat and stable.

7.2 - PERSONAL PROTECTIVE EQUIPMENT - Risks associated with damage to clothes and partly those associated with personal injury are partly managed by ensuring that:

a) where appropriate, staff/pupils wear personal protective equipment in the form of aprons and goggles/spectacles;

b) personal protective equipment is stored to minimise damage and ensure easy availability. Aprons are to be hung up and goggles/spectacles stored in cloth pockets.

7.3 – EQUIPMENT - Risks associated with Personal Injury are partly managed by ensuring that:

a) equipment is kept clean and stored so as to minimise damage/help pupils to find the correct tool. (Shadow boards or tool racks.)

7.4 - HAZARDOUS SUBSTANCES - Risks associated with hazardous substances have been addressed as part of the school COSHH assessment. (See 11.3 above)