

Our Lady of Peace Catholic Primary and Nursery School

'With Christ in our hearts, together we grow'



Health & Safety Policy

Approved by the Governing Body of Our Lady of Peace Catholic Primary and Nursery School

This policy was implemented April 2016

Statutory Policy - Reviewed by H&S committee ~~27th May 2016. Date implemented: 1st April 2016~~ September 2018
~~To be reviewed: 1st April 2017~~
~~Updated July 2016 ratified at FGB meeting 8th December 2016.~~
~~Reviewed March 2017. To be reviewed at Wellbeing Meeting 22nd November 2018 and ratified at FGB meeting 16th March 6th December 2018. 2017~~

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HEALTH & SAFETY POLICY FOR OUR LADY OF PEACE CATHOLIC PRIMARY & NURSERY SCHOOL

Introduction

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

Explanation

The information contained in this policy 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;
- c) The Arrangements in place to ensure safety. This section is subdivided into two, General and Specific.

Action to be taken

The policy is shared and discussed with all staff/governors to ensure it reflects actual practice at Our Lady of Peace Catholic Primary and Nursery School.

The policy is formally approved, and then signed 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 is brought to the attention of all governors, staff and volunteers. The policy is available for all staff and governors to access on the school shared area, school website and on the H & S noticeboard on both sites.

The school H&S policy is 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.

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HEALTH AND SAFETY POLICY

OUR LADY OF PEACE CATHOLIC PRIMARY & NURSERY SCHOOL

APPROVED: ~~March 16th 2017~~ September 2018

SIGNED BY:  Anne Bishop
~~Lisa Timms~~ Anne Bishop – Chair of Governors

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REVIEW: ~~March 2018~~ September 2019

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

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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.)

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Specific Arrangements

1. Art
2. Food Activities
3. Science
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PART A - GENERAL STATEMENT

HEALTH & SAFETY POLICY **STATEMENT OF INTENT**

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 school believes that staff are the most valuable asset therefore, without prejudice to the generality of the above, the school will ensure, so far as is reasonably practicable, that:

1. The leaders of the school are committed to supporting the policy with adequate financial and physical resources.
2. Plant, equipment and systems of work are safe and without risks to health.
3. The handling, storage or transport of articles and substances will be safe and without risk to health. Advice on these issues can be obtained from the Corporate Health and Safety team at Slough Borough Council via a Service Level Agreement.
4. 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.
5. The site is maintained in a safe condition and without risks to health.
6. Access to and egress from the site is maintained in a condition that is safe and without risks to health.
7. A working environment is provided that is safe and without risks to health.
8. There are adequate arrangements for staff welfare at work and the welfare of pupils and other visitors.
9. There is adequate control of the health and safety risks arising from our work activities
10. Our employees are consulted on matters affecting their health and safety
11. It provides and maintains safe plant and equipment
12. It ensures safe handling and use of substances
13. It provides information, instruction and supervision for employees
14. Accidents and cases of work-related ill health are prevented
15. Safe and healthy working conditions are maintained; and this policy is reviewed and revised as necessary, at regular intervals, and the school includes in its Annual Report, details of its health and safety performance.

All the above will be controlled via Risk assessment where appropriate

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. All will be to legislative requirements at a minimum but will aim for best practice.

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Signed.....

Chair of Governors Mrs ~~Lisa Timms~~ Anne Bishop

Date.....

Signed.....

Head teacher
Mrs Jean O’Keeffe

Date.....

PART B – ORGANISATION

GOVERNORS

Governors are the employers in Voluntary Aided schools.

The School governors will ensure that:

1. The Head Teacher produces a school H&S policy for approval by the committee of the governing body responsible for Building and Health & Safety and that this policy is regularly reviewed;
2. Risk assessments of work activities are undertaken and a written record of the assessments kept;
3. Sufficient funding is allocated for health and safety, e.g. in respect of training, personal protective clothing etc;
4. Regular safety inspections are undertaken;
5. 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:

1. A school H&S policy is produced for approval by the committee of the governing body responsible for Building and Health & Safety and that the policy is regularly reviewed and revised as necessary;
2. 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.
3. Safe systems of work, identified via risk assessment or to comply with national standards/guidance, are monitored to ensure they are followed and effective;

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4. Information and advice on H&S is acted upon/circulated to staff and governors. In particular the H&S Manual is kept in the Bursar's Office, so that it is available to all staff and governors;
5. A regular safety inspection is undertaken;
6. Regular reports are provided to the school governors on health and safety;
7. He/she cooperates with the Council in meeting its legal requirements in respect of the monitoring of health and safety practice and procedures;
8. 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;
9. If he/she delegates H&S duties to an individual, normally referred to as the H&S Co-ordinator, 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 CO-ORDINATOR

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

The H&S Co-ordinator will:

1. Receive all H&S information sent to the school and disseminate the information to staff/governors as necessary;
2. Advise the Head Teacher and Governors on action required to comply with relevant H&S Legislation;
3. In consultation with Head Teacher/Governors, set timescales/ensure work is carried out to meet the requirements of H&S Legislation;
4. Carry out the regular safety inspection

EMPLOYEES (ALL)

All employees must:

1. 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;
2. Report immediately, or soon as practicable, any defects noted with plant, equipment, machinery or the workplace generally to their line manager or other designated person;
3. Not misuse anything provided for health and safety purposes;
4. 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;
5. Co-operate with management in respect of complying with H&S requirements.

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

SITE STAFF AND CLEANERS

1. Have the responsibilities indicated for all employees
2. Safety policies – Must familiarise themselves and adhere to safety policies and guidance.

VOLUNTEER HELPERS

1. Have the responsibilities indicated for all employees
2. **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:

1. Comply with school rules relating to general behaviour;
2. Take note of and comply with information provided for safety with regards activities undertaken;
3. In cases of emergency to remain quiet, listen and obey instructions given by staff; and
4. Not to misuse anything provided for H&S reasons.

SCHOOL STRUCTURE AND LINES OF COMMUNICATION (Appendix I)

1. GOVERNING BODY
2. GOVERNORS – BUSINESS COMMITTEE WITH RESPONSIBILITY FOR HEALTH AND SAFETY
3. HEAD TEACHER
4. H&S COORDINATOR
5. EMPLOYEES
6. VOLUNTEERS
7. PUPILS

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

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ACCIDENT/INCIDENT RECORDING/REPORTING

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 medical room.
2. In addition any reportable incident will be reported to the HSE and recorded with Slough Borough Council. This includes 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.
3. STAFF – All accidents to staff are to be recorded and this will be done by immediately inputting information into the Staff accident book, which is kept in the Business Manager's office.
4. VISITORS – All accidents to visitors other than pupils are to be recorded and this will be done by inputting information in to the accident book.
5. 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 Co-ordinator who will then decide if it needs to be forwarded to the HSE or Slough borough Council. This will be the case for any major structural collapse, any explosion or any fire which causes the closure of a room or more.
6. BEHAVIOUR INCIDENTS – These include violence, bullying and harassment and are to be recorded immediately in the 'Incidents Book' (in the Front office) and reported to the Headteacher, or a member of the Senior Leadership Team.

ASBESTOS

The school Asbestos Management Plan (AMP) is kept by the Business 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 that there is no asbestos present.

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.

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 specifies what work is expected of them and what they can expect from the school.

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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 visitors on site. The school 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 also been provided to them.

2. **BUILDING CONTRACTORS** – These are contractors who attend site to undertake building works, which can vary from simply replacing a broken window to re-drafting 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 or eliminated:

- Hazards associated with building work relate to personal injury or damage to health caused by slips/trips/falls as a result of contamination of surfaces by spillages, trailing leads or unprotected edges;
- Being hit by falling objects dropped by persons working above head height;
- Inhalation of smoke/fume through heating substances or use of same, i.e. paint/varnish/tar etc.
- 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.

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.

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 Head Teacher, or her designated representative.

Before any work is commenced, it is essential that the Head teacher is made aware of:

1. What work is to be undertaken,
2. Where the work is to be carried out,
3. An indication of the likely timescale,
4. What equipment is to be used,
5. What services are required.

Before work is to commence, the contractors must be advised by the Business Manager/Caretaker:

1. Where they can gain access to services,

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2. 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 any particular problems with the work, e.g. access may still be required to the area.
3. The contractors must be issued with a visitors pass and advised that it must be worn at all times whilst on site.
4. The contractors must be advised who to contact on site if they have a problem.

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.

For all large scale works a pre meeting will take place and the Business and Site Manager 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.

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.

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

E-SAFETY

The school has a separate policy for E-safety (appendix A) and a copy of this policy can be found in the Health & Safety manual.

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.

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FIRST AID

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

- Two staff members, who hold the 'Emergency/First Aid at Work 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.

The School has a separate policy for 'First Aid' (Appendix B), a copy of which is attached and can be found in the Health and Safety Manual.

FOLLOWING AN 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. The Headteacher or her deputy must be informed of this decision.

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 or facial injury, it is essential that persons be monitored and not left alone or unsupervised as appropriate. In the case of a pupil, the parent(s)/guardians must be contacted immediately.

RECORDING

Any accident where first aid is administered to students or staff is to be recorded initially in the pupil/staff accident book, and when necessary the HSE and or Slough Borough Council.

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. The boxes are available for use by all staff/adult visitors on site. First aid boxes and supplies are kept in the First Aid room and all classrooms will have a portable emergency first aid kit and first aid cupboard.

INJURIES INVOLVING BLEEDING

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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. These must be disposed of in the yellow Clinical Waste bin, which is kept in the First Aid room and must not be removed

The First Aid Room must be kept clear and tidy.

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'. The poster will be hung on the wall in the First aid room.

MEDICAL NEEDS

The school will try to accommodate pupils with medical needs wherever practicable in line with the School Policy on Managing Medical Needs (appendix C). This policy and the Administration of Medicines policy (Appendix D) is attached and is kept in the Health & Safety Manual

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.

FIRE EXTINGUISHERS

Fire extinguishers are subject to an annual check by contractor and on a weekly basis the extinguishers are checked, by the Site Manager to ensure that they are in position and that the pins are in place.

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.

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 inspects the PE equipment.

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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/Site Manager 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.

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 18 months.

RISK ASSESSMENTS

The school risk assessment process is ongoing. It is based on generic information, whether in the form of Draft risk assessment, Draft 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 taking place inside or outside of school.

The following information is added to expand on the above; where there is specific legislation.

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' 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 the Business manager's 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.

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

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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 three times a year, once in the Autumn term, once in the Spring term and once in the Summer term.

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.

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 Bursar's 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.

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.

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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.

MANUAL HANDLING – PUPILS

All pupils who may need to be lifted or supported are assessed using the manual handling assessment forms included within the Health and Safety Manual.

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.

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.

SECURITY

The school site has been assessed and security issues are regularly reviewed. If staff have any questions on Security they should initially speak to their line manager.

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 Bursar's office

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WORKPLACE

An inspection of the workplace, buildings/grounds, has been undertaken against the requirements of The Workplace (Health, Safety & Welfare) Regulations 1992 (Appendix J). The school Workplace assessment is kept in the front office. The school also undertakes regular inspections, 3 times a year, to proactively identify defects with the workplace.

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.

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.

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.

SAFEGUARDING

The school has a separate policy dealing with the safeguarding of children and young people (Appendix E) and a designated officer has been appointed. All staff need to be aware of the policy, a copy of which is kept in the front office

SCHOOL TRIPS

A separate school trips policy (Appendix F) has been produced based on the council guidance and this is kept in the Bursar's office.

TRANSPORT

One of the following options will be used:

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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 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.

WELLBEING

The wellbeing of staff is seen as an integral part of the schools H&S responsibilities, and the school has a separate policy for Staff Health & Well-Being (Appendix G). 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 work-life 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 (appendix H)

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

SPECIFIC ARRANGEMENTS

ART

The main 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.

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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.

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:

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.

EQUIPMENT

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

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- 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.

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.

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, a copy of which is in the health and Safety Manual. The hazards associated with Science are controlled by following the guidance contained therein.

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, a copy of which is in the Health and Safety Manual. 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. Earrings can be taped by the Pupil using Micro pore tape
- b) Staff will remove jewellery and change into appropriate footwear

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

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- 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.

Appendices Policies linked to Health & Safety

- A) Computing Code of Conduct, E-Safety, Social Media and Computing Systems Policy
- B) Medical Conditions and Administration of Medicines Guidance
- C) Child Protection & Safeguarding policy
- D) Educational Visits Guidance (Evolve)
- E) Wellbeing Guidance
- F) Absence and Sickness Guidance
- G) Health & Safety organisation chart (Displayed on H&S boards)
- H) The Workplace (Health, Safety & Welfare) Regulations 1992 (Displayed on H&S boards)

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