



HEALTH & SAFETY POLICY (2014 - 15)

ABBREVIATIONS - The following are used in the policy:

AfPE - Association for Physical 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

ASE - Association for Science Education

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PART A - GENERAL STATEMENT

PREAMBLE

This policy is produced in respect of BROADWAY INFANT SCHOOL only and is supplemental to the Council & Education Service H&S Policies. (These are as contained in Part 1, Section 1.01 of the H&S Manual.)

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. The Policy regards the health and safety of all employees, pupils and other visitors using the premise as of paramount importance.

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.....Alan Lawrance.....

Signed.....Sue Tanner.....

Chair of Governors. Date..... Head Teacher. Date.....

Reviewed January 2015 This policy will be reviewed at least every three years.

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PART B - ORGANISATION

GOVERNORS

Governors will ensure that:

- a) The Headteacher produces a school H&S policy for approval by the Finance and Premises 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 during the Autumn, Spring and Summer.
- e) A positive H&S culture is established and maintained.

HEADTEACHER

The Headteacher will ensure that:

- a) A school H&S policy is produced and presented for approval by the Finance & Premises 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 is kept in the school office so that it is available to all staff and governors and any H&S information is circulated for the attention of staff and governors
- e) A safety inspection is undertaken during the Autumn, Spring and Summer.
- f) An annual report is provided to the school governors on the school's H&S performance covering the areas identified in the annual return provided to the LEA
- g) The Headteacher 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) The Headteacher at Broadway infant School delegates H&S duties to the Caretaker who is competent to carry them out. Sufficient resources are allocated to enable the Caretaker to carry out these duties.

HEALTH & SAFETY CO-ORDINATOR

The Caretaker at Broadway Infant School has designated responsibilities in relation to H & S. He will;

- a) Receive all H&S information sent to the school and disseminate the information to staff/governors as necessary;
- b) Advise the Headteacher and Governors on action required to comply with relevant H&S Legislation;
- c) In consultation with Head/Governors, set timescales/ensure work is carried out to meet the requirements of H&S Legislation;
- d) Carry out the regular H&S Inspections.

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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 to the Council, by their local union officer, and 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, page 2.760.

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.

CARETAKERS AND CLEANERS

All employees, and in particular the Caretaker and the Cleaners, have a duty under Health and Safety Legislation to:

- Work safely.
- Not to misuse any machine or substance.
- To use the approved protective clothing and/or equipment.
- To report any defect in any machine, accessory or electric cabling.
- To comply with all instructions issued for their safety and to adhere to correct procedures.
- To take reasonable care for the health and safety of other persons who may be affected by their acts or omissions at work.
- To promote sound health, safety and welfare practices at their place of work.
- To follow the Procedures set out in Appendix 1

VOLUNTEER HELPERS

Have the same duties as those indicated for employees

PUPILS

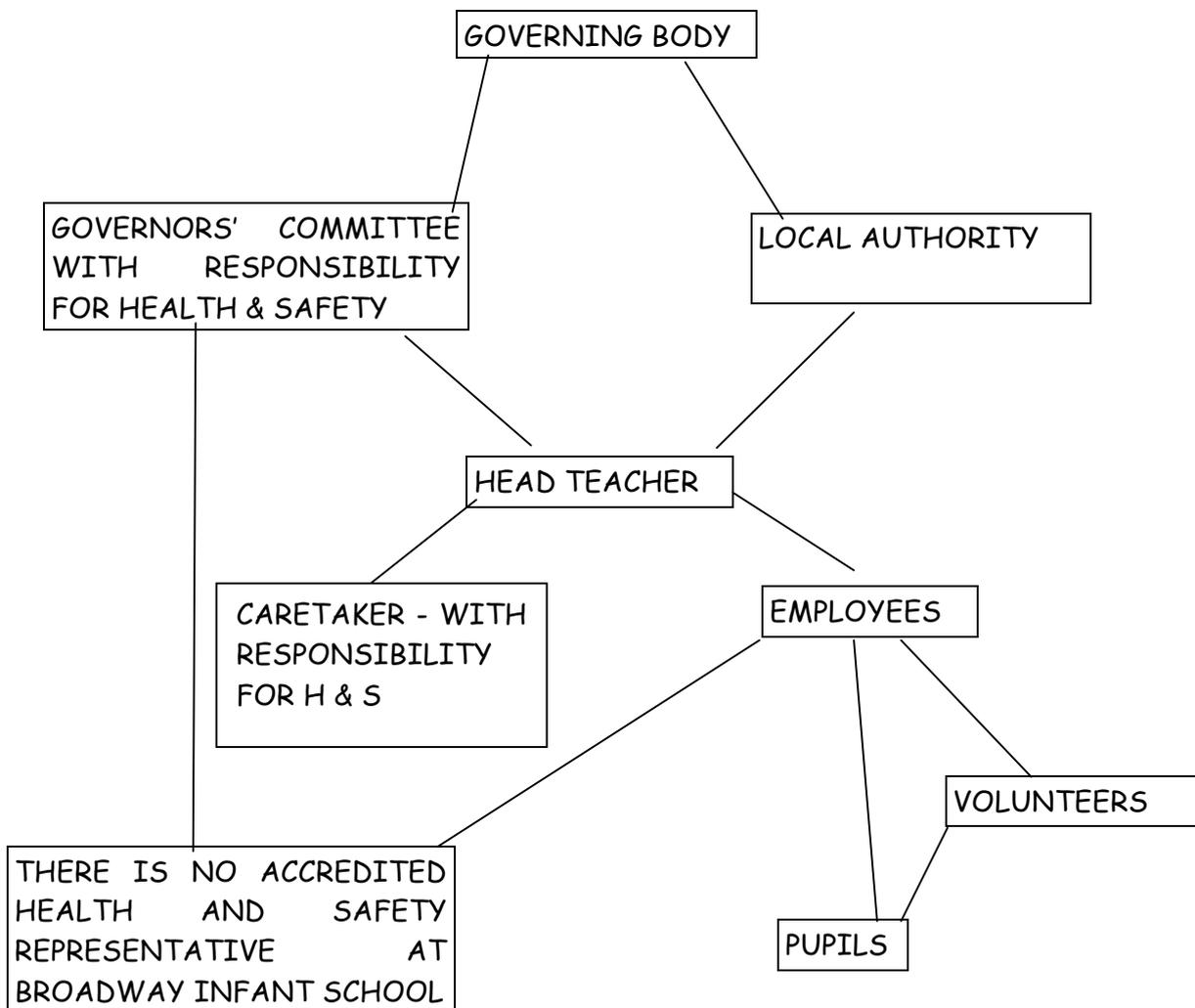
Pupils are expected to:

- a) Comply with school rules relating to general behaviour.
- b) To 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
- d) Not to misuse anything provided for H&S reasons.

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SCHOOL STRUCTURE AND LINES OF COMMUNICATION



Senior staff and governors will always check for any changes in legislation or local requirements before applying this policy.



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.

Any reference to the H&S Manual is a reference to the Local Authority H&S Manual for Schools.

GENERAL ARRANGEMENTS

1 - ACCIDENT/INCIDENT RECORDING/REPORTING

1.1 - PUPILS - All minor accidents to pupils are to be recorded in the schools **pupil accident books** which are kept in separate files for each class. These are kept in the school's designated first aid areas and, when appropriate, in the designated classrooms. All accidents to pupils that require contacting a parent and informing them to seek medical attention which do not reach the threshold of a reportable incident are recorded on the school's H & S Accident/Incident/Violence Report forms and kept in the school office.

In addition, any reportable incident will immediately be reported using the Accident/Incident/Violence Report Form (ACC-2180-26-08-2014) *to the local authority health and safety section via RM Securenet*. Reportable incidents are any fatality, or any minor 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 **via the RM Securenet 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.

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/Violence form is to be completed. The form will be sent to the H&S Co-ordinator and the Headteacher who will decide if it needs to be reported. This will be the case for any major structural collapse, any explosion, or any fire which causes closure of one or more rooms.

1.5 - BEHAVIOUR INCIDENTS - These include violence, bullying, and harassment. Contravention of school rules are recorded on the SIMS Behaviour Management system. The Headteacher records any incidents including serious violence, bullying or harassment on individual records that are stored within the confidential area of their drive

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2 - ASBESTOS

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

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 contractors who come to site on an as and when basis. The latter are usually involved with building work.

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 contract specifies 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 must take into account how they will impact upon the staff/pupils/other 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, has consulted with them 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 effective supervision of pupils.

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.

Practice to be followed

- 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 or, in his/her absence, Deputy Headteacher.

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b) Before any work is commenced, it is essential that the Headteacher/ Deputy 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.

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c) Before work is to commence, the contractors must be advised by the Headteacher/ Deputy 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.
- 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.

In order to monitor the above, at Broadway Infant School contractors will be asked to complete the 'Contractors Working in School register' which is kept in the office before beginning any work in school.

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 may come under the requirements of the Construction Design and Management Regulations and in such cases the school will appoint a Planning Supervisor, in line with the advice given in the H&S Manual. (See H&S Manual, page 2.530.)

For all large scale works a pre meeting will take place and the Headteacher or, in his/her absence the Deputy Headteacher, will attend the meeting. This meeting will identify timescales for work, methodology (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 any H&S information to all staff
- c) Where appointed, consulting with the Trade Union Accredited Safety Representative in good time on all H&S issues;

To this end the accredited safety representative/representative of employee safety, if appointed, will be invited to become a member of the Governors Finance & Premises Committee; currently there is no accredited safety representative appointed to the staffing at Broadway Infants

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5 - WELLBEING

The wellbeing of staff is seen as an integral part of the school's 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 work/life balance, and to expect appropriate support to 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 provided by the local authority.

Sickness absence or health concerns will be dealt with under the school's absence policy.

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

6 - E-SAFETY

The school has a separate policy on this subject.

7 - FIRST AID

The school employs four designated first aiders who hold current paediatric first aid qualifications this includes three teaching assistant staff and the Senior Lunch Break Supervisor. The school has also provided Paediatric First Aid training to the Headteacher and an additional lunch break supervisor. The school provides first aid training which covers epipen training specific medical needs training and general first aid to all teaching staff and Lunch break staff. Qualifications which name all staff who have undertaken paediatric first aid training are displayed in one of the designated first aid areas.

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 appointed person. The appointed person will 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, the parent/guardian/carer should be contacted as soon as possible, but this should not result in a delay obtaining medical attention.

For cases involving injuries to pupils that are less serious, e.g. sprains, strains, significant cuts etc. parents/guardians/carers will be contacted and advised of the situation and asked to take the pupil to hospital/minor injuries or GP.

In other cases, e.g. where no injury is visible or a pupil bumps their head, the pupil will be observed. If concerns increase parent/carers will be contacted and may be advised that medical attention should be sought but in all cases the parents will be advised of the injury.

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 - FIRST AID BOXES/MATERIALS - First aid boxes are kept on site and these only contain approved materials. (See H&S Manual, pages 1.230/1.) The boxes are available for use with children by all trained staff plus for the use of staff/adult visitors on site.

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7.3 - INJURIES INVOLVING BLEEDING - Staff dealing with injuries involving bleeding must wear appropriate protective clothing. Disposable gloves, disposal aprons and goggles are provided for this purpose and kept in the first aid areas.

7.4 - INFECTIOUS DISEASES

The school follows the national guidance produced by the Department of Health, which is summarised on the poster, 'Guidance on infection Control in Schools and Nurseries'. This is displayed in the School Office. Supplemental information on local contacts is contained in the Handbook for Schools on Infectious Diseases, also kept in the School Office.

7.5 - MEDICAL NEEDS

The school has a separate policy on this subject

8 - GENERAL MAINTERNANCE CONTRACTS

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

8.1 Fire extinguishers

These are subject to an annual check by contractor. On a weekly basis, extinguishers are checked by the Caretaker to ensure they are full, in position, and that pins are in place.

8.2 Fixed Electrical Equipment - Does not apply, none in the school

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 co-ordinator 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 contractor inspects the PE equipment.

8.4 Play Equipment

All play equipment, including moveable items well as fixed external play structures, is subject to regular visual inspection by staff prior to use. If defects are noted, the PE Co-ordinator/Caretaker 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 by the Caretaker, 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 placed out of use. In addition, this equipment is subject to a regular check, in line with guidance on the checking of such equipment, supplemented by local experience. Currently, Class 1 (Earthed) items will be tested within 14 months.

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9 - RISK ASSESSMENTS

The school risk assessment process is ongoing but comprises the following specific elements. In all cases staff, pupils and other visitors may be affected by the activity.

9.1 - TEACHING ACTIVITIES - The significant outcomes from the risk assessments on teaching activities, i.e. those specifically related to educating pupils, are either included in the point of use text/scheme of work/job sheet or the standard followed for the individual activity. These assessments form part of or are referred to in this safety policy.

Where specific arrangements are included in this policy the risks associated with the specific activity are identified together with the necessary control measures.

9.2 - CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH) -

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 Main office and the Head'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. The assessment is attached as Appendix 3

9.3 - MANUAL HANDLING

9.3.1 - EQUIPMENT/MATERIALS - Manual Handling legislation requires handling operation that is likely to cause a significant injury needs to be assessed that any manual. All staff are advised that before undertaking any manual handling task they ask themselves: **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 have been advised to obtain assistance. Staff will then ask themselves the above question again taking into account the assistance obtained, e.g. a second person or making use of a trolley. **All items over 10kg must be covered by a written manual-handling assessment**

A list of the regular manual handling tasks undertaken, including movement of stationery, raw materials etc. have been listed to indicate what this involves and this information is attached as Appendix 4. The practice for setting out PE Equipment is displayed near the equipment and the practice for setting out/putting away dining chairs/tables is displayed in the hall.

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.

9.3.2 MANUAL HANDLING - PUPILS - All pupils who may need to have manual handling support are assessed using the manual handling assessment forms included within the H&S Manual. This initial assessment will identify if there is a significant risk of injury and subsequent to this if a significant risk of injury is identified further assessment information will be identified. (See Manual Handling information in H&S Manual, page 1.132 and appendices.)

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Only staff who have received manual handling training or instruction are to participate in tasks involving the lifting of persons.

9.4 - DISPLAY SCREEN EQUIPMENT (DSE) - Any member of staff who is a USER of DSE has completed the USER AUDIT (See H&S Manual, pages 1.198 to 1.202.) for the workstation(s) where they work.

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

9.5 - 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 the 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.

9.6 - WORKPLACE - An inspection of the workplace, buildings & grounds has been undertaken in order to ensure it meets the requirements of The Workplace (Health, Safety & Welfare) Regulations 1992, as supplemented by the Education (School Premise) Regulations. The school also undertakes regular inspections to proactively identify defects within the workplace.

Staff and pupils are encouraged to report any defects they note. All works identified are prioritised and the work is then either carried out or programmed for completion as and when funding becomes available.

9.7 - COMPETENCE - All staff appointed are considered to be competent to perform the tasks they are given. Competence is viewed as one of the key elements of risk management as the only way to control dynamic work situations is through having competent persons in charge, who can react to changes and take appropriate measures. The school considers its staff to be competent but will provide adequate training/instruction or supervision as appropriate.

9.8 - SECURITY - The school site has been assessed against the information contained in the H&S Manual for schools (See page 2.450), and security issues are regularly reviewed.

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

9.9 - FIRE PRECAUTIONS - The school has undertaken a fire precautions risk assessment utilising the information contained in the Guidance Note for Primary Schools on Complying with The Regulatory Reform(Fire Safety) Order.

In particular

- a) A fire plan, indicating position of call points, fire exits, detectors, etc. is displayed in the lobby/office
- b) Fire evacuation notices are displayed in each workroom.
- c) Information is kept on maintenance arrangements, e.g. checks on alarms and fire extinguishers.
- d) Fire drills are carried out regularly: twice during terms 1-2, once during terms 3-4, and once during terms 5-6

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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 otherwise not intended for use.

9.10 – 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. 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.)

9.11 Water Assessment

An assessment has been completed on the hot and cold water systems, and measures have been introduced to manage the risk of Legionnaire's Disease.

As Broadway School is on direct-supply of cold water, and therefore has no cold-water tanks, we have been advised we do not have to undertake these tests. However, all taps, and the shower in the Disabled Room are run at the start of each term until the water reaches the recommended temperature.

9.12 Working 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.

9.12.1 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. These include changing strip-lights, and some classroom Display Boards.

9.12.2 - SPECIALIST OPERATIONS - These are where specific high level access equipment is to be used, and will normally be carried out by an outside contractor.

10 – 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 the Main Office, and the School Website, and also the leaflet 'Safeguarding Guidance for Staff Working with Children and Young People'.

Senior staff and governors will always check for any changes in legislation or local requirements before applying this policy.



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 addressed 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 controlled as follow:

- a) Whenever possible, the oven is to be used in the designated food technology area. (The Willow Room) If it is moved to a classroom for a specific purpose, it must be positioned where pupils and staff do not have to pass close by it. (Teachers must ensure they position the mobile unit away from walkways.);
- b) The table/s on which food is to be prepared is/are to be positioned to allow easy access around it/them and covered with a wipe-able food technology cloth;
- 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 addressed by:

- a) Carrying out a visual inspection of all electrical equipment 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) Ensuring that equipment is used in line with manufacturers' instructions and/or training received
- c) Enforcing a prohibition on pupils using metal graters, portable electrical equipment and, dependant on age, sharp knives
- d) Ensuring that all equipment provided for food activities is kept in good condition and only used for food activities

Senior staff and governors will always check for any changes in legislation or local requirements before applying this policy.



2.3 - HYGIENE - The risks associated with cross contamination are addressed by:

- a) Ensuring that 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) Ensuring that 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) Ensuring 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 deal with emergency situations:

- a) A suitably stocked first aid box is kept in the room/with the baby belling and names of appointed persons are displayed in the room/with the baby belling
- b) A fire blanket is kept in the room where the baby belling is used/transported with the baby belling trolley unit, and a Caron Dioxide extinguisher is always within 30ft of any place of use. 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

There is no pottery or kiln in this school.

3.1 - CLAY - The following arrangements will minimise the creation of dust and cross contamination:

- a) Only premixed clay is to be used by pupils and the clay is to be cut into workable sizes
- b) Desks are to be protected from staining by covering with newspaper. Newspaper is to be disposed of at the end of the lesson
- c) Spillages of clay are to be cleared up immediately using wet mopping or sponging techniques. NB Brushing of dried clay is prohibited
- d) NO pre mixed paint on glazes are to be used by any pupils at Broadway Infant School.

3.2 - PERSONAL PROTECTIVE EQUIPMENT - The following helps to address the risks associated with damage to clothing:

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

3.3 - HOUSEKEEPING - The following arrangements help to reduce risks relating to dust creation:

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

Senior staff and governors will always check for any changes in legislation or local requirements before applying this policy.



4 - SCHOOL TRIPS

The school regards school trips as a valuable part of a pupil's education and acknowledges the voluntary contribution that teachers and other adults make in enabling pupils to experience a rich variety of visits off the school site.

Such trips, do however, often involve a degree of risk, which is inherent when pupils are placed in unfamiliar places or are undertaking new activities. Some risk is accepted, but by following the procedures set out in Appendices 5 and 5.1 the degree of risk will be reduced to an acceptable level.

Definition of a school trip - This is any activity that involves pupils leaving the school site. The only exception would be when our pupils visit The Ridge Junior School.

The types of school trips to be undertaken and the charging policy

The school will undertake:

A range of school trips relating to the curriculum. These will be funded by school budget.

A range of school trips relating to the curriculum. These will be funded by school budget but Parents/Guardians / Carers will be asked for voluntary contributions.

A range of school trips relating to the curriculum and extra curriculum activities. Those trips relating to the curriculum will be funded from the school budget but where they are held outside of normal school hours Parents/Guardians/Carers will need to pay towards the trip.

5 - 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 Education Council. The hazards associated with Science are controlled by following the guidance contained therein.

6 - SPORT/PE

The school follows the guidelines contained in 'Safe Practice in Physical Education' produced by AFPE and endorsed as a standard by the Education 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 additional information on Jewellery.);

b) Staff will remove jewellery and change into appropriate clothing and footwear

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

c) Pupils assisting with 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 the load

Senior staff and governors will always check for any changes in legislation or local requirements before applying this policy.



- 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'

7 - SWIMMING ARRANGEMENTS: not applicable - no swimming undertaken at Broadway Infant School

8 - 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 local authority. 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:

8.1 - LOCATION - Risks associated with personal injury are partly addressed by:

- a) Ensuring 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.

8.2 - PERSONAL PROTECTIVE EQUIPMENT - Risks associated with damage to clothes and partly those associated with personal injury are addressed by:

- a) Ensuring that, where appropriate, staff/pupils wear personal protective equipment in the form of aprons and goggles/spectacles
- b) The personal protective equipment is to be stored to minimise damage and ensure easy availability. Aprons are to be hung up and goggles/spectacles stored in cloth pockets

8.3 - EQUIPMENT - Risks associated with Personal Injury are partly addressed by:

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

8.4 - HAZARDOUS SUBSTANCES - Risks associated with hazardous substances have been addressed as part of the school COSHH assessment. (See 3.1.6.2) Appendix 3

9 - 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. Staff who use their own cars for work need to hold a Business-Class insurance for the vehicle they use. Such cover is not provided by the Council.
- 2 - Staff transport pupils/equipment in the school minibus or a minibus hired in for the purpose. NB: Only Staff who hold the Council's approved Midas Certificate are allowed to drive the minibus.

Senior staff and governors will always check for any changes in legislation or local requirements before applying this policy.



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.)

10 - EQUIPMENT

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 arrangements have been made.

10.1 - MAINTENANCE ARRANGEMENTS

a) FIRE EXTINGUISHERS - Fire extinguishers are subject to an annual check by contractor, and on a weekly basis the extinguishers are checked by the caretaker to ensure that they are full, in position, and that the pins are in place.

b) 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.

c) PORTABLE ELECTRICAL EQUIPMENT - All portable electrical equipment is the subject of regular visual inspections, carried out by staff prior to the use of the equipment, to identify any damage to the equipment, plug or cable. If defects are identified then the equipment is to be put out of use until it is checked, to ensure safe operation, or the defect is remedied.

All portable electrical equipment is the subject of an annual portable appliance test. (See page 1.275 of the H&S Manual.)

d) 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 Headteacher 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 by the Caretaker, and an annual check by an independent service contractor.

10.2 - GENERAL USE EQUIPMENT

a) CRAFT KNIVES - These are only to be used by pupils in the latter stages of Key Stage 2 therefore they are not used by pupils at Broadway Infants.

b) GLUE GUNS - are not to be used by children in Key Stage 1

Senior staff and governors will always check for any changes in legislation or local requirements before applying this policy.



c) GUILLOTINES - These are only to be used by staff and must be fitted/used with the safety guard in position.

d) OTHER HAND HELD ELECTRICAL EQUIPMENT - The use of other hand held electrical equipment, i.e. soldering irons, electric mixers etc., by pupils is prohibited. Exceptions may be made to this rule but only where the item of electrical equipment is felt to be necessary and then only after a risk assessment has been carried out on its proposed use.

e) PENS/PENCILS - Only pens with appropriate tops (those with a hole in them), or those with the tops removed are to be used in school. This is essential as there have been incidents where pupils have swallowed solid pen tops and choked. Class teachers will carry out ongoing checks of the pens in use to ensure that this requirement is met.

Pencils are not to be sharpened at both ends and pupils are to be advised of the dangers associated with this practice, i.e. the potential for eye injury.

f) ROTARY TRIMMERS - When in use these must be placed on a flat surface that is able to accommodate the whole of the trimmer, without it overhanging the edges of the surface. The trimmer can be used by pupils but is only to be moved by staff.

g) SCISSORS - Sharp pointed scissors are not to be used before key stage 2 therefore class scissors are provided with rounded tips and teachers must ensure they are used appropriately by children. Teachers must teach children to handle scissors correctly.

PART - D APPENDICES:

- Appendix 1 - Caretakers and Cleaners Procedures
- Appendix 3 - COSHH Assessment
- Appendix 4 - Regular Manual Handling Tasks
- Appendix 5 - School Trip Procedures
- Appendix 5.1 - Initial School Trip Proposal Form
- Appendix 5.2 - School Trip Risk Assessment

Senior staff and governors will always check for any changes in legislation or local requirements before applying this policy.



APPENDIX 1

GENERAL RESPONSIBILITIES

The School Caretaker and Cleaners have responsibility for the operation of safety rules and procedures, and also have a responsibility for their own health and safety.

The following arrangements aim to ensure that they are aware of the areas of responsibility delegated to them, the potential hazards associated with their work and the measures to be followed in order to ensure risks are addressed.

ARRANGEMENTS

1.1 RISK ASSESSMENTS

Risk assessments of work activities have been carried out in order to identify hazards associated with these activities, the likelihood of the hazard being realised and the control measures required to minimise these risks.

Within this appendix are the arrangements or procedures to be followed/complied with, which have been identified by risk assessment, in order to minimise the risks to the staff covered as well as others who might be affected by the activities they undertake.

1.2 MANUAL HANDLING

All staff before attempting any manual handling task will assess the risks associated with the task. To this end staff must, when requested to undertake a manual handling operation, first identify the following:

- (a) The type of load to be moved paying particular attention to the weight and shape of object(s) to be moved.
- (b) Where the load has to be moved to, and any likely problems with the route, e.g. is the route up/down steps.

Once this information is known the member of staff must decide whether they are capable of moving the load alone, with or without the aid of equipment, or whether assistance is required from another person.

(The low risk manual handling operations assessments are included on a list of regular operations, but for any other manual handling operations an individual risk assessment will be completed. Refer to Schools Health and Safety Manual, Pages 1.131/2, for additional information)

1.3 EQUIPMENT

Any equipment that staff use will be:

- (a) Provided by the School (either purchased or hired);
- (b) Suitable for the task to be performed;
- (c) In good condition and,
- (d) Where appropriate, be subject to a system of maintenance

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NB: If any of these conditions is not met the equipment is not to be used and the reason reported to the appropriate person.

In addition to the above the following additional information is given for specific pieces of equipment.

1.3.1 FLOOR MACHINES

Floor machines are mainly used to cleaning purposes and such machines will include Scrubber/Polishers, Wet Vacuum Machines and Dry Vacuum Cleaners.

The following precautions are to be followed at all times:

- (a) No one is to use, or allow any other person to use, any floor machine unless they have been properly instructed in its use.
- (b) The operator must be aware of the limitations of the machines in use, i.e. Dry Vacuum Machines must not be used for wet suction; Wet Suction Machines must not be used for wet suction with dry conversion kit installed etc.
- (c) The operator must ensure that each machine is clean and in a serviceable condition before use.
- (d) Power cables must be checked regularly for any sign of fraying or breakage in the insulated covering.
- (e) Plug tops should be inspected for chips or cracks. (It is advisable to use shatterproof plug tops on all machines). Plug tops must be fused with the correct value fuse.

NB: All persons are reminded that any machine which is defective, especially with an electrical fault, must not be used. Any defective machines are to be marked as unserviceable and withdrawn from service and, if possible, locked away to prevent anyone, not aware, from using the machine. Defective machines should be repaired as soon as possible.

The following precautions must be followed when the equipment is in use.

- (f) Power cables should not be pulled to their limits so that the plug tops are pulled from power sockets.
- (g) Care must be taken that trailing power cables do not become jammed beneath doors and/or do not obstruct doors or become a trip hazard. All operators are reminded that trailing power cables are a potential hazard to the operator and that cables on Scrubber/Polisher machines especially should be kept well clear of the rotating brush or drive plate.

NB: Machines can be a fire hazard – keep them clean. Vacuum cleaners must be emptied regularly. A dirty machine with air vents blocked can cause overheating. If the filters in vacuum cleaners are not kept clean, the efficiency of the machine is impaired.

1.3.2 ACCESS EQUIPMENT – LADDERS AND STEPLADDERS

Steps or ladders are regularly used for cleaning and for access. Where steps or ladders are required the responsible person must ensure that:

- (a) The steps or ladders have been, or are, brought from reputable suppliers and that they comply with the relevant standard.

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- (b) The steps or ladders have been given identifying symbols and the date of purchase recorded in a register.
- (c) The steps or ladders are stored correctly, i.e. wooden equipment should not be stored in boiler houses.
- (d) The steps and ladders are inspected before and after use and any defects remedied immediately. Defective equipment beyond repair should be destroyed as soon as possible.
- (e) Folding stepladders are not used as straight ladders.
- (f) Folding stepladders rest evenly on their legs and are extended to the full width of the tie-cord.
- (g) Wherever possible, and always when working on the 10th tread or above, a second person must steady steps.
- (h) Metal ladders or steps have rubber safety feet fitted to them.
- (i) The feet of ladders or steps are never placed on mats, other moveable objects, or highly polished surfaces.
- (j) When a ladder is used it is made safe by either:
 - a. Securely lashing it at or near its top;
 - b. Securely lashing it at its base; or
 - c. By a second person footing the ladder.
- (k) Ladders are set at the most stable angle. (A slope of 4 units up to 1 unit out at the base).
- (l) Ladders always extend at least 1m above the landing place or the highest rung in use unless there is a suitable handhold to provide equivalent support.

1.3.3 ACCESS EQUIPMENT – TOWER SCAFFOLDS

Where tower scaffolds are used or erected it is essential that the manufacturers instructions are followed. Generally however the erector must comply with the following safety precautions.

- (a) The maximum height of all towers is not to exceed 3.5 times the shortest base dimensions, for internal use, or 3 times, for external use, unless manufacturers information specifies otherwise. The ratio for external use will only apply where the tower is exposed to, at most, light winds and for extra stability it is advised the tower either be tied to a building or anchored at the bottom corners.

NB: In the event manufacturer's information is not available the maximum height to least base ratio must not exceed 2:1.

- (b) The tower must rest on a firm foundation, which is capable of resting the total load, and must not rest on recently made up ground. If using a mobile scaffold ensure the castors are locked.
- (c) The tower must be vertical
- (d) Tower scaffold units are to be completely boarded out at the top and toe boards, a minimum height of 150 mm, must be provided. Only purpose provided scaffold boards in good condition are to be used.
- (e) Guard rails must be in position around the platform when the platform is occupied. The guard rail must be at a height of 950 mm above the edge of the platform and there must be an intermediate guard rail provided so that there is no gap which exceeds 470 mm between any toe board and guard rail.
- (f) Access to a platform must be by a ladder secured to the narrowest side of the tower at the top and bottom, unless a built-in internal ladder is provided or manufacturers' instructions specify otherwise. The ladder provided should have rungs which are no more than 300 mm apart and stiles not more than 480 mm apart.

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NB: No one must ever climb up the outside of the scaffold.

- (g) If any of the components or any joints of the tower unit are missing or damaged the unit must be taken out of use and labelled "Warning – this scaffold unit is unsafe and must not be used".
- (h) If mobile scaffolding is in use it must never be moved with a person on it, nor should any equipment be left on the platform whilst it is in motion.
- (i) Static towers must be dismantled before being moved.
- (j) Whenever tower scaffolds are in use provision must be made to prevent unauthorised access, by providing barriers or tapes around the base.

1.3.4 ACCESS EQUIPMENT – SCAFFOLDING OTHER THAN TOWERS

The erection of tubular scaffolding, or other non proprietary makes used in the construction industry, requires specialist expertise and knowledge.

1.3.5 HAND TOOLS

These will include hammers, screwdrivers, drills etc.

- (a) Only tools provided by the school are to be used.
- (b) The tools must be inspected prior to use to ensure there are no defects, e.g. split handles etc
- (c) The tools are only to be used for what they are intended.

1.3.6 HAND HELD PORTABLE POWER TOOLS

These include mains or battery powered screwdrivers, drills, sanders etc.

- (a) This equipment must be visually inspected prior to use. The cable, plug and casing should all be in good condition or the equipment put out of use until it has been checked/repaired.
- (b) Equipment is to be subject to an annual Portable Appliance Test, to check on earth leakage and insulation, and marked to confirm this. If equipment has not had Portable Appliance Test in last 14 months the equipment is not to be used.
- (c) This equipment should be used from a socket with a residual current device(rcd) in the circuit or with a plug in rcd.

NB: This is essential where the caretaker etc. is working outside or alone.

- (d) Care should be taken to ensure there are no trailing leads creating trip hazards for other users of the premise.

1.4 SLIP HAZARDS

These arise either through inappropriate treatment of floors, cross contamination of the same or a failure to address spillages. Staff must ensure that:

- (a) Only the correct floor treatments are used on floors throughout the establishment for which they are responsible. Account will need to be taken of the uses to which a particular area is subjected and the floors treated accordingly. Slip retardant polishes should be used where practicable.

Senior staff and governors will always check for any changes in legislation or local requirements before applying this policy.



- (b) If wax polishes are used extra care is taken as some can become slippery, difficult to maintain and cause problems when stripping becomes necessary. Where it is used staff must be aware of the possibility of its being “trafficked” into other areas and causing “skating rink” conditions.
- (c) They are aware and make others aware, of the treatment the floors are receiving.
- (d) Measures are taken to ensure that water or other spillages are mopped up as soon as possible and not allowed to become a slip hazard.
- (e) When floors are wet, signs are to be erected giving warning of the danger.
- (f) When floors are being polished the affected areas are to be cordoned off.

NB: Signs and cordoning off should be undertaken both inside and outside normal school hours in case members of staff, pupils or other members of the public are on the premises.

1.5 TRIP HAZARDS

Staff must ensure that any equipment in use does not become a trip hazard to other unsuspecting persons. Remember the hazard of trailing machine cables. Do not leave buckets, mops, brushes and machines where someone can fall over them and never place a ladder or steps behind a closed door.

1.6 HAZARDOUS SUBSTANCES

Many of the chemicals used for cleaning are hazardous chemicals in terms of the Control of Substances Hazardous to Health (COSHH) Regulations as is the case for chemicals used by handypersons, e.g. wood preservatives, paints etc. Other hazardous substances which are found in school are wood/pottery dust and chemicals used with the swimming pool.

The school COSHH assessment contains information on hazards associated with each of these substances and the precautions required to control the risk. Staff must be familiar with this information and ensure that any precautions identified are implemented.

NB: Never mix chemicals and always follow the manufacturers’ instructions.

1.7 HEALTH PROBLEMS

There are a number of potential health problems associated with the work undertaken by staff covered by the Health and Safety Policy. The following are of particular significance and the precautions indicated must be complied with, in order to minimise the risks of contracting them.

1.7.1 DANGERS OF CONTRACTING DERMATITIS

People react differently to bodily contact with chemicals/substances and in some cases they can set up a skin reaction known as Dermatitis. This normally affects the parts of the body that are in constant contact with the chemical/substances, e.g. hands, wrists and arms. In most cases, it is very difficult to determine which chemical or substance is causing the complaint, as once it is established other chemicals or substances in contact with the affected area can aggravate the condition.

The following precautions must be followed in order to prevent this condition developing:

- (a) All staff are advised that when using any type of chemical or substance, protective gloves should be worn.
- (b) Care should be taken, when using chemicals/substances mixed with water, that the liquid is not allowed to flow over the wrist section of the gloves by immersing hands too deeply into the solution.

Senior staff and governors will always check for any changes in legislation or local requirements before applying this policy.



- (c) Hands, wrists etc. should be washed thoroughly with soap and running water to remove all traces of chemicals.
- (d) The gloves used should be well rinsed after use.

1.7.2 DANGERS OF SKIN CANCERS

These are very rare and when they do occur are mostly confined to industries where cutting oils are used. However, there may be some risk where "Fuel Oils" are used.

The greatest risk is confined to male operators who come into contact with Fuel Oils as it is possible for a man to contract Cancer of the Scrotum if personal hygiene is not observed.

The following precautions must therefore be followed to prevent this condition developing:

- (a) Care must be taken to ensure that hands are always washed after contact with Fuel Oils, especially before using the toilet.
- (b) Overalls must be worn at all times when dealing with Fuel Oils and contaminated overalls are not to be worn again until thoroughly washed.
- (c) Any other clothing that becomes contaminated is to be removed as soon as possible and washed, and any part of the body that has contact with Fuel Oils is to be washed thoroughly.
- (d) Do not carry oil-impregnated rags in overall pockets.

1.8 PROTECTIVE CLOTHING AND EQUIPMENT

Protective Clothing and Equipment has been provided by the school for use by relevant staff who must ensure that if provided:

- (a) Overalls are worn at all times;
- (b) Protective gloves are worn when there is any risk of damage to hands, especially when using certain types of chemicals (see COSHH assessment);
- (c) Goggles are worn when there is any possibility of injury to eyes, e.g. especially when using Dry Acid for Swimming pool treatments;
- (d) Respirators are used when there is a risk or possibility of inhaling anything which could prove to be harmful to throat or lungs, and especially when using Dry Acids or when cleaning boiler flues. Respirators should be used at all times when any operation is being carried out where Chlorine Gas is involved.

1.9 FIRE PRECAUTIONS

The fire precautions covering the site will have been identified as the result of a fire risk assessment. Staff covered by this policy must ensure that:

- (a) Plant rooms and Boiler houses are free of inflammable materials and kept clean and tidy.
- (b) Corridors and gangways are not obstructed. Waste and rubbish must be moved to the collection area as soon as practicable.
- (c) Fire doors are kept closed and never wedged open.
- (d) They are aware of the position of water valves and fire points and that these are kept free for access.
- (e) The fire alarm is tested weekly using a different call point each time and that this information is recorded.
- (f)

1.10 ICE AND SNOW ON PATHS ETC.

- (a) Staff must clear, grit or salt pathways, as appropriate, as soon as possible.
- (b) Staff must also ensure that warning notices, indicating slippery conditions, are, where appropriate, displayed at entrances.

Senior staff and governors will always check for any changes in legislation or local requirements before applying this policy.



1.11 WORKING ALONE

Lone working is not prohibited but it should be avoided where practicable. Any situation where staff may need to work alone must be covered by a safe system of work, which is the outcome of a risk assessment.

1.12 DO-IT-YOURSELF WORKS

Any work which is undertaken by staff, whether painting, day-to-day maintenance or refurbishment activities is only to be undertaken where it is

- (a) Mutually agreed between staff and Headteacher/appropriate manager
- (b) Within the capabilities and competence of staff to undertake and
- (c) Covered by operational system job sheet

This work will include remedial painting and decoration, day to day maintenance and small scale improvements.

NB: Work involving fixed electrical installation is prohibited.

Before attempting any work staff will:

- (a) Identify the tools and materials required for the task
- (b) Identify where the work is to be carried out and the need to undertake work when area is unoccupied or the need for cordoning off and signs;
- (c) Prior to any drilling operations into walls/ceilings or floors the caretaker/handyperson(s) must establish if there are any services therein. (This should be possibly either from service plans or using a hand held detector).
- (d) Prior to any drilling operations into walls/ceilings, work in any ducts etc. the caretaker/handyperson(s) must ensure that there is no asbestos present. (The presence of asbestos should be known but where there is any doubt always assume asbestos is present until proven otherwise).
- (e) When using chemicals ensure adequate ventilation is provided, e.g. by opening windows;
- (f) If intending to use electrical equipment identify a socket which is protected by an rcd or, if none available, use a plug in rcd.

Senior staff and governors will always check for any changes in legislation or local requirements before applying this policy.



APPENDIX 3

COSSH Risk Assessments (Kept in the H & S file)

Area 1

Area 2

Area 3

Area 4

Area 5

Area 6

Willow Room

Main Office

Cleaner's Store Cupboard

Staff Room

Caretaker's Cupboard

Classrooms

Senior staff and governors will always check for any changes in legislation or local requirements before applying this policy.



APPENDIX 4

Regular Manual Handling Tasks:

Moving boxes of heavy stationary will only be undertaken by the Caretaker, who has regular manual handling training.

Apparatus All teaching staff will have annual training on how to assemble and lift the apparatus- Instructions are also displayed through pictures and an instruction booklet stored in hall

Dining Tables and Chairs - Instructions for LBS on display in hall cupboard

When moving adult chairs all staff must use the chair trolley provided stored in the dining cupboard.

Senior staff and governors will always check for any changes in legislation or local requirements before applying this policy.



APPENDIX 5

School Trip Risk Assessment Process:

For any proposed school trip an 'Initial School Trip Proposal Form.' will be completed and submitted to the Headteacher or, in their absence the Deputy Headteacher. See Appendix 5.1

If approval is given the proposer will become the School Trip Organiser and will then be required to complete a specific risk assessment. See Appendix 5.2. This will include, or have attached, all relevant information about the trip. Completing this risk assessment may involve a preliminary visit to the venue. This is a key element to the process and it is important that all relevant aspects are considered.

Once completed the Risk Assessment Form will be submitted to the Headteacher, or in their absence, the Deputy Headteacher for final approval. They will then decide whether the trip should proceed, whether additional information is required or whether the trip is no longer felt to be appropriate.

Once a trip is approved a letter will be sent out to parents/guardians/carers giving details of the purpose of the trip and asking them to indicate whether they would be prepared for their child/ward to attend. It must also indicate whether they will need to contribute towards the funding of the trip and the cost. Provided sufficient interest is indicated planning for the trip will continue.

All relevant provision will be finalised in particular the venue and the transport will be booked and both the numbers of the pupils to attend and adult supervisors confirmed. Details relating to Emergency provision will be finalised.

Parents/Guardians/Carers will be notified what they will need to provide e.g. pocket money, sandwiches etc. Parents will also be asked to notify the school of any particular needs of pupils, this covering diet, medication, plus use of non prescription medicine. If staff are administering medication they must follow the guidelines as detailed in the Medical Needs Policy

Once the trip has taken place supervising adults will be encouraged to notify the Headteacher of any aspects of the trip that may have raised concerns and also to highlight where things worked out positively so that the evaluation can be inform planning trips in the future.

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APPENDIX 5.1

INITIAL PROPOSAL FORM FOR SCHOOL TRIP

1 - PURPOSE OF VISIT AND EDUCATIONAL OBJECTIVE(S)

2 - VISIT LOCATION(S), PROVISION FOR A PRELIMINARY VISIT & PROPOSED DATES

3 - DURATION OF VISIT

4 - IF ADVENTUROUS ACTIVITIES ARE TO BE UNDERTAKEN PROVIDE DETAILS BELOW

5 - WHAT TRANSPORT WILL BE REQUIRED

6 - NAME OF PROPOSER

7 - ESTIMATED COST. (THIS WILL BE BASED ON OTHER TRIPS OR INVOLVE SOME INVESTIGATION OF COSTS RELATING TO INSURANCE, TRANSPORT, ENTRANCE FEES ETC.)

8 - TRIP APPROVED FOR FORMAL PLANNING? YES/NO (IF NO GIVE REASONS)

9 - IF APPROVED, INDICATE BELOW THE NAME OF SCHOOL TRIP ORGANISER APPOINTED

SIGNED

HEADTEACHER

DATE:

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SCHOOL TRIP RISK ASSESSMENT PROFORMA/CHECKLIST

1 - DESCRIPTION OF SCHOOL TRIP

Type of Trip: (Local, adventurous):

Duration of Trip:

Pupils to Attend: _____ Boys _____ Girls : Total : _____

Name of the School Trip Organiser

Other Staff Attending (Indicate in what capacity i.e. Teacher, First Aider, supervisor etc.):

_____ (Continue overleaf if necessary)

Educational Aims of Trip

2 - DETAILED ITINERARY

A detailed itinerary needs to be attached to the risk assessment. This will need to include dates, arrival, departure, duration at location and any other significant points of time throughout the duration of the trip, means of transport to and from venue, routes that will be taken on foot and details of what is to take place; destination venues, addresses and contact details e.g. phone, email. The itinerary must clearly identify possible hazards (e.g. crossing a road to a venue, obtaining access by stairs, exposure to areas of potential risk - for example the edge of a river) and detail how control measures will be put in place to address these hazards (e.g. adults supervision requirements, stopping traffic, using safe crossing sites etc.)

It is generally recommended that a pre visit inspection take places or that you make contact with the venue and obtain copies of their own risk assessments. Knowledge of where emergency exits are situated and toilet facilities is also useful, as is a brochure,

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so that parents and pupils get an appreciation of the type of facilities available during the visit.

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3 - PERSONS AFFECTED BY THE TRIP - (Attach a list of participants to this form)

The persons affected by the activities will be the staff, pupils and volunteers participating in the trip.

4 - HAZARDS

The principal hazards associated with school trips are death, personal injury/illness and loss/damage of property. They are to be addressed by compliance with standards and through specific risk assessments.

5 - CONTROL MEASURES

The control measures provided must be identified. The following forms a mix of checklist/explanation aimed at achieving this.

If the control measures are acceptable the trip may proceed

5.1 Are evacuation arrangements in place for:

- bomb alerts? YES/NO
- fire? YES/NO

Are there arrangements in place for first aid? YES/NO

5.2 - Activities

Details are required on any activity which may be undertaken and full information needs to be provided to parents. Activities usually fall under two broad headings, formal and informal.

Formal - These activities usually involve visits to museums or activities classed as outdoor activities. There is usually very specific information available on the type of precautions required, e.g. see outdoor pursuits checklist.

Informal - These tend to be the social events associated with trips, they can involve simply walking along a beach, to shopping, to playing on apparatus in a park. If there is a possibility of these events taking place, then clear procedures need to be drawn up for them.

a) For any adventurous activity, has the advice in the Education Service H&S Manual and 'Safe Practice in PE', produced by BAALPE, been followed? YES/NO been completed? YES/NO

b) (UK) Is the centre registered with the Adventure Activities Licensing Authority? YES/NO

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c) Has the qualifications checklist been adhered to, a copy of which is contained in the Education Service Manual,

d) If there is no governing body for the activity, have full details on the activity been provided? YES/NO

(This must include details of what the activity will involve, where it is to be undertaken, qualifications of leaders and levels of supervision and what personal protective equipment is to be used. An example of an activity which has no governing body is raft building)

5.2.2 - Activities - Informal (Sightseeing, informal play etc.)

a) Have you identified the location where these activities will take place? YES/NO

b) Have you identified if the area is known to have a problem with crime? YES/NO

c) Have you identified whether there are any special weather conditions required for the activity? YES/NO

5.3 - Disability

a) Has the venue been confirmed as able to provide activities for disabled. YES/NO

b) Has the accommodation been confirmed as being accessible. Specifically does it have

- Suitable disabled toilet and washing facilities? YES/NO

- Accessible dining facilities? YES/NO

- Access to rooms via ramps, lift or stair lift? YES/NO

c) Are the emergency evacuation arrangements at the venue suitable to deal with the persons disability? YES/NO

5.4 - Insurance

Does the trip take place during normal school time and form part of the curriculum? YES/NO
(If Yes the same insurance arrangements will apply as for a normal school day.)

5.5 - Parents/Guardians

Have parents/guardians/ carers been informed of the

a) Educational aims of visit? YES/NO

b) Itinerary and both organised and ad hoc activities? YES/NO

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- c) Clothing etc. is required? YES/NO
- d) Need to inform staff of any medical/dietary needs of their child? YES/NO
- e) Insurance arrangements in place for the trip? YES/NO

5.6 - Personal Needs

Have pupils been notified

- a) What clothing they will need? YES/NO
- b) What footwear is required? YES/NO
- c) If a packed lunch is required? YES/NO
- d) If they will need money? YES/NO
- e) The itinerary? YES/NO
- f) Have pupils been advised of what they can expect and how to summon assistance? YES/NO

5.7 - Security

There are many aspects of security and these will vary depending on the type and duration of trip. The following needs to be considered:

Have staff been made aware of the need to check that the security arrangements indicated are in operation and whether pupils might be able to leave the building unobserved? YES/NO

5.8 - Staffing & Supervision

(Adequate supervision is viewed as the main control measure for any activity which is dynamic. This will reduce the likelihood of inappropriate behaviour and thus of injury or other mishap, e.g. loss of possessions)

a) What is the level of competent adults to pupils? ___ Adults _____ Pupils = Ratio ___ : ___

- b) Does the trip comprise a mixed sex group? YES/NO
- c) If yes to b), are there competent adults of each sex present? YES/NO

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d) Have all adults in the party had a List 99 or CRB check? YES/NO

e) Are there any pupils with special or medical needs? YES/NO

f) If yes have all staff been informed of relevant details? YES/NO

5.9 - Transport

There are many possible means of transport to a venue. The following is a guide to some of the different types.

5.9.1 - Transport - School Minibus

Does the driver have a current licence to drive a minibus? YES/NO

Is the service/log book of the vehicle up to date? YES/NO

Does the driver of the vehicle hold the South Gloucestershire 'Certificate of Competence'
YES/NO

Is the use and operation of the minibus in line with the Council Policy? YES/NO

5.9.2 Transport - Hired (This will usually be some form of coach)

a) Is the company from which the vehicle is to be hired reputable, licensed and have in place the necessary insurance? YES/NO

b) Is the vehicle fitted with seatbelts? YES/NO

c) Is there one seat for each of the party? YES/NO

b) Is the party to be sat together? YES/NO

5.9.3 - Transport - Scheduled (In the case of Broadway Infants this will usually be by bus or train. If any other transport is involved e.g. ferry or plane a separate risk assessment should be completed)

a) Have the tickets been booked in advance? YES/NO

5.10 - Emergency Arrangements

a) First Aid - Is there a qualified first aider in the party? YES/NO

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NB: Minimum coverage is an appointed person. This individual is responsible for the first aid kit and will take charge in an emergency.

b) Medical Needs - have staff been

- Made aware of those in the party with medical needs? YES/NO
- Provided, where appropriate, with a copy of the health care plan? YES/NO
- Trained, where appropriate, to administer the medication? YES/NO
- Advised, whether non prescription medication can be provided to individual pupils? YES/NO
- Informed where the medication is kept? YES/NO
- How to contact the parent(s)/guardian(S)/Carer(s) if necessary? YES/NO

c) Notification to Parents - In the event of an accident or incident have arrangements been made for

- Someone in the party to contact a designated person who will then contact parents? YES/NO
- Staff to contact school? YES/NO
- Volunteers to contact school? YES/NO

d) Arrangements for sending someone home - In the event of misbehaviour or injury have arrangements been established for sending someone home? YES/NO

e) Emergency Plan - In the event of a major incident are there arrangements in place to provide support, e.g. counselling, for

- Pupils? YES/NO
- An appointed person or Volunteers in the party? YES/NO

6 - Specific Considerations

6.1 - Alcohol - No alcohol is to be offered or consumed by any staff, Volunteers or pupils of any age whilst participating in a school trip

6.2 - Smoking - Our school is no smoking establishment and all staff will refrain from smoking whilst participating in a school trip. Volunteers will also be actively encouraged not to smoke in the presence of children.

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