

HEALTH & SAFETY & WELFARE POLICY

FOR
ST.ANDREW'S COF E PRIMARY SCHOOL / FEERING COFE
PRIMARY SCHOOL (ASAT)



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Date: Signed:

This Policy has been adopted to meet the needs of the All Saints Academy Trust from a Juniper Education Model Policy

Introduction

The health, safety and welfare of all the people who work or learn at our school are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The Trustees, along with the LA, takes responsibility for protecting the health and safety of all the children, members of staff and for any other person including clients, contractors, visitors, volunteers and any member of the public who may be affected by the conduct of our work.

The Headteacher along with her Deputies, as the Local Health and Safety Coordinators, have the principal duty for ensuring the local implementation of guidance, codes of practice and other advice from authorities.

Roles and Responsibilities

The overall responsibility for health and safety rests with the Trust. However, it is the responsibility of every employee to co-operate in providing and maintaining a safe place of work.

Headteacher

The Headteacher and her Deputies are responsible for the day to day management of health & safety and the implementation of the policy. This includes ensuring all staff are aware of the policy and comply with its requirements. The Headteacher reports to Trustees on health and safety matters as required within her Headteacher reports and liaising with contractors on health & safety matters.

Staff

It is a requirement of the Health and Safety at Work Act 1974 (HASAW) that all staff are familiar with the health and safety arrangements in place and shall comply with them. All staff will be provided with a copy of this document and will be expected to comply with the procedures it contains. Staff have a responsibility towards themselves and others for health & safety and shall report any problems using the procedure outlined in this document. If necessary, they must be prepared to take appropriate action themselves to remove hazards including slip and trip dangers. Staff shall ensure that pupils in their care behave in a safe and proper manner, adhering to established safety precautions, particularly in the handling of equipment and materials.

Pupils

Pupils, allowing for their age and aptitude, are expected to exercise personal responsibility for the health and safety of themselves and others. They are to observe standards of dress consistent with safety and/or hygiene. They are expected to observe all the health and safety rules of the school and are encouraged to act appropriately depending on their setting and look after personal and other property that may cause avoidable harm to others. In particular the instructions of staff given in an emergency must be adhered to. They shall use and not willfully misuse, neglect or interfere with things provided for their health and safety.

Site Manager

The Site Manager is responsible for:

- ensuring that all defects in the buildings and grounds are dealt with promptly;
- undertaking weekly, monthly and other time scheduled checks of all systems that are in place to protect people in the school such as updating the Fire Log Book Register, Step Ladder Register, Legionella Control Register and Asbestos Register;
- carrying out and recording weekly safety checks of the school building and school grounds and completing records of this.

Catering Manager

The Catering Manager will ensure that in their areas of control they actively lead the implementation of our Health and Safety Policy by adopting and adhering to safe systems of work, updating risk assessments and communicating and consulting with staff on health and safety issues. Safety training for staff is identified, undertaken and recorded to ensure staff are competent to carry out their work in a safe manner. They must ensure catering equipment is maintained in a safe condition and personal protective equipment is provided, staff instructed in its use and that records are kept. Hazardous substances must be stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures. Temperature checks to fridges, freezers and other health surveillances are carried out and records are kept. The highest standards of food safety are expected to be maintained.

Visitors

All visitors are required to sign in at the reception. Visitors will be collected from reception by the member of staff concerned or escorted to the appropriate area of the school. Whilst on site, all visitors and contractors must wear a visitor's badge.

Hirers of the school premises must use plant, equipment and substances correctly and use the appropriate safety equipment. They will be made aware of their obligations in relation to health and safety when making the booking.

If a member of staff meets someone on site who they do not recognise and is not wearing a

visitor's badge, they should, if they do not feel threatened, enquire if the person needs assistance and accompany them either to the reception or off the site, as appropriate. If an intruder is uncooperative about going to the reception or leaving the site, or a member of staff feels threatened, or is threatened with violence or a violent attack takes place, immediate help from the police should be sought by telephone.

Responsibilities are further defined in Appendix

2. The school curriculum

We teach the children about health and safety in order to equip them with the skills, knowledge

and understanding to enable them to live positive and healthy lives. For example through Forest Schools we teach the dangers of fire and tool use and children learn to respect these hazards.

Through the science and PSHE curriculum we teach children about hazardous materials and how to handle equipment safely. Through computing we teach Internet Safety.

We teach children respect for their bodies and how to look after themselves. We discuss

these issues with the children in PHSE lessons and we reinforce these points in computing, D & T and science lessons, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons.

Our school promotes the spiritual growth and welfare through the RE curriculum, through special events such as harvest festivals and through the daily act of collective worship and the use of a Reflections area in school.

Each class has the opportunity to discuss problems or issues of concern in circle time to overcome fears and worries that they may have.

The school employs a family/pastoral support worker.

Health & Well Being

The school has achieved National Healthy School Status which is a programme based on a whole

school approach to physical and emotional well being focused on four core themes:

- Personal, social and health education;
- Healthy eating;
- Physical activity; and
- Emotional health and well being.

The whole school approach involves working with children and young people, parents, school staff and the whole school community to provide a solid foundation from which developments and improvement are embedded in a systematic way.

School meals

Our school provides the opportunity for children to have a meal at lunchtimes. If parents are in receipt of income support, they may claim free school meals for their children. Infants are entitled to a free school lunch. We do all we can to ensure that the meals provided have suitable nutritional value. If children choose to bring a packed lunch, we provide them with a suitable place to eat their lunch, and we supervise them during this time. We also sit in mixed age groups to encourage older pupils to take care of younger pupils and to keep the noise level to a pleasant level, conducive with eating a meal. We call this 'family dining'.

School uniform

It is our school policy that children wear the school uniform when attending school, or when participating in a school-organised event outside normal school hours.

We always have a sensitive approach where the issue of regulations regarding uniform conflict with a child's religious or cultural belief (refer to the Equality Policy).

It is the responsibility of the Headteacher to ensure that the school uniform policy is adhered to. It is not our policy to exclude children from school if they, for whatever reason, do not have the proper school uniform.

We ask parents to equip their children with the necessary uniform and equipment so that they

are able to participate safely in all school activities.

Health and Safety

At our school we believe that health and safety is of paramount importance for all users of the school including children, school staff, parents, trustees and the community.

This includes:

- The ability of each individual to protect him/herself;
- Concern and consideration for the safety of others;
- Knowledge of what to do in certain situations; and
- Cultivation of good habits.

For the children, good safety habits are taught as part of the whole curriculum. We believe that children learn best through practical experience and active involvement in all areas of the curriculum. Children are taught to have care and consideration for themselves and others:

- In the classroom;
- When using equipment e.g. scissors, tools, PE equipment;
- When carrying out investigations; and
- When on educational visits.

For any physical activity, children change into shorts and T-shirts. They are expected to be bare footed for indoor activities as bare feet grip better and to wear pumps or trainers for outside activities. It is part of our school policy that children do not wear any form of jewellery.

In accordance with LA admin and the DfES good practice guide, 'Health and Safety of Pupils on Educational Visits' educational visits are carefully planned in advance, with staff visits made, if possible (refer to the Educational Visits Policy). We use the County based EVOLVE system for approving visits. Prior to visits the Trustees agree off site activity and the Deputy Headteachers (Educational Visit Co-ordinators) approve preparations including risk assessments.

At our school we have set procedures in case of an emergency in school, such as a fire or bomb alert when the building needs to be evacuated. Evacuation drills are carried out at least once a term, twice termly being the ideal goal with one being announced to staff and the other unannounced. These are recorded in the Fire Register along with any false activations of alarm. All staff and children are familiar with these procedures and know their own exit route, place of assembly and roll call procedure. A lock down procedure is also in place.

All children are taught to take care of themselves and each other, but in a school environment, accidents do occur. Most accidents are minor and can be dealt with by any trained member of the staff. All accidents are to be logged in the Accident Book kept in the Medical Bay and this is monitored in case any trends appear. An incident book is also kept and the Senior Leader on lunch duty fills this in when required. All head injuries result in a call home.

The Site Manager, under the direction of the Headteacher, is responsible for ensuring that

the building provides a safe and healthy environment for the children. The Site Manager, being responsible for cleaning employees and grounds maintenance contractors will together maintain a clean, tidy building and grounds. Any minor repairs or maintenance are authorised by the Head Teacher and completed by the Site Manager, or through the use of contractors.

Equipment provided is:

- Suitable for the intended use;
- Safe for use, maintained in a safe condition;
- Inspected to ensure that it is, and continues to be, safe for use;
- Used only by people who have received adequate information, instruction and training; and
- Accompanied by suitable safety measures, e.g. protective devices, markings, warnings.

Any inspections are carried out by a competent person and suitable records kept.

All equipment and hazardous substances are kept locked away from the children. All new equipment is CE marked and maintained regularly. Safety checks are also completed on new equipment to ensure that it is safe for use.

Dogs are not allowed on the school premises or in the grounds at any time. If dogs are brought onto the premises we ask them to be removed immediately. If dogs foul the school grounds, any excrement is removed by the Site Manager or other responsible adult, as soon as possible.

Procedural arrangements

Evacuation Procedure

On discovering a fire or receiving a bomb alert, the alarm must be sounded. Alarm buttons can be found around the school and have signs above to identify them.

The Office Manager shall first call the emergency services on 999 upon hearing the alarm. The Office Manager will leave the building taking with them the class registers, late book, signing in and out books and the visitor's book and a phone out onto the field. (If the Office Manager is not available, the Office Assistant or Finance Manager shall assume this responsibility. (The Headteacher or Deputy Headteacher may also assume this role if deemed necessary). The Headteacher shall remain at the front of the building to meet the emergency services and direct them to the incident.

On hearing the alarm, (a continuous alarm sound), everybody is to leave the building quietly in single file and in an orderly fashion, from the nearest safe exit. You should walk, carefully but quickly. Running and pushing might cause an accident. Everyone shall assemble at their nearest/ planned Assembly Point facing away from the building.

All doors and windows are to be closed, by adults, as they leave the building, unless it is

dangerous to do so. Kitchen staff should turn off all appliances; close the doors and windows, as appropriate.

Teachers supervise the children at their Assembly Point, checking children against registers. Adults shall wait for further instructions.

The Headteacher and Site Manager (if on duty) shall check that the building is clear.

On no account is anyone to re-enter the building until the Headteacher and the Senior Fire Officer have told them they can do so.

Emergency Exit routes

Exit routes are identified by signage in all areas of the

building. Lunchtime Evacuation Procedure

- Midday staff are assigned classes and assume roles of teachers helping escort children to an Assembly Point. They are to ensure all children have left the building and heading to correct Assembly Point.
- If it is a playground day then ALL children should leave the building via their nearest exit and exit again from the site if necessary (Ramsey SA/MUGA F).
- If it is a field day then ALL children should leave the building via their nearest exit and line up in classes, in single file.
- Nominated MDA in hall has key for gate to exit the site. This person leads children to the Assembly Point.
- Nominated MDA (also in hall) is last out of the hall making sure all visible children have left and follows to Assembly Point.
- Office personnel collect registers and visitor books from office and meet on either field depending on the points above. Registers need to be distributed to each class, visitor books to Headteacher or Deputy Headteacher in charge in Headteacher's absence.
- Caretaker always on site for lunch takes signing in/out boards of staff.
- All staff on the premises should leave via the nearest fire exit, meet at the appropriate assembly point and join their class depending on above and assist in checking registers.
- All other adults to report to Headteacher or Deputy Headteacher.
- Staff leaving the premises at lunchtime should sign out on the signing in/board.

- Designated person to check toilets common areas and medical bay to ensure all children are out of the building.

Fire

In order to prevent fire and to minimise the likelihood of injury in the event of a fire the school will assess the risk from fire at our premises and implement appropriate control measures we will;

- ensure good housekeeping standards are maintained to minimise the risk of fire which will in turn provide safe means of escape from the premises;
- develop a fire evacuation procedure for the building and plan for ensuring all students and visitors are made aware of the fire evacuation procedures taking into account the safe evacuation of deaf, blind or otherwise disabled persons
- provide and maintain appropriate fire-fighting equipment and make sure of adequate fire safety training to employees, plus specialist training to those with special responsibilities;

The school does not require persons to attempt to extinguish a fire, but extinguishing action may be taken if it is safe to do so. Employees are encouraged to report any concerns regarding fire procedures, so the school can investigate and take remedial action if necessary.

Smoking

- Smoking regulations came into force in July 2007, making it illegal to smoke in enclosed public places and workplaces in England.
- It is the policy of the school not to permit smoking at any school function or anywhere on the school premises.

Working under Effects of Drink or Drugs (see appendix 4)

- Working under the influence of drugs or alcohol is prohibited.

First Aid Arrangements

The following first aid arrangements are in place.

First Aiders – MDSA, teaching and TA staff

Every first aider holds a valid certificate of competence, issued by an organisation whose training and qualifications have been approved the Health & Safety Executive (HSE). In addition we have trained Paediatric First Aiders and Outdoor Education First Aiders. Certificates are valid for three years. The responsibility for monitoring will be held by the Finance Assistant in conjunction with Mrs Bryant (MDSA in charge). The main duties of the first aiders are to give immediate help to casualties with common injuries or illnesses and those arising from specific hazards in school and where necessary, to call for professional help or the ambulance service.

First Aid Materials, Equipment and First Aid Facilities

There is a stock cupboard for first aid materials. This is checked every half term and any

shortfall made up.

The minimum contents for each first aid box following HSE guidelines is:

Disposable gloves;
Individually wrapped sterile adhesive dressings (assorted sizes); Individually wrapped sterile adhesive unmedicated wound dressings;
Triangular bandage;
Assorted sized bandages;
Sterile eye pads;
Gauze for cleansing wounds; Thermometer;
Scissors;
Safety pins;
Micropore tape;
Yellow bags for medical waste; Disposable aprons; and Alcohol rub (for staff use only).

Travelling First Aid Container

This contains all of the above plus sick buckets, instant ice packs and water is also provided.

First Aid Accommodation

This is provided within the School Office screened off as a Medical Bay which has a wash basin.

Dealing with First Aid in School

During lesson time, non-teaching staff are responsible for dealing with minor incidents. If an incident occurs on the playground, staff on duty shall send for assistance. At lunchtime, a designated midday supervisor, who has undertaken emergency first aid training, will administer first aid. If there is any concern about the first aid that should be administered or any doubts about injuries etc a qualified first aider shall be consulted.

Hygiene/Infection Control

All staff shall take precautions to avoid infection and must follow basic hygiene procedures. All staff have access to single-use disposable gloves, disposable aprons and handwashing facilities. All blood wounds must be covered.

Any body fluids must be covered with the supplied medicated powder which is stored in the cleaners store and the Site Manager informed.

All medical waste must be put into the yellow medical waste bin in the medical bay or disabled toilet to be collected by outside contractors.

Vomit pans are found in each classroom with stocks kept to top up. Sick buckets are also available. Disposable bags and newspaper shall be used to line the buckets.

Pupils who have had infectious illnesses, such as the novovirus, shall be required to stay off school for a minimum of 48 hours following the end of their illness.

Reporting Accidents and Record Keeping

Certain accidents arising out of or in connection with work are reportable to the HSE under the requirements of the Reporting Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). The following gives practical advice on compliance to this duty.

Employee Accidents

(This applies to all education employees and self-employed people on the school premises)

Any accident to an employee resulting in a fatal or major injury must be reported to the Incident Contact Centre (ICC) / County immediately by telephone. Major injuries are defined in the HSE Education Information Sheet No 1.

The Incident Contact Centre can be contacted by telephone on 0845 300

9923. The details must be recorded on Form F2508 within seven days and

sent to:

The Incident Contact
Centre Caerphilly
Business Park Caerphilly
CF83 3GG
Fax: 0845 300 9924.

The ICC will forward details of incidents to the local HSE office.

If the accident does not result in a fatal injury, but the employee is incapacitated from their normal work for more than three days (excluding the day of the accident) there is no need to telephone, but Form F2508 must be completed and sent to ICC/County within ten days of the accident.

Pupil Accidents

(Including accidents to any visitors not at work)

Fatal and major injuries to pupils on school premises during school hours must be reported in the same way as those to employees. However, injuries during play activities in the playgrounds arising from collisions, slips, trips and falls are not normally reportable unless they are attributable to:

- The condition of the premises (e.g. potholes, ice, damaged or worn steps, etc)
- Plant or equipment in the school premises
- The lack of proper supervision

Form F2508 must be used to report these incidents/accidents.

Fatal and major injuries to school pupils occurring on school sponsored or controlled activities off the school premises (such as field trips, sporting events or holidays in the UK) must be reported if the accident arose out of or in connection with these activities. Again, Form F2508 must be used.

Parents must be contacted by the Headteacher or Deputy Headteacher as soon as possible if their child is involved in a major or fatal accident or has a serious injury which might lead to seeking professional advice or is taken to hospital.

Form F2508 is kept in the office and copies are made of all completed forms. These records shall be kept for three years, as a minimum.

A list of reportable diseases is kept in the office.

School's First Aid Record

This is a record of any first aid treatment given by first aiders, which includes:

Date, time and place of incident
The name (and class) of injured or ill person
Details of the injury/illness and what first aid was given
Name and signature of person dealing with the incident

This information is used to highlight any accident trends and possible areas for improvement in the control of health and safety risks. How?

In an emergency, parents should be contacted immediately (eg head injuries). Repetition

Notes are sent home with the children to inform parents of accidents/injuries to their child. Adequate provision shall be made for out of hours activities (e.g. sports activities, clubs).

Adequate provision shall also be made for other out of school hours arrangements (e.g. lettings, parents evening).

Allergies/Long Term Illnesses

A record is kept in the office of any child's allergy, any long term illnesses and details of any child whose might give cause for concern.

Administration of Medicines during School Hours

From time to time, parents request that the school dispense medicines that need to be administered at regular intervals to their children.

These requests fall into two categories:

- Children who require emergency medication on a long term basis because of the chronic nature of their illness (e.g. asthma, epilepsy)
- Children who are suffering from casual ailments (coughs, colds etc)

Generally, parents are responsible for the administration of medicine to their children and for casual ailments it is often possible for doses of medication to be given at break or lunchtime by their parents. The school will ask for a signed form from parents to instruct medicine to be administered to allow pupils to be in school as much as is possible.

Medicines must be brought into school in a properly labeled container that states (a) the name of the medicine (b) the dosage (c) time of administration who it is for

Where possible the medicine should be self-administered under the supervision of a responsible adult.

Medicines will be kept in a safe and secure place in accordance with to safety requirements. Where?

Where long term needs for emergency medication exist, the school will require specific guidance on the nature of any potential emergency and how to cope with it while awaiting paramedical assistance.

Detailed written instructions should be sent to the school and the parent/guardian should liaise

with the child's class teacher. If the emergency is likely to be of a serious nature, emergency contact numbers must be given where an adult is available at all times.

Security

The Headteacher/Deputy Headteacher and the Site Manager are the designated key holders and are responsible for the security of the school premises.

It is the responsibility of the Site Manager to check daily that:

- All latches and locks are in working order;
- The fire alarm system has no faults;
- All gates are locked during school hours;
- The emergency light system is working.

Before leaving the premises to check that:

- All windows are closed;
- Doors are locked and secured;
- All gates are locked;
- The security alarm is set;
- Lights and electrical items are switched off where possible

The class teacher is responsible for ensuring their classroom is secure, windows closed and equipment switched off before leaving the premises.

It is the responsibility of the Headteacher/Deputy Headteacher to perform the above duties in the absence of the Site Manager.

All visitors are required to sign the Visitors Book and collect a visitor's badge.

When children are late the parent/guardian is required to sign the Late Book and when taken out of school or brought back into school during school hours the parent/guardian shall sign that child in or out.

All parents and other adults are requested, when bringing children into school or collecting them afterwards, to walk round the outside of the premises so that the children are able to enter or exit the school by the correct door.

It is important that these procedures are followed but without detracting from the open door policy of the school.

Contractors on Site

- Contractors are encouraged to telephone and make appropriate arrangements prior to visiting the school. They must contact the Headteacher or the Site Manager.
- All contractors should complete a risk assessment
- All contractors must sign the Visitors Book and report to the school office for a visitor's badge and be made aware of the school's regulations By whom? The Site Manager will then be informed of their arrival.
- As far as possible contractors will work under the close supervision of the Site

Manager so as not to endanger the health and safety of the children and adults in the school.

- Any equipment that the contractors bring into school must be stored in a safe place away from corridors, classrooms or any areas used by adults and children.
- No repairs or maintenance can be carried out in areas which children or adults are occupying, this includes cloakroom and toilet areas.
- If contractors are working near the children's play areas, then all equipment and machinery shall be cleared away during this time and the contractors must leave the area.
- If undertaking evasive work contractors must read through and sign the Asbestos Register.

The Site Manager will monitor all work and report any concerns to the Headteacher, who will notify the contractor concerned and the appropriate department at the LEA.

School Cleaners

Part of this role is to follow the specific guidelines and standard operating procedures (SOPs) that are displayed in the cleaner store. These have been put in place and agreed by those responsible for Health and Safety to prevent any further contamination that could occur whilst work is undertaken and to eliminate contamination when carrying out required duties. Specific equipment and chemicals to use are shown during training.

Grounds Contractors

Working in liaison with the Site Manager, the groundsman shall carry out their duties with the safety of the children and adults of the school as well as themselves being of their utmost importance. They will inspect all of the areas they service each time they visit to check for excess growth of thorns and other risks that may cause injury to the users of the site. Any additional work outside of contract needed and any issues they see that are out of their control should be passed on to the Site Manager or Office Manager.

Legionnaires Disease

All reasonable steps will be taken to identify potential legionellosis hazards and to prevent or minimise the risk of exposure. The school will:

- carry out a legionellosis risk assessment;
- prepare a written scheme/plan for preventing or controlling the risk of Legionella;
- implement and manage the scheme/plan;
- keep records for a minimum of 5 years.

Day-to-day responsibility for monitoring and ensuring that the systems are being correctly operated lies with the Site Manager. At risk systems include the hot and cold-water storage and distribution system. To achieve control of legionella bacteria the school will implement the following:

- As far as practicable, water systems will be operated at temperatures that do not favour the growth of legionella. The recommended temperature for hot water is 60°C and either above 50°C or below 20°C for distribution, as care must be taken to protect people from exposure to very hot water. The use of materials that may provide nutrients for microbial growth will be avoided. Corrosion, scale deposition and build-up of bio films and sediments will be controlled and tanks will be belidded.

- Temperatures of water outlets will be checked and recorded to ensure temperature controls to prevent bacterial growth are maintained.
- Disinfection of shower heads and kitchen potwash heads will take place quarterly to remove any scale and bacteria.
- Emergency procedures will be established for the discovery of legionella bacteria. If during routine sampling/inspection of hot and cold-water systems legionella bacteria is discovered in any systems likely to provide a medium for the spread of infection (e.g. water aerosol spraying equipment) these will be shut down and the situation reported immediately to the Site Manager.
- The school will provide training to the Site Managers responsible for the day to day management of the water systems.

Use of Hazardous Substances in School

All substances that may be hazardous are kept in a locked store. The Site Manager controls access to the store and a spare key is kept on the office.

Any staff ordering chemicals must only order those covered by the COSHH register Any member of staff using chemicals must:

- Check the substance against the COSHH register
- Follow procedures laid down for use
- Be aware of procedures for avoiding exposure and for control
- Record all hazardous bought and used substances on forms provided
- Store them safely and securely according to the instructions
- Inform the Headteacher/Deputy Headteacher with any concerns.

Car Parking and Deliveries

Car parking is a concern because it is a hazard for those who use the school and for neighbours who live within the vicinity of the school. Drivers parking cars at the school, near it, or dropping off or collecting children at the school, should at all times, have consideration of the speed limit put in place and for the safety of pedestrians, other road users and the immediate community. In particular, the road markings near the school are to be observed at all times. The Headteacher will make personal contact with any adult who continually parks in an obstructive way.

There is provision for disabled drivers at the front of the school.

The Site Manager is on duty every morning to assist in the safety of the children arriving at the school.

All comments about parking will be followed up by the Head Teacher.

Deliveries are made mostly during the times the children are in school.

In the event of a delivery being made outside these hours the Site Manager or a responsible adult will supervise the delivery with the safety of the children upmost.

Manual Handling – Guidelines

- Children moving equipment

When using large apparatus, children must be supervised and trained in how to move, lift and set out each piece of apparatus. This includes how to lift and bend correctly, and how

many children are needed for moving each piece of equipment e.g. netball posts and benches – one at each end.

- **Children moving Furniture**

Chairs may be carried in a stack of no more than three small or two large and the children must be shown how to carry them safely. Tables need one child at each end with their hands placed in the middle of the short ends and not at the ends where collisions and injuries can occur. A child must not attempt to lift a table on their own.

Small items of equipment which can be carried or pushed are, for example, CD players, small items of PE equipment and music trolleys.

Always make sure when any item of equipment or furniture is being moved from one room to another, that there is another child available to open and close doors.

Items children should not move include:

- Computers
- Televisions
- Piano – although on wheels, it can tip
- Paper trimmers
- Laptop Trolleys – have safety notes attached stating nobody under 16 years old should manouvere them.

In the case of adults, when carrying, pushing and pulling, lifting and lowering follow the safe systems of work:-

- Check the risk assessment of your activity
- Bend your knees
- Keep you back straight
- Keep the load close to you
- Avoid twisting orreaching

All materials and equipment, wherever possible, be stored / stacked in a safe manner to assist in safe handling.

Working at Height – Guidelines

Staff should ensure that at all times the right equipment is used for the task in hand (not tables and chairs)

The following should be observed:- **DO NOT**

- Block doorways
- Lean or stretch
- Stand above 2ms
- Try and lift awkward or heavy items on a stepladder
- Work from a stepladder
- Work at height if lone working

DO

- Keep 3 points of contact at all times but if this is not possible then using a stepladder is not appropriate
- Check the risk assessment
- Wear appropriate clothing and footwear
- Make sure the stepladder is on level ground

All stools and stepladders must be checked regularly once a quarter year by the Site Manager and should always be checked visually before use.

Display Screen Equipment – Guidelines

There is a leaflet in the Office – ‘Are you sitting correctly?’ - which gives a workstation checklist for those who use a computer for more than one hour per day.

Regular breaks should be taken throughout the

day. Lone Workers

When working alone on the premises, the following should be observed:-

- The building is secure
- Have a contact number in case of emergency e.g. Site Manager, someone local
- Check in to contact at regular intervals
- Use a mobile phone

Risk Assessments

Risk assessments are completed for all activities inside and outside the school.

Subject leaders are responsible for their own risk assessments for ICT, Art, Design Technology, Science and Physical Education.

The following risk assessments are legal requirements:-

- Fire
- First aid
- Manual Handling activities
- Workstations
- Working at Height
- The Safety of New and Expectant Mothers – check legislation
- High Levels of Noise
- Working with Hazardous Materials (COSHH) for the site
- Working with Hazardous Materials (COSHH) for the kitchen
- Asbestos
- Personal Protective Equipment
- Legionella

All risk assessments for trips, as said are on EVOLVE, all others are recorded and reviewed as and when necessary, they will usually be held in the Caretaker/Site Managers Office.

Planned Safety Checks

Safety checks of the school premises are carried out weekly and are recorded, reported and action taken if needed. Results of these are recorded by the Site Manager on the Health and Safety Site Inspection walk around sheet in the Site Manager office.

Statutory Checklist for Equipment

Appendix 3 describes equipment maintenance requirements, including who is responsible for ensuring the maintenance is carried out, its frequency, what records are maintained and where these are located.

Asbestos

The Control of Asbestos Regulations 2006 requires risk assessments are completed and these are checked annually. Records of the location of asbestos and its condition are kept and are checked on a termly basis.

Workplace Regulations (Temperature, Ventilation and Lighting)

Under the Education (School Premises) Regulations 1999 the minimum 'reasonable' (the legal definition) temperatures throughout the school must be maintained

These temperatures

are:- Offices - 18C

Classrooms - 18°C

Gymnasias - 15°C

Medical rooms - 21°C

* We will take temperatures of these areas termly unless a temperature change is detected and this will be pointed out to the Headteacher if different by of 5°C.

If temperatures fall below the above emergency measures must be taken – extra clothing and temporary heaters. In extreme circumstances, closure or part closure of the school will be necessary.

There is no maximum temperature but Health and Safety (Miscellaneous Amendment) Regulations 2002 state that excessive effects of sunlight on working temperature must be avoided.

Ventilation is important for the comfort of pupils and staff. Adequate ventilation can be achieved by opening windows, using fans, etc.

Adequate lighting must be provided for all tasks, natural light being the best. Too little lighting can be dangerous as it may lead to trips, slips and other injuries arising from missed detail and eyestrain.

Violence at Work

This is covered within the Essex Touch Policy and Exclusions

Policy. Child Protection (Safeguarding)

The Headteacher and Deputy Headteachers have undertaken Safer Recruitment training which outlines best practice when recruiting and selecting adults to work with children in schools. We have set out procedures and strategies to help those involved in the recruitment process in schools deter, identify, and reject applicants who are unsuitable to work with children.

We also provide safeguards for children in schools by helping to deter and prevent abuse; with the aim of creating an environment where concerns can be raised on poor or unsafe practice.

Refer also to the Safeguarding Policy and the single central record held in

school.

Management of Stress and Well-being

We have the ability to use OH Services and Counselling Services provided at local authorities level. This service is accessed as and when needed.

The main factors are:

- Demands
- Control
- Support
- Relationships
- Role
- Change

The main elements are the provision of information, supervision and training to enable a person to do their job properly and a safe and healthy working environment, including the right equipment. Also, monitoring and reviewing to ensure the arrangements are effective.

The SLT of the Trust have undertaken work in this area to ensure, with the resources available we are making the school the best working environment it can be.

Electricity

All reasonable steps will be taken to secure the health and safety of employees, pupils and others who use, operate or maintain electrical equipment.

To ensure this objective the school will ensure electrical installations and equipment are installed in accordance to the most up to date regulations. The fixed wiring installation will be kept in a safe condition by carrying out a five yearly routine safety test with any faults found acted on as quickly as possible and relevant as well as past certificates retained for a minimum of ten years (two tests). A nominated and competent person will inspect and test portable and transportable equipment as on a yearly basis with labels attached to equipment and written records also made and stored in the Site Manager's office. This should include the inspection and test of second-hand electrical equipment lent to, or borrowed by, the school and any items brought onto the premises by staff or parents.

Employees must:

- visually check electrical equipment for damage before every use;
- report any defects found to their manager. However, if there is any doubt whether the equipment is safe then it should be labelled 'out of use' and withdrawn until it has been tested and declared fit for use by a qualified person;
- not use defective electrical equipment;
- not carry out any repair to any electrical item unless qualified to do so;
- switch off non-essential equipment from the mains when left unattended for long periods;
- not leave electric cables in such a position that they will cause a tripping hazard or be subject to mechanical damage;
- never run extension leads under carpets or through doorways;
- not daisy-chain extension leads to make a longer one;
- not use adapter sockets – devices that plug into mains sockets to increase the number of outlets.

Routine Update of Training

Records are kept of all training undertaken. These records include who received the training, what it was for, when it was completed and the date any refresher training that is needed.

Monitoring and Review

The Trust body has a named Trustee responsible for health and safety matters. It is this Trustee's responsibility to keep the Trust informed of new regulations regarding health and safety, and to ensure that the school regularly reviews its processes and procedures with regard to health and safety matters. The Trustee in question also liaises with the Site Manager and tours each term to this end.

The Headteacher and her Deputy Headteachers implement the school health, safety and welfare policy on a day-to-day basis and ensures that the staff are aware of the details of the policy as it applies to them.

This policy will be reviewed at any time at the request of the Trust, or at least once in every two years.

Appendix 1 – Information Sources & Guidance used in this document

Description
Control of Substances Hazardous to Health 2002 (COSHH)
Education (School Premises) Regulations 1999
Five Steps to Risk Assessment INDG163 (HSE Leaflet)
Guidance on First Aid for Schools (DfEE)
Health & Safety (DSE) Regulations 1992
Health and Safety (First-Aid) Regulations 1981
Health and safety: responsibilities and powers (DfES)
Health & Safety at Work Act 1974 (HASAW)
Health and Safety of Pupils on Educational Visits: a Good Practice Guide 1988 (DfES)
Incident-reporting in schools (accidents, diseases and dangerous occurrences) HSE Education Information Sheet
Management of Health and Safety at Work Regulations 1999
Manual Handling Operations Regulations 1992 (as amended in 2002)
Personal Protective Equipment at Work Regulations 1992
Provision and Use of Work Equipment Regulations 1998 (PUWER)
The Electricity at Work Regulations 1989
The Health and Safety (Display Screen Equipment) Regulations 1992
The Regulatory Reform (Fire Services) Order 2005
The Work at Height Regulations 2005
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)
Safeguarding Children and Safer Recruitment in Education (DfES)
The Smoke-free (Premises and Enforcement) Regulations 2006

Appendix 2 – Responsibilities

Activity	Responsibility	Competency Required
Administration of Medicines	MDSA/First Aiders	
Changes to Legislation	Site Manager	
Contractor Management		
COSHH Assessments	Site Manager	
DSE Assessments		
Emergency First Aid	Designated Midday Supervisor	
First Aid Equipment	Finance Assistant	
First Aid	First Aiders	Valid certificate of competence from an HSE approved organisation
Incident reporting	Headteacher	
Risk Assessments	Headteacher/DHT	
Security	Headteacher/DHT/Site Manager	
Temperature, Ventilation & Lighting	Site Manager	
Training	Headteacher	
Visitor Signing-in	Reception staff	

Appendix 3 – Maintenance requirements

Equipment	Responsibility	Frequency	Record	Location
Asbestos	Site Manager	Risk assessments checked annually		
Boilers and air receivers	Site Manager	Annually by a competent body		
Emergency lighting	Site Manager	Monthly		
Extraction equipment	Site Manager	Every 14 months		
Fire alarms		Weekly from a different call point plus annually by a competent body		
Fire evacuations		Termly	Fire log	
Fire extinguishers		Monthly plus an annual check by a competent company		
First Aid Boxes	Finance Assist	Weekly		
First Aid Stock Cupboard	Finance Assist	Every 6 weeks		
Fixed wiring	Site Manager	Every 5 years by a competent body		
Playground equipment	Site Manager	Annually		
Portable Appliance Testing (PAT) for earthed equipment	Site Manager	Annually by a competent body		
Double insulated equipments	Site Manager	Every 4 years by a competent body		
Security Equipment & Arrangements	Site Manager	Daily		
Smoke detectors	Site Manager			
Sports Equipment	Finance Assist	Annually - external		
Temperature checks on water taps	Site Manager	Monthly		
Travelling First Aid Container	Finance Asst	A.Champion		
Water quality checks for chlorination	Site Manager	Daily when pool in use		
Water tanks	Site Manager	Annually		
Water tests	Site Manager	Annually		

Appendix 4

Drugs and Alcohol

Alcohol

Staff must not drink alcohol on school premises without express permission from senior management.

Any member of staff who is found consuming alcohol on school premises without permission or is found to be intoxicated at work will normally face disciplinary action on the ground of gross misconduct under the school's disciplinary procedure.

Drugs and medication

The possession use or distribution of drugs for non-medical purposes on school premises is strictly forbidden and a gross misconduct offence.

If you are prescribed drugs by your doctor which may affect your ability to perform your work, you should discuss the problem with your line manager.

If the school suspects there has been a breach of this policy or your work performance or conduct has been impaired through substance abuse, the school reserves the right to require you to undergo a medical examination to determine the cause of the problem.

Medical Examination

Existing and prospective members of staff may be asked to undergo a medical examination, which will seek to determine whether he/she has taken a controlled drug or has an alcohol abuse problem.

A refusal to give consent to such an examination or a refusal to undergo the screening will result in the immediate withdrawal of any offer made to prospective staff and will normally be treated as gross misconduct for current members of staff.

If, having undergone a medical examination, it is confirmed that you have been positively tested for a controlled drug, or you admit there is a problem, the school reserves the right to suspend you from your employment (with or without pay) to allow the school to decide whether to deal with the matter under the terms of the school's disciplinary procedure and/or to require you to undergo treatment and rehabilitation.

Reasonable Grounds

The school reserves the right to search you or any of your property held on school premises at any time if there are reasonable grounds to believe that this policy is being or has been infringed or for any other reason. If you refuse to comply with these search procedures, your refusal will normally be treated as gross misconduct.

The school reserves the right to inform the police of any suspicions it may have with regard to the use of controlled drugs by its employees on school premises.

Appendix 5

Educational Visits

The school policy is to ensure that the safety of students, employees and others is managed to minimise risk as far as practicable and in developing its procedures is guided by the guidance and procedures issued by the Department for Education and the Outdoor Education Advisers Panel's Guidance for the Management of Outdoor Learning, Off-site visits and Learning Outside the Classroom. To achieve its objective to ensure safety the school will ensure that:

- all visits are approved by the Senior Leadership Team (SLT) as appropriate;
- a person is nominated to co-ordinate educational visits and that person will be trained in the role of an Educational Visit Coordinator (EVC);
- Group leaders are trained and experienced to lead a visit;
- all visits are planned;
- risk assessments are completed, where appropriate;
- all employees are briefed prior to each visit;
- emergency arrangements are established for all visits;
- the ratio of adults to students is appropriate and proportionate to the needs of the visit;
- adequate insurance is in place;
- adequate child protection measures are in place;
- parents/carers are notified of all visits and given the opportunity to withdraw their child from any particular school trip or activity;
- consent is obtained from parents/carers for all visits;
- arrangements are made for students with medical or special needs;

- adequate first aid is available;
- contingency plans are made;
- safety during visits is monitored and reviewed;
- visits incorporating an activity that will involve caving, climbing, trekking, skiing or water sports, the provider must hold a licence as required by the Adventure Activities Licensing Regulations 2004.

Responsibilities

Group Leader

The responsibilities of the group leader are:

- To complete all relevant educational visits documentation, including risk assessments and consent forms;
- To complete risk assessments or acquire assessments completed by external agencies (for example, a tour operator) as appropriate;
- To ensure all students have made necessary payments and completed the necessary documentation;
- For overseas visits, to ensure photocopies of student passports (and EHIC cards if relevant) have been taken;
- For an overseas visit, to ensure all non-British citizens have visa entitlements to re-enter the country;
- To provide reasonable notice to the Educational Visit Co-ordinator to allow them to assist in completing agreed tasks;
- To plan for students with special educational needs, pre-existing medical condition or a disability and ensure appropriate provision;
- To lead the trip in accordance with the approval given by the SLT and ensure all staff and students are fully briefed and that emergency arrangements are in place;
- Record the details of any accident or incident in line with the school policies;

- Have completed the visit leader training as recommended by the Outdoor Education Advisers Panel.

Educational Visit Co-ordinator (EVC)

The Educational Visit Co-ordinator (EVC) will:

- co-ordinate all educational visits to ensure procedures are complied with and all documentation is completed;
- liaise with group leaders to ensure the approval requirements for each visit are clearly communicated;
- retain all documentation in relation to each school visit;
- provide support and guidance to group leaders;
- ensure that any accident/incident on a visit is notified to the SLT and a record is kept and that future visits are reviewed in light of previous incidents;
- ensure this policy is kept up-to-date and that amendments are notified to the SLT;
- have completed the EVC training as recommended by the Outdoor Education Advisers Panel

Senior Leadership Team

- To consider the suitability of all proposed educational visits;
- To 'sign off' all documentation (including risk assessments) prior to approval.

Staffing of Trips

Ratios:

It is important to have a high enough ratio of adult supervisors to students for any visit. The factors to take into consideration include:

- sex, age and ability of group;
- pupils with special educational or medical needs;
- nature of activities;
- experience of adults in off-site supervision;
- duration and nature of journey;
- type of any accommodation;
- competence of staff, both general and on specific activities;

- requirements of the organisation/location to be visited;
- competence and behaviour of students;
- first aid cover.

Ratios of staff to students for <i>low risk activities</i> are: Years 1 - 3	1 teacher to every 6 students for all visits (under 5s reception classes should have a higher ratio)
Years 4 - 6	1 teacher to every 10 – 15 students for all visits
Year 7 +	1 teacher for every 15 – 20 students for visits in the UK 1 teacher to every 10 students for visits outside the UK or for more hazardous activities

Without special safeguards or control measures, these ratios will not be adequate to meet the needs of most residential or more complex visits. The ratios stated are the minimum acceptable.

Except in special circumstances and with the agreement of the SLT, there must always be a minimum of 2 teachers with any visit. For certain visits a higher ratio will be appropriate because the leader of the visits has to ensure that there is a safe level of supervision at all times.

For visits abroad, at least 3 teachers must accompany the party unless the number of students is fewer than 10, in which case there should be 2 teachers.

If an adult who is not a member of staff is accompanying the trip then they must have an up-to-date and valid DBS check, authorised by the HR department.

No member of staff can be included in the staffing ratios if they are accompanied by their own child who is a minor (under 16).

Group leaders must be experienced and have undertaken training as recommended by the Outdoor Education Advisers Panel.

Sporting Fixtures

The level of supervision should be at least in the ratio of one teacher to 15 students. At the end of a fixture, staff must ensure that all students are supervised until they are collected.

The use of **students' cars** to transport other students is not allowed.

Emergency Procedures

Teachers should not hesitate to act in an emergency and to take lifesaving action in an extreme situation. Emergency procedures are an essential part of planning a school visit. If an emergency happens the priorities are to:

- assess the situation;
- safeguard the uninjured members of the group;
- attend any casualty;
- inform the emergency services and everyone who needs to know of the incident.

Guidance on Emergency Procedures

A copy of the following guidelines must be taken by all group leaders and their deputies:

- establish nature and extent of the emergency;
- make sure that all other members of the party are accounted for and safe;
- if there are injuries, establish their extent and arrange for first aid;
- establish names of the injured and call relevant emergency services;
- advise other party staff of the incident and that emergency procedures are in operation;
- ensure that an adult from the party accompanies casualties to hospital;
- ensure that the remainder of the party is adequately supervised throughout and arrange for their early return to school;
- arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and all children are accounted for;
- control access to telephones until contact is made with the Headteacher and until they have had time to contact those directly involved. Pass full details of the incident (name, nature, date and time of incident, location of incident, details of injuries, names and telephone numbers of those involved, action taken so far);
- telephone numbers for future communication (identify alternative telephone numbers in case telephone lines become jammed);
- the school will arrange to contact the parents of those involved. In the event of serious incidents, the parents of all-party members should be informed;

- all accident forms should be completed and insurers and the HSE should be contacted;
- inform parents of any delays that will be necessitated;
- the trip leader should write down as soon as practicable all relevant details. A record should be made of any witnesses. Any associated equipment should be kept in its original condition.

Media:

In the event of an emergency:

- a designated person should act as the point of contact with the media to whom all involved should direct questions;
- under no circumstances should the name of any casualty be divulged to the media;
- legal liability should not be discussed or admitted.

The Lockdown Procedure is only to be used in the most serious of incidents, when the safety of students and staff is potentially at severe risk. This procedure is meant to inform staff of actions to take if, for example, we had an intruder in the school or another serious threat to safety. Further details have been supplied by Essex County Council and are held in the school reception. The primary purpose is to stay safe and to keep the students safe in our care.

Reception If a threat warning was received by telephone to the school reception, for example, a bomb threat the receptionist should:

- Ask questions such as: where the bomb is located, when the bomb will go off, what materials are in the bomb, who is calling, why the caller is doing this.
- Listen closely to caller's voice and speech patterns and to noises in the background.
- Notify the Headteacher/most senior member of staff.
- Headteacher/most senior member of staff may then order evacuation of all persons inside the building(s).
- Headteacher/most senior member of staff notifies police (call 999).

Bomb Threat In the case of a bomb threat the Headteacher / Senior Team in liaison with police / emergency services would evaluate the situation and conduct evacuation procedures. These might include using the fire alarm procedure to clear the building, but would depend on where the threat was perceived to be located.

Intruder In the case of an intruder in the building a 'Lockdown' procedure would be initiated, including:

- All pupils return to base (classroom, tutor room or other agreed location, e.g. sports/assembly/dining hall).
- External doors are locked, classroom doors locked (where a member of staff with a key is present), windows locked, blinds/curtains drawn, pupils sit quietly out of sight (e.g. under desk or around a corner) somewhere not visible to external people.
- Register taken – the office will contact each class in turn for an attendance report.

A lockdown procedure would be initiated by either a verbal warning from a senior member of staff; an email from Head / Deputy Headteacher; a message flashed onto all staff PCs or a clear visible sign of imminent danger.

Further communication would be through email, with care being taken to remain out of sight; other communication may be possible by mobile phone or in person. Staff and pupils would remain in lock down until it has been lifted by a senior member of staff/emergency services. If the Fire Alarm were to be activated during a lockdown staff should initially wait for verbal confirmation from senior staff before evacuating the building. At all times the priority is the safety of both students and staff.

New and Expectant Mothers The school recognises that the general precautions taken to protect the health and safety of the workforce as a whole may not in all cases protect new and expectant mothers and there may be occasions when, due to their condition, different and/or additional measures will be necessary. To implement effective measures for new and expectant mothers the school will ensure that:

- employees are instructed at induction to inform their manager of their condition at the earliest possible opportunity and that the highest level of confidentiality is maintained at all times;
- risk assessments are carried out for all work activities undertaken by new and expectant mothers and associated records and documentation maintained;
- new and expectant mothers are not allowed to work with chemicals of a mutagenic/teratogenic classification;
- necessary control measures identified by the risk assessment are implemented, followed, monitored, reviewed and, if necessary, revised;
- new and expectant mothers are informed of any risks to them and/or their child and the controls measures taken to protect them;
- any adverse incidents are immediately reported and investigated;
- appropriate training etc is provided where suitable alternative work is offered and accepted;
- provision is made to support new and expectant mothers who need to take time off work for medical reasons associated with their condition;
- where relevant a suitable rest area is provided to enable the new or expectant mother to rest in a degree of privacy and calm;
- where risks cannot be eliminated or reduced to an acceptable level then consideration will be given to adjusting working conditions and/or hours or if necessary providing suitable alternative work or suspension with pay.

Outdoor Play Equipment Safe use of equipment Supervision Children must be supervised at all times whilst using outdoor play equipment and the appropriate number of people required to supervise play areas must be determined for each location. Supervising staff should be familiar with the equipment, the rules for use and of the ability of the children.

General guidelines • Staff/supervisors on duty must ensure that outdoor play equipment is visible and can be appropriately supervised when in use. • Staff/supervisors on duty have a responsibility to make regular checks for defects and report them as appropriate. • Staff/supervisors have a responsibility to ensure appropriate behaviour policy. • Consideration needs to be given to weather conditions, outdoor play equipment should not be used during wet or icy conditions. • Apparatus must only be used at appropriate times when supervised. Parents need to be informed that the apparatus is for school aged children only and not to be used before and after school. Clothing/Footwear Suitable clothing should be worn. Hazards can arise from - unfastened coats, woollen gloves, scarves, ties, etc. Appropriate footwear must be worn. Hazards arise from - slippery soles, open toed and sling back sandals, heels and untied laces, etc. Zoning of Activities Consideration will be given to the range of activities occurring within the playground area: • Ball games/chasing games to be sited away from the climbing area. • In a nursery garden, wheeled toys in particular, are to be used away from the climbing area. Play equipment standards All new outdoor play equipment to be designed, constructed, installed and maintained in accordance with European standards BS EN 1176 and BS EN 1177. These European standards are not retrospective or a legal requirement but represent good practice in the event of an accident claim. Play equipment which was considered safe under BS 5696 will still be safe under the new standards. The independent competent person carrying out annual inspection and maintenance will advise whether any alterations need to be made. 7.

ARRANGEMENTS/ Outdoor Play Equipment Only manufacturers/contractors with appropriate play industries registration will be used to install new outdoor play equipment. Schools will check that companies have API (Association of Play Industries) or BSI registration for equipment manufacture and installation. Scrambling and climbing elements must not exceed 3 metres, for children below 5 years the height should be a maximum of 1.6 metres. Height should not be the dominant feature on any item of equipment. Interest challenge and enjoyment should be achieved without the need for height itself. Structures must be spaced clear of each other to prevent one activity interfering with another, they must also be clear of walls, fences etc. Suppliers of new equipment will be required to supply information relating to surfacing requirements, intended age range, risk assessment, installation instructions, servicing and maintenance instructions.

Safety surfaces All products must meet the appropriate BS EN Standards. Both portable and fixed climbing equipment that has a fall height of 600mm must be on an impact-absorbing surface if used outside. (Fall height is the distance from the clearly intended body support to the impact area). Although impact absorbing surfaces cannot prevent accidents they may reduce the level of injury. There are a range of surfaces available which provide impact attenuation including rubber mats and tiles, bark etc. The extent of surfacing around static equipment is dependent on the fall height; this should

extend at least 1.75m beyond the outermost points of the base of the frame. When considering so called safety surfaces their likely effectiveness, durability, practicality and management will be considered. Materials such as top soil and turf do have limited impact absorbing properties. Where bark is used this area should be a minimum of 300mm deep with a recommended particle size of 38mm max and 12mm min. Loose materials will spread if not suitably contained and will need to be topped up from time to time, thus it is important to have additional bark available to top up to the original level. Inspection and maintenance For new equipment a post installation inspection will be arranged. BS EN 1176 recommends that all outdoor play equipment be inspected and maintained on a regular basis. Such inspection and maintenance is at 3 levels. Level 1 checks – Daily / pre-use checks by staff (these do not require formal recording) Concentrating on the following points: • no evidence of obvious wear/damage; • area safe from health hazards e.g. needles, glass, faeces etc.; • impact absorbing surfaces no cuts, tears, wear or unstuck areas; 7. ARRANGEMENTS/ Outdoor Play Equipment • all fastening tightly secured; • no broken chains, stretched links or loose or twisted shackles; • uprights unbroken and firm in the ground. Where any defects/hazards are identified appropriate steps must be taken to prevent use until problems have been satisfactorily resolved. Level 2 checks – termly inspection in house A more thorough check of the equipment to be conducted termly and these records kept on site. Level 3 checks – annual inspection A detailed certified inspection by an independent competent person capable of inspecting to BS EN 1176 and 1177 these checks must be formally recorded and records kept on site. Such checks ensure safety and identify any improvements required in terms of the European standards. The competent person conducting the annual inspection will advise on the extent of surfacing required for both static and moving equipment.

Personal Protective Equipment The school provides personal protective equipment (PPE) when the risk presented by a work activity cannot be eliminated or adequately controlled by other means. When it is provided, it is because health and safety hazards have been identified that require the use of PPE and it is therefore necessary to use it in order to reduce risks to a minimum. To effectively implement its arrangements for the use of PPE the school will:

- ensure that PPE requirements are identified when carrying out risk assessments;
- use the most effective means of controlling risks without the need for PPE whenever possible and only provide PPE where it is necessary;
- carry out an assessment to identify suitable PPE;
- ensure that if two (or more) items of PPE are used simultaneously, they are compatible and are as effective used together as they are separately;
- ensure that PPE is sourced appropriately and bears the “CE” certification mark;
- ensure PPE is available to all staff who need to use it;
- provide adequate accommodation for correct storage of PPE;
- provide adequate maintenance, cleaning and repair of PPE;
- inform staff of the risks their work involves and why PPE is required;
- instruct and train staff in the safe use and maintenance of PPE;
- plan for replacing worn or defective PPE;
- review assessments and reassess the need for PPE and its suitability whenever there are significant changes or at least annually.

Employees provided with PPE for their own personal use at work will be required to sign to confirm its receipt.

Violence to Staff The school recognises that in certain situations violent behaviour towards staff may occur and therefore will take all reasonable measures to protect staff from violence and aggression. We define violence and aggression as: • actual or threatened physical assaults on staff; • psychological abuse of staff; • verbal abuse which includes shouting, swearing and gestures; • threats against employees. To achieve this objective we will: • carry out risk assessments of potential conflict situations to determine the control measures necessary to protect staff; • ensure that premises are kept secure; • inform all employees of the procedure following a violent or challenging behaviour incident; • not tolerate violence or challenging behaviour towards our employees; • train our employees who may be exposed to violence or challenging behaviour situations; • support the employees involved in any incident; • support their decisions regarding the pressing of criminal charges; • provide any counselling or post-incident assistance required by the employees; • keep records of all incidents of violence and aggression and review the control measures with a view to continual improvement in employee safety.

Voice Care Introduction Teachers are particularly at risk of developing voice problems. Female voices are more vulnerable and some subjects, e.g. physical education, music and technology create more risk to the voice than others. Environmental factors can contribute to voice strain. In schools these can include: • class size; • class layout and design; • noise; • acoustics; • chalk dust, fumes, irritants; • uncomfortable temperature, poor ventilation. Research also indicates that as the voice influences the listener's reaction, the teacher's voice quality can affect student learning. The most common voice misuse is shouting and screaming, strained loud voice and also excessive throat clearing. The usual symptoms of voice problems are: • throat pain when speaking or swallowing; • sore throat in the morning which disappears when the voice "warms up"; • hoarse, tired voice in the evening; • increase in mucus; • rapidly-changing pitch or loss of control of voice. Aim We aim to ensure that appropriate steps are taken in to minimise the risks to our employees' voices. To achieve this we will; • identify those teaching areas where a risk of voice loss may occur; • assess the risk of voice loss in each area; • implement measures to reduce the risk of voice loss as far as reasonably practicable in areas identified as at risk; • provide information to employees on the risk of voice loss and how to reduce the risk; • keep records of reports of voice problems; • refer affected employees to occupational health. 7. ARRANGEMENTS/Voice Care Employees will be encouraged to seek medical help if there is: • persistent hoarseness for more than 2-3 weeks; • regular hoarseness or voice loss; • significant voice quality changes; • constant vocal fatigue; • difficulty or pain when swallowing. Monitoring and Review We will: • keep a log of any incidents or requests for help; • work with Heads of Department to make appropriate risk assessments; • ensure that appropriate action is taken; • log progress and outcomes as part of our health and safety management system; • make a termly report to the Headteacher. The Headteacher will report on any cases to the Trust.