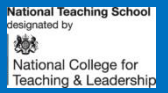
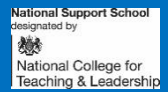


Health & Safety Policy

Policy Updated: September 2018
Future Review: September 2020



Nurture ~ Believe ~ Discover ~ Achieve

Our vision for Woodstock CE Primary School reflects a passionate commitment to learning and recognition of the uniqueness of individual learners. It is driven by our desire to offer the best possible education for our pupils in partnership with parents, the church and the local community.

WOODSTOCK CE PRIMARY SCHOOL IS A CENTRE:

- For learning where high standards are pursued with consistency and enthusiasm.
- Where individuals are valued and helped to achieve their personal best
- Where effective partnerships secure the success of the school.

“For I know the plans I have for you”, declares the Lord, “plans to prosper you and not to harm you, plans to give you hope and a future.”

Jeremiah 29, v11



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STATEMENT OF POLICY

It is the policy of Woodstock CE Primary School to maintain high health and safety standards in order to protect members of staff, pupils, visitors and contractors at the premises, and others who may be affected by school's activities elsewhere. We operate within the overall Oxfordshire County Council Health and Safety Policy for Schools.

All Oxford County Council and safety advice and guidance, contacts and procedures can be addressed through the Intranet:

~ <http://intranet.oxfordshire.gov.uk/wps/portal/inSITE>

~ Children, Education & Families

~ Schools

~ Quick Link ☑ H & S

An A –Z of H & S procedures covered is included as an appendix.

ORGANISATION

RESPONSIBILITIES OF GOVERNORS

To appoint a Health and Safety Committee who will ensure the Health and Safety Policy is appropriate and is implemented. The Committee will:

- Draft for full Governing Body approval, a written Health and Safety Policy for the school.
- Monitor and keep under review the Governing Body's Health and Safety Policy, making recommendations for amendments or modification as appropriate.
Establish procedures for implementing the Health and Safety Policy and thereafter ensuring those procedures are followed.
- In conjunction with the Headteacher and Business Manager, make sure that buildings, equipment and materials are safe and of no risk to health, reporting or making recommendations to the full Governing Body as appropriate.
- In conjunction with the Headteacher and Business Manager monitor and generally keep under review the state of repair of the school buildings.
- With the Business Manager carry out an annual Health and Safety audit of the school building and premises. Complete all necessary documentation and discuss the findings with the Headteacher.
- Assist in the establishment of any necessary reporting systems to allow staff, pupils and others where appropriate to bring to the attention of the Head teacher or Business Manager, any items of concern.
- In conjunction with the Headteacher and Business Manager, maintain the list of necessary repair and maintenance items to be undertaken.
- In conjunction with the Headteacher and Business Manager, initiate any emergency repairs that may arise from time to time, for example, following break-ins, vandalism, etc.
- Consider and recommend to the full Governing Body any desirable improvement projects that might form the subject of bids for resourcing to the Local Authority or from private school funds, and in connection with this obtain any necessary estimates and feasibility studies.
- Be responsible for co-ordination, progress and successful completion of any self-help projects approved by the Governing Body.
- Make arrangements and establish any necessary procedures to ensure that the school site is kept free from litter and any potential health and safety hazards.
- Ensure that Risk Assessments are in place for all activities identified as having a potential hazard: agree with the Headteacher and Business Manager the areas to be assessed; receive, check and modify the assessments; and approve and sign them. All Risk Assessments will be reviewed annually and re-signed.
- Monitor the Accident Book and any Accident Reports termly.
- Monitor the Near-Miss Book termly.
- Monitor any incidents of violence or abuse to staff. Note any problems and follow-up as appropriate.

JOINT RESPONSIBILITIES OF THE HEADTEACHER & BUSINESS MANAGER

In carrying out the Health and Safety Policy effectively, the Headteacher and Business Manager will jointly:

- Seek the co-operation, through consultation and involvement, of all employees with a view to implementing the requirements of the Health and Safety at Work Act 1974 and associated legislation.
- Maintain all places of work, including the means of access and egress from such places, in a safe condition and ensure that work equipment and systems of work are maintained to be safe and without risks to health.
- Provide and maintain facilities and arrangements for the welfare of employees and pupils, including adequate provision for first-aid treatment.
- Ensure safety and the absence of risks to health and to the general environment in connection with the use, handling, storage, transport and disposal of articles and substances, and to provide appropriate personal protective equipment where necessary.
- Identify, eliminate, or reduce by controls, hazards which exist at the place of work through workstation and work activity risk assessment, and bring such hazards to the attention of employees and others who may be affected. This will include the formulation and where necessary, practise of effective procedures for use in the event of serious risk or imminent danger.
- Keep abreast of legislation by ensuring adequate and appropriate advice through persons competent in health and safety matters and provide the necessary resources to ensure effective safety management. This will include monitoring health and safety performance on a regular basis with regards to places of work, work activities and, where necessary, contractor activities as well as keeping records.
- Bring this policy statement and relevant health and safety arrangements not only to the attention of all employees, but other persons affected by the school's activities. The policy statement, organisation and arrangements will be reviewed and amended as often as necessary.

RESPONSIBILITIES OF THE BUSINESS MANAGER (HEALTH & SAFETY STAFF REPRESENTATIVE)

The Business Manager is line manager for premises staff and cleaning contractor. The Business Manager is the School's Health & Safety staff representative.

The Business Manager has specific responsibility for:

- Ensuring that only work that is within his/her training or competence is undertaken.
- Securing specialist support for work that is outside his/her training or competence.
- Liaising with the school Health and Safety Committee.
- Carrying out a weekly visual Health and Safety check of the premises, and bringing any areas of concern to the Headteacher.
- Ensuring the weekly testing of the fire alarm and monthly testing of emergency lighting, recording the tests and reporting any deficiencies to the Headteacher.
- Ensuring regular testing of water temperatures as required by the Water Services Hygiene Manual.
- Undertaking, in liaison with the Headteacher, and recording, where required, school specific risk assessments.
- Undertaking Health & Safety Induction training with new members of staff and regular volunteers.
- Ensuring that all new members of staff are given a copy of the Health and Safety Policy and related documentation, and are asked to sign to say that they understand their responsibilities.
- Ensuring all new members of staff, on their first day, are instructed on the school's fire procedure.
- Ensuring that all staff are aware of their particular responsibilities in the event of fire.
- Ensuring that risk assessments are made available to each member of staff, and that all staff members have read and confirmed their acceptance to work in accordance with the risk assessments.
- Arranging appropriate training for staff (e.g. fire safety).

- Arranging and implementing practice emergency evacuations and assessing and reporting on the effectiveness. Propose amendments to processes, where necessary.
- Ensuring that adequate numbers of fully trained first aid staff are available, and that qualifications are up-to-date.
- Ensuring the maximum level of security consistent with the ethos and policies of the school.
Arranging annual checks and testing for the maintenance of all identified equipment and keeping the Annual Schedule up-to-date.

RESPONSIBILITIES OF SCHOOL ADMINISTRATOR

The School Administrator is responsible for:

- In the event of a fire:
 - Calling the fire brigade
 - Taking the registers, Visitors' Book and Late Arrivals/Departures Book to the assembly point
 - Checking the staff room, Headteacher's office, Medical Inspection Room, staff toilets and library to see that evacuation has taken place.
- Ensuring procedures are in place to maintain the contents of the first aid box in Medical Inspection Room. Order required medical supplies.
- Monitoring access via the main school entrance:
 - Checking the identity of visitors; ensuring they sign the Visitors' Book on arrival (and on leaving the school); issue the appropriate lanyard.
- Maintaining the school Accident Book and arranging for statutory Accident Reports to be completed in accordance with Local Authority advice and guidance.
- Maintaining good standards of house-keeping in the School Office.
- Maintaining the Critical Incident Plan (copies kept in Headteacher's office and off site at her home).
- Ensuring side gates are locked during school hours.

RESPONSIBILITIES OF TEACHING STAFF

Teachers within the school have a responsibility for the health and safety of themselves and pupils under their control. In particular teachers are responsible for:

- Being familiar with, and adhering to, the School's Health & Safety Policy.
- Undertaking lessons and school activities in accordance with any national, LA or school guidelines relevant to the health and safety of the staff and pupils.
- Ensuring that they are familiar with the school fire procedure and their role in it.
- Maintaining good standards of housekeeping and cleanliness in the activities and areas under their control.
- Ensuring where pupils need to wear any protective clothing or equipment for particular lessons or activities, that the use of such clothing or equipment is rigorously enforced.
- Ensuring that any special equipment for which they have particular responsibility is maintained in a safe condition and is suitable for the purpose for which it is used.
- Ensuring that where there are health and safety considerations in relation to a particular lesson or activity, the lesson plan addresses these issues and is adhered to.
- Ensuring that any off-site outing or activity for which they are responsible, only takes place following completion of a Visit Checklist, relevant Risk Assessments and authorisation by the Headteacher and is in accordance with a plan which specifies an adequate level of supervision and health and safety arrangements to ensure that pupils or others are not put at risk.
- Attending any required health and safety training provided by the school or the LA.

- Undertaking, as required by the Headteacher, any formal health and safety monitoring or inspections, in order to assist the school to maintain adequate health & safety standards.
- Reporting, promptly, any deficiencies in health and safety standards that they are not able to correct, either by recording it in the Caretaker's book or reporting directly to the Headteacher or Business Manager.
- Reporting promptly to the Administrator any accident to themselves at work, whether first-aid treatment is given or not.
- Reporting promptly to the Administrator any incident of violence or abuse to themselves or any other person within the school premises.
- The Nursery TA is responsible for checking and maintaining the contents of the First Aid box in the nursery.

RESPONSIBILITIES OF CARETAKERS

Caretakers are responsible to the Business Manager, for:

- Ensuring that the day-to-day maintenance of the school premises and grounds is undertaken and that serious deficiencies which cannot be quickly corrected are notified to the Business Manager.
- Checking the school site daily to ensure it is kept free from litter and any potential health and safety hazards.
- Ensuring pathways, car park and play areas are treated in icy/snowy conditions.
- Ensuring all gates onto, and within the school grounds are unlocked at the start of the school day, and locked again at the end of the school day.
- Maintaining a register of dangerous and hazardous substances used or stored at the school and ensuring that this register contains copies of up-to-date material safety data sheets.
- Ensuring relevant work is undertaken and controls maintained in accordance with the appropriate COSHH assessments.
- Ensuring that weekly walk through inspections of the standards of housekeeping in the school premises are undertaken and that deficiencies which cannot be promptly corrected are entered into the book of Minor Repairs and brought to the attention of the Business Manager.
- Ensuring that only work that is within his training or competence is undertaken.
- Ensuring that all rubbish and waste paper is disposed of every day so as to minimise the amount of combustible material in case of fire, and that the lids of rubbish skips are closed at all times.
- Ensuring that the school premises are cleaned to an acceptable standard on a daily basis and reporting any discrepancies to the Business Manager.

RESPONSIBILITIES OF OTHER SCHOOL STAFF

All school staff have a responsibility for undertaking their work in accordance with any instructions or training provided by the school or the Council and for drawing to the school's attention any equipment or situation which could create a danger to themselves or others. They are also required to ensure their work is carried out in a way that avoids risks to themselves or others. Staff must report promptly (within 24 hours) **any** accident, to the School Administrator or the Headteacher, whether first-aid treatment is given or not.

All new staff are taken through a thorough Health & Safety Induction by the Business Manager.

RESPONSIBILITIES OF PUPILS

All pupils at the school are required to act in accordance with any school health and safety rules and procedures and not to behave in a way that would put themselves or others in danger. Pupils are also required not to interfere with, or misuse, any safety or fire equipment.

Teachers involve pupils in assessing possible hazards for all relevant activities including trips out of school.

ARRANGEMENTS

STANDARDS OF GUIDANCE

Mandatory common standards and guidance are contained in the County Council's Children, Education and Families Directorate Health & Safety Policy, that gives information on a number of health and safety issues of relevance to the school. Where internal guidance does not cover a specific issue, the school will adopt the practices or standards recommended in Health and Safety Executive, or Department of Education publications, or relevant British or European Standards. It is a requirement that these policies and practices are followed closely and that due regard is given to them in the planning and delivery of the school's activities.

PROFESSIONAL HEALTH & SAFETY SUPPORT AND ASSISTANCE

Advice on health and safety issues is available to the school through the Safety Officer for Education at the Local Authority on 01865 797222.

FIRE SAFETY PROCEDURES

The fire procedure is displayed on the notice boards in each classroom and in central areas. New members of staff will be instructed in the fire procedure and their responsibilities by the Health and Safety Representative on their first day of employment.

The Headteacher will ensure a fire/emergency evacuation drill is held at least once a term and the details are recorded. Fire extinguishers and the fire alarm system are subject to regular inspection and maintenance, which is organised by the school.

All fire escape routes will be kept free from obstructions together with all fire exit doors.

The fire alarm and emergency lighting will be tested every Monday morning to ensure staff and pupils recognise the sound and do not confuse it with other noises. The test will be recorded by the caretaker.

The Fire Risk Assessment is reviewed annually by the Health & Safety Committee.

R Caretaker to record and report any irregularities/concerns to Business Manager

* A schedule of checks is kept in the School Office as a monitoring tool

** School to organise Autumn Term

HEALTH & SAFETY CHECKS

| DAILY | WEEKLY | MONTHLY | ANNUALLY* |
|--|---|---|---|
| Visual Check of Premises (R) | Fire Alarm Points Water Temp (R) | Emergency Lighting (R) Fire Fighting Equipment (R) | Portable Electrical Equipment** PE Apparatus Security Alarm Emergency Lighting Fire Extinguishers Water Hygiene Testing Convector Heaters Thermostatic Mixing Valves Storage Tanks Projector Safety Tree Survey Air Conditioning Unit Gas Suppression System Urinal Flushing Controls Skylights |
| OTHER: Water System flushed after holidays (R) Heating Boiler | | | |

Woodstock CE Primary School

FIRE INSTRUCTIONS

ASSEMBLY POINT – FAR END OF SCHOOL FIELD

The person discovering the fire shall . . .

Operate the nearest fire alarm (the Administrator will phone the fire brigade).

Tackle the fire, if appropriate, with the appliances but without taking personal risks.

On hearing the fire signal . . .

The teacher will give the order to clear the class area and will indicate the route to the assembly point at the far end of the school field via the nearest exit door.

Administrative staff will check staff toilets and staff room; a designated member of support staff will check the Hall and ICT Suite; SEN Teacher Assistants will escort children for whom they are responsible; Teaching Assistants will check toilets in their area to ensure everyone has left the building. The School Administrator will take the Class Registers, Visitors' Book and Late Arrivals Book to the assembly point.

At all times everyone should act **CALMLY and QUIETLY**

DO NOT:

STOP AND COLLECT BELONGINGS

ATTEMPT TO PASS OTHERS ON THE WAY TO THE ASSEMBLY POINT

RE-ENTER THE BUILDING

Children should face away from the school building. They should be called by name from the register to check they are out of the premises. Children must remain still and quiet.

The building should not be re-entered until such instruction is given either by the Headteacher at the time or, if the Fire Service has been called, by the Senior Fire Officer

FIRST AID

The school has 21 trained first-aiders (September 2018), the names of whom are displayed in the school office. Any injuries to pupils or staff must be reported to a first-aider who will ensure that appropriate action will be taken.

A fully equipped first-aid box is placed in the Medical Room. A further box is available in the Foundation Stage Kitchen Area. Portable first-aid back-packs to be taken on visits out of school are located in all classrooms. Class Teaching Assistants are responsible for ensuring the back-packs are kept fully equipped. If an item is used whilst on a visit out of school, the TA should inform the School Administrator who will arrange for the pack to be 'topped-up'. A 'cool bag' is kept in the school office for storage of prescription medicines.

The Administrator ensures procedures are in place to maintain the contents of all first-aid boxes. Records of all cases treated are made by the first-aider in attendance in the school Accident Book.

REPORTING ACCIDENTS

The reporting of Injuries, Diseases and Dangerous Occurrences requires that employers report all fatal and specified major injuries that result in the inability of an employee to work more than three days, or any injury which results in a person being admitted to hospital for more than 24 hours. The regulations relate to any employee or other person within the school or engaged upon an activity arranged by the school.

The administrator is the **Nominated Person** for completing approved forms, sending them to the Education Department at County Hall, and for notifying the Health and Safety Executive if appropriate.

Approved forms, need to be completed for:

- Accidents to employees – minor and major;
- Minor accidents to pupils/non-employees;
- Major accidents to pupils/non-employees;
- Violent, abusive or threatening behaviour;
- Incidents, hazards and near misses

Completed forms are filed in the 'Reporting Forms' File.

An analysis of the Accident Book and accident reports will be undertaken termly (3 times a year) and considered by both school management and by the Health and Safety Committee of the Governing Body.

Accidents will be investigated and appropriate action for improvement taken.

NEAR MISS BOOK

Any 'Near Miss' events that could have caused injury, or damage to property should be recorded by the member of staff in the 'Near Miss' Book kept in the school office. As with accident records, the 'Near Miss' Book is examined termly by the Governors' Health & Safety Committee to identify any events that are occurring frequently. This should enable potential injury-causing problems to be identified and corrected before anyone actually gets hurt.

REPORTING HEALTH & SAFETY ISSUES

Health and Safety is an agenda item at weekly staff meetings as an opportunity for teachers and others to raise concerns/bring items to the attention of colleagues etc. Particular needs of individual children will be shared.

CONFIDENTIAL COUNSELLING SERVICE

The school notes that the LA provides a confidential counselling service for all staff. Details are displayed on the staff notice board.

Governors commend the use of this service to staff.

STRESS IN THE WORKPLACE

Governors regard the emotional wellbeing of staff and pupils as important. An agreed policy for Stress at Work, based on a County Council model, is in place. A copy of the policy is available in the staffroom.

MEDICINES IN SCHOOL

Any medicines brought into school must be sent to the school office. The Headteacher will arrange for the giving of medicine if a doctor has prescribed it, if the parent has provided appropriate information and if the child is well enough to be in school. There is a 'cool bag' in the school office for the storage of prescription medicines. The School's procedures are printed in the Prospectus.

If children require inhalers for the control of asthma, their medication should be kept in the classroom for immediate use. Parents must provide the school with clear written instructions for its use.

Children with asthma are advised to take their inhalers before exercise rather than when breathing becomes difficult. Inhalers should be taken with children into the hall or onto the school field if they are involved in physical activities. All medication must be available to children when they are involved in visits, games, matches and other events that take them away from school. On these occasions, a teaching member of staff must take responsibility for any medication.

A register of children suffering with asthma is kept by the School Administrator. Children are identified within class registers.

Children requiring individual attention for specific medical conditions are identified, together with a photograph on the inside covers of registers where appropriate. Details of medication for these children are to be found in individual bags clearly marked with a red cross and the child's name and photograph on the staff room notice board.

VISITORS AND CONTRACTORS

Standard arrangements exist for the assessment of competence and the control and monitoring of approved contractors. The school also has a standard set of rules for contractors, which are notified to the contractor, and form part of the contractual arrangements. These arrangements are documented in the Health and Safety at Work manual and are operated by the Headteacher. Where staff or pupils become aware of dangers caused by contractors, these should be immediately reported to the Headteacher.

HEALTH AND SAFETY TRAINING DEVELOPMENT

Staff and Governors will be provided with adequate Health and Safety training appropriate for their responsibilities. Training needs will be addressed at the time of re-considering:

- The annual school budget
- The Raising Achievement Plan

Specific training needs are identified within the relevant sections. Whole-school training will be offered twice a year to cover the various aspects.

EDUCATIONAL VISITS AND JOURNEYS

School visits and journeys that provide opportunities for learning through direct experiences are an integral part of our curriculum. These may be residential and involve travel at home and abroad.

The safety of pupils must be the first priority. Organisation and management of all visits must give prior attention to assessment of risks involved – considering and anticipating what can/might go wrong, and ensuring appropriate safety measures are taken to either prevent or reduce to a reasonable (acceptable) level any risks to Health & Safety.

A Visit Check list must be completed to ensure consistency and coherence of planning, for all visits and journeys,

by the party leader and should be approved by the Headteacher. When approval is given for a visit, a risk assessment will be undertaken and agreed with the Headteacher. The Headteacher will seek the LA's approval for any visit that involves outdoor and adventurous activities.

For all visits it will be important to have a high enough ratio of adult supervisors to pupil (see Guidance for Educational Visits and Journeys). As a minimum, the Health & Safety Committee recommended a ratio of 1 adult to 8 children.

Anna Poole (Deputy Head) is the school's Educational Visits Co-ordinator.

SCHOOL AND PUPIL SECURITY

The security of the children and staff at school is of paramount importance. Although we must believe that the school offers a safe environment it is beholden on us to do all that we can to ensure that all in school are as safe as possible. The following precautions are taken to ensure greater security:

- All visitors, including parents, should report to the office on arrival
- All visitors should sign the Visitors Book
- Appointments made by staff with parents and other visitors should be logged in the school diary
- External doors are locked during session times in the school day
- Any adults who regularly help out at school will be asked to undergo a DBS Check
- Access via the main entrance is monitored by the use of a security system

See Security Policy.

SMOKING

The school is a non-smoking establishment. No smoking is allowed on school premises.

MEDICAL SUITABILITY FOR WORK AND MEDICAL ARRANGEMENTS

Pre-employment medical surveillance is undertaken for all new staff, usually by means of a confidential questionnaire, by the Occupational Health Medical Adviser. Confidential medical details are held in the strictest confidence and will only be disclosed to the school with the prior consent of the staff member. However, information such as restrictions on particular types of work, or special precautions necessary for health and safety reasons, will be provided to the school to avoid putting the employee or others at risk. Where a staff member becomes pregnant or suffers from an ill health condition, which is likely to affect their work, they should notify the school as soon as possible to enable any special precautions needed to be implemented. Arrangements will be made for an assessment to be carried out.

USE OF PREMISES OUTSIDE SCHOOL HOURS

- Consideration will be given to persons using the premises outside school hours in order to ensure their safety.
- The Headteacher or her representative will ensure that all visitors understand the procedures to be adopted in the case of fire/emergency evacuation, first aid provision, safe use of building equipment, substances and other facilities.
- A control on numbers of persons attending functions at the school will be exercised and the advice of the fire prevention officer sought.
- Events and entertainment programmes will be scrutinised beforehand with regard to licensing and the above mentioned procedures.
- Close liaison with school facility users will be established before commencement and throughout the time the premises will be used.

HAZARDOUS MATERIALS

No substance will be used or generated within the school unless an assessment of the hazards and risks that they present has been made.

Only substances where a material data sheet is available will be used in school. A COSHH assessment will be completed for any substance identified as having a potential hazard.

Individual users of hazardous substances must use the safeguards provided and must:

- Read and understand the information on labels, data sheets and risk assessment reports.
- Follow warnings and instructions.
- Use the proper procedures and protective clothing and equipment.
- Learn emergency procedures and practise sensible, safe working habits.
- Sign to say they have read, understand and agree to work within the control measures and precautions described in the relevant risk assessments

ASBESTOS: HAZARDS AND MANAGEMENT

Asbestos is a known hazardous substance that we have a duty to be aware of and manage. The position of all asbestos in school has been identified and detailed in the Asbestos Management Folder (located in the school office). This Manual is read and signed by any in-house staff and contractors carrying out any structural work within the school building. For further details refer to the H & S site on the Intranet.

ELECTRICAL SAFETY

The safety and maintenance of the school electrical installation is of great importance in order to ensure the health and safety of pupils and staff. The fixed electrical installation will be subject to an electrical inspection and test by an NICEIC contractor at least every five years and this will be organised by the Headteacher who will keep records of the inspection. Any deficiencies identified by the inspection will be promptly corrected, or, where this is not possible, the relevant part of the installation will be electrically isolated.

All portable electrical equipment and equipment connected to the electrical installation by means of a plug and socket will be subject to a combined electrical inspection and test every twelve months and labelled with the date of inspection and a date of the next inspection due. A Register of Portable Electrical Appliance Testing is kept in the school office. The Business manager will be responsible for organising these tests, using an NICEIC electrical contractor. Mains powered electrical equipment belonging to staff or pupils must not be used on school premises unless it has been electrically inspected and tested.

Work on the electrical installation, or minor repairs such as changing bulbs or tubes in lighting units, will be organised or undertaken by the Caretakers. Such work will only be undertaken when the relevant part of the installation has been isolated.

Volunteers will not be permitted to undertake work on the electrical installation or repairs to portable electrical equipment unless they are an NICEIC approved contractor and can provide a Certificate of Completion when the work is finished. Pupils and staff will not be permitted to undertake work on the fixed electrical installation of the building.

SUN SAFETY

In-line with a 'common sense' approach, schools have discretion to allow all students to bring appropriate Sun Protection products to school and apply it for themselves.

In circumstances where schools request, and parents give prior explicit consent, schools have discretion to apply Sun Protection Products where necessary. This approach would be consistent with following Administration of Medicines Guidelines.

Sun cream:

- Factor 15+, minimum factor advised by Department of Health
- Sun Protection Products may be brought into school and applied by pupils to

themselves

- Staff are advised not to apply sun-creams to pupils

Summer clothing:

- To include hats, sunglasses, etc as appropriate

Break and lunch time, organised events, eg. trips, visits, Sports Day:

- Staff should seek to ensure that pupils are not exposed to direct sunlight particularly during peak periods, particularly between 12 noon and 2.00 pm, or prolonged periods of sun.
- Staff need to be aware of the weather forecasts.
- Use should be made of shade around or in the school, and if appropriate, arrange sun shades etc.

SLIPS, TRIPS & FALLS

Slips, trips and falls are the main causes of accidents in school. A useful check list to help improve everyone's safety follows:

- Use your initiative
- Suggest ways of preventing contamination (water, oils, cardboard, waste etc) from getting onto the floor
- Make sure the floor is clean and dry
- Clear up spillages immediately
- Dispose of waste materials
- Remove any obstructions
- Avoid causing trailing cables
- Store goods safely
- Keep workstations clear of obstacles
- Make sure flooring materials are level and secure
- Mark slopes and changes of levels
- Ensure you have adequate lighting
- Wear sensible footwear
- Think about visitors to your workplace, what they need to know, what more you need to do to protect them
- Following up everything you put in place

For activities where slips, trips and falls are identified recognised potential hazards, risk assessments are in place. These include footwear; spillages/wet floors; classroom floors; distribution/movement of stationery.

WORKING AT HEIGHTS

Work at heights, necessitating the use of ladders, step ladders in areas where there is a risk from falling, will only be undertaken using approved equipment and when sanctioned by the Business Manager. School pupils must not be permitted to undertake work at heights. A tall step ladder is housed in the boiler cupboard and a short step ladder is kept in the Caretaker's cupboard.

MANUAL HANDLING

Transporting or supporting a load, or person by hand or bodily force (lifting, putting down, pushing, pulling, carrying, and moving) should be undertaken only if risk of injury is avoided as far as reasonably practicable. Measures and precautions within the risk assessment for manual handling must be followed.

Trolleys to be used for all manual handling are located in the staff room and school hall. Assistance from colleagues should be sought if required.

All staff are invited to attend Manual Handling Training every three years.

WORK ON MAINTENANCE OR IMPROVEMENT OF SCHOOL PREMISES OR FACILITIES BY VOLUNTEERS

The school relies on, and greatly appreciates, assistance from parents and other volunteers in support of school activities. Where, however, work on school buildings or facilities is proposed to be undertaken by volunteers, a health and safety plan will be developed in conjunction with the Headteacher, to ensure the work can be undertaken safely. The health and safety plan must show how the work is to be supervised, the competence and

experience of those involved and any necessary health and safety arrangements for the work.

PE EQUIPMENT

- All PE equipment is checked on a yearly basis.
- Teachers must, and pupils should be encouraged to, check their equipment and working area for any potential risks before they begin an activity. Any dangerous equipment or potential risks should be removed **before** an activity is undertaken.
- Any faulty or damaged equipment should not be used. Faults should be reported to the Business Manager as soon as possible.
- All staff and pupils need to be taught the correct methods for lifting and carrying PE equipment. Pupils should also be reminded about these procedures at the start of each term.
- Mats should only be used for floor work and as intended landing areas. They should never be used 'just in case' as they provide a false sense of security.

HEALTH AND SAFETY INSPECTION, MONITORING AND AUDITING

In order to ensure that health and safety standards are maintained and deficiencies are identified, a system of regular monitoring and inspection operates at the school and is co-ordinated by the Health and Safety Committee in liaison with the Business Manager. The Health and Safety Committee meet termly.

The Caretaker will undertake a visual health and safety inspection of the premises on a daily basis. This will be recorded in the Daily Site Inspections folder.

An audit of the building and premises is undertaken annually. A team consisting of members of the Health and Safety Committee will undertake the inspections. The Committee will review the inspection reports and take any necessary actions. Where problems identified by inspections cannot be satisfactorily resolved at school level, the Business Manager will raise the matter with the LA Building Premises Officer.

RISK ASSESSMENTS

The management of Health and Safety at Work Regulations impose specific obligations on managers to assess **ALL** risks to safety and health. These regulations relate not only to protecting employees from harm at work, but also any other persons whose health and safety may be affected.

Suitable and sufficient assessments will be made of the risks to the health and safety of employees to which they are exposed whilst at work and the risks to the health and safety of persons not in their employment arising out of, or in connection with, the conduct of their work activity or undertaking.

All Risk Assessments will be recorded in writing to ensure that action may be taken to eliminate or reduce risks to an acceptable level for those employees and non-employees identified and documented as being exposed to harm.

The risk assessment only remains valid if up-to-date. Should any changes occur, it will be necessary to review and amend the assessment to ensure that those who need to know are fully aware of any risks brought about by the changes.

Copies of Risk Assessments will be given to all members of staff as appropriate. They will be asked to read the assessments and to sign to confirm their understanding of, and acceptance to work in accordance with them.

See Risk Assessment Policy.

MONITORING AND REVIEW

It will be important to know that our policy is working effectively and the extent to which it is having an impact on promoting the health and safety of all members of the school community. This policy will be reviewed on a two-year cycle by the Health & Safety Committee. Discussions on health and safety will take place regularly at

Staff, Key Stage and Leadership Meetings. Pupils' views need to be expressed through child focused discussions and the Children's Council. Parental views will be obtained through the Annual Parent Questionnaire, and by Ofsted. As a school community we need to make sure that we are all following a consistent approach to promoting effective health and safety procedures and practices in our school.

When governors or others undertake monitoring, they will need to establish the extent to which this policy ensures children:

- Are clear about expectations for their behaviour; and behave well in lessons and around the School, and are considerate, trustworthy and respectful
- Work in an environment that promotes health and safety.
- Reflect on what they do, and understand the impact of their actions on others
- Show initiative and are willing to take responsibility
- Have high levels of attendance
- Are excluded from the school only in exceptional circumstances

Darrell Marchand, Business Manager and Lisa Rowe, Headteacher

These procedures for Health & Safety have been adopted by the Health & Safety Committee of the Governing Body as good practice at Woodstock CE Primary School.

