



Health and Safety Policy

Reviewed: September 2018

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

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1. STATEMENT OF INTENT

The Local Committee of Farnborough Primary School are committed to the promotion of a safe and healthy environment for staff and pupils and for other users of the school site.

Local Committee are committed to working within the framework provided by the Local Council outlined in the 'Health and Safety: Policy and Guidance' manual.

The Local Committee are committed to the provision of adequate and appropriate safety training for staff.

The Local Committee accept the right of Trade Union members to be represented on health and safety matters by an appointed safety representative who will be granted the appropriate time off to carry out their duties.

2. GENERAL STATEMENT

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

STATEMENT OF POLICY

The school recognises its responsibility to promote a culture where H&S issues are discussed in an open and positive way to achieve improved standards and safe methods of work.

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

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

The persons with specific responsibilities for H&S are identified in Part 2 of this policy and the arrangements implemented to meet the above requirements are as detailed in Part 3 of this policy.

3. ORGANISATION

The Local Committee

The Local Committee will ensure that:

- a) The Headteacher produces a school H&S policy for approval by the Local Committee and that this policy is regularly reviewed;
- b) Risk assessments of work activities are undertaken and a written record of the assessments kept;
- c) Sufficient funding is allocated for health and safety, e.g. in respect of training, personal protective clothing etc;
- d) Regular safety inspections are undertaken;
- e) A positive H&S culture is established and maintained.

This will be achieved by:

- the appointment of a health and safety governor
- monitoring by the Local Committee
- receiving reports from the Headteacher.

HEADTEACHER

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

The Head Teacher will ensure that:

- a) A school H&S policy is produced for approval by the Resources committee of the governing body and that the policy is regularly reviewed and revised as necessary;
- b) Risk assessments of work activities are undertaken, that a written record of the assessments is kept and that the assessments are reviewed regularly and when they are no longer felt to be valid.
- c) Safe systems of work' identified via risk assessment or to comply with national standards/guidance, are monitored to ensure they are followed and effective;
- d) Information and advice on H&S is acted upon/circulated to staff and Local Committee. In particular the H&S Manual for Schools is kept in the Headteacher's office, so that it is available to all staff and Local Committee members,
- e) A regular safety inspection is undertaken;
- f) An annual report is provided to the school Local Committee on health and safety;
- g) He/she cooperates with the Council in meeting its legal requirements in respect of the monitoring of health and safety practice and procedures;
- h) Staff are competent to undertake the tasks required of them and that they have been provided with any necessary training, equipment or other resources to enable the task to be undertaken safely;
- i) If he/she delegates H&S duties to an individual, normally referred to as the H&S Coordinator, he/she ensures that the duties are clearly defined, the person is competent to carry them out and that sufficient resources are allocated to enable them to be carried out.

H&S COORDINATOR

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

The H&S Coordinator will:

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

ACCREDITED H&S REPRESENTATIVE (S)

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

EMPLOYEES (ALL)

All employees must:

- a) take reasonable care for their health and safety at work and that of other persons who might be affected by their acts or omissions at work;
- b) Report immediately, or as soon as practicable, any defects noted with plant equipment machinery or the workplace generally to their line manager or other designated person;
- c) Not misuse anything provided for health and safety purposes;
- d) Report any accident, near miss incident, dangerous occurrence or case of ill health arising out of work and cooperate with management in investigating such accidents or incidents;
- e) Cooperate with management in respect of complying with H&S requirements.

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

SITE STAFF AND CLEANERS

Have the responsibilities indicated for all employees together with those indicated in supplemental safety policies.

VOLUNTEER HELPERS

Have the same duties as those indicated for employees

PUPILS

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

Pupils are expected to:

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

4. ARRANGEMENTS

The following arrangements have either been established through risk assessment at school level or are national standards. This section of the policy is split into two parts, part one is the school wide procedures, **general arrangements**, and part two is the more activity-based arrangements, **specific arrangements**.

GENERAL ARRANGEMENTS

1 – ACCIDENT/INCIDENT RECORDING/REPORTING

1.1 – PUPILS – All accidents to pupils involving injury are to be recorded. This will initially be by using the standard sheets in the school **pupil accident book**, which is kept in the first aid room. In addition any reportable incident will immediately be inputted on to the Sentinel incident reporting system.

Reportable incidents include any fatality, any major injury, which is a break/fracture of any bone with the exception of a toe or finger and any injury where the student is taken direct from site to hospital, whether by ambulance, member of staff or relative.

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

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

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

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

1.4 – NEAR MISS INCIDENTS – For any near miss incident, which is an incident with the potential to have caused injury to a person or damage to property, an accident/incident form is to be completed. The form will be sent to the H&S Coordinator who will then decide if it needs to be forwarded to the Schools H&S Unit. This will be the case for any major structural collapse, any explosion or any fire which causes the closure of a room or more.

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

2 – ASBESTOS

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

NB All staff are advised that asbestos containing materials in school are only labelled in places where pupils do not have access so always check before pinning, drilling or

otherwise potentially damaging walls, ceilings, floors etc. Do not assume there is no asbestos present.

3 - CONTRACTORS ON SITE

There are two distinct types of contractors who will have access to site. These will be service contractors who regularly work on the site and building contractors who work on an 'as and when' basis.

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

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

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

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

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

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

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

- a) All contractors must report to the office on their arrival and under no circumstances are they to commence work until given approval to do so by the **Headteacher/Premises Officer**
- b) Before any work is commenced, it is essential that the **Headteacher/Premises Officer** is made aware of
 - i) what work is to be undertaken
 - ii) where the work is to be carried out,
 - iii) an indication of the likely timescale,
 - iv) what equipment is to be used,
 - v) what services are required.

c) Before work is to commence, the contractors must be advised by the **Headteacher/Premises Officer**,

- i) Where they can gain access to services,
- ii) What the fire precautions are for the building, i.e. upon hearing the alarm, which is a continuous bell, they must exit the building immediately and report to the **playground**
- iii) Any particular problems with the work, e.g. access may still be required to the area.

d) The contractors must be issued with a visitors pass and advised that it must be worn at all time whilst on site.

e) The contractors must be advised who to contact on site if they have a problem.

3.2.2 – LARGE SCALE WORKS - This encompasses all work where a pre site meeting is required. In normal circumstances this will involve work where part of the site is completely handed over to the contractors. Such work usually coming under the requirements of the Construction Design and Management Regulations and the school must exercise the duties of the Client as contained therein. (See advice given in the H&S Manual for schools, page 2.530.) For all large scale works a pre meeting will take place and the **Headteacher/Premises Officer** will attend the meeting. This meeting will identify timescales for work, methodology (e.g. noisy work done when school is unoccupied wherever possible), access requirements, emergency access requirements, etc.

4 – CONSULTATION WITH EMPLOYEES

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

a) Having H&S as a standard item on the agenda of all staff meetings;

b) Where appointed, consulting with the Trade Union Accredited Safety

Representative(s)/representative(s) of employee safety in good time on all H&S issues. To this end the accredited safety representative(s)/representative(s) of employee safety, if appointed, will be invited to become a member of the **School Resources Committee/**

5 – COMPETENCY

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

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

6 – E-SAFETY

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

7 – FIRST AID

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

a) (For any school with pupils aged 5 or under) a minimum of two paediatric trained staff will be on site.

b) Two persons who hold the appointed persons first aid certificate will be on site

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

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

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

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

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

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

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

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

7.5 - Issuing Medicines

School staff should not administer any medicines unless the form 'Issuing medicine to a child during school time' has been filled in. As a general rule, medicines issued to children during school time should be restricted to pupils who suffer from a chronic complaint and could not otherwise attend school. However, medicines can be given where there is a compelling need to administer short term medication for a serious complaint.

8 – GENERAL MAINTENANCE CONTRACTS

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

8.1 FIRE EXTINGUISHERS

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

8.2 FIXED ELECTRICAL INSTALLATION

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

8.3 PE EQUIPMENT - All PE equipment is subject to regular visual inspection, carried out by staff prior to use. If defects are noted, the PE coordinator will assess whether the equipment can remain in use or whether it needs to be taken out of use pending repair. On an annual basis an ***independent service contractor/Councils engineering insurers*** inspects the PE equipment.

8.4 PLAY EQUIPMENT - All play equipment, which includes moveable play items as well as fixed external play structures, is subject to regular visual inspection by staff, prior to use. If defects are noted, the ***PE coordinator/Premises Officer*** will assess whether the equipment can remain in use or whether it needs to be taken out of use pending repair. The fixed playground equipment is subject to a termly review of its condition and an annual check by an independent contractor.

8.5 PORTABLE ELECTRICAL EQUIPMENT

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

9 – INFECTIOUS DISEASES

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

10 – MEDICAL NEEDS

The school will try to accommodate pupils with medical needs wherever practicable in line with the School Policy on Managing Medical Needs.

10.1 - SUPERVISION BEFORE AND AFTER SCHOOL

The school accepts no responsibility for children who arrive on the premises before 8.30am. The school doors are opened at 8.40am. Any child arriving late will be given a late notice to show their class teacher they have been placed in the register. Lateness will be monitored by the Family Worker, who will meet with Parents to discuss any issues.

Parents are asked to make arrangements to collect their children promptly at the end of the afternoon session at 3.10pm/3.15. All teachers must ensure that each child is collected by a known adult. Parents must inform the school if their child is to be collected by someone not

known to the school. Children are not allowed to go with another parent unless the child's parent has been informed. If any child is not collected straightaway, the class teacher will inform the Headteacher/SLT who will assume responsibility until the child's parents/carers take the child. A child will be signed into the late collection file. A Parent has to sign the late collection file with a reason. This file will be monitored by the Head Teacher

All Children walking home unaccompanied, need written parental permission.

11 – RISK ASSESSMENTS

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

11.1 – COMPUTER WORKSTATION ASSESSMENTS - Any member of staff who is a 'user' as defined by the Display Screen Equipment (DSE) regulations, which lays down specific requirements for workstations incorporating computers etc., must complete a 'user audit' (See H&S Manual for schools, pages 1.180.) for the workstation(s) where they work. A 'user' being someone who is habitually employed to work on a computer and does so for more than an hour at a time more or less on a daily basis.

Other workstations incorporating DSE have been assessed to ensure they meet the minimum requirements as contained in the DSE Regulations. (See H&S Manual for Schools, page 1.175.) If staff have any questions on DSE they should initially speak to their line manager.

11.2 – FIRE – A fire risk assessment has been undertaken in line with the requirements of the Regulatory Reform (Fire Safety) Order and this identified the physical fire precautions in place, the measures to prevent fires starting and the measures to ensure everyone can escape from the building in the event of a fire. Fire order based on the outcomes have been produced and these are as displayed, whilst fire drills are carried out four times a year, twice in terms 1&2, once in terms 3&4 and once in terms 5&6.

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

11.3 – HAZARDOUS SUBSTANCES - The requirement to assess hazardous substances either in use or created by school operations is a requirement of the Control of Substances Hazardous to Health (COSHH) Regulations. Hazardous substances are those identified as corrosive, irritant, toxic, harmful and any with a Workplace Exposure Limit (WEL), which will include dusts, e.g. pottery, wood etc. and biological hazards.

The school COSHH assessment is kept in the Premises Officers *office* and summary information is kept where substances are stored/used. If staff have any questions on hazardous substances they should initially speak to their line manager.

11.4 – MANUAL HANDLING – Manual handling legislation requires that any manual handling operation that is likely to cause a significant injury needs to be assessed. All staff will undertake an element of manual handling but any frequent operations and any involving even occasional movement of awkward or heavy items, those over 10 kgs, must be covered by a written manual handling assessment. All staff must ask themselves the question when considering undertaking any manual handling operation **can I move the objects where I need to safely and without risks to health?** Where staff feel the answer is no, or they are unsure, **they must not attempt the operation until they have obtained assistance.** Within school the following written assessments are in place.

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

11.4.2 – MANUAL HANDLING – PUPILS – All pupils who may need to be lifted or supported are assessed using the manual handling assessment forms included within the H&S Manual for Schools, see page 1.132. The need for training will form part of the risk assessment but all staff with a significant involvement will receive basic awareness training, whilst instruction will be given on how to use equipment provided for the pupils use, e.g. standing frames, wheeled chairs and hoists.

11.5 – NOISE – The noise at work legislation identifies specific noise levels at which specified action is required and also a general duty to reduce noise levels. The noise review in school has not identified any areas or activities as likely to exceed the action levels. If staff have any questions on Noise levels they should initially speak to their line manager.

11.6 – SECURITY – The school site has been assessed against the information contained in the H&S Manual for Schools, see page 2.450 and security issues are regularly reviewed. If staff have any questions on Security they should initially speak to their line manager.

11.7 - WATER ASSESSMENT – An assessment has been completed on the hot and cold water systems and measures have been introduced to manage the risk of legionnaires disease. The school water assessment is kept in the **Premises officer's office.**

11.8 – WORKPLACE - An inspection of the workplace, buildings/grounds, has been undertaken against the requirements of The Workplace (Health, Safety & Welfare) Regulations 1992 as supplemented by the Education (School Premise) Regulations. The school Workplace assessment is kept in the **Premises Officers office.** The school also undertakes regular inspections, 3 times a year, to proactively identify defects with the workplace.

11.9 - WORK AT HEIGHT – Work at height legislation identifies work at height as any work where someone or something can fall a distance likely to cause injury. This will include putting up displays if not able to stand on the ground to do so, accessing high level storage if not able to reach when stood on the floor and any work where access equipment is needed, e.g. step

ladder, ladders, scaffolds. Most staff will therefore undertake an element of work at height and any frequent operations and any involving use of equipment must be covered by a written work at height assessment. Within school the following written assessments are in place.

11.9.1 – REGULAR OPERATIONS – A summary of the regular operations undertaken has been produced which indicates what the work at height is, the frequency with which it is carried out and whether viewed as a high, medium or low risk. All staff must make themselves aware of this list and follow the procedures indicated.

11.9.2 – SPECIALIST OPERATIONS – These are where specific high level access equipment is to be used and where additional information will be required. This will include use of access scaffolding and any specialist ladders.

12 – SAFEGUARDING

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

13 – SCHOOL TRIPS

A separate school trips policy has been produced based on the council guidance.

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14 –TRANSPORT

One of the following options will therefore be used.

1 - Staff transport pupils/equipment in their own cars or drive to other venues during the working day. Staff who use their own cars are covered by the school motor insurance policy them for this purpose.

2 - Transport and driver are hired in from a reputable source.

3 - The parent(s)/guardian(s) of the pupils are advised of the venue and time of activity and that their son(s)/daughter(s)/ward(s) are required to be there at that time. Any arrangements that are made to carry children on behalf of families is at their own risk. The school will not broker travel arrangements in family cars.

15 – WELLBEING

The wellbeing of staff is seen as an integral part of the schools H&S responsibilities. The Local Committee and Head Teacher have statutory obligations under a duty of care but also wish to promote an ethos of mutual respect and support across the staff team as a whole. All staff have the right to a reasonable work life balance and to expect appropriate support or intervention when they experience health or personal difficulties. Staff are encouraged to raise any concerns with the Head Teacher or line manager but also have access to a confidential counselling service. Sickness absence or health concerns will be dealt with under the schools absence policy. The Local Committee endorses the principals set out in the HSE’s Management Standards as a framework to support staff wellbeing

SPECIFIC ARRANGEMENTS

1 - ART

The hazards associated with this practice are the creation of dust and damage to clothing. The hazards associated with substances are addressed by only using water-based paints and glues.

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

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

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

2 - FOOD ACTIVITIES

The following hazards have been identified with this activity:

- a) Burns, scalds etc. from use of hot water/oven/dishes/food;
- b) Electric shock relating to the use of electric equipment;
- c) Fire associated with burning food or faulty equipment;
- d) Cross contamination of food leading to food poisoning;
- e) Slips trips or falls due to spillages/obstructions on floors/uneven surfaces;
- f) Cuts through use of knives and other equipment, i.e. graters.

These are controlled by the following.

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

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

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

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

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

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

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

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

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

3 - POTTERY

The hazards associated with the practice include:

- a) Cross contamination of surfaces;
- b) Inhalation of dust;
- c) Damage to clothing;
- d) Burns associated with use of kiln.

These are controlled by the following:

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

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

NB Brushing of dried clay is prohibited;

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

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

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

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

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

4 - SCIENCE

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

5 - SPORT/PE

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

The general requirements are as follow:

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

b) Staff will remove jewellery and change into appropriate footwear; **NB It is acceptable for staff to wear watches where necessary to time lessons.**

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

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

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

f) Staff are only to use equipment they are familiar with.

6 - SWIMMING ARRANGEMENTS

The hazards associated with this practice are the potential for drowning and slips/falls associated with wet surrounds to pools. These are controlled by following the specific arrangements specified in the H&S Manual for Schools. (See H&S Manual for Schools, pages 2.725/6.) The school does not have a pool. All lesson are taught by qualified instructors at Darrick Wood Pool.

7 -TECHNOLOGY

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

- a) Exposure to hazardous substances, e.g. glues/dusts;
- b) Damage to clothing;
- c) Personal injury, e.g. eye injury due to flying particles when materials being worked and cuts relating to use of equipment.

Appendix

ABBREVIATIONS

The following are used in the policy:

BAALPE – British Association of Advisors and Lecturers in Physical Education

ASE – Association for Science Education

COSHH – Control of Substances Hazardous to Health

DSE – Display Screen Equipment (Computers)

H&S – Health and safety

HSE – Health & Safety Executive (enforcing body for health and safety legislation in schools.)

NAAIDT – National Association of Advisers in Design & Technology