



# Health and Safety Policy & Procedures 2016 – 2017

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Reviewed by Governors : November 2016  
To be reviewed next : November 2017

An Academy,  
achieving more,  
learning together.



## **Statement of Local Health and Safety Intent Green Meadow Primary School**

We will meet all the requirements set out in the corporate health and safety policy and actively promote the safety and health of our Primary School staff and pupils as an equal objective to our Primary School objectives.

The aim of this statement is to ensure that all reasonably practicable steps are taken to ensure the health, safety and welfare of all persons using the premises.

- ❖ This policy shall aim to establish, develop and maintain safe systems of work, which comply with good health and safety standards throughout the school. It will also aim to provide safe and healthy working conditions for its employees and pupils.
- ❖ The school shall at all times use the latest legislation to set its health and safety standards and in areas where no specific legal standards apply, the highest reasonable standards shall apply.
- ❖ The school shall seek expert advice whenever it is deemed necessary to determine risks to health and safety within its functions.
- ❖ Consultation will take place between employer and employees on all safety matters through the Governors and Health Safety Team and individuals will be consulted when any specific areas of risk occur.
- ❖ The school shall give its full commitment to the training of its employees in respect of health and safety.
- ❖ The health and safety of all persons using the premises will be of the utmost priority.
- ❖ The general policy will be under constant review to take into account any new legislation and safety advice. A full programme of monitoring, evaluation and audit will be carried out to ensure that the school has an effective health and safety policy.
- ❖ Funding to be provided where appropriate.
- ❖ All employees of Green Meadow Primary School have a responsibility to look after their own health and safety and that of others.

**CHAIR OF GOVERNORS**

**HEAD TEACHER**

Date:

Date:

## Green Meadow Primary School Health and Safety Policy

This document details the organisation and arrangements required to maintain and continuously improve our Primary School's health and safety management system.

The contents include a list of our local procedures for our Primary School and the document control system we use.

### **Policy Statement:**

- This is the policy statement for the above named school. The Governors recognise that this is not a replacement for the Council's or the Education Departments policy but is in addition to them for the benefit of staff and pupils.
- This statement deals with those aspects over which the Head Teacher has control and covers the building structure, plant, fixed equipment and services.
- All those that work on the premises in whatever capacity have a responsibility for their own safety. Employees or users of the school premises must take all reasonable care to avoid injury to themselves or others and must co-operate with safety requests and advice.
- Everyone should be aware of the risks and hazards of the materials and equipment they are working with and be alert to the dangers associated with them. Risk assessments and safe systems of work must be the main method by which we create a safer working environment. We should all have knowledge and awareness of the dangers associated with all functions and must be on our guard that simple everyday things can and will bring injury if ignored.
- Governors are aware that individuals of that body and senior members of staff may be guilty of criminal offences if they neglect their obligations under health and safety legislation. They all have significant personal responsibilities for the school's conduct in relation to health and safety of pupils and staff, as well as contractors and visitors.

### **ALLOCATION OF FUNCTIONS**

#### **The Governing Body:**

Governors are responsible for the strategic overview of health and safety including that of ensuring full implementation of the Schools Health and Safety at Work Policy.

**This will be achieved by ensuring there is an effective plan for safety that sets clear areas of responsibility and achievable standards for all school staff.**

- 2.1 The Governors consider the best means of developing and progressing this policy, thus providing effective management of health & safety, is to establish a Safety Advisory Group (Premises Committee). The role of the Group will be to act as a communication link between the Governing Body, Head Teacher, Trade Union Appointed Safety Representatives and members of staff generally. Its terms of reference are to:

- Identify and develop practicable arrangements for health & safety
- Develop strategies/arrangements to actively monitor their enforcement
- Consider/assess any safety issues for new equipment or in anticipation of organisational change
- Ensure effective remedial action has been considered and implemented to comply with Part 3 of A1 Accident form LCA 104
- Identify opportunities for further improvement to safety arrangements

- Carry out a review of the policy and its arrangements annually and recommend necessary improvements on general strategic matters of health & safety
- Draft a brief status report to the full Governing body each year
- Bring any matter of concern relating to health and safety, that cannot be resolved through the schools management structures or by the Head Teacher, to the immediate attention of the Chair of Governors

A clear intention is to seek continual improvement through the development of a safety culture built on a common understanding of safety and a commitment by all staff to meet their challenging goals.

## 2.2 Members of the Group shall include the following:

Brian Hardeman	Governor Representative (Premises Committee)
Sue Hammond	Safety Co-ordinator
Steve Rose	Site Manager/BSS
Helen Setchell	Head Teacher

Additional members will be co-opted where appropriate to discuss safety matters relating to specific areas of work. Each Group member will be confirmed annually by their respective bodies as appropriate and confirmed by a full governing body annually. The Group will meet at least each term and more often at the request of one Group member, the Head Teacher or the Governing Body.

## 2.3 Head Teacher:

The Governors charge the Head Teacher with the day-to-day responsibility of managing and enforcing Green Meadow Primary School's Health and Safety at Work Policy. Where necessary the Head Teacher will initiate, support and assist all staff in the risk assessment process and, take appropriate steps and make the final decision on any safety question where matters are unable to be resolved satisfactorily through delegated responsibility arrangements within this policy.

A Deputy Head Teacher will assume these responsibilities in the absence of the Head Teacher.

## 2.4 Management Team

Members of staff who manage or supervise other staff/trainees, or are responsible for pupils/members of the public, who may be affected by work activities, have a particular responsibility for the health and safety of those under their charge.

**They will carry out and/or assist in the process of undertaking a suitable assessment of the risks to health and safety arising out of or, in connection with their work. Risk assessments shall be reviewed periodically, following accidents and or in light of improved knowledge or technical change. This is the principal cornerstone of Green Meadow Primary School's Health and Safety Management.**

Supervisory staff will instruct those under their charge/control precisely and clearly on their duties with regard to the health and safety of themselves and others, and will inspect their designated area of responsibility to identify hazards and bring any concerns to the attention of the Safety Co-ordinator. Where significant hazards are identified a formal risk assessment process will be initiated to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the risk. Relevant staff will be informed of any findings that will also be recorded, filed and stored electronically.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health & safety is not compromised. This may

require immediate intervention actions - such as restricting access to the hazard before reporting the matter to the Head Teacher or Safety Coordinator. The Senior Leadership will also assist in the implementation of other safety arrangements considered necessary to comply with health & safety regulations and codes of practice as may be determined from time to time and approved by the Governing body/Head Teacher.

## **2.5 Health and Safety Co-ordinator**

The Health and Safety Co-ordinator is appointed by the Head Teacher to assist in the day-to-day implementation of the School safety plan. They will be responsible for convening meetings of the Premises Committee, ensuring that minutes are taken and stored in a place accessible to all interested parties. The Safety Co-ordinator will also provide assistance and support for staff to ensure that risk assessments are carried out and then stored on the server.

## **2.6 Teaching Staff & Support Staff**

Will be responsible for initiating/undertaking/assisting in the risk assessment process for tasks relating to pupils and other members of staff in their area of work.

They will inspect their work/designated areas regularly to identify hazards and raise any concerns with their line manager or the Safety Co-ordinator. Where significant hazards are identified a formal risk assessment process will be initiated to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the risk. Staff members under their instruction will be informed of any findings that will also be recorded and filed centrally.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting access to the hazard before reporting the matter to their designated SLT member/Head Teacher.

Teaching Staff and Support Staff will also assist in the implementation of other safety arrangements considered necessary to comply with health & safety regulations and codes of practice as may be determined from time to time and approved by the Governing Body/Head Teacher.

## **2.7 Site Manager**

The Site Manager has a key role to ensure that the school premises are kept clean, secure and maintained in a safe condition. This is achieved by undertaking tasks as defined in the job description or additional tasks as determined by arrangement with the Head Teacher. The Site Manager is responsible for overseeing the cleaning staff whose services are employed by the school. They will be responsible for assisting in the risk assessment process in matters relating to his work and that of other members of staff his work may affect.

This will include responsibility as first point of call and active liaison with contractors who are at the school premises, ensuring they comply with and are aware of the Health and Safety Policy and arrangements.

It is expected that particular work undertaken by the BSS will identify quickly areas that threaten the safety of themselves, pupils or other members of staff.

The BSS will inspect specified designated areas regularly to identify hazards and will bring any concerns to the attention of Head Teacher/Safety Co-ordinator. Where significant hazards are identified a formal risk assessment process will be undertaken to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the risk. Relevant staff will be informed of any findings that will also be recorded and filed centrally.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting access to the hazard before reporting the matter to the Head Teacher or Safety Co-ordinator. The Site Manager/BSS will also assist in the implementation of other safety arrangements as considered necessary to comply with health & safety regulations and codes of practice, as may be determined from time to time and approved by the Governing body/Head Teacher.

## **2.8 Lunch Time Supervisors**

Will be responsible for assisting in the risk assessment process for tasks relating to pupils and other members of staff in their area of work.

They will inspect their work/designated areas regularly to identify hazards and raise any concerns with their line manager or the Safety Co-ordinator. Where significant hazards are identified a formal risk assessment process will be initiated to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the risk.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as mopping up a spillage or restricting access on play equipment and reporting the matter to their designated SLT member/Head Teacher.

Lunch Time Supervisors will also assist in the implementation of other safety arrangements considered necessary to comply with health & safety regulations and codes of practice as may be determined from time to time and approved by the Governing Body/Head Teacher.

## **2.09 All Staff**

The final level of responsibility for implementing Green Meadow Primary Schools safety plan is that of each individual member of staff who has a statutory duty to co-operate with the schools managers and comply with all arrangements considered necessary for the health, safety and welfare of pupils, themselves and their work colleagues.

They will assist in the process of undertaking a suitable assessment of the risks to health and safety arising out of or, in connection with their work.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting access to the hazard before reporting the matter to their line manager.

### **Arrangements for Health and Safety**

The LA's Health & Safety policy will form the basis for the arrangements section of the school's Health & safety Policy with the addition of the details listed below, which are specific to this school. Unless otherwise stated, in the absence of the Head Teacher the Deputy Head Teacher will undertake the responsibilities for health and safety. Where reference is made to annual frequencies this relates to the academic year.

### **(See local arrangements section)**

The attention of staff is drawn to the Guidance and Codes of Practice, and various circulars/memoranda issued by the Local Authority. These should be read in conjunction with the instructions and information contained in this Safety Policy.

## **Document Control**

We will develop and maintain local documentation. Changes including re issues and deletions to local Primary School documentation will be authorised by the Head Teacher.

## **Co-operation**

- Local systems and documentation will be implemented following consultation through our school's health and safety meetings.

## **Communication**

- Local systems and documentation will be held electronically and on hard copy and made accessible to staff members.

## **Competence**

- A nominated member of staff will provide health and safety guidance to cover the areas of induction, identification of health and safety training needs and the provision and delivery of health and safety training.
- School staff members will continually develop their own competence through CPD activities including health and safety training on induction, refresher training and specific training where necessary, e.g. risk assessment techniques.

## **Planning and Prioritising (Setting Standards)**

### **Primary School Health and Safety Plans**

- School health and safety planning will be part of our school improvement planning process.
- Planning will be carried out at regular intervals and will involve objective setting, identification of expected outcomes and allocation of resources.

### **Risk Assessments**

- Job and specific risk assessments will be carried out by staff and Elite Safety in Education in accordance with the relevant local arrangements, e.g. manual handling, fire, hazardous substances, display screen equipment etc.

### **Local Arrangements**

- We will develop and maintain a range of local arrangements to achieve specific actions required for health and safety in the school. (see local arrangements section)

## **Measuring Health and Safety Performance**

### **Active Monitoring**

Our school leadership team will oversee active monitoring to include workplace inspections in accordance with local arrangements.

### **Reactive Monitoring**

The school management team will oversee reactive monitoring to include accidents, near misses and hazard reports in accordance with our local arrangement and will nominate someone to report trends etc. to our Governing Body.

### **Reviewing Health and Safety Performance**

- Performance indicators used for the review of health and safety performance will include identification of areas where risk controls are inadequate or absent, the extent of achievement of specific health and safety objectives and an analysis of accident and ill-health data.
- The school health and safety performance will be reviewed by the school management team quarterly and reported to school Governors.

## **Auditing/Inspecting Health and Safety Performance**

- Health and safety auditing/inspecting will be carried out on a regular basis by the Governors and senior management.

## Local Arrangements

- Appendix 1 - [Accident Reporting Procedures](#)
- Appendix 2 - [Contractors](#)
- Appendix 3 - [Display Screen Equipment](#)
- Appendix 4 - [Fire Evacuation and other Emergency Arrangements](#)
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**Accident Reporting Procedures**

In accordance with the Governors accident/incident reporting procedure employees must report accidents, violent incidents, dangerous occurrences, and near misses on the accident A1 forms.

Accidents involving pupils will be recorded and copies kept in the medical room. All pupil head injuries slips are sent home with pupils. Parents are contacted in more serious cases. Serious accidents involving pupils will also be recorded on the Accident A1 Form.

**All** accidents involving staff must be reported and recorded on the Accident A1 form. All A1 accidents will be investigated by the member of staff's Line Manager in order to establish the root cause of the accident. Where necessary the risk assessment and procedures will be reviewed and where appropriate recommendations made to prevent any reoccurrence.

- Where bumped heads parents will always be informed by telephone and a copy given of the accident form.
- When a serious accident occurs, and the pupil requires treatment, the details are recorded on the A1 form, with a copy sent to the appropriate authority.
- Green Meadow Primary will be responsible for deciding if the incident is reportable to RIDDOR.
- School accident reports will be monitored for trends and a report made to the Governors, as necessary.
- The Head Teacher, or Deputy Head Teacher, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

**Employee Accidents**

(This applies to all education employees and self-employed persons on school premises.) Any accident to an employee resulting in a fatal or major injury should be reported to the School immediately by telephone. If first reported by telephone, the details should be confirmed within seven days.

**Pupil Accidents**

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

- The condition of the premises (for example, potholes, ice, damaged or worn steps, etc.)
- Plant or equipment on the school premises.
- The lack of proper supervision.

Fatal and major injuries to school pupils occurring on sponsored or controlled activities, organised by the school but off the school site (such as field trips, sporting events or holidays in the UK), should be reported if the accident arose out of, or in connection with, these activities.

**Reporting to the Health and Safety Executive (HSE)**

Incidents involving a fatality or major injury will be to the Health and Safety Executive (HSE) on 0845 300 9923 or on-line at <http://www.hse.gov.uk/riddor/>.

- Employee absence, as the result of a work related accident, for periods of 7 days or more (including W/E's and holidays) must be reported to RIDDOR [www.hse.gov.uk/riddor/](http://www.hse.gov.uk/riddor/) .

- Incidents resulting in a pupil or other non-employee being taken to hospital and the accident arising as the result of a curriculum activity, the condition of the premises / equipment, lack of supervision, etc., must be reported to the HSE within 15 days of the incident occurring.
- The school will still be required to keep a record of all over three day injuries – if the school keeps an accident book/form, then this record will be enough.

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### **Contractors**

All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice.

All contractors must report to the school reception office where they will be asked to sign in using the signing in system. The school office who will contact either the Site Manager who will ensure all health and safety and safeguarding policies are met. Contractors risk assessments and method statements are discussed and copies obtained. Landlord Approval is requested for any jobs that may disturb the fabric of the building.

#### **Contractor's rules:**

- When not in use, any equipment that contractors bring into school should be stored in a safe place.
- No repairs or maintenance can be carried out in areas that children or adults are occupying; this includes cloakroom and toilet areas. (unless in an emergency and areas will be segregated from others)
- No work should be in progress in the playground/dining hall during break times and lunchtime.

The Site Manager will be responsible for monitoring areas where the contractor's work may directly affect staff and children and for keeping records of all contractor work carried out.

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**Display Screen Equipment (DSE)**

All staff who habitually use computers as a significant part of their normal work (significant is taken to be continuous / near continuous spells of an hour at a time) e.g. admin staff, etc. shall have a DSE assessment carried out by their line manager.

Those staff identified as DSE users shall be entitled to an eyesight test for DSE use every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use.)

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## **Fire Evacuation and other Emergency Procedures**

The Head Teacher and the Site Manager are responsible for ensuring the fire risk assessment has been undertaken and any actions addressed.

The fire risk assessment is located in the fire log book.

### **Fire Instructions**

These documents are made available to all staff and included in the school's induction process.

An outline of evacuation procedures are made available to all contractors/visitors and are posted throughout the site.

Emergency exits, fire alarm call points, assembly points etc. are clearly identified by safety signs and notices.

## **EMERGENCY PROCEDURES**

### **Fire and Evacuation**

Fire and emergency evacuation procedures are detailed below.

These procedures will be reviewed at least annually.

Emergency contact and key holder details are maintained by the school.

The Fire Alarm and Intruder alarms are monitored by contractors.

### **Fire Drills**

Fire drills will be undertaken termly, and a record kept in the inspection book.

### **Fire Fighting**

The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable fire fighting equipment.

Ensure the alarm is raised BEFORE attempting to tackle a fire.

Staff should be made aware of the type and location of portable fire fighting equipment and receive basic instruction in its correct use.

### **Details of chemicals and flammable substances on site.**

An inventory of chemicals used by the school will be kept by the Site Manager, for consultation.

## **EMERGENCY PROCEDURES**

### **Fire Evacuation**

#### **IF YOU FIND A FIRE OR ONE IS REPORTED TO YOU:**

- Staff discovering a fire or other emergency for which the buildings should be evacuated should activate the alarm using the nearest available break glass call point. They will make their way to the nearest evacuation point.

### **Fire Fighting**

- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, if it is safe to do so without putting themselves at risk, using portable fire fighting equipment.
- Ensure the alarm is raised BEFORE attempting to tackle a fire.

### **On Hearing the Fire Alarm:**

- All staff, pupils, occupants of building must respond to alarm activations
- The fire alarm is a continuous sound and flashing beacon lights in designated areas.
- The school will evacuate the building

## **Assembly Point**

- Pupils should leave with the staff in charge of the group. Pupils should then leave by the nearest available escape route. The last person to leave the classroom must close the door. Pupils should make their way to the assembly point.

## **A Calm orderly exit is essential**

### **Walk quickly – DO NOT RUN or stop to collect belongings**

- On arrival at the assembly area children must stand in their class groups while staff check their registers. Registers, visitors' book etc. will be taken out to the assembly point by the office staff.
- Once the registers have been taken and all accounted for Teachers will indicate (raising their hand) that all present.
- The Head Teacher/SLT will liaise with the fire brigade on their arrival.
- The building must not be re-entered until staff are notified it is safe to do so by the Fire Brigade/Head Teacher/SLT
- If the building cannot be re-entered the staff must escort the children to the designated emergency area where the registers will be called again to ensure all staff and pupils are accounted for.
- The Head Teacher will notify the LA as soon as possible of a fire incident.
- The registers will be collected after roll call by the office staff and any discrepancies will be reported to the Head Teacher or SLT.

## **Lunchtime Fire Procedure**

If the fire alarm is sounded, adults on duty in the Dining Hall, classrooms, cloakrooms and playground should gather all the children well away from the building and ensure no child re-enters the building.

The Head or SLT will ensure, as far as it is reasonably practicable, that everyone is out of the building(s).

## **Fire and Bomb Alerts**

In the event of a fire or bomb, alert the Head Teacher or SLT will sound the fire alarm to evacuate the premises. A member of the SLT will call the emergency services, if a bomb alert, and a call to the police if required.

A member of the Senior Leadership Team should position themselves near the school gates to meet the Fire Brigade/Police and direct them to the site of the incident, if known.

All children and adults should remain outside. Only when the 'all clear' has been given are children and adults permitted to re-enter the premises.

## **GENERAL EVACUATION FOR PEOPLE WITH SPECIAL NEEDS**

### **Mobility Impairment**

Those people who require only limited assistance should evacuate the building using the nearest exit. If they have to move at a slower pace they should allow other persons to exit the building before them and then continue their evacuation to a place of safety. A responsible member of staff will be nominated to escort those who need assistance from the building.

### **Visual Disability**

People with a visual disability will usually require the assistance of one person, on steps, the helper should descend first with the person's hand on their shoulder, on the level surfaces they should take the helper's arm and follow them.

### **Hearing Disability**

People with a hearing disability should be escorted out of the building by staff.

In the event of staff with a hearing impairment joining, then they may require additional means of being warned in the event of an alarm e.g. pager that vibrates when alarm is activated, flashing beacon linked to alarm etc.

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## **Inspection/maintenance of Emergency Equipment**

### **Testing of the Fire Alarm System**

Fire alarm call points will be tested weekly by the Site Manager and a record kept in the log book. This test will occur once a week.

Any defects on the system will be reported immediately to the alarm contractor/ electrical engineer.

A fire alarm maintenance contract is in place and the system is tested regularly.

### **Inspection of Fire Fighting Equipment**

An approved competent contractor undertakes an annual maintenance service of all fire fighting equipment.

Monthly checks are carried out by the Site Manager to ensure that all fire fighting equipment is available for use and operational and for any evidence of tampering.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to the approved contractor.

### **Emergency Lighting**

These systems will be checked for operation on a six monthly by an outside contractor and monthly by the Site Manager.

### **Green Door Release Boxes**

These will be tested regularly by the Site Manager

### **Emergency Red Pull Cords**

These will be tested regularly by the Site Manager

Test records are located in the site's log book.

### **Means of Escape**

Daily checks for any obstructions on exit routes are carried out and all final exit doors are operational and available for use.

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## **First Aid and Medication**

### **First aid boxes are located:**

Various areas around the school

The nominated first aider will be responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check list of the first aid provisions is carried out monthly.

All staff are responsible for notifying the nominated person if the contents of any of the first-aid boxes are running low.

### **First Aiders:**

Green Meadow Primary has sufficient numbers of first aiders (includes Initial First Aid at Work, Paediatric and Emergency First Aid.)

A list of first aiders is displayed within the school.

Designated first aiders will deal with any first aid incidents which occur in the school day

The Business Manager will ensure that first aiders have a current certificate and that new persons are trained should first aiders leave.

### **Transport to Hospital:**

If the first aider or Head Teacher considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted.

### **Administration of Medicines**

All medication will be administered to pupils in accordance with the DfE document

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/306952/Statutory\\_guidance\\_on\\_supporting\\_pupils\\_at\\_school\\_with\\_medical\\_conditions.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/306952/Statutory_guidance_on_supporting_pupils_at_school_with_medical_conditions.pdf)

<https://www.gov.uk/government/publications/early-years-foundation-stage-framework>

If parents/carers request that drugs be administered to their child during school hours then they must first complete a parental consent form. All medicines brought into school must be kept in a locked cupboard or fridge, with the exception of inhalers, which will be kept in the child's classroom. Medicines are only to be administered by named members of staff. Only medicines prescribed by a child's doctor will be given in school.

For casual ailments (coughs, colds etc) it is often possible for doses of medication to be given outside school hours. Green Meadow Primary School does not administer medicines for casual ailments.

### **Treatments:**

**When dealing with blood, plastic gloves and apron must be worn.**

**Cuts/scratches** – Use only prepared medi-wipes. It is policy not to use antiseptic liquids/ointments, as these could delay healing or cause allergic reactions. Plasters may be applied, if necessary, after ascertaining the child is not allergic to these.

**Bleeding** – As above; if profuse, apply direct pressure and raise the wound before sending for the First Aider.

**Head Bumps** – Cold compress. Run hands over scalp to find bleeding, swelling or any area that feels soft or indented. Handle head and neck very gently. Parents are advised in a ‘Bump to the Head’ letter.

**Falling** – Children do fall over at school from time to time and they react in different ways. It is advisable to watch the situation carefully and assess it. If the child is unable to get up and is on obvious distress, call a First Aider, who will assess the situation and take appropriate action. If the child is unable to stand unaided, **do not lift them** – this could cause other injuries.

**Unconsciousness** – Call a First Aider immediately.

**Breathing Difficulties** – Ask the child to stand or sit quietly. Ask if they use an inhaler. If they do, check if they have it with them and ensure they use it. If the child does not use an inhaler, a First Aider should be summoned.

**Epilepsy/Fainting** – If a child is falling, try to support him/her or ease the fall, loosen clothing around the head/neck and call a First Aider.

**Haemophilia** – This condition affects the clotting of the blood and can cause haemophiliacs to bleed more freely than other people do. If a known haemophiliac is having a ‘bleed’, call an ambulance to take them to hospital.

**Diabetes** – Diabetics can display either lethargic or more active characteristics than usual. If a diabetic has high or low blood sugar, contact his/her class teacher and/or a First Aider.

**Anaphylaxis** – The result of severe, generalised, allergic reaction. The child could experience severe difficulties with breathing. If a known anaphylactic has an attack, the named staff should administer the child’s adrenaline and call for an ambulance. Common allergies are:

- Food, e.g. eggs, fish, nuts, especially peanuts
- Insect stings
- Immunisations or antibiotics

### **Safety/HIV Protection**

Disposable gloves and a plastic apron should always be worn when treating any accidents/incidents that involve body fluids. Make sure any waster (wipes, pads, paper towels, etc) is placed in a disposable bag and fastened securely. Any children’s clothes should be placed in a plastic bag and fastened ready to take home.

### **Health Care Plans**

Health care plans are in place for those children with complex medical needs e.g. chronic or on-going medical conditions (e.g. diabetes, epilepsy, anaphylaxis etc.)

Staff undergo specific training related to health conditions of children and administration of medicines (e.g. diabetes, epilepsy, anaphylaxis etc.) by a health professional as appropriate.

These plans are reviewed as and when informed by parents/guardians and written precautions/procedures made available to staff.

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## Flammable and Hazardous Substances

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the “Control of Substances Hazardous to Health Regulations 2002” (the COSHH Regulations).

Where small quantities of harmful substances are used in classrooms, such as aerosols these will be used in accordance with manufactures safety advice and stored away from pupils.

The cleaners will ensure all cleaning chemicals will be used and stored to comply with suppliers Safety Data Sheets and subjected to a detailed assessment to meet the requirements of the Control of Substances Hazardous to Health Regulations 2002 (COSHH 2002). (Appendix 5)

The CASS appendix may offer a model for a range of cleaning materials used in schools but it is critically important that appropriate staff are formally trained to be aware of and understand COSHH risk assessments. Where chemicals other than those listed are used then a supplier data sheet must be obtained and information processed into safe use to comply with COSHH.

A full inventory of all chemicals stored and used on site must be kept with the Safety Data Sheets and completed assessments.

The Site Manager will ensure:

- An inventory of all hazardous substances used on site and is compiled and regularly reviewed.
- Material safety data sheets are obtained from the relevant supplier for all such materials.
- Risk assessments are conducted for the use of hazardous substances
- All chemicals are appropriately and securely stored out of the reach of children.
- All chemicals are kept in their original packaging and labelled (no decanting into unmarked containers.)
- Suitable personal protective equipment (PPE) has been identified and available for use.

PPE is to be provided free of charge where the need is identified as part of the risk assessment.

## Asbestos Management

Recognising the absolute duty to **manage** asbestos containing materials (ACMs) effectively in the premises there will be strict compliance of the policy issued by Children’s Services Health & Safety:

The Asbestos Management Survey has been consulted and a management plan has been developed to determine the likelihood of exposure during normal day-to-day activities or maintenance.

To reinforce this policy members of staff are instructed not to undertake any work that may disturb the fabric/surface finish of the building unless specifically authorised to do so by the Duty Holder who will take regard of the Asbestos Survey, Management Plan and Guidance.

Contractors will be made aware of the Asbestos Management Survey and this policy and instructed that any work they undertake has considered the possibility of disturbing asbestos. Where necessary an Intrusive Survey will be undertaken in areas to be disturbed before any work begins.

In order to prevent an unplanned disturbance of asbestos and before the fabric/surface finish of the building is disturbed a 'Permit to Work' system will be employed and BCC Landlord Approval Process followed.

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## **Health and Safety Information and Training Consultation**

The Head Teacher and the Business Manager will discuss on a regular basis any issues affecting the school. The Head Teacher and the Business Manager will forward any concerns to the Governors for discussion/action.

### **Health & Safety Issues**

It is the responsibility of the Head Teacher and Site Manager to inform and update staff on any health and safety issues at staff meetings. Members of staff are free at this briefing to raise any concerns they may have or if they wish they may speak to the Head Teacher or Site Manager at a mutually convenient time.

The Health and Safety Law poster is displayed in the staff room.

Elite Safety in Education and LA Safety Services provide competent health and safety advice for Green Meadow Primary School.

### **Health and Safety Training**

Health and safety induction training will be provided and documented for all new employees by nominated persons.

The Business Manager and other nominated staff are responsible for ensuring that staff are provided with adequate information, instruction and training and identifying the health and safety training needs.

All employees will be provided with:

- Induction training in the requirements of this policy.
- Update training in response to any significant change.
- Training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.)
- Refresher training where required.

Training records are held on the schools management system and the office staff will be responsible for booking health and safety training courses. This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits. The Head Teacher will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the Business Manager/Head Teacher's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

### **Staff Induction**

All new Teachers, Teaching Assistants, Lunchtime Supervisors and students are assigned a mentor who guides them through the induction process. A record of the induction process will be kept on file.

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## **Health and Safety Monitoring and Inspection**

A general inspection of the site will be conducted termly and be undertaken/co-ordinated by the Site Manager and Elite Safety in Education.

A named Health and Safety Governor will be asked to be involved/undertake inspections on an annual basis and report back to both the full Governing Body meetings. This Governor monitoring will also cover management systems in addition to inspecting the premises.

Inspections will be conducted jointly with the school's health and safety representative(s) if/when applicable.

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## Interactive Whiteboards and Projectors

Interactive whiteboards are a tool which can assist teachers in delivering exciting and engaging lessons to learners of all ages and abilities.

They enable teachers to deliver lessons interactively using a variety of methods, including video clips, use of the internet, interactive presentations, colour visuals and traditional blackboard skills.

Additionally, they allow for manipulation of text, objects, and calculations by pupils/students as well as teachers.

**Safety issues** relating to the use of interactive whiteboards are clearly highlighted on both the Becta and DfES websites, based upon HSE guidance. The sites outline simple measures to take to ensure that the equipment is being used appropriately. In addition, guidance material has been distributed to all LAs.

The following guidance on how to use Interactive Whiteboards is available on Becta's website:

### Safety Note on Using Interactive Whiteboards in the Classroom

All suppliers of interactive whiteboards are required to provide health and safety advice regarding the safe use of projectors which complies with requirements under section 6 of the Health and Safety at Work Act.

It is important to be aware of the health and safety implications of using projection equipment, such as interactive whiteboards, in the classroom, particularly if children and teachers might be standing in front of the beam to present to the rest of the class. All projectors, if misused, have the potential to cause eye injury, and hence some simple guidelines should be followed:

- It must be made clear to all users that no one should stare directly into the beam of the projector.
- When entering the beam, users should not look towards the audience for more than a few seconds.
- Users should be encouraged to keep their backs to the projector beam when stood in the beam.
- Children should be supervised at all times during the operation of the projector.

It is generally accepted that a maximum of 1500 ANSI lumens is adequate for projection equipment in most classroom environments, except in the most extreme ambient lighting conditions, where it is advised that window blinds are used rather than increasing the brightness of the projector.

When purchasing or using projectors for purposes where there is likely to be a person standing in front of the beam, consideration should be given to the use of a method of brightness reduction, such as a neutral density filter or brightness adjustment facility. These modifications can be removed or adjusted for other purposes such as cinema projections, where there is not an intention that someone will be stood in front of the beam, so allowing the projector to be used to its full image quality potential.

It is recommended that health and safety notices are posted adjacent to interactive whiteboards. Although the content or posting of such notices is not a requirement under law, it should be considered as best practice.

### Computer Projectors — Advice from the HSE

Along with the Health and Safety Commission (HSC), the Health and Safety Executive (HSE) is responsible for regulating the risks to people's health and safety in the workplace. This information is also available on the DfES website.

The HSE offers the following guidelines for the safe use of computer projectors in the classroom:

”Computer projectors, which are used to show presentations or to illuminate interactive whiteboards, can expose the eye to levels above one of the exposure limits by which the HSE takes its guidance. Therefore, although such exposure limits are not statutory, the HSE considers the following advice to be good practice in respect of the use of these projectors by employers in the education sector.

### **Guidelines**

Employers should establish work procedures for teachers/lecturers and pupils/students and give instruction on their adoption so that:

- Staring directly into the projector beam is avoided at all times.
- Standing facing into the beam is minimised. Users, especially pupils and students, should try to keep their backs to the beam as much as possible. *In this regard, the use of a stick to avoid the need for the user to enter the beam is recommended.*
- Pupils and students are adequately supervised when they are asked to point out something on the screen.
- Employers should also try to ensure that projectors are located out of the sight line from the screen to the audience; this ensures that, when presenters look at the audience, they do not also have to stare at the projector lamp. The best way to achieve this is by ceiling mounting rather than floor— or table-mounting the projector.
- In order to minimise the lamp power needed to project a visible presentation, employers should use room blinds to reduce ambient light levels.”

### **Who is responsible for ICT health and safety responsibility in schools?**

LAs or Governing bodies retain overall responsibility for health and safety management, which also includes ICT health and safety in Schools.

LAs/Governing bodies may delegate certain tasks to schools including risk assessment, however, it is often the Head Teacher or classroom teacher who holds the day-to-day responsibility to ensure that ICT equipment is used correctly and safely.

Information relating to the safe operation and use of projection equipment must be provided by the suppliers with all installations, especially in relation to beam viewing by teachers and pupils/students etc.

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## **Legionella**

Green Meadow Primary complies with advice on the potential risks from legionella as identified in guidance from the HSE.

A legionella water risk assessment of the school has been completed by a contractor

A contractor will be responsible for ensuring that operational controls are being conducted and recorded in the water risk assessment file.

This will include:

- Conducting necessary monthly water temperature checks
- Disinfecting water tanks or other areas where water droplets are formed
- Servicing of Thermostatic Mixing Valves (TMV's)
- Descaling of showers

The Site Manager will be responsible for:

- Flushing of little used outlets and recording.

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## **Lessons**

Green Meadow Primary will ensure where some school lessons pose a greater risk, they will be managed in accordance with Legislation and current guidelines and the risk managed.

## **Food Hygiene**

Green Meadow Primary will ensure food hygiene procedures and guidelines are followed and we will ensure the following:

### **Storage**

- Food should be stored appropriately, either in cupboards or refrigerators according to the labels on the food.
- Food should be wrapped and kept according to the sell-by date.
- Food should not be left out in school unless it is in use of for a display (it must not be allowed to grow mould unless in a closed container).

### **Preparation**

- Wash hands beforehand.
- Don't lick fingers while preparing food.
- Ensure that equipment is clean and sterilised before use.
- Cooked foods must be kept separate from raw foods.

### **Cooking/Preparing Food**

- Staff must ensure all food cooked is cooked thoroughly at all times.
- The correct temperature must be used for cooking.
- Correct health and safety procedures and correct equipment must be used when handling hot food.
- Cool foods quickly unless the recipe says otherwise.
- Low risk food only is cooked/prepared in school
- Blue gloves to be worn when preparing/cutting up food (especially if there is cooked and uncooked food present)

### **Cleaning Up**

- Washing up must be carried out safely (no sharp knives to be placed in the sinks)
- All food rubbish must be put in black plastic sacks and tied up.
- Microwave must be cleaned after use.
- Preparation food areas should be sterilised before and after use.
- The toaster must be emptied of crumbs regularly

### **Eating the Food or transporting it elsewhere**

- Food should be put in a clean container with a lid.
- Food should not be left out in school uncovered.
- Parents must inform the teacher if their child/children are intolerant or allergic to certain foods or ingredients.

Classroom organisation is of the utmost importance for food technology lessons. All necessary equipment and ingredients should be in the immediate vicinity and prepared beforehand, ready for use.

The class teacher should exercise vigilant supervision of children when they use any potentially dangerous equipment.

## **Science**

Objects placed in unaccustomed places during experiments could cause breakage and/or falls. Teachers should make children aware of this and insist that care is always taken. Children should not carry heavy loads, nor should they run about when carrying equipment that might shatter.

Glass should always be handled carefully and, whenever possible; plastic should be used in its place. Some objects e.g. glass mirrors, could have their edges taped to avoid sharp edges. All liquids or objects split or dropped on the floor should be cleaned up immediately to avoid accidents. Hot water should not be put into thick glass containers, as they might crack because of uneven expansion setting up strains in the glass.

Care should be taken when holding objects close to the eye.

There are many ways in which germs can be transferred and these should be minimised by keeping hands and equipment clean. Hands should be washed before touching anything to be put into the mouth. Tasting should not be allowed except under strict supervision.

Children should know some plants are poisonous and they should be aware of what these are. Moulds that have been grown should be destroyed carefully. The children should never handle moulds.

Use of cutting devices – knives, scissors, etc. – can be dangerous. Children should be shown the correct techniques for their use before handling them.

Throwing projectiles or dropping objects in investigations should be done at carefully chosen and monitored places.

It should be remembered that care needs to be taken even with everyday substances, e.g. vinegar, lemon juice, etc. are acidic. Any substance is potentially dangerous. Teachers must be aware of the potential dangers of their use and have advised the children accordingly to take care.

With naked flames (e.g. lighted candles), children should be warned to keep long hair, ties and other parts of clothing away from the flame. Candles should be fixed firmly in suitable holders. Safety goggles should be considered. Usually safety goggles are not essential, but using them is a way of encouraging good habits.

Lenses (e.g. magnifying glasses) can focus light and heat; therefore special care should be taken that children do not look at intense sources of light through these lenses. Convex lenses and concave mirrors can, in strong sunlight, cause fires if heat is focused on something inflammable.

Children should never look at a very bright light (e.g. a projector beam). Pupils should never look directly at the sun, even through dark glasses or plastic.

Only alcohol-filled thermometers should be used. There should be no mercury-filled thermometers in the school. Magnets, although not a hazard to pupils, can affect other equipment. Plastic bags are a potential hazard and can cause suffocation.

Care should be taken when carrying out electrical work. Mains electricity should not be used - only low-voltage batteries. Where a piece of apparatus powered from the mains is used, it should be connected and switched on under adult supervision. Leads should not 'trail' across the room or tables. Any electrical equipment is subject to an annual inspection.

## **Musical Equipment**

The location of the lesson, and the volume of sound produced, should be taken into consideration when planning a music lesson. Avoiding the distraction of other classes is of utmost importance. All musical instruments, tape recorders and any electrical equipment should be returned to the Music Store after use.

### **Protective Clothing**

- Aprons should be worn for all painting activities and any potentially messy craft activities. Wipe-down aprons should be worn in Food Technology classes/
- If handling soil for any activity, gloves should be worn.
- In the case of accidents involving blood, all staff should wear plastic gloves and aprons.

### **Physical Education**

General points to be considered when teaching PE

- If a child constantly forgets their PE kit, a standard letter should be sent to the parents, reminding them that PE is part of the National Curriculum and it is therefore necessary that their child's kit is in school ready for lesson. The teacher should be dressed appropriately, with jewellery removed. The correct footwear is essential to ensure quick and safe movement when necessary.
- The children should change into T-shirt, shorts/skirt and pumps for any physical activity for safety and hygiene reasons. Baggy clothing should be discouraged.
- The teacher should be aware of what the children are doing throughout the session and should not leave them on their own.
- Children who have forgotten their PE kit should sit and watch the rest of the class/be supervised by another adult.

### **Games Safety**

Ensure all equipment is safe and nothing is cracked or broken. All equipment should be checked again and put away at the end of the lesson.

If playing in the school team against another school, the children should follow certain codes of behaviour. They should take care when getting in or out of teacher's/parent's cars and crossing roads. Teachers should notify parents at least two days before the event and let them know if the match is postponed.

At the match, teachers should ensure that all the children can be seen. They should make sure that all the children have transport home and that their parents have been notified who is bringing them. If a member of staff uses his/her car to transport children, the appropriate personal insurance cover should be arranged, as the school does not insure teachers when carrying children.

### **Dance Safety**

Although dance is less dangerous than other physical activities, teachers should be aware of certain hazards.

- Children should dance in bare feet or wear pumps.
- Children should be discouraged from running around in a boisterous manner.
- The teacher should make sure there is nothing in the Hall on which children could harm themselves.

### **Swimming Rules**

Male and female staff should accompany the children (where possible) when visiting the baths, the senior teacher (group leader) to have a list of all the children in his/her care and the numbers involved.

The children must be counted, on entering and leaving the pool and when leaving the swimming baths.

The children should know the layout of the Leisure Centre, including where the swimming pools and changing rooms are.

The swimming teacher at the baths should make sure the school staff know where to find the nearest life-saving equipment, first-aid box and telephone in case of an emergency. Staff must be in the vicinity of the changing rooms when the children are changing.

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**Lettings/Other Site Users**

The school will ensure all other users of the school site will have the appropriate insurance in place. The school will request to see risk assessments and DBS checks prior to others using the school building.

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## Lone Working

Staff, are encouraged not to work alone in the school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary.

Work involving potentially significant risks (for example work at height) **should not** be undertaken whilst working alone.

Staff should:

- When working off site (e.g. when visiting homes) always attend in pairs (if parent or family is not known to school or has been known to be violent or aggressive)
- Home visits are planned in advance, and staff back at the school are aware of their whereabouts and the estimated time of return.
- The Pastoral Manager will always leave her mobile number and calls the school prior to entering a family's home and again once left.
- Staff undertaking home visits must obtain as much background information as possible about the child/family being visited.
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.
- Report any incidents or situations where they may have felt "uncomfortable" whilst working in an isolated area of the school site.

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## **Moving and Handling**

Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques.

**Staff should ensure they are not lifting heavy items unless they have received training and/or equipment in order to do so safely.**

All manual handling activities which present a significant risk to the health and safety of staff, will be reported to the Head Teacher and where such activities cannot be avoided, a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

In the normal day-to-day running of the school, there are times when children might need to move equipment or items of furniture – perhaps chairs and/or tables, sports equipment or other small pieces of equipment.

Children should always be supervised when moving any equipment or piece of furniture. Children are shown how to lift and carry safely and reminded of this each time.

### **Paediatric Moving and Handling**

All staff who move and handle children have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc. they are required to use.)

All moving and handling of children has been risk assessed and recorded by a competent member of staff.

Equipment for moving and handling people is subject to inspection on a 6 monthly basis by a competent contractor. (Not including changing beds which will be subject to an annual inspection)

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## Off-Site Visits

### Introduction

Educational visits are activities arranged by or on behalf of the school, and which take place outside the school grounds. The Governors and staff believe that off-site activities can supplement and enrich the curriculum of the school by providing experiences which would otherwise be impossible. All off-site activities must serve an educational purpose, enhancing and enriching our children's learning experiences.

In this policy we seek to establish a clear and coherent structure for the planning and evaluation of our off-site visits, and to ensure that any risks are managed and kept to a minimum, for the safety and health of all children at all times. Within these limits we seek to make our visits available to all children, and wherever possible to make them accessible to those with disabilities. The visits usually take place within the school day.

### Aims

The aims of our off-site visits are to:

- Enhance curricular and recreational opportunities for our children;
- Provide a wider range of experiences for our children than could be provided on the school site alone;
- Promote the independence of our children as learners, and enable them to grow and develop in new learning environments.

### How Visits may be Authorised

The Head Teacher will appoint a group leader(s) to be responsible for running the activity.

- The Head Teacher will sign off all risk assessments for off-site visits.
- The EVC will be trained and appointed to ensure all external visits are planned and detailed arrangements are recorded.

Staff arranging or otherwise involved in off-site activities must familiarise themselves with the regulations, advice and procedures published by LA Safety Services. All off-site activities must take place in accordance with the guidance given.

It is our policy that all children should be able to participate in educational visits. Where a child with a disability is eligible for a trip, we will make every effort to ensure that s/he is included. We may seek guidance from parents to help us adapt our programme, and we will make any reasonable adjustments to our itinerary to include a child with disabilities. Any such adjustments will be included in the risk assessment.

### Risk Assessment

A comprehensive risk assessment is carried out by the group leader before the proposed visit. It will assess the risks which might be encountered on the visit, and will indicate measures to prevent or reduce them. The risk assessment should be based on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety measures are needed to reduce risks to an acceptable level?
- Can the group leader put the safety measures in place?
- What steps will be taken in an emergency?

Staff planning an off-site activity should make a preliminary visit to the venue, in order to carry out an on-site risk assessment. It is important to take into account the probable weather conditions at the time of year proposed for the trip, and the party leader should take careful account of the facilities available, with due regard to the proposed size of the group. They should also assess the site's suitability with regard to the age and any particular needs of the children. They will also consider the venue's own approach to security and to health and safety. Venues providing instructor-led activities will have their own risk assessments for particular sessions, and these assessments may be adopted if it is impractical for the group leader to experience the activity beforehand, or if s/he lacks the skills required to make informed judgements about the risks it may involve. The Head Teacher/Governing Body will not give its approval for the visit unless it is satisfied with the venue, its instructors and their risk assessment procedures.

It is important to assess and record any health, safety or security issues that are identified during the preliminary visit. Any such issues will be taken into account when the final decision is taken on whether the visit should proceed, and the visit plan must state both the extent of any risks involved, and the measures that will be taken to reduce or eliminate them. The cost of these preliminary visits will be borne by the school, and should be built into the overall financial arrangements for the visit itself.

An activity should normally have sufficient adults taking part to provide the following minimum ratios: Guidelines only.

- 1 adult to 6 pupils in Years 1 to 3
- 1 adult to 10-15 pupils in Years 4 to 6

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

The Early Years Foundation Stage (EYFS) Statutory Framework\* no longer sets out different requirements for minimum ratios during outings from those required on site. As with other age groups, ratios during outings should be determined by risk assessment, which should be reviewed before each outing. The appropriate ratio on an outing is always likely to be lower than the legal minimum that applies otherwise (1:13 in early year's settings and 1:30 in infant classes in maintained schools). It is not unusual for a ratio of 1:1 to be necessary.

A useful framework for assessing requirements for ratios and effective supervision is **SAGED**:

- **S**taffing requirements – Trained? Experienced? Competent? Ratios?
- **A**ctivity characteristics – Specialist? Insurance Issues? Licensable?
- **G**roup characteristics – Prior Experience? Ability? Behaviour? Special and Medical Needs?
- **E**nvironmental conditions – Like Last Time? Impact of Weather? Water Levels?
- **D**istance from support mechanisms in place at the home base – Transport? Residential?

Any trip will require a minimum of two adults. However, these are minimum requirements, and may not provide adequate supervision in all cases.

A risk assessment must also cover transport to and from the venue.

A copy of the completed risk assessment will be given to the Head Teacher and all adults supervising the trip.

### **Transport**

The costing of off-site activities should include any of the following that apply:

- Transport;
- Entrance fees;
- Insurance;
- Provision of any special resources or equipment;
- Costs related to adult helpers;
- Any refreshments the school has opted to pay for.

Transport arrangements will allow a seat for each member of the party. It is our policy only to use coaches fitted with seat or lap belts, and to insist that they be worn by all those participating in the visit.

### **Communication with Parents**

Funding for off-site activities is provided mainly by the school budget/school funds and voluntary parental contributions. This must be made clear to parents in all correspondence about an educational visit at the planning stage.

No child may be excluded from an activity because of the unwillingness or inability of the parent to make a contribution.

Parents of children taking part in an off-site activity should be provided with all appropriate information about the intended visit. Parents must give their permission in writing before a child can be involved in any off-site activities.

The timetable for the payment of contributions should allow for the Head Teacher making a decision about the financial viability of the activity in reasonable time.

### **Further Health and Safety Considerations**

All adults accompanying a party must be made aware, by the party leader, of the emergency procedures which will apply. A designated person will be provided with the school mobile phone.

In an emergency situation the designated person will call the office and inform them of the major incident.

The safety of the party, and especially the children, is of paramount importance. During the activity the group leader must take whatever steps are necessary to ensure the safety of everyone. This involves taking note of any information provided by medical questionnaire returns, and ensuring that children are both safe and well looked after at all times.

Prior to an activity, if it is felt that the behaviour of an individual child is likely to compromise the safety of others or the good name of the school, the group leader should discuss with the Head Teacher the possibility of excluding that child from the activity.

More detailed guidance on procedures and requirements can be obtained from National Guidance for Educational Visits.

### **Group Leaders' Planning**

Group leaders must read thoroughly the appropriate guidance for off-site activities: [www.oeapeg.info/](http://www.oeapeg.info/)

They must consult LA documentation detailing procedures and requirements, including guidance on Emergency Planning and must have a visit plan.

### **Visit Plan**

The visit plan for intended educational visits must include the following:

- Risk assessment;
- Report on preliminary visit;
- Applications for approval of visit;
- General information;

- Names, ages, contact details, permission forms, medical records and other relevant details of all those going on the visit;
- Travel schedule;
- Accommodation plan (if applicable);
- Full plan of activities;
- Intended arrangements for supervision;
- Insurance arrangements for all members of the group;
- Emergency contacts and procedures;
- General communications information;
- Guidance for group leaders;
- Guidance for the emergency contact and Head Teacher;
- Medical questionnaire returns and first aid boxes

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## **Physical Intervention**

At Green Meadow Primary School there may be times children with severe behavioural difficulties who despite structured behavioural programmes display behaviours that may necessitate the use of physical intervention.

Physical intervention should not be used to gain compliance from the child, however where the lack of compliance poses a danger or potential danger to the child themselves or others physical intervention may be considered.

Please refer to the pupils individual plans for more information on the school guidance and procedures.

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## **Premises and Work Equipment**

### **Statutory Inspections**

Regular inspection and testing of school equipment is conducted by appropriate contractors according to timescales specified by regulations/guidance available. Records of such monitoring will be kept by the Site Manager.

All staff are required to report to the Site Manager any problems found with plant/equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair/disposal.

### **Electrical Safety**

All staff should monitor the condition of plugs, cables and electrical equipment and conduct a quick visual inspection prior to use.

All portable items of electrical equipment will be subject to PAT (portable appliance testing) annually, by a competent contractor.

Personal items of equipment (electrical or mechanical) should not be brought into the Primary School without prior authorisation and will be subjected to the same tests as Primary School equipment.

Major fixed wiring circuits will be checked at least once every five years.

### **Gas Safety**

All gas appliances will be inspected and tested on an annual basis by a Gas Safe registered contractor.

### **Play Equipment**

All play equipment will only be used when supervised. Equipment will be checked daily or before use for any apparent defects.

The P.E. equipment will be inspected on an annual basis by an approved contractor.

A visual inspection of fixed outdoor play equipment will be carried out by the Site Manager and by staff prior to children playing on it; a termly inspection will be carried out by an Operational Inspector of Play and an annual inspection by an Annual Inspector of Play (RPII).

### **Smoking**

The site is kept as a non-smoking site this also includes the use of all forms electronic cigarettes. Staff must not smoke in the vicinity of the external school building.

### **Air Conditioning Units (if applicable)**

All Air Conditioning Units will be inspected and tested by an approved contractor following guidance from the manufacturer/supplier.

### **Housekeeping**

The premises must at all times be kept clean and tidy. Cleaning should be carried out in accordance with the requirements of the Head Teacher. Any cleaning substances must be kept away from pupils in a locked cabinet or cupboard. Any spills are to be mopped up immediately to prevent slipping and wet areas should be marked with warning signs.

All waste must be disposed of in a correct manner and in accordance with the guidelines stated by Local Authority. This is the responsibility of all staff and will be monitored frequently by the Head Teacher and the Site Manager.

All staff are responsible for ensuring that all escape routes are kept free of obstruction at all times. It is also the responsibility of all members of staff to ensure

that classrooms, storerooms etc are kept tidy and do not pose a fire risk. All boiler houses must be kept free of flammable materials and must not be used as storage areas.

The following equipment has been identified as likely to involve a specific health and safety risk and details are given below on inspection, use and repair.

### **Lighting, Ventilation and Temperature**

- In general, natural lighting is best, but it must be appropriate to allow you to work without straining your eyes. Try to avoid glare or very bright light by repositioning your workstation or by using curtains and blinds.
- The most effective way to provide ventilation is usually by opening windows. Make sure your work area is positioned so that draughts won't be a problem.

### **Hot Drinks**

- Hot drinks are only to be taken in the staff room / or areas where pupils are not to be in contact unless they are in a non-spill cup/mug.

### **Movement around School**

- Pupils should walk around school and stand in single file when waiting.
- No pupils should remain unsupervised in classrooms.

### **Premises Safety Sweeps**

Will be carried out on a continuous basis so that physical type hazards are identified as soon as possible. This will be achieved by staff teams sweeping a designated safety zone within the school and findings will be recorded on a Safety Sweep checklist every term.

#### Frequencies of Sweeps

- **All staff a daily check of their area to identify any issues.**
- **Safety Co-ordinator and Site Manager Half Termly (Recorded).**
- **SLT 'ad-hoc'.**
- **Head Teacher bi-annual.**
- **Classrooms termly.**

Completed, checklists will be handed into the Safety Co-ordinator to sign off and where necessary ensure appropriate action is taken or seek advice on what steps could be taken to manage any safety concerns.

Any issues raised on the Safety Sweep forms will be collated into a 'job list' and distributed to those people who are required to action them. Completed checklists and 'job list' documentation of any remedial action taken will be retained in a Safety Sweep folder held in the school office for future audit inspection.

These arrangements will be closely monitored and checklists inspected annually by the Premises Committee. Any failure to comply with these arrangements must be brought to the immediate attention of the Head Teacher and Governing Body.

Due to the requirements of the Early Years Foundation Stage Framework Reception staff are required to undertake a safety sweep every session and report any issues to a line manager.

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### **General Risk Assessments**

Green Meadow Primary risk assessments (for all activities, premises and one off activities) will be co-ordinated by staff and Elite Safety in Education and approved by the Head Teacher.

These risk assessments are available for all staff to view and are held centrally in the school office and on the school's shared drive system.

Risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the sooner. Staff are made aware of any changes to risk assessments relating to their work.

This process is also supplemented by the premises and grounds safety sweeps which will identify any issues or changes to the environment or building.

The toolkit is not designed to replace all risk assessments and there will still be a requirement for the school and individuals to complete risk assessments for things such as PTA events or new and expectant mothers etc.

### **Individual Risk Assessments**

Specific risk assessments relating to individuals, e.g. staff member or young person/child are held on that person's file and will be undertaken by the Business Manager.

It is the responsibility of the staff to inform the Business Manager of any medical condition (including pregnancy) which may impact upon their work.

Such risk assessments will be reviewed on a regular basis.

### **Curriculum Activities**

Risk assessments for curriculum activities will be carried out by staff using the relevant codes of practice and model risk assessments developed by National Bodies.

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## **Security/Safety of Children**

### **Security**

Safety of our children, staff and visitors to the school is of paramount concern to our whole school community. The Governors and Head Teacher have endeavoured to make Green Meadow Primary as safe as possible.

The Head Teacher is responsible for the security of the premises during the day. The main entrance door must be closed at all times. The office staff are particularly vigilant at these times to ensure that only children and staff enter the building.

### **Entry to Primary School for Visitors/Staff**

The main reception area is clearly marked and directs the visitors to the front entrance of the school. Visitors are able to wait in the foyer but prevented from going further into the school by an electronic system on the door. This door must not be propped open.

All visitors are required to sign in and wear an identification badge throughout their visit in school. Without a badge, staff are instructed to challenge individuals. Visitors must sign out prior to leaving the school site. This is used for Fire register purposes.

Children enter and leave school by different doors, according to their Year Group.

Although these precautions should be observed, they should in no way detract from the welcoming ambience of the school.

### **Child Supervision**

The Head Teacher/SLT along with the class teacher remains on the premises until the last child is collected.

Security of the building is reviewed in staff meetings and matters may be referred to the Governors for consideration as necessary.

### **Alarm System**

The alarm is always set each day.

### **Care of ICT Equipment**

As far as possible all of the equipment is secured. Expensive portable equipment is locked away.

### **Site Manager**

It is the responsibility of the Site Manager to check daily that all locks and catches are in working order, that the emergency lighting is working and that the fire alarm has no faults.

Before leaving the premises, the Site Manager has a duty to ensure that all the windows are closed, that the doors are locked and secure, that the security alarm is set and that all gates are locked.

### **Dogs**

Dogs are not allowed within the perimeter of the school grounds for health and safety reasons, though exceptions are made for working dogs, namely, guide dogs and hearing dogs.

Should a dog foul in an area of the school grounds, the area must be cleared up immediately, as there is a possibility the children could pick up serious infections, e.g. Toxicariasis.

Dogs in the area around the school should be with their owners and on a lead at all times. Parents should stay outside the school grounds when they have a dog with them and stand clear of the exit gates, so that children are not frightened.

### **Security of Data**

The Governors recognise their responsibility to ensure that measures are taken to ensure no breach of security.

“Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against loss or destruction of, or damage to, personal data.”

### **Curriculum Networked Computers:**

- Accessed by personal passwords
- Senior staff only have access to management files
- Files are backed up securely.

### **Office Computers:**

- Accessed only via individual passwords for allocated staff
- Accounts/Budget files are accessed by a password
- Access to the Business Managers office is prohibited except for staff requiring access for a specific purpose.

### **Other data protection issues:**

- Printed material is disposed of by shredding
- Parents are informed of data kept in school and its use through the Fair Processing Notice
- Personal data is not disclosed over the telephone
- Up-dated anti-virus software regularly.

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## Stress/Wellbeing

Green Meadow Primary and the Governing Body are committed to promoting high levels of health and well-being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE management standards.

The school adopts the Mental Well-Being Policy Guidance as recommended by Children's Safety Services. The school will endeavour to support any member of staff experiencing anxiety or stress even though this may not be work related and a **strict need to know confidence will be observed at all times.**

Any member of staff who considers their well-being is being compromised due to work related pressures are to be encouraged to raise concerns with their line manager or a member of the Personnel Committee who will if necessary seek external advice from Education Safety Services or School and Governor Support.

The school will use the HSE stress management tool questionnaire and analyse the results.

- The Head Teacher/Deputy Head Teacher operates an open door policy (work and home life issues)
- Performance Management Reviews are conducted annually
- Regular planning meetings to discuss any issues or concerns are held on a regular basis.
- New members of staff are supported by a range of people
- Staff will be supported through Occupational Health as and when required
- All staff are aware of the employee assistance programme
- Staff well-being is included in the schools staff absence policy
- Return to work interviews.

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## Sun Protection

Skin cancer is one of the most common cancers in the UK and the number of cases is rising at an alarming rate. The good news is that the majority of these cases could be prevented. Most skin cancers are caused by UV radiation from the sun. If we protect ourselves from the sun then we can reduce our risk. This is particularly important for children and young people whose skin is more delicate and easily damaged.

Sunburn in childhood can double the risk of skin cancer.

Green Meadow Primary has used the guidance promoted through Cancer Research in order to draw up this policy.

The five key messages to reduce the risk of skin cancer are:

- Spend time in the shade between 11 and 3
- Make sure you never burn
- Aim to cover up with a t-shirt, hat and sunglasses
- Remember children burn more easily
- Use factor 15+ sunscreen

At Green Meadow Primary we want staff and children to enjoy the sun safely. We shall work with staff, children and parents to achieve this through:

### Education:

- All children will have at least one sun awareness lesson per year.
- We will talk about how to be sun smart at appropriate times of the year.
- Parents and guardians will be sent a letter explaining what the school is doing about sun protection and how they can help at the beginning of the summer term.

### Shade:

- The outdoor play area has shaded areas for pupils.
- Children have access to water at all times

### Sunscreen:

- Parents are asked to apply sunscreen before school
- Sunscreen use will be encouraged on school trips

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## **Vehicles on Site**

### **Car Parking**

Only staff cars are permitted to enter the staff car park.

Parents should not park in the school car park when dropping off or collecting children.

Drivers parking cars at or near the school, while dropping off or collecting children should show consideration for the safety of pedestrians, other road users and the immediate community.

The road markings near the school crossing should be observed at all times.

Deliveries are restricted to include corridors of time when vehicles do not move and in particular at the beginning and end of the school day.

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## **Violence**

Green Meadow Primary will not tolerate violent behaviour from parents, visitors or others who enter the school.

The school has a responsibility to protect, so far as is reasonably practicable, the safety of all employees who work for Green Meadow Primary School.

### **Prevention:**

To reduce the risk of violence staff should consider the following guidance:

- Consider the working environment e.g. exits, space available
- Do not meet parents when colleagues are not in the near vicinity
- There may be individuals who have a reputation for aggression. This information should be shared confidentially within the school. Consult with Governors if this is the case.
- Always have another member of staff present.
- If there is a confrontation try to calm the situation. Staff should be aware of their stance and tone of voice etc.

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## Volunteer in School

### Introduction

At Green Meadow Primary School, we define a volunteer as: any adult who agrees to undertake, without pay, designated tasks which support the work of the school. This can include working alongside teaching and teaching support staff in the classroom, or working in a support capacity within another area of school to. A volunteer should not be viewed as a substitute for a paid member of staff, but an additional supplement to school's resources.

Green Meadow Primary School values volunteers and the contribution that they make to the sustained success of the school. We hope that the association will be a mutually beneficial partnership between the school and the volunteer; that the benefits to be gained by the school in terms of community participation will be mirrored by the development gained by the volunteer from their experiences in school.

### Safeguarding

Green Meadow Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All adults who volunteer for working at Green Meadow Primary School will require an Enhanced Disclosure and Barring Check prior to starting their placement in school. This must be confirmed with the Head Teacher and recorded on the central record by the Business Manager.

Providers must understand the legal obligations upon the Governors and Head Teacher are the ones who decide on who may come into the school as speakers and service providers.

### There are some exceptions:

Law enforcement officers in certain circumstances;  
 HM Chief Inspector of Schools (Section 4 of Part 1 of Chapter 1 of the Education Act 2005);  
 LA Authority  
 Standards and Framework Act 1998).

It is the responsibility of the school to ensure that its safeguarding policy is adhered to at all times.

### Organisation

- Volunteers will not be asked to undertake certain duties:
- Those which would normally fall within a Teacher's responsibility under *loco parentis*
- Covering for staff absence within the classroom;
- Unsupervised 1:1 work with children;
- Those which would normally be undertaken by a contractor engaged by school or the Local Authority (LA);
- Those requiring full financial or budgetary responsibilities;
- Any administrative tasks involving highly confidential or sensitive information.

Volunteers will be allocated a supervising member of the school's staff, although they may be working with other staff on a day-to-day basis. The line manager will be responsible for induction of the volunteer and will be the point of contact for any queries or problems. The deployment of volunteers should not involve any substantial addition to the workload of staff, however, it is hoped that every effort will

be made to ensure that the volunteer is adequately inducted and is given every assistance to perform the duties required of them.

Volunteers will be given a schedule of the tasks and scope of the role that is expected of them, these to be agreed with the supervising person in view of any skills, experience, and training and development needs of the volunteer and organisational needs.

A Volunteer Registration Form should be completed for, and signed by, all official volunteers in school. It should be noted that volunteers' work in school is, of necessity, of a voluntary nature and may be terminated at any time by the volunteer or the school.

### **School Information and Regulations**

Volunteers will be provided with relevant information. Particular attention is drawn to health and safety issues. The same legislation and responsibilities on health and safety applies to volunteers as paid staff within the school.

The school holds Employers' Liability and Public Liability Insurance and this insurance covers volunteers in school.

### **Expenses**

Although there is no obligation to make financial reimbursements to volunteers, the school will, under normal circumstances reimburse 'out-of-pocket' expenses (e.g., excess travel costs connected with the tasks undertaken for school etc.). Travel expenses will be reimbursed at the current agreed rate; any other expenses (e.g., resources or equipment purchased for school use) will be reimbursed at the cost paid. All financial claims made should be agreed with the Head Teacher prior to expenditure.

### **Induction and Training**

Volunteers who work in school will be given an induction process which aims to enable them to become familiar with the school, staff and their roles, how their role fits into this, principles and procedures unique to the school and an outline of our expectations of the volunteer's role and tasks involved. A Health and Safety Induction and safeguarding training will take place on the first day in school, if not before. If the volunteer is undertaking formal training (eg, NVQ or other work-based qualification), the school will endeavour to support this by allowing opportunities and practical advice for them. If training is a requirement of the expected role within school, such opportunities should be provided for the volunteer.

### **Complaints and Grievances**

It is acknowledged that problems and conflicts could arise when the person is a volunteer as much as for a paid member of staff. Initial issues should be raised with the supervising person and it is to be hoped that the issues may be resolved through these channels. In the event that this is not possible, the Head Teacher will investigate the matter with a view to resolution. Failure to resolve at this level will necessitate Governing Body involvement.

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**Work Experience**

The school retains a duty of care for all students undertaking work experience in the school.

- All students are briefed before working in the school regarding arrangements and health and safety responsibilities.
- Where work placements form part of the vocational qualification offered by a FE college then the college is responsible for ensuring equivalent placement checks are conducted.
- Arrangements will be in place for the organisers to visit/monitor students during the placement.
- Emergency contact arrangements are in place (including out of school hours provision) in order that a member of school staff can contact students' parents/guardians should an incident occur.
- All incidents involving students on work placement activities will be reported to the placement organiser/students' parents at the earliest possible opportunity.

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## **Work at Height**

Head Teachers/Leaders/Managers and Teachers must not instruct staff under their charge to undertake any work at height task unless a suitable and sufficient risk assessment has been carried out and approved/recorded.

Extra care and consideration must be exercised at all times when asking vulnerable persons to undertake work at height tasks. These will include young persons, student placements and new or expectant mothers.

All staff are instructed not to undertake any work at height task unless they have been authorised to do so and have been informed of the risk assessment findings, trained and instructed as appropriate.

While not an exhaustive list such work at height tasks may include the following:

- Storing and/or retrieving materials
- Placing and/or removing displays at height
- Cleaning windows and light fittings
- Maintenance tasks

A Line Manager will be informed and will approve a plan for working at height before the task is carried out.

Arrangements must be made to ensure new or temporary employees are informed of risk assessment findings before being asked to undertake any work at height task.

All access equipment will be fully inspected every term by Site Manager and a record of this retained. Authorised staff will also be instructed on procedures of how to visually check access equipment before use. This arrangement will be monitored by the Premises Committee every 12 months.

Contractors will not be permitted to use any of the school's work equipment.

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The policy was reviewed May 2016

Signature of Chair of Governors:

Review date: Autumn 2016