

# Connor Downs Academy Health & Safety Policy & Procedure

This policy was reviewed in September 2013, September 2014 September 2015 & September 2017
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This policy will be reviewed again by February 2019.
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Head of School's signature:
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## Statement of Safety Policy for Connor Downs School

1. Connor Downs School recognises its legal and moral responsibilities to persons who may be adversely affected by school activities.
2. The School is committed to ensuring, by all reasonably practical means, the health, safety and welfare of its pupils, visitors, employees and contractors involved with the activities of the School. The School will seek to ensure that its legal duties and policy objectives are complied with at all times.
3. All foreseeable risks associated with the school's activities will be identified and removed or controlled through a process of risk assessment and management.
4. All employees will be given such information, instruction and training as may be necessary to enable the safe performance of their duties.
5. The school will seek to inform pupils' parents or guardians of any health and safety issues relevant to their child or children.
6. The arrangements for health, safety and welfare are detailed in the attached "Organisation and Arrangements" section
7. The School will ensure, as far as is reasonably practical, that this policy and its' supporting documents is kept up-to-date. A formal review and re-adoption of this policy will be carried out by no later than February 2019

# Responsibilities

It is recognised that individuals and groups of individuals have responsibilities for health, safety and welfare in the school. The individuals and groups identified below are expected to have read and understood the School's policies and procedures for ensuring health, safety and welfare and to conduct their duties in accordance with them.

## Head of School (The Duty Holder)

The Head of School has responsibility and is accountable for:-

- Day-to-day management of all health and safety matters in the school in accordance with the health and safety policy;
- Ensuring regular inspections are carried out;
- Senior Leadership Team ;
- Submitting inspection reports to Aspire
- Ensuring action is taken on health, safety and welfare issues;
- Passing on information received on health and safety matters to appropriate persons;
- Carrying out accident investigations;
- Chairing the school health and safety committee, where appropriate inviting Health & Safety Coordinator to attend/brief meeting of any special issues
- Identifying and facilitating staff training needs;
- Co-operating with, and providing necessary facilities for trades union safety representatives. Where contracts are negotiated directly between the school and the contractor, the Head of School is also expected to monitor purchasing and contractor procedures, to ensure their employer's health and safety policy is complied with. Where appropriate, contractor Health & Safety Policy will be requested, together with copies Risk Assessments/Method Statements, and proof of employee competence to undertake works (i.e. copies of training certificates, licences)

## Health & Safety Coordinator (The Competent Person)

The Health & Safety Coordinator has responsibility for:-

- Ensuring regular inspections are carried out;
- Completing and reviewing risk assessments
- Developing Safe Systems of Work.
- Reviewing Policy.
- Managing the risk reduction plan.
- Liaising with Compliance Framework Contractor and ensuring compliance inspections are completed.
- Submitting inspection reports to Aspire
- Passing on information received on health and safety matters to appropriate persons
- Carrying out accident investigations;
- Identifying and facilitating staff training needs

## Senior Management (The Competent Persons)

Senior Management staff have responsibilities for:-

- Day-to-day management of health and safety in accordance with the health and safety policy.
- Drawing up and reviewing departmental procedures regularly;
- Carrying out regular inspections and making reports to the Head of School and/or Health & Safety/Facilities Manager.
- Ensuring action is taken on health, safety and welfare issues;
- Arranging for staff training.
- Passing on health and safety information received to appropriate persons.
- Acting on reports from staff, the Head of School
- Co-operating with, and providing necessary facilities for trades union safety representatives.
- Liaising with Aspire on policy issues and any problems in implementing the health and safety policy.
- Passing on information received on health and safety matters to appropriate persons
- Carrying out accident investigations.
- Identifying and facilitating staff training needs.

## All Employees

All employees have a general responsibility, as far as reasonably practical, to ensure the health, safety and welfare of themselves and others who may be affected by anything they do, or fail to do. In particular, employees have a responsibility for:-

- Checking classrooms/work areas are safe;
- Checking equipment is safe before use;
- Ensuring safe working procedures are followed;
- Ensuring personal protective equipment (PPE) is used, when needed;
- Participating in inspections and the health and safety committee, if appropriate;
- Bringing problems to the relevant manager's attention
- In addition, all employees have a responsibility to co-operate with the employer on matters of health and safety.

## Volunteers

Volunteers (such as parent-helpers, etc.) have a responsibility to act in accordance with the school's policies and procedures for health and safety and to report any incident or defective equipment to a member of staff immediately.

Volunteers are also expected to act only under the supervision of a qualified teacher.

# Specific Health, Safety and Welfare Policy and Procedures

## First Aid

The school has assessed the need for first aid provision and has identified that the following are required for adequate cover.

One fully qualified first aider holding the First Aid at Work (FAW) Certificate. A minimum of five staff holding the Emergency First Aid (EFAW) Certificate. A minimum of two Early Years staff hold a Paediatric Certificate.

The full list of those qualified is attached to these arrangements.

## Appointed Person

The appointed person is responsible for overseeing the arrangements for first aid within the school and during off site activities/visits. The appointed person at Connor Downs School is Kerry Gallagher.

Duties include ensuring:-

- First aid equipment is available at strategic points in the school
- Correct levels of first aid equipment is maintained in each first aid box
- A sufficient number of personnel are trained in first aid procedures
- First aid kits and specific medication of pupils and staff is available on sports field, carried to all off site sports activities, trips, and residential visits
- First aid qualifications are, and remain, current (e.g. First Aid at Work Certificates are valid for 3 years)
- This person will also regularly check first aid logs for indications of recurrent or frequently reported types of injury.

## First Aiders

Our trained first aiders will provide first aid treatment for anyone injured on site during the school day. They will also provide, as appropriate, first aid cover for

- Trips & visits
- Extra-curricular activities organised by the school (e.g. sports events, after school clubs, parents' evenings, school-organised fund raising events, etc.) First aid cover is not provided for:-
- Contractors
- Events organised by third parties (PTA activities, fetes, evening clubs, discos etc.)

First aiders are responsible for ensuring that First Aid Logs are completed for all treatment given and that the necessary details are supplied for the reporting of accidents (see Reporting of Accidents section).

## Treatment of injuries

The School will rely on the knowledge and experience of its trained first aiders in order to administer appropriate treatment to injured persons.

In emergency situations, the first aider will call (or will instruct another member of staff to call) 999 and request that an ambulance and paramedics attend.

Where there is any doubt about the appropriate course of action, the first aider will be expected to consult with the Non-Emergency helpline 111, in the case of pupil injuries, with the parents or legal guardians.

Staff should always wear an apron and gloves when dealing an accident/injury, with a child/adult who is bleeding, sick or soiled, or when changing a soiled nappy. Any soiled waste should be placed in a polythene waste disposal bag, which can be sealed. All blood-stained and soiled items should be disposed of in one of our clinical waste bins.

### Suspected head, neck & spinal injuries to pupils

In the event of a suspected head, neck or spinal injury to a pupil it is the policy of this school, in addition to the normal first aid procedures, that the pupil's parent/guardian is contacted and informed of the injury.

The attending first aider, in consultation with the parent/guardian, will decide the appropriate course of action in each case. The first aider will ensure that treatment is not delayed by difficulties in contacting the parent/guardian. In any case where there is any doubt about the pupil's wellbeing, the first aider is expected to contact 111 for advice or 'phone for an ambulance as appropriate.

### Other significant injuries

Any other serious injury will be notified to the parents/legal guardian by the quickest means possible (normally by phone). In addition to the procedures above, the School will notify parents/legal guardians of any other significant injury by way of either

- a telephone call
- a form (for any treatment given to minor injuries)

Records of notification by telephone to parents will be kept by the School Secretary. Copies of written notification are held in the Accident Book.

### Escorting pupils to hospital

When it is necessary for a pupil to be taken to hospital, they will be accompanied by 2 members of staff unless the pupil's parent or guardian is in attendance.

One member of staff will stay with the pupil until a parent or guardian arrives and responsibility is "handed over".



## Notifying parents

Parents will be notified immediately where it is considered

- a) That the child is too unwell to remain in school.
- b) The child is considered to have an illness which could potentially affect others e.g. chicken pox.
- c) Where it's considered that the child needs further or immediate medical attention and a medical appointment needs to be made.
- d) The child's condition is considered so serious that the child has already been taken to an appropriate A&E and the parent has been notified in order to meet the pupil and staff member at the hospital.

## Medicines in School

PLEASE SEE THE ASSOCIATED DOCUMENT - POLICY AND PROCEDURE FOR ADMINISTRATION OF MEDICATION AND FIRST AID AT SCHOOL

The school follows Council and DfES guidance on the dispensing of medicines in school. This school will only dispense medication which has been prescribed by a medical practitioner, dentist, nurse prescriber or pharmacy prescriber with written instructions for its use.

The school does not keep any other medication.

### Dispensing of medicine

All requests for the dispensing of medication must be accompanied by a consent form completed, signed and dated by the pupil's parent or guardian.

The School Secretary is responsible for receiving medicines, checking consent and dose information, checking "use-by" dates and dispensing medication.

Named teachers will deputise where necessary – names of staff are available in the associated policy.

All medication will be kept in a secure location, locked in the Secretary Office.

Medication for personal use by members of staff must also be kept in a secure location. E.g. handbags, etc. containing such items must be locked away and not be left in the classroom where pupils could gain access to them.

### Medical log

Consent forms will be kept in the Medical Log and will be kept for the duration of the pupil's attendance at the school.

The Medical Log will also contain a log of medications dispensed which will include

- name of pupil
- name of medication
- dose
- time
- date
- signature of dispenser

### Medical procedures

The school recognises that most pupils will at some time have a medical condition that may affect their participation in school activities. For many this will be short-term; perhaps finishing a course of medication. Other pupils have medical conditions that, if not properly managed, could limit their access to education. Such pupils are regarded as having medical needs. Most children with medical needs are able to attend school regularly and we will ensure that they receive the necessary support to take part in most normal school activities. School staff will need to take extra care in supervising some activities to make sure that these pupils, and others, are not put at risk. An individual health

care plan may be necessary to identify the safety measures to support specific pupils with medical needs and to ensure that they and others are not put at risk. The school maintains an annual Pupil Welfare Register and a School Allergy Register to monitor the welfare needs of our pupils on an on- going basis.

The school has provided a suitable place for the dispensing/application of medicines. Where necessary, arrangements have been made for pupils with particular conditions and these are detailed in individual care-plans.

### Staff on duty – medical procedures to call an ambulance

Rationale – To ensure that staff are able to contact emergency services or to gain support from other staff quickly in the event of a medical emergency on the school playground or field.

In the event of an emergency – A member of staff dealing with the incident should ensure that

1. a) make an assessment regarding the medical condition of the child
2. b) If additional help is required, send another adult or a child to the school office and request

appropriate back up e.g. other staff to attend or emergency services to be contacted.

3. c) Ensure that arrangements can be made that any other children on the playground or field at

that time are appropriately supervised, and that they are not distressed by or causing further distress to the injured child.

Staff should be mindful of the need for caution and that they are acting in loco parentis, in other words should act as a parent would act putting the child's safety and well-being first.

### Offsite activities

The school has a Pupil Welfare Register & a School Allergy Register which contain information on the medical & welfare needs of pupils with recognised significant needs or conditions. Both registers are sensitive documents and any confidential information should not be shared by the class teacher with other parties, including TAs, unless authorised by the Head of School. Class teachers received a Class Pupil Welfare sheet, relevant to their current pupils, at the beginning of each academic year. This information should be considered carefully by the class teacher before planning any off-site activities and the necessary risk assessments should be carried out.

## Accidents Reporting Officer

The Secretary is responsible for the collection of information and the completion of the On-Line Accident Report. In her absence, this role will be fulfilled by the Head of School.

All accidents must be reported to the reporting officer. The Reporting Officer will record all accidents. The following incidents will be recorded and reported using the On-Line Accident Reporting System

- Specified Dangerous Occurrences (refer to Education Handbook for list)
- Specified diseases (refer to Education Handbook for list)
- All employee accidents
- All contractor accidents
- All accidents to members of the public/visitors
- Accidents to pupils which result in a major injury or death
- Accidents to pupils which result in the injured person being taken from the scene of the accident directly to hospital
- Accidents to pupils which may have resulted from a premises/equipment defect
- Accidents to pupils during structured activities
- Accidents to pupils where first aid treatment has been provided.

All other incidents will be recorded in the school's Day Book/Incident Log.

### Accident investigation

All accident reports will be seen by the Health & Safety coordinator, who will decide if an investigation is necessary. Investigation reports will be entered onto the On-Line Accident Reporting System. Major incidents will be reported to the Head of School.

All on-line reports are sent electronically to the Health and Safety Services section at County Hall and are reviewed by a County Health and Safety Officer.

### Accidents reportable to the Health & Safety Executive (HSE)

Reports of fatalities, major accidents and over-seven-day incidents are automatically forwarded to the Health and Safety Executive (HSE) by the on-line system as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). The Council's Health and Safety Services section will liaise with the HSE on these incidents.

Accidents including verbal/physical abuse of staff must be reported to the School Secretary.

An on-line accident report must be completed within 5 working days and where required risk assessments reviewed with appropriate actions planned to prevent future occurrences.

## Electricity

The school has a contract in place to ensure inspection & testing of all portable electrical appliances by a competent person on a regular basis. All test certificates will be kept by Aspire Health & Safety for the duration of the life of the appliance.

### Coordinator

The Head of School is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing. The school has arranged for any whole-school periodic fixed wiring inspection to be carried out by Lorne Stewart through the Framework Agreement

### Personal Items of Equipment

Personal items of electrical equipment should not be brought into school for use by staff or pupils. If a personal item is required to be used in school for a one off type event then permission must be sought from the Head of School and the equipment must have a current portable appliance certificate and be used with a residual current device.

Where possible rechargeable battery type pieces of electrical equipment should be used.

### All staff

All staff will visually inspect electrical equipment before use for obvious defects. Defective equipment will not be used and will be reported to the Head of School for repair/replacement.

### Work Equipment

The Head of School will be responsible for overseeing the purchase of all work equipment. All work equipment must be purchased from a reputable supplier for the type of equipment that is required. Before purchase consideration must be given to

- the installation requirements,
- the suitability for purpose,
- the positioning and or the storage of the equipment,
- maintenance requirements (contracts & repairs);
- training and use of the equipment
- Staff must not use new items of work equipment unless appropriate training has been given.

## Violence

The Senior Leadership Team are responsible for managing any risks from violent incidents in the workplace. We are actively committed to supporting measures to control the risk. HSE defines work-related violence as "any incident in which a person is abused, threatened or assaulted in circumstances relating to their work".

Physical force against an individual is an obvious example of violence, but it can also take the form of verbal abuse and threats, threatening gestures and sexual harassment.

The School follows the Council's policy and guidance on Violence at Work. The Head of School is responsible for ensuring

- All staff are aware of the policy
- All staff are aware of the procedures for avoiding violence at work
- All staff are aware of the procedures for dealing with violent incidents
- All staff are aware of the procedures for reporting violent incidents
- All staff are aware of the support facilities available to victims of violence at work

## Team Teach

Team teach is a training package for staff utilising de-escalation and positive handling strategies to support a child when they are in a crisis situation. A specific policy & SWP, aimed at the control of pupils, has been adopted.

## Risk Assessment & Safe Working Procedures

The school will carry out risk assessments for all activities using the assessment forms approved by the Aspire Health and Safety Manager.

The Health & Safety Coordinator is responsible for managing the risk assessment process and producing relevant reports for the Head of School. The following people have responsibility for Risk Assessments in their designated areas

The risk assessments will be used to develop safe working procedures which must be followed by all staff. Safe working procedures have been developed under the following headings:

- Personal Safety e.g. Lone working, pupil restraint, school security
- Classroom safety: display work, ceiling mounted projector
- Curriculum Safety: knives & scissors, paints & dyes, food hygiene
- Premises Safety: pond, access equipment
- Office Safety: DSE1 self-assessment forms
- Kitchen Safety: spillages, deliveries (manual handling)
- Transport Safety: volunteer drivers

Copies of safe working procedures are available from the Secretary and are stored in the Safe Working Procedures File.

### Personal Protective Equipment (PPE)

Personal protective equipment must be supplied to control the hazard as a last resort; i.e. where the hazard cannot be reduced to an acceptable level of risk by other means.

Where identified by the process of Risk or COSHH assessment, personal protective equipment will be supplied to staff or pupils. If required, the Health & Safety Coordinator will be responsible for the purchase of PPE ensuring that it is of the correct type, is suitable for the purpose and of the correct size to ensure that the fit is comfortable for the wearer.

In addition he will ensure that suitable arrangements are in place for the storage, cleaning and replacement of PPE. (Replacement PPE must be readily available at all times.

When issued with PPE, persons are required to wear it where identified by Risk / COSHH assessments, keep it clean, store it correctly and report any faults so that replacements can be provided.

## Documented Procedures for Inspections

Visual inspections will be carried out on a half-termly or termly basis in the following areas

On a daily basis the Site Supervisor will conduct a visual inspection of the playgrounds, external paths and school field.

## Documented Procedure for Reporting Damage / Defects

Where a member of staff considers there to be a damage/defect to equipment or buildings the following procedure should be adhered to

A member of staff should immediately attempt to isolate the area as appropriate being mindful of their own safety. Contact/notify the Head of School or caretaker and complete a Health and Safety form which are located next to the photocopier. This should be then given to the Head of School or caretaker who will then action the necessary repairs etc.

Where a member of staff identifies a defect which does not present a serious Health and Safety risk but needs attention they should inform the Head of School or in the H&S concerns book situated in the staff room.

## Near Misses

Near misses are defined as an incident which circumstances leave a member of staff feeling it was lucky no-one was hurt or injured. These are incidents that could have resulted in an accident, and knowledge of them is very important to preventing injury. The school recognises that much can be learnt from near misses. Staff have a duty to report this using the Health and Safety Near Miss log in the Secretary's office.

Examples of near miss incidents which have occurred in schools include:

- A member of staff who has slipped on a wet floor whilst putting out equipment in the hall after lunch, but sustains no injury.
- A shelf containing boxes of paper in a resources room collapses overnight.
- A pupil is nearly knocked down by a reversing delivery van in the school car park whilst it is trying to leave the school.
- During a windy day, a tile is blown from a school roof, landing next to a group of pupils during break time.
- A pupil with behavioural problems manages to leave the school grounds un-noticed.



## Control of Litter

All litter generated by the pupils is deposited in the bin or recycling bin as appropriate. Litter blown onto the site is generally collected and disposed of by the Site Supervisor, or by staff using appropriate safety equipment. When collecting litter around the school site appropriate PPE should be worn i.e. gloves and use of the 'litter picker'.

## Control of faeces

The Site Supervisor will check the grounds daily for faeces as part of his work around the school. Particular attention will be paid to the school fields once pupils have regular access to it during the summer term. All staff, including lunchtime supervisors and club leaders, as well as pupils, should report any sightings of faeces directly & immediately to the Site Supervisor. When clearing up faeces around the school site appropriate PPE should be worn i.e. gloves and use of disposal bags.

## Control of Substances Hazardous to Health

The School acknowledges that no substance can be considered completely safe. All reasonable steps will be taken to ensure that all exposure of employees to substances hazardous to health is prevented or at least controlled to within statutory limits.

The School undertakes to control exposure by engineering means where reasonably practicable. Where exposure cannot be adequately controlled by engineering means, appropriate Personal Protective Equipment [PPE] will be provided free of charge after consultation with employees or their representatives.

All employees will be provided with comprehensible information and instruction on the nature and likelihood of their exposure to substances hazardous to health. The implementation of this policy requires the total co-operation of all members of management and staff.

All substances which may be considered hazardous to health have been assessed using the Council's COSHH Database (except in Science – these are covered by the CLEAPSS Hazard system). Assessments have been returned to the school and copies are available in the COSHH file.

### COSHH Coordinators

The persons listed below are responsible for ensuring that, before any new substance/chemical is used, a COSHH assessment has been obtained from the Council. Steps are then be taken to prevent or, where this is not reasonably practicable, adequately to control exposure to these substances.

These coordinators are responsible for ensuring that COSHH assessments are seen and understood by those staff who are exposed to the product/substance. These coordinators are also responsible for ensuring that any updated COSHH assessments received are seen and understood by those who are exposed to the product/substance and that the COSHH file is kept up-to-date.

The Health & Safety Coordinator is responsible for ensuring COSHH assessments are obtained from contractors on site (both regular contracts such as cleaners and caterers and from builders, decorators, flooring specialists, etc) where persons may be affected by their use on site or the storage of such substances / materials may need to be controlled. In addition, any hazardous substances / materials being used by artists, crafters, etc. must have appropriate COSHH assessments before being used in the school.

All staff must ensure that they do not use any potentially hazardous substance without first familiarising themselves with the requirements of the COSHH assessment.

The Health & Safety Coordinator will ensure that An inventory of all substances hazardous to health kept on site will be maintained, with appropriate hazard information.

- Formal risk assessment of hazardous substances and processes are to be carried out by the School's Health & Safety Officer.
- All operations which involve, or may involve, exposure to substances hazardous to health will be assessed and appropriate control measures will be taken where elimination or substitution of the hazardous substance is not possible.
- Engineering controls will be properly maintained and monitored to ensure their continued effectiveness. This will be achieved by planned preventive maintenance and annual performance monitoring.
- All employees, and others who may work in the affected areas, will be informed of the purpose and safe operation of all engineering controls.
- PPE will be used only as a last resort or as a backup measure during testing or modification of other controls.
- The type and use of PPE will be carefully assessed and maintained according to manufacturers' instructions. Where possible, the number of different types will be minimised to prevent mistakes with servicing or replacement.
- Each assessment will be reviewed annually and all operations using hazardous substances will be reassessed every three years.
- Health surveillance of employees, where indicated to be necessary by the assessment, will be carried out by the School's Occupational Health Medical Advisor.
- All changes to control measures and changes of PPE will be properly assessed and no new substances will be introduced into the workplace without prior assessment.

## Procedures for Dealing with Health and Safety Issues

Where an employee raises a point related to the use of substances hazardous to health the School will:

1. a) ensure that the hazard associated with the substance has been correctly identified
2. b) ensure that the assessment of the use of the substance is correct and up to date
3. c) ensure that the controls in place are adequate
4. d) correct any observed deficiencies in the control of the hazards
5. e) Inform the employee, and his or her representative where appropriate, of the results of the investigation and actions taken.

If an identified exposure has taken place, those affected, and their line manager and Representatives, will be informed immediately. Possible health effects will, in addition, be communicated to the School's Occupational Health Medical Advisor.

## Information and Training

The School will give sufficient information and training to ensure full understanding of the hazards to health posed by substances in the workplace and the importance of the control measures provided. Information will also be given to others who may be affected, such as contractors, temporary staff and visitors.

Managers and supervisors of areas that use substances hazardous to health will be given additional training to ensure the proper management of the risks.

## Safe system of work

Poorly maintained or adjusted control measures can result in inadvertent exposure to substances hazardous to health. This can be avoided by the use of air flow indicators and hand held air flow meters.

Employees will be encouraged to report defects and systems must be in place for prompt repair and for the provision of temporary replacement controls (eg PPE).

The following steps are to be taken to minimise the risk:

1. a) ensure hazard information is kept up to date
2. b) ensure assessments are reviewed annually and reassessed every three years or when material changes are made
3. c) ensure employees are trained in the nature of the hazards and use of control measures
4. d) ensure controls are maintained and monitored
5. e) ensure all documentation is comprehensive
6. f) encourage employees to report faults and problems.

## Planned Contractors Work

Prior to any contractors coming on site to carry out maintenance which is scheduled by the school the following procedure should be in place.

- ensure that work is allocated using the school's best value statement and only contractors from the approved Local Authority list are used.
- ensure that the company has public liability insurance, minimum £5 million
- conduct a risk assessment on the areas where the contractors will be working
- ensure that prior to starting work contractors are made aware of the school timetable and any restrictions this places on their working day, the location of children and their proximity to the working area and child protection limitations on their use of the site.

All contractors are expected to read & comply with

- The Induction of Contractors document.
- The Emergency Evacuation Procedures. Asbestos

The governing body is fully aware of the implications of risk management with the presence of any asbestos containing materials (ACMs) on the premises and also of the issues involved in bringing together the requirements for information, management, records and training. The school's latest Asbestos Survey is located in the school office.

## Procedure for Work Experience:

We recognise our responsibility as placement providers to students on work experience or study placements. We must :

- Treat students participating in Work Experience as employees for the purposes of health and safety;
- Assess any additional risks to which students are exposed at work;
- Implement appropriate measures to eliminate or control the risks;
- Provide adequate information, training, instruction and supervision;
- Provide adequate insurances for students;

Under the Management of Health and Safety at Work Regulations 1992 as amended by the Health and Safety (Young Persons) Regulations 1997, we have particular duties to:

- Assess the risks to young workers, including students on Work Experience, before they start work;
- Ensure that the risk assessment takes account of specific factors such as immaturity, inexperience and lack of awareness;
- Introduce control measures to eliminate or minimise the risks;
- Inform parents/guardians, before the student takes up the placement, of the key findings of the risk assessment and the control measures.

## Confidentiality & Advice

All our staff have the best interests of the children at heart. During school time pupils may reveal personal information or seek additional support. Staff will always help pupils who may be experiencing personal difficulties or confusion. Pupils will be actively encouraged to talk to their parents about the issues which are shared with support staff and/or teacher.

Teachers & support staff will explain to our pupils that we cannot offer unconditional confidentiality, for example, in matters that are illegal or abusive. In such circumstances teachers would have to inform others, e.g. parents, Head of School, but that the pupils would always be informed first that such action was going to take place. We will follow recommended child protection procedures as appropriate.

## Procedures for Curriculum Safety

The Health & Safety statement in the National Curriculum applies to Science, Art, DT, ICT & any cross-curricular work involving these subject areas. It states:

When working with tools, equipment & materials in practical activities & different environments including those that they are unfamiliar with, pupils should be taught about hazards, risks & risk controls.

- To recognize hazards, assess risks & take appropriate steps to control risk for themselves and others.
- To use information to assess immediate and cumulative risks.
- To manage their environments to ensure the Health & Safety of themselves and others.
- To explain the steps they take to control risks.

The school has a range of safe working procedures in place to safeguard pupils as they access these areas of the curriculum. The Safe Working Procedures File is stored in the Secretary's office and is readily available to anyone on request.

## Design Technology

Teachers accept responsibility to plan safe activities for DT. It is the coordinator's role to advise all staff of any changes to existing safety standards & requirements. "The Make It Safe!" booklet produced by the Health & Safety Executive are stored in the health & Safety File in the Head of School's office & are readily available to anyone on request.

Design & Technology at Key Stages 1 and 2 sets the foundations for good practice in practical lessons. Whilst it is recognised that the scope of the work carried out is limited, the potential risks remain high because of the inexperience and lack of co-ordination of young children. It is the responsibility of the DT Coordinator to ensure the following

- Risk assessments & safe working procedures for the use of equipment: saws, drills, glue guns, scissors.
- Risk assessments & safe working procedures for the use of materials: wood, clay, textiles, polystyrene.
- Risk assessments & safe working procedures for the use of substances: glue, paints.

## Physical Education

This subject will be taught in line with the school's Health and Safety Policy and in accordance with guidelines set out in the BAALPE manual – "Safety in PE & School Sport". A copy of this document is stored in the Health & Safety File in the Head of School's office and is readily available to anyone on request. Any equipment that is causing staff concern or is regarded as a potential risk to children should be withdrawn and the matter reported directly to the Head of School or subject coordinator. Any activities involving off site visits are risk assessed in line with schools Health and Safety Policy and Educational Visits Policy

It is the responsibility of the PE Coordinator to ensure

- the safe storage of all PE equipment.

- that all PE equipment is annually tested & serviced
- that all PE equipment meets current British Standards & legislation
- that staff are trained appropriately in handling/moving PE equipment
- that any health & safety issues identified in the PE Audit or Health & Safety checks are addressed promptly.

#### Procedures for Sports & PE Activities

All sports and PE Activities should be conducted on the school site and are therefore covered by the caretaker checks to ensure that this is a safe environment. Staff should follow the agreed procedures of study for PE and ensure that children are made aware of Health and Safety considerations within these activities.

Where equipment is used staff should ensure that this is taken from the PE store and returned, and it is in a safe condition to use. Children should also be made aware of the safety implications of using equipment such as hockey sticks, cricket bats, etc.

Children should not be left unsupervised during PE lessons and the equipment should be returned to the cupboard under the supervision of a member of staff.

#### PE Kit/Clothing

All pupils taking part in PE lessons must wear appropriate PE Kit, as outlined in school uniform list. Footwear must also be appropriate to the activities being undertaken i.e. trainers/plimsolls not school shoes.

Staff must also ensure that they dress appropriately for PE and Games Activities including appropriate footwear. This is to ensure that accidents are avoided and staff are expected to model the school's expectations.

#### Jewellery

Under no circumstances should jewellery, wrist watches, earrings, etc be worn by children for physical activities. Where studs are worn e.g. shortly after being pierced they should be covered in tape to avoid snagging in clothing.

Staff should collect jewellery in a secure tin, however such items are brought into school at the pupils own risk and the teacher cannot be responsible for items that are lost/stolen.

#### Swimming

There is a risk assessment in place – all staff should familiarise themselves with this. Staff should ensure that

- Appropriate ratio of staff to pupils to walk pupils to the swimming pool.
- On leaving the school a headcount should be conducted.
- Children board & alight the minibuses in an appropriate way being mindful of the dangers around them e.g. proximity of the road, moving vehicles in the school and leisure centre car parks.
- Pupils need to be reminded regularly to listen to instructions carefully & to follow them fully.

An Office elements

Work station set-up

Display screen equipment

Laptop computers

Arrangements for eye tests

Access to occupational health advice & support

Health & Safety information is accessible via the Aspire intranet with guidance for staff on the listed above.



- All children should wear seatbelts which should be secured before leaving.
- Booster seats should be used by all children who require them as per legal requirements.
- Once inside the sports centre staff should ensure that children stay closely supervised with high standards of conduct.
- Staff will escort children into the an appropriate changing area. Where changing cubicles are used, staff should ensure they are aware of which cubicles are being used and they are mindful of members of the public using cubicles near the children.
- Children using cubicles should do so in single sex pairs and where ever possible boys and girls should not be in adjacent cubicles
- On leaving the pool a head count should be conducted to ensure that all children are present and that the route followed back to school is the reverse of the one above.

### Procedures for Classroom Safety

Class teachers, & support staff where relevant, have a responsibility to ensure that computer projectors are used safely & sensibly. The following procedures should be adopted by all staff/helpers using this equipment

- Staring directly into the projector beam is avoided at all times.
- Standing facing into the beam is minimized. Users, especially pupils, should try to keep their backs to the beam as much as possible.
- In this regard, the use of a stick or laser pointer 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.

The school will 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 are not also having to stare at the projector lamp. Method of Risk Control: All projectors, where possible, will be ceiling- mounted rather than floor or table-mounted. Handbags/rucksacks should not contain substances harmful to children i.e. medication, aerosols. In this case handbags should be locked away securely.

### Procedures for Office Safety

The school has a responsibility to ensure that workstations take into account the health & safety of administrative staff. We recognise that we must regularly perform a suitable assessment of each workstation. We must act to reduce any risks identified to the lowest extent reasonably practicable. The assessment will address the following issues

## After School Clubs Procedures

Where staff conduct an after school club they must ensure that a register is taken prior to the start of each session and that the office is notified immediately if children are believed to have been in school but not attended the club. The office should then endeavour to contact the parent to find out the whereabouts of the child and ascertain why the child did not attend.

Any child not attending a club without a valid reason on two occasions will be removed from all clubs during that term. Staff need to ensure that children wear appropriate clothing for the club and that they are aware of any medical conditions relevant to the children in that club. Where medicines are potentially required e.g. inhalers, epi pens, staff should either carry these with them or be aware of their location making sure that they are readily accessible should they be needed.

## Procedure for Off Site Activities

The school recognises its duty of care to staff, helpers & pupils in ensuring that all educational visits & off-site activities are planned, organised & executed responsibly & safely. The following issues must be fully considered in advance of any outing or trip

- Experience of leader (and deputy, if relevant) is appropriate to nature of visit
- Educational objectives of visit are identified
- Costings, paying in and accounting procedures are in place
- Appropriate transport arrangements are in place
- Clear rationale for choice of tour operator/provider/location of visit
- Clear rationale for age group and proposed numbers
- Staffing ratios are appropriate for the visit
- Emergency procedures are in place
- First Aid & medical procedures are in place
- Full information to pupils and parents
- Parental consent is in place
- Appropriate insurance is in place
- Potential for pre-visit
- Security of the location/venue is in place
- Generic risk assessments for the visit are in place

With all residential trips, team leaders must consider all aspects of the following issues

- Pre-booking considerations
- Travelling procedures
- Living procedures
- Daily procedures
- Activity procedures
- Health & emergency procedures

Guidance can be found by visiting <http://oeapng.info/>

Checklists for each of these issues is available on-line from School Support intranet. The EVC for Connor Downs School is the Head of School / K Buxton Dean.

## Equal Opportunities

We recognise that all our pupils (even within the same class) have different health & safety needs, maturation rates & levels of self-awareness. We will respect & address each child's unique & individual needs.

## Monitoring & Evaluation

The Head of School & School Leadership Team will monitor & review the Health & Safety policy & provision annually in consultation the Finance & Premises Committee. Feedback will form part of the annual Hub Councillor Monitoring timetable.

Original date of approval & adoption: September 2013 Date of next review: February 2019