

# Swavesey Primary School

## ***School Health and Safety Policy***

<b>Health and Safety Policy</b>	
Date Written: 2 March 2011	Reviewed: 11 <sup>th</sup> October 2023
Approved at Health and Safety Committee: 11 <sup>th</sup> October 2023	Signed:
Next Review Date: October 2024	

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## **Part One: Statement of Intent**

### **Introduction**

The Governing Body believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- a. Preventing accidents and work related ill health.
- b. Compliance with minimum statutory requirements.
- c. Assessing and controlling risks from curriculum and non-curriculum work activities.
- d. Providing a safe and healthy working and learning environment.
- e. Ensuring safe working methods and providing safe working equipment.
- f. Providing effective information, instruction and training on all Health and Safety matters.
- g. Consulting with employees and their representatives on health and safety matters.
- h. Monitoring and reviewing our systems and prevention measures to ensure they are effective.
- i. Setting Health and Safety improvement targets and objectives to develop a culture of continuous improvement.
- j. Ensuring adequate welfare facilities exist throughout the school.
- k. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

A Health and Safety Management System will exist to ensure the above commitments can be met.

All Governors, staff and pupils will play their part in its maintenance and improvement.

Name \_\_\_\_\_  
(Chair of Governors)

Signature \_\_\_\_\_ Date:

## **Part Two: Organisation**

### **Introduction**

In order to achieve compliance with the Governing Body's Statement of Intent the school's Senior Management Team have additional responsibilities assigned to them as detailed in this part of this Policy. An organisational chart for H&S Management is attached at Appendix One.

### **The Governing Body**

The Governing Body has the following responsibilities to ensure:

- a) A clear written policy statement is created which promotes the correct attitude towards safety in staff and pupils
- b) Responsibilities for health, safety and welfare are allocated to specific people and that persons are informed of these responsibilities
- c) Persons have sufficient experience, knowledge and training to perform the responsibilities assigned to them
- d) Clear procedures are created which assess the risk from hazards and produce safe systems of work
- e) Sufficient funds are set aside with which to operate safe systems of work
- f) Health and safety performance is measured both proactively and reactively
- g) The school's health and safety policy and performance is reviewed annually
- h) The Resources Committee is delegated governance responsibility, on behalf of the Full Governing Body.

### **The Headteacher**

The Headteacher has the following responsibilities:

- a) Create a clear written local Policy for Health and Safety
- b) Be fully committed to the Governing Body's Statement of Intent for Health and Safety

- c) Ensure that the Policy is communicated adequately to all relevant persons
- d) Ensure appropriate information on significant risk activities is given to visitors and contractors
- e) Ensure appropriate consultation arrangements are in place for staff and their Trades Union representatives
- f) Ensure that all staff are provided with adequate information, instruction and training on health and safety issues
- g) Make or arrange for risk assessments of the premises and working practices to be undertaken
- h) Ensure safe systems of work are in place as identified from risk assessments
- i) Ensure that emergency procedures are in place
- j) Ensure that equipment is inspected and tested to ensure it remains in a safe condition
- k) Ensure records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- l) Ensure arrangements are in place to monitor premises and performance
- m) Ensure that all accidents are investigated and any remedial actions required are taken or requested
- n) Report to the Governing Body (no less than) annually on the health and safety performance of the school

#### **School Health and Safety Co-ordinator/Business Manager**

The School Health and Safety Co-ordinator has the following responsibilities:

- a) To co-ordinate and manage the annual risk assessment process for the school
- b) To co-ordinate the annual general workplace monitoring inspections and performance monitoring process
- c) To make provision for the inspection and maintenance of work equipment throughout the school
- d) To manage the keeping of records of all health and safety activities
- e) To advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors
- f) To ensure that staff are adequately instructed in safety and welfare matters in connection with their specific work place and the school generally

- g) Carrying out any other functions devolved to him/her by the Headteacher or Governing Body
- h) To ensure that health and safety improvements are made within the appropriate timescales.

#### **Teaching/Non-Teaching Staff holding Posts/Positions of Special Responsibility**

This includes the Deputy Headteacher, EY&P manager, SBM, Phase Leaders, administrative staff, Midday supervisors, catering staff and the Site Manager. They will have the following responsibilities:

- a) Apply the school's Health and Safety Policy to their area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements
- b) Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Headteacher or the School Health and Safety Co-ordinator
- c) Resolve health, safety and welfare problems that members of staff refer to them, or refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them
- d) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required
- e) Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety
- f) Investigate any accidents which occur within their sphere of responsibility and report it to the Headteacher

#### **Class Teachers**

Class teachers are expected to:

- a) Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out
- b) Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Code of Practice, if issued, and to ensure that they are applied
- c) Give clear oral and written instructions and warnings to pupils as often as necessary
- d) Follow safe working procedures personally
- e) Require the use of protective clothing and guards where necessary

- f) Make recommendations to their Headteacher on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery
- g) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education
- h) Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation
- i) Report all accidents, defects and dangerous occurrences to their Headteacher

### **School Health and Safety Representatives**

The Governing Body and Headteacher recognise the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time.

They are also entitled to certain information, for example about accidents, and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and are not carrying out duties on behalf of the Headteacher or Governing Body.

### **All Employees**

Apart from any specific responsibilities which may have been delegated to them, all employees must:

- a) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons
- b) Observe all instructions on health and safety issued by the LA, School or any other person delegated to be responsible for a relevant aspect of health and safety
- c) Act in accordance with any specific H&S training received
- d) Report all accidents in accordance with current procedure
- e) Co-operate with other persons to enable them to carry out their health and safety responsibilities
- f) Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger
- g) Inform their Line Manager of any shortcomings they consider being in the School's health and safety arrangements
- h) Exercise good standards of housekeeping and cleanliness
- i) Know and apply the procedures in respect of fire, first aid and other

emergencies (including business continuity)

j) Co-operate with the appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive

### **Pupils**

Pupils, in accordance with their age and aptitude, are expected to:

- a) Exercise personal responsibility for the health and safety of themselves and others
- b) Observe standards of dress consistent with safety and/or hygiene
- c) Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency
- d) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety



## Part Three: Procedures and Arrangements

### 3.1 Introduction

Governors will aim to ensure that individual members of staff are meeting County Council and LA Health & Safety standards and objectives.

Risks will be assessed at local level, be quantified and action taken, on the basis of qualified priority, to control or reduce the likelihood and/or severity of any consequential occurrence.

We will rely upon appropriate published standards, Codes of Practice, Guidance and Recommendations produced by the LA to assist us in this task, along with the findings and reports from the School Business Manager, Headteacher and independent audits.

The Governors will ensure that the Headteacher has made sufficient and satisfactory arrangements and procedures for achieving safety in all key areas.

### 3.2 Critical incidents

This policy should be read alongside the school's own Critical Incident Plan.

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The critical incident plan is drawn up based on the outcome of a risk assessment of fire and other conceivable emergencies, which require the evacuation of the building and will be reviewed and revised on a regular basis.

The aim of the critical incident plan is to ensure that:

- In the event of a fire or other emergency everyone, including any contractors or visitors, is sufficiently familiar with the action they should take to ensure Swavesey Primary School could be safely evacuated.
- All relevant information is made available to the emergency services.
- Notices detailing the action to be taken in the event of an emergency are posted.
- Those persons with specific duties are identified.
- Those persons with specific needs or disabilities etc. are catered for.

The person responsible for ensuring that it is passed to the emergency services upon their arrival at the premises is:

<b>On Site Co-ordinator</b>
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An outline of the procedures for evacuation of the premises will be made available to all contractors and visitors to the school as necessary.

Where contractor's activities on the school site may affect the implementation or the information contained within the emergency plan, amendments will be made accordingly. Procedures to be adopted in an emergency shall be displayed throughout the premises at suitable locations through the posting of notices (as per the example contained in the appendices

### 3.4 Fire Procedures

The Headteacher has overall responsibility for ensuring that statutory fire precautions and the provisions, set out in the fire certificate for the premises, are adhered to. This will include formal certification, staff training, co-ordinating the actions of staff and pupils in the event of a fire and liaison with the fire service with respect to inspections etc.

Full records of evacuations, equipment checks, risk assessments etc are kept in the FIRE file in the school office

The Headteacher is also responsible for ensuring that all members of staff receive adequate and appropriate training, including instruction in the following matters:

- The action to be taken on hearing a fire alarm.
- The action to be taken on discovering a fire.
- Raising the alarm and the location of alarm points.
- The location and use of fire fighting equipment.
- Knowledge of escape routes and the identity of those nominated as competent persons to supervise any evacuation of the premises.
- Appreciation of the importance of fire doors and the need to close all doors and windows.

In addition he/she will ensure that suitable numbers and types of fire fighting equipment are provided and regularly maintained in all areas of the school, and that records are kept.

Fire Equipment safety checks and service records for Fire Fighting Equipment, Break Glass Call Points and Emergency Notices are recorded on the relevant forms.

Fire Alarm System, Fire Drills and Fire Officer visits are recorded separately in the 'Fire & Risk Manual' kept in the main office.

### 3.5 First Aid

The Headteacher will, through Health and Safety Coordinator, ensure that provisions conform to the Health & Safety (First Aid) Regulations 1981 and the revised approved code of practice issued by the HSE in 1990.

The responsible person will ensure that first aid boxes are available and fully stocked and replenished with approved standard items only.

We aim to have at least 1 designated first aider available. Where this is not possible emergency services will be called, if necessary.

The Headteacher, together with the responsible person, will also ensure that special emergency treatments, which may be required following an accident involving any hazardous substances, are available and that sufficient staff are trained to deal with such treatments.

Where pupils, or employees, require specific medication or have particular medical requirements, these shall be noted and kept in a specific log. Such records shall be maintained and their contents made known to those people appointed to deliver first aid treatment.

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The responsible person will ensure that any special notices will be posted to advise on emergency procedures, the location of first aid and emergency facilities and the identity of those persons appointed to dispense such facilities.

Refer to First Aid Policy

The Headteacher is responsible for conforming to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (1995) by completing form IRF(96) online.

### **3.6 Incident Reporting (Near Misses)**

All incidents, or 'near misses' involving personnel or property will be reported and logged under the procedure set in place by the school. This involves weekly reporting on Health and Safety matters at Staff Meetings or in person to Health and Safety representative or Headteacher.

### **3.7 Medication**

Refer to Medicine Policy

### **3.8 Risk Assessment and Safety Audits**

The Headteacher of Swavesey Primary School is responsible for ensuring that safety audits are carried out and reviewed on a regular basis. Any identified risks will then be subject to formal assessment by the Resources Committee and appropriate control measures will be put in place.

The Resources Committee carry out an (no less than) annual safety audit.

At least one person being 'competent' to make assessments concerning the activity or process will be involved.

The purpose of the assessment is to: -

- Identify hazards.
- Assess the nature and seriousness of the hazard and subsequent risks.
- Avoid risks by elimination.
- Control any remaining risks by:
  - Selection of control measures.
  - Maintenance and use of controls.
  - Monitoring and surveillance.
  - Supervision, information, instruction & training.

A record will be kept of the findings of the audit which can be found in the minutes of the Resources Committee meetings.

### 3.9 Workplace Stress

Workplace stress is recognised by the management of Swavesey Primary School as a legitimate problem affecting staff, which needs careful and sympathetic management.

It is recognised and accepted that undue stress can lead to adverse effects on the emotional and physical wellbeing of staff and consequently to the efficiency of the organisation as a whole.

Whilst individual reactions to stress vary widely, the need to recognise and act upon potentially stressful situations is essential. Regular consultation with members of staff and discussion groups is to be encouraged in order that a pro-active approach may be taken on a continuing basis, in order that such situations may be avoided or their effects upon staff reduced. This may include a regular staff questionnaire.

It is accepted that major changes in working practices or management structures within any organisation can be stressful and it is, therefore, the policy of Swavesey Primary School that, where appropriate, members of staff will be kept informed of any major changes in so far as they may affect their own activities in the workplace, and additional training made available as necessary.

Members of staff shall be encouraged to seek advice from management regarding any situation they feel is causing them undue stress; such consultations will be treated without prejudice and in the strictest confidence.

Through the LA there is a facility to access a confidential Staff Counselling Scheme. Confidential Staff Counselling is also available through the Teachers Support Network.

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### 3.10 Violence to Staff

The management of Swavesey Primary School will not tolerate violent, abusive or threatening behaviour, whether physical, verbal or otherwise towards any employee.

Violence, or the risk of violence to any employee is considered a very serious matter, and management will give all support necessary to any member of staff who reports any such incident, actual or perceived whatever the circumstances.

All reports of violent or abusive conduct will be fully investigated, and the necessary action taken.

Any employee who has been the subject of violent or abusive behaviour during the course of their employment will be offered legal advice and representation, and counselling as appropriate.

Following due consultation with any employees affected, the steps laid out in the Policy For Dealing With Unreasonable Complaints will be followed and persons making threats or verbally abusing staff may be sent a formal letter of warning, indicating that legal action may be taken should the behaviour continue. In cases of actual physical abuse or property damage, then the matter will be referred to the local police for investigation and action.

In order to combat violence at source, teaching staff and others who may be placed in situations where violence may occur, (e.g. lunchtime supervisors), will be offered

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advice and training in pupil management, following the STEPS procedures and guidelines for dealing with fighting and abusive behaviour will be issued and revised as necessary.

### **3.11 Working alone on School Premises**

Staff are aware of potential hazards of working alone on site and will make suitable arrangements if they place themselves in this vulnerable position. This is also highlighted in the staff handbook.

Risk assessments are carried out for lone working instances

### **3.12 Supervision of pupils during non-curriculum time (Arrival, dispersal and break times)**

It is recognised by Swavesey Primary School that it has a 'duty of care' at all times.

Suitable and sufficient Risk Assessments will be carried out to establish the correct levels of supervision necessary to fulfil this statutory requirement.

The staff of Swavesey Primary School will take responsibility for pupils/students' health and safety whilst on the school premises and during the following times: -

Pupils are **supervised** on the school premises from **8.45 a.m. until 3.15 p.m.** For after school activities run by the school the period of supervision is extended. Suitable arrangements are in place to supervise pupils arriving and departing by taxi.

**During arrival at the beginning of the school day the school will provide supervision as follows:**

<b>Time</b>	<b>Location</b>	<b>Individual on duty</b>
8.45am to 9.00am	Front Playground	Teacher
8.45am to 9.00am	Classrooms	Class Teacher

**During morning / afternoon break times the school will provide supervision as follows:**

<b>Time</b>	<b>Location</b>	<b>Individual on duty</b>
10.30am to 10.45am	Rear Playground	Teacher

**DURING LUNCH BREAKS THE SCHOOL WILL PROVIDE SUPERVISION AS FOLLOWS:**

<b>Time</b>	<b>Location</b>	<b>Individual on duty</b>
12.00 Midday to 1.00pm	Rear Playground	Midday Supervisors with
12.00 Midday to 1.00pm	Dining Hall	a minimum of one in all areas at all times.

Pupils are expected, at all times to comply with the standards of behaviour outlined in the school's Positive Behaviour Policy.

**During wet or inclement weather the following procedures apply:**

Refer to Midday Supervisor Job Description and lunchtime handbook

### **3.13 Visitors and Security**

All visitors must report to Swavesey Primary School main office immediately on arrival. They will be asked to sign in using the visitor management system and will be given a security pass. Any person, (other than a member of school staff or pupil) on the school site and not in possession of a security pass will be challenged and, if necessary, asked to leave.

**Every visitor will be provided with the following information.**

#### **SAFETY GUIDELINES FOR VISITORS TO SWAVESEY PRIMARY SCHOOL**

1. All unaccompanied visitors must wear security identification at all times.
2. All visitors must be familiar with the Fire Procedures which can be found at Reception.
3. The school operates a no smoking policy.
4. All accidents must be reported to the school office.
5. Visitors must sign out at the school office before leaving the premises.

### **3.14 Contractors and Trades People**

All contractors, delivery persons, inspectors and other trades people will be expected to comply with the visitors' section of the policy and its arrangements. In addition, all contractors and trades people directly employed by the School, involved in repair, maintenance or installation work which involves the building, grounds or other facilities will be asked to provide written or other evidence of their competence to complete such work.

It is always necessary for the contractor to deposit with the Headteacher a copy of the company's Public Liability Insurance, Health & Safety policy, and any risk assessments/method statements relevant to the work being performed by them, in so

far as the work may affect the staff and/or pupils of the school. They are to complete a contractor questionnaire and all documents and details are stored on the Every platform

When a contractor is likely to disrupt the teaching of pupils then prior notice will be required before the work is commenced.

When a contractor is likely to disrupt, hinder or work in conflict with any element of the schools emergency plan then prior notice will be required before the work is commenced.

### **3.15 Machinery and Equipment**

Each item will be permanently marked with a unique identification number or identified by a manufacturer's serial number.

A competent electrical engineer will check portable electrical items at least once every two years.

All machinery and equipment within the Swavesey Primary School will be maintained in good working order at all times, or otherwise clearly marked by provision of suitable and securely fixed notices, to indicate when such machinery or equipment is unfit for use.

It is the responsibility of staff when using and/or issuing equipment to check for obvious signs of damage and report any defects found.

Where necessary, risk assessments will be undertaken for the use of all machinery.

Due consideration will be given when acquiring new equipment to ensure that it complies with current legislation and best practices. Care will be taken over the use, installation and/or siting of such equipment.

### **3.16 Vetting Purchases and Gifts**

All purchases and gifts will be considered in terms of them presenting a hazard to pupils and staff.

While the schools risk assessment and COSHH management procedures will identify the major hazards, the school will actively review, in terms of health and safety, each proposed purchase or gift.

To assist in this procedure persons ordering any substances for use in the workplace shall ensure that suppliers are able to provide all necessary product safety data sheets and any other relevant information as required by their duty as a supplier under the various relevant statutory provisions.

Each new purchase or gift will be monitored and its use reviewed in terms of its safe operation.

### 3.17 Materials and Hazardous Substances

The use of any material or substance within the Swavesey Primary School will be subject to prior assessment and its consequent use will be in accordance with any controls and training requirements identified and recorded as part of a COSHH programme, the details of which will be kept for reference.

The Swavesey Primary School recognises the requirement as a result of COSHH (Control of Substances Hazardous to Health Regulations 1994) to: -

- Undertake assessment of all hazardous materials with respect to usage and risk.
- Assemble comprehensive Hazard Data information.
- Instigate control measures through: -
  - Hazard training records.
  - Hazardous materials storage records.
  - Methods for the elimination/reduction of risk.
  - High standards of supervision.
  - Issue of Personal Protective Equipment (PPE) (only as a last resort).
- Make arrangements for ensuring that copies of all relevant information are readily available to users of hazardous materials.
- Make arrangements for the issue and use of PPE, including checking, maintenance and training as appropriate.

#### Chemicals

- Chemicals will not be stored in any container other than that in which they were supplied.

### 3.18 Personal Protective Equipment (P.P.E.)

Protective clothing and equipment will be issued and used whenever processes and systems at work present a hazard which cannot be satisfactorily controlled by other reasonably practicable means, or where it is required by certain specific legislation.

It is recognised that certain processes and the use of certain substances within the Swavesey Primary School activities will necessitate the use of personal protective equipment.

Where statutory provision or detailed assessment of the task or substance involved indicates that such PPE will be required then the Headteacher of Swavesey Primary School will ensure that it is made available.

All PPE used will be of a type approved for the purpose and conform to the relevant British or European standards.

All PPE will be regularly inspected and kept in good order.

It is the responsibility of all staff and pupils to wear such PPE as required, to use it in the proper manner, and report any defects immediately.

#### Eye Protection

It is a statutory requirement under the Personal Protective Equipment Regulations 1992 to wear eye protection when an assessment shows that a risk of injury, which cannot be otherwise eliminated, exists.



**Gloves**

Suitable hand protection shall be worn whenever the relevant risk assessment indicates e.g. rubber gloves will be worn when washing items in hot water or when using certain cleaning agents.

**Protective Clothing**

During food based activities aprons/overalls will be made from synthetic, 'wipe down' materials.

Wet processes will require aprons/overalls made from water resistant materials (PVC). All aprons and overalls will be cleaned regularly.

**Working with Mains Electricity (240/110 volt)**

It is strictly forbidden for any work to be conducted on any live electrical circuits by any member of staff or pupil within the Swavesey Primary School.

Only competent and qualified electricians shall carry out any work of an electrical nature on any conductors or circuits.

All installations and electrically operated tools and equipment will be maintained in good order and subject to regular inspection and testing as appropriate by a competent person. A record of all such tests and inspections shall be kept.

If any item of electrical equipment fails to function properly the user shall immediately report the fact to the Headteacher.

**ON NO ACCOUNT WILL AMATEUR FAULT-FINDING BE ATTEMPTED, EVEN AFTER SWITCHING OFF AND DISCONNECTION FROM THE POWER SUPPLY.**

**3.20 Food Safety - Catering and Kitchens**

The food handling premises of Swavesey Primary School have been registered with the local food authority.

All catering and corresponding Health and Safety issues are the responsibility of the appointed catering contractor.

**Food Safety – Teaching**

Through Food Safety and Hygiene training all staff working with Food will be made aware of the special conditions that are following: -

- The ways and conditions that bacteria grow and multiply.
- The ways of preventing food poisoning and contamination.
- Cleaning methods.
- The effects of Food poisoning.
- Pest control.
- Food handler's legal responsibilities.

**3.21 Display Screen Equipment Operation**

Any assessments carried out pursuant to the Health and Safety (display screen equipment) regulations 1992 will be kept in the safety manual.

Staff using or involved in the use of Display Screen equipment must assist in the undertaking of workplace assessments, and upon request, will be offered a free eye test for the purposes of working with display screen equipment.

### **3.22 Lifting and Manual Handling**

The risk of injury due to the manual handling of loads is recognised by Swavesey Primary School and all measures will be taken as necessary to reduce such risks through individual risk assessments.

Training in proper handling techniques will be given as appropriate and only those persons so trained should be asked to move heavy weights. Under no circumstances will pupils be allowed, in the judgement of the responsible member of staff, to lift or move heavy or awkward weights.

Only staff, appropriately trained in manual handling will be asked to move heavy weights. As a guide, for an adult, 20 Kg will be the maximum weight (held close to the body). If the load is held at arms length then this limit will be reduced by 50%. If the lifting involves twisting then the limit will be reduced by 20%. Loads lifted above shoulder height or below knee level will be reduced by 50%.

### **3.23 Working at Height**

Working at height is any work carried out above the height of a step stool or small steps supplied in the stockroom areas. Working at height should be avoided, where it is practicable to do so, but where work at height cannot be avoided, the risk and consequences of falls should be prevented, using either an existing place of work that is already safe or the right type of equipment. Only staff with appropriate training should undertake work at height.

It is the responsibility of the individual concerned to ensure all necessary precautions and methods are adhered to at all times, in accordance with their instructions and training.

Risk assessments must cover all work currently undertaken at height (or proposed to be), where the risk may be increased by the work activity itself, or the lack of available assistance should something go wrong

The following communication procedures will also be put in place.

- Carry a mobile telephone at all times when working at height.
- The worker will inform someone when they are working at height, how long they will be, and when they expect to be finished.
- In the event that a worker has an accident or falls into difficulties, they are to use their mobile telephone to contact the Headteacher, their nominated person, or the emergency services.

### **3.24 Cleaning and General Maintenance**

All users of the building will be alerted to the existence of wet floors, trailing leads and other unsafe temporary arrangements.

All cleaning and maintenance staff will ensure that at all times adequate exits are available in the case of an emergency.

### **3.25 Waste Disposal**

Swavesey Primary School will ensure that all waste produced will be disposed of in accordance with the requirements of the Environmental Protection Act 1990 (Duty of Care) to a licensed waste disposal site via a registered carrier.

Waste storage area/s will be subject to a full risk assessment

All food waste will be put into polythene bags and sealed. Polythene bags will then be deposited in designated bins.

### **3.26 Arrangements for communicating H&S information to staff**

The contents of the Swavesey Primary School policy will be brought to the attention of all members of staff and copies will be distributed and displayed on the Health and Safety noticeboard in the staff room along with H&S committee minutes and other relevant information.

### **3.27 Visits away from School Premises, Holiday Visits away from School Premises, Activity Holidays**

Swavesey Primary School adheres to the recommendations in the Educational Visits and Journeys Policy & Guidance issued by the LA. Separate risk assessments are made relevant to individual visits. Details of all school trips and their risk assessments are stored on the Evolve platform.

### **3.28 Performances and Events organised by the School**

For events and activities involving members of the public Swavesey Primary School will: -

- Establish whether any specific Health & Safety requirements exist appertaining to said activity or event.
- Act upon any appropriate recommendations in the light of the above.

For all activities requiring these arrangements a suitable and sufficient risk assessment will be carried out and the appropriate enforcing agencies notified.

### **3.29 Transport on School Property**

Throughout the school day a number of vehicles will be entering or leaving Swavesey Primary School, these include the following: -

- Taxis
- Staff cars.
- Visitors' vehicles.
- Contractors' vehicles.
- Deliver/collection vehicles.
- Emergency Services.

All the above will be subject to the following guidelines:

All visiting drivers will report to the main office to 'sign-in' (see visitors and security section of the policy).

Vehicles will be restricted to the car park unless specific instructions have been negotiated with Swavesey Primary School.

All vehicles will be driven in a safe manner taking into account the nature of the pedestrian population.

Parking will only be allowed in the designated areas unless specific instructions to the contrary have been issued.

### **3.30 Bicycles**

Children travelling to school by bicycle are advised to wear a safety helmet and requested to dismount at the gate. Staff should store their cycles inside the cycle shed located in the car park. Both staff and children should avoid resting their cycles against the fence.

### **3.31 Recreational Areas, Adventure playgrounds, Outdoor climbing frames, Safety Surfaces**

All access and use of the following areas, activities and equipment will be controlled through appropriate risk assessments.

Any 'control measures/procedures' resulting from these risk assessments will become part of this policy and will be adhered to at all times.

#### **Playgrounds**

- Playgrounds will only be constructed by specialist companies.
- All apparatus will be kept in good working condition.
- Pupils will be reminded that while using the facility they should respect the needs of others and give them enough space, especially when making swinging movements. They should also be alerted to the need to recognise faulty equipment and report it immediately.

#### **Climbing frames**

- Climbing frames will only be constructed by specialist companies.
- All apparatus will be kept in good working condition.
- Long low frames are preferred to high ones.
- Work surfaces should offer good grip for feet and hands (except slide and roll areas).
- Any tube that is to be gripped should be of an appropriate diameter.
- Frames should be situated away from other structures.

#### **Safe Surfaces**

- Safe Surfaces, which are impact absorbent, will be installed below and around all climbing frames, swings, slides and other equipment from which pupils could fall.
- It is, however, recognised that no surface currently available will prevent serious injury if falls are greater than 750mm.

#### **Supervision (during School hours)**

- Whenever pupils have access to climbing frame or adventure playgrounds they will be supervised by teachers or ancillary staff appointed for the purpose.
- Volunteer helpers will not be placed in sole charge.

- Signage is in place to advise parents that outside of lessons and supervised play, they are responsible for ensuring the children in their care are supervised when playing on the equipment.

#### **General requirements for all areas/equipment**

- All apparatus/equipment will be kept in good working condition
- All apparatus/equipment will be constructed by specialist companies.
- All apparatus/equipment will be inspected on a regular basis.
- A log of these inspections is kept in the School Office.

### **3.32 Science, Design & Technology and Art Activities**

Hazards associated with working the range of materials will be reduced to an acceptable level recognising that many of the tools and materials used by the pupils and staff can be found in many domestic environments.

All Staff will be given relevant medical/emergency information on those pupils who are likely to suffer allergic reaction to any of the materials or processes used in these areas.

Swavesey Primary School will make sure that children know how to use the tools/equipment available to them and that they keep the working areas tidy. Where appropriate pupils will be required to wear the provided personal protective equipment (P.P.E.) The school will monitor the safe working practices of pupils and staff.

The following tools, materials and processes are considered by Swavesey Primary School to have the potential to cause injury. Appropriate risk assessments will determine, in each case, safe working procedures. All activities will be monitored accordingly.

#### **Knives/Saws**

Sharp food technology or craft knives and saws will only be used under teacher supervision.

#### **Low melt glue guns**

Pupils will only use these under adult supervision.

#### **Hot Melt Glue guns**

These are potentially more dangerous and are not appropriate for primary school use.

#### **Wood/plastic/metal/clay/modelling materials**

All materials used will be checked for suitability.

Pupils involved in activities, which produce excessive quantities of dust/particles/chippings, will be required to wear facemasks and goggles.

When working with wire, facemasks or goggles will be provided.

#### **Dirty Activities**

Whenever pupils are involved in activities where clothing could be soiled or damaged, some form of protective clothing may be worn.

#### **Classroom Hygiene**

- All mouthpieces will be suitably sterilized e.g. Recorders, etc.

#### **Heating**

- All heating activities will only take place under close adult supervision.

- Kilns will only be used by adults.

#### **Animals in School**

- Before any animal is allowed in the school reference will be made to appropriate documentation and the RSPCA. As a general rule, pets are not to be brought onto the school premises
- Pupils will be taught how to maintain personal hygiene while handling animals.
- Any animal bite will be treated by trained staff and then referred to a medical practitioner.

#### **Plants, fruits and seeds**

- Staff will ensure that any plant, fruit or seed used in an activity is safe.

### **3.33 P.E. Activities**

Before any activities are undertaken a full risk assessment will be carried out and appropriate control measures put into operation.

Only those staff who have been appropriately trained will offer pupils the full range of P.E. activities.

Staff will check that all equipment is in a safe working condition before engaging pupils in P.E. activities.

Staff will ensure that individual pupils are physically and medically able to participate before engaging pupils in P.E. activities.

All P.E. equipment will be stored in such a way so as to reduce any potential hazards that may occur from pupils gaining unauthorised access and will be checked regularly with any defective equipment removed from service until maintenance has been completed.

All P.E. stores will be arranged in such a way as to minimise possible manual handling injuries and be kept in a safe and tidy manner. Care will be taken to ensure that any access/egress routes are kept clear. Refer to P.E. policy for further guidance.

#### **Swimming**

Swimming lessons will only take place at pools with adequate life saving personnel and facilities. As a minimum at least one person will hold an appropriate life saving proficiency certificate. The location of an alarm and telephone will be noted.

Before any swimming takes place teaching staff, supervisors and pupils must be aware of what to do in an emergency. At regular intervals this emergency procedure must be practised.

The above recommendations are in addition to any local rules laid down by the Pool in use.

### **3.34 Asbestos**

In accordance with the Control of Asbestos Regulations 2006 the school will maintain an asbestos register. Contractors or staff who need to be aware of the locations and different types of asbestos containing materials, shall be provided with access to the asbestos register prior to undertaking any work that has the potential to disturb the asbestos in situ.

In all cases a cautionary policy is to be followed in order that exposure is prevented.

**Commented [W W5]:** Having looked for PE policy and discussed with Alison: there is a PE policy from 2008 and a combined PE policy and health and safety from SCSP. Suggested to amalgamate and update so that this reference is relevant. AT is looking at it.

**Appendix One**  
**Health and Safety Management Organisation Chart**

