



## **Gedney Church End and Lutton St Nicholas Federated Primary Schools**

### **Health and Safety Policy**

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## **Introduction**

Governors regard the promotion of health and safety at work to be of the utmost importance for all personnel that attend as pupils, work in and visit Gedney Church End and Lutton St Nicholas Federated Primary Schools.

The Governing Body is committed to:

- the provision of safe and healthy conditions for pupils, employees and visitors;
- compliance with all relevant health and safety legislation;
- seeking the co-operation of staff, pupils, parents and contractors to achieve these objectives in order to minimise injuries and work related ill health.

The main hazards and risk control arrangements are detailed below. It is impossible to list every hazard likely to be present at any time and therefore everyone must be continually vigilant to ensure that any new hazards are identified and appropriate arrangements implemented to control the risks.

If in doubt about anything to do with health and safety, staff should stop and ask. Where necessary, specialist advice will be obtained.

This Health and Safety Policy will be reviewed annually and amended as necessary in the light of new developments and information gathered from monitoring.

## **Objectives**

The Federation's objectives in relation to health and safety are to:

1. promote high standards of safety, health and welfare in compliance with the Health and Safety at Work Act 1974, other statutory instruments and approved codes of practice;
2. ensure that places and methods of work are safe and healthy through the arrangements set out below and others which are adopted from time to time as appropriate to changing circumstances;

3. protect personnel, whether they be employees, pupils, members of the general public visiting the Federation or contractors and their employees, from any foreseeable hazards;
4. ensure that adequate training, instruction, supervision and information is given to all employees in order that they may work in safety, in so far as is reasonable and practicable;
5. ensure a safe and healthy working environment for all personnel and that there are sufficient facilities and arrangements for their welfare;
6. ensure that awareness with regards to all aspects of safety is fostered by all personnel;
7. ensure that personnel are aware of their responsibility to take any steps necessary in order that the health and safety of both themselves and others may be safeguarded and to co-operate in all aspects with regard to safety;
8. ensure that full and effective consultation on all matters is encouraged.

### **Organisation and General Responsibilities**

Overall and final responsibility for health and safe is that of the Governing Body.

Day-to-day responsibility for health and safety is delegated to the Head Teacher.

*The Governing Body is responsible for ensuring that:*

- a health and safety policy is prepared, implemented and reviewed to ensure that it remains valid;
- health and safety standards are monitored by direct involvement or by considering inspection reports;
- actions are prioritised where resources are required;
- a Health and Safety Committee is formulated at the beginning of each academic year with agreed terms of reference;
- the Governor with specific health and safety responsibilities and the Head Teacher receive health and safety management training and are competent to deal with the health and safety aspects of the work;

- assistance is obtained from specialists when in any doubt about the health and safety standards to apply;
- the Director of Children's Services is informed of any situation of concern where appropriate health and safety standards cannot be implemented.

*The Head Teacher is responsible to the Governing Body for ensuring that:*

- the health and safety policy is implemented on a day-to day-basis;
- hazards are identified and arrangements made and implemented to control the significant risks and comply with the relevant health and safety legislation;
- the significant findings regarding the above are recorded in the Health and Safety Policy;
- near misses are considered, logged and reported to the Health and safety Committee
- health and safety arrangements are monitored to ensure that they are working;
- employees are aware of what is expected of them and are capable of dealing with the health and safety requirements of their work;
- any problems in implementing appropriate health and safety standards are reported to the Governing Body;
- specialist help and assistance is obtained where necessary;
- the reports of health and safety monitoring are communicated to the Governing Body along with details of significant injuries to employees, pupils and visitors.

*The caretakers are responsible for:*

- carrying out the required Health and Safety checks on a daily, weekly, monthly and annual basis;
- keeping records of all the checks that have been made;

- immediately reporting to the Head Teacher any issues that are of concern in respect of the checks that have been made (see above);
- checking the Health and Safety books daily and remedying minor matters within a minimum of ten working days;
- provide copies of the Asbestos Survey to all contractors and also copies of the Federation's Health and safety Policy.

*All Employees are responsible for:*

- taking reasonable care for their own health and safety and that of other employees and visitors who are affected by their activities;
- where appropriate, exercising effective supervision of pupils so as to minimise risks to their health and safety. Where a level of risk has been identified, it will be expected that Risk Assessments are contained within planning;
- using any work equipment in accordance with the training and instructions provided;
- co-operating as is necessary to implement the arrangements of this policy;
- monitoring the health and safety standards of their own areas, ensuring that appropriate risk control measures are implemented;
- reporting to the Head Teacher any health and safety matters they cannot, or do not feel competent to deal with themselves and any shortcomings they see in the health and safety arrangements.

*Pupils are expected to:*

- exercise personal responsibility for their own health and safety and that of their classmates;
- observe standards of dress and behaviour consistent with the safety of themselves and others;
- observe the rules of each school and in particular the instructions of teachers.

*Contractors are responsible for:*

- ensuring that they and their employees read and comply with the Federation's Health and Safety Policy, which will be provided for them by the Caretakers prior to the commencement of works

## **Health and Safety Assistance**

The LA Health and Safety Team is available to provide health and safety assistance. The Team can be contacted on 01522 836713.

## **Arrangements for and Significant Findings of Risk Assessments**

*General hazards:*

- A high standard of housekeeping is expected to reduce the risk of accidents. Furniture and equipment will be kept tidy and not allowed to pile up so as to cause a toppling hazard. Chairs, for example, must never be stacked more than 4 high. Unwanted items will be cleared out and not allowed to accumulate in such ways as to congest the working areas. Pupils' bags will not be left in walkways or areas where they create tripping hazards.
- Specific attention will be given to avoid slipping and tripping hazards such as trailing cables, damaged floor coverings, and slippery floor surfaces. Staff will be expected to rectify these situations where possible or report them to the Caretakers.
- Step-stools, step-ladders and ladders will be provided and must be used where necessary to reach above head height. Staff will inspect these before use and report any defect to the Caretakers. Staff will not use chairs, boxes or similar items and will not climb up the face of cupboards or storage racks.
- Filing cabinet drawers will not be overloaded and employees must not open more than one drawer at once as this presents a toppling hazard. Desk and cabinet drawers will be closed immediately after use and not left open.
- Damaged or defective furniture and equipment will be reported to the Caretakers. Any sharp edges which may cause injury and/or damage to clothing will also be reported.
- Finger guards have been deployed throughout both schools and are regularly checked. The Caretakers will be responsible for checking routinely that the self-closers operate properly, ensuring that adjustments are carried out if doors close too quickly.

- All radiator spindles will be fitted with a hand wheel or cap to prevent penetration injuries.
- Heaters with hot surfaces will be fitted with guards to prevent injuries, and hot water temperatures in pupils' areas will be set so as not to exceed 43 degrees C to prevent scalding.
- Running will not be permitted within any of the Federation premises and care is necessary when using doors, particularly those without viewing panels. Doors will not be opened without regard for someone coming from the opposite direction.

*Vulnerable glazing:*

- The vulnerable areas of glazing have been protected with anti-shatter film to prevent serious injuries in the event of breakage. This includes all glass in doors/sidepanels and below 800mm from the floor. In addition, the glazing in windows facing the play ground and all glazing below 2 metres have been safeguarded.

*Electrical equipment:*

- Staff will not attempt repairs nor make modifications to electrical equipment other than those normally associated with daily operations. Any defects or malfunctions must be reported.
- The fixed electrical installations in the Federation schools will be inspected and tested on a 5 yearly basis by electrical contractors and any maintenance to prevent danger will be carried out.
- Only electrical equipment provided by the Federation will be used. Formal visual inspections/tests of portable electric equipment will be carried out annually to identify any maintenance that is required to prevent danger. Low risk office equipment, such as computers where the mains cables are organised to prevent damage, are unlikely to require maintenance to prevent danger but will still be subject to an annual PAT test.
- Staff will be alerted to the dangers of defective wiring and equipment and will be encouraged to visually inspect electrical equipment before use and to report any defects to the Caretakers or Head Teacher immediately.



- It is essential that, where portable electrical equipment will be used outdoors, a residual current device (RCD) is used to reduce the risk of serious electric shock. Staff will use RCD adapters if one is not fitted into the fixed wiring and cease using any equipment which causes the RCD to trip.

#### *Working at heights:*

- Staff will be reminded that falls from heights are the most common cause of fatal and serious accidents at work.
- The need to reach things at height will be eliminated wherever possible e.g. displaying pupils' work and storing things below head height, and using window poles instead of climbing to open windows. Where this is not possible, proper access equipment will be used and the following rules followed:
  - staff will not use ladders or step-ladders if they are working alone in or across the Federation sites;
  - before using a ladder or step-ladder, staff will make sure that it is the right equipment for the work. Scaffold towers or specialist access equipment may be required to reach the position and enable the work to be carried out safely. In these cases the equipment will be erected in accordance with the manufacturers' instructions by a person who is competent, having received sufficient instruction and training.

#### *Ladders and step-ladders:*

- Check that equipment is in good condition. Do not use ladders or step-ladders with cracked, broken or splintered stiles, rungs, steps, hinges, cords, clips or other defects.
- Check that the ladder is clear of overhead electrical cables.
- Set the ladder at the correct angle (1 out to every 4 up).
- Never climb higher than the fourth rung from the top to ensure adequate handhold.
- If using the ladder for access onto a flat roof or platform etc. make sure that it extends at least 1.1m above the stepping-off point so as to provide an adequate handhold, especially for coming down.

- Move ladders and step-ladders so as to avoid the need to overreach.
- Secure the ladder at the top wherever possible; thus ensuring that the ladder cannot slip sideways or backwards and whilst doing this get another adult to foot the base.
- If this is impracticable, check that it is firmly secured at the base or footed by a responsible person.
- Ladders less than 3m in length, where securing or footing is not practical, can be used unsecured or footed, providing they are set at the correct angle on a firm, level, non-slippery surface.
- Ladders over 3m in length must be secured as above or footed.
- Make sure that extension ladders have enough overlap to prevent collapse.
- Stand the ladder or step-ladder on a firm level base and not on loose material.
- Clean wet, icy or greasy rungs or steps before use, and make sure that footwear is in good condition and free from mud or grease on the soles before climbing.
- Carry light tools and equipment in pockets or a holster/tool bag slung from a strap over the shoulder. Use a hoist line to raise larger items when at the working position.
- Step-ladders must be long enough to reach the work and provide a secure handhold. Do not stand on the top step or platform of a step-ladder unless it is constructed with a secure hand hold.
- Always spread step-ladders to their fullest extent for stability and check that retaining hinges/cords/clips are secure.
- Whenever possible place step-ladders at right angles to the work, i.e. with the front or back of steps facing the work. Pushing, pulling or reaching sideways whilst on step-ladders should be avoided because it is less stable. Where this is unavoidable another person should support the steps to prevent them tipping.

### **Substances hazardous to health:**

- Where possible all substances used in the Federation will be non-hazardous e.g. not labelled Toxic, Harmful, Corrosive or Irritant.
- All substances will be properly labelled, stored, used and, when necessary, disposed of in accordance with the manufacturers' instructions. Staff will be aware of the requirement to assess the risks to health of any hazardous substances brought into the Federation to ensure the appropriate risk control measures are devised, implemented and where appropriate, recorded.
- No new materials or chemical substances will be brought into use unless a COSHH (Control of Substance Hazardous to Health Regulations 1994) assessment has been carried out and clearance given for use by the safety advisor.
- Some hazardous substances are unavoidable. The COSHH assessment for cleaning substances and legionella bacteria are given below. The control measures for the hazardous substances used in Science, Technology, Art (and Catering where applicable) will be as recommended in the relevant section.
- The attention of contractors working in the Federation will be drawn to the Asbestos Survey Report by the Caretakers

### **Cleaning substances:**

- Liquid cleaners and disinfectants carrying the Irritant and Harmful warning labels are used for general purpose cleaning in the Federation. These substances are necessary as substitutes without these hazards are considered not to be effective.
- The following measures will be used to control the risks to health from the use of these substances:
  - the substances will be kept secure at all times when not in use to prevent access by pupils and unauthorised persons;
  - the substances will only be used as directed by the manufacturers on the containers;
  - substances will not be mixed together as noxious fumes can be generated;
  - skin contact with the substances straight from the containers or prolonged/repeated contact with diluted solutions can cause health problems, for example. redness of skin, eczema or dermatitis. Contact with the skin will be avoided by the wearing of protective gloves. These will be inspected before

- use and replaced if damaged. At least one spare pair of gloves will be kept in stock at all times;
- accidental splashing on the skin or in the eyes will be washed immediately with plenty of water and further medical assistance sought if any problems persist. Any skin problems associated with the use of these substances will be reported to the Head Teacher and, where appropriate, to a medical practitioner;
  - where substances are transferred into smaller containers for use, they will be marked with their contents, dilution ratios and appropriate hazard sign.
- The above measures are considered necessary to comply with the COSHH Regulations and it is concluded that these will adequately control the risks to health presented by the use of these substances.
  - It is noted that contract cleaning services are provided at the Gedney Church End site and it will be the responsibility of the Head Teacher and designated contractor to ensure that these measures are observed in full

*Legionella bacteria:*

- There is a small risk of legionella bacteria developing in the domestic water system. If droplets are inhaled, as when taking a shower, this could lead to legionnaire's disease which can be serious for vulnerable persons. A company specialising in water hygiene is commissioned to assess the risks and the recommended remedial work will be carried out to prevent contamination and stagnant water gathering in dead legs of pipework etc. Once a month a specialist company will check the water temperature for compliance with recommendations. Once a year during the summer holidays the specialist company will be contracted to clean and chlorinate the water storage tanks, and pipework. Records of all checks and subsequent actions will be maintained.

*Fire risk assessment:*

- A fire risk assessment has been carried out as required by the Management of Health and Safety at Work Regulations 1999.

*Manual handling of items and loads:*

- Manual handling operations are required to some extent in most of the Federation's activities and it is not reasonably practicable

to avoid them. Most of these within the classroom do not generally involve significant risks and are within the capabilities of all staff. The measures detailed below are considered adequate to reduce the risks of injury to the lowest level reasonably practicable.

- Staff will not attempt to lift or move anything they consider to be too heavy or awkward for them. If help is not at hand the matter will be reported to the Head Teacher.
- When lifting boxes, parcels etc. the back will be kept straight and lifting carried out using the leg muscles. Staff will never bend from the waist and lift with the legs straight as this puts strain on the back muscles and spine and may lead to injury.
- Special care will be exercised where pupils are involved with the moving of objects. Staff will be required to assess these operations and only allow pupils to be involved where they will not struggle and to ensure that adequate precautions are taken to prevent injury. Where this is deemed to be necessary, a Risk Assessment will be required within the teachers' planning.
- The manual handling of any objects which present a significant risk of injury and which cannot be avoided will only take place following a Risk Assessment to determine the control measures to reduce the risks to an acceptable level.
- The following operations have been assessed and, along with the manual handling training that has been provided, are considered to be adequate to reduce the risks to the lowest extent reasonably practicable:
  - Chair and table moving. Measures to reduce the risk of injury are as follows:
    - using correct lifting techniques;
    - carrying no more than 2 chairs at a time;
    - using a special trolley for moving stacks of chairs;
    - carrying no more than 1 table at a time (single tables);
    - obtaining assistance where the timescale involved could lead to over-exertion.
  - Miscellaneous packages and items. Measures to reduce the risk of injury are as follows:
    - using correct lifting techniques;
    - using the trolleys and barrows provided;

- obtaining assistance where the weight/size of load is beyond individual capacity.
- Furniture, lockers, display boards etc. Measures to reduce the risk of injury are as follows:
  - using the correct lifting techniques;
  - using the trolleys and barrows provided;
  - obtaining assistance in proportion to the weight/size and distances involved;
  - wearing protective equipment such as gloves and safety footwear.

*Moving and handling assistance for pupils with special needs:*

- An assessment of the moving and handling needs of pupils with special needs will be carried out before the pupil starts at the school. Where necessary, advice and guidance will be obtained from parents, the Health Authority and Health and Safety Advisors.
- The assessment will identify the moving and plan appropriate for each pupil. The hierarchy of measures in these plans will be as follows:
  - hazardous moving and handling operations will be avoided, so far as is reasonably practicable, by the use of hoists/slings and, where appropriate, encouraging pupils to move themselves or by re-organising activities;
  - where the above is not reasonably practicable, measures will be implemented to reduce the risk of injury to the lowest level reasonably practicable. Training for staff in using the correct techniques, team lifts, the use of wheelchair ramps, transfer boards, handling belts, sliding sheets, turntables etc. will be provided;
  - the moving and handling plans will be recorded in the pupil's care plan;
  - the assessments will be reviewed each term or when significant changes occur.

*Display screen equipment (DSE):*

- Computer equipment is used extensively by staff in the Federation office and by teachers. These members of staff have been designated as users under The Health and Safety (Display Screen Equipment) Regulations 1992.

- Users will be provided with information and training about the risks to their health and how to minimise them.
- Workstations used by users will be assessed to ensure that they satisfy minimum requirements and the risks reduced to the lowest level reasonably practicable.
- Frequent changes of activity occur, and therefore no special breaks need to be planned into work routines to prevent the onset of fatigue.
- Users are entitled to eye tests and any special spectacles required for display screen work. Initially users will request these through the Head Teacher who will provide referral letters to take to an optician of their choice.
- Work-related upper limb disorders such as pain to the muscles, ligaments and nerves of the hand and arm can be brought about by repetitive movements associated with intensive keyboard or mouse operations. Properly arranged workstations and organisational systems will minimise the risks of these disorders. Staff will be made aware of this type of injury and will report any pain, discomfort, swelling or weakness experienced during or shortly after keyboard/mouse work.

*Smoking at work:*

- Smoking will not be permitted in the Federation. This is to prevent unwanted exposure to environmental tobacco smoke which is a health hazard and to minimise the risk of fire. Further details are contained within the Federation's No Smoking Policy (2015).

*Contractors' activities:*

- Construction and maintenance work involves major hazards, and particular care is necessary when these activities take place across the Federation sites. Contractors have a duty to carry out their work in accordance with relevant statutory provisions. The Federation has a duty to ensure the health and safety of pupils, employees and visitors on the site and must exercise sufficient control to make sure that contractors discharge their duties. Only contractors who are on the County Council's approved list, or can show in some other way that they are competent to carry out their work in accordance with the relevant statutory provisions, will be selected for work on the premises. Before work commences, the Head Teacher or delegated members of staff will ensure that arrangements to control the risks are

implemented by the contractors to protect pupils, staff and visitors. The Head Teacher or delegated member of staff will then monitor the contractor's activities to ensure that the arrangements are adequate. Any situation where the control measures are insufficient will be raised immediately with the contractors.

- The Construction (Design and Management) Regulations 1994 (CDM Regulations) will apply to larger projects, i.e. all demolition work irrespective of size, and construction work which involves more than four persons or takes longer than 30 days. In these cases the Head Teacher or delegated member of staff will be responsible for seeking specialist advice regarding what must be done to comply with these Regulations.

*First aid arrangements:*

- Having staff trained in emergency first aid is considered to be appropriate for the risks and numbers of persons present. It is the policy of the Federation to train as many teachers and midday supervisors as possible in emergency first aid, so that there is always cover for the most likely times that injuries occur and for absences/school trips etc. This training is repeated every 3 years to maintain competence. First aid boxes stocked with the recommended contents are located at appropriate points and the Head Teacher is responsible for checking the contents on a monthly basis and replacing any items used. All staff should familiarise themselves with the location of these so that, in the event of an injury or acute illness, they can be located quickly. In these cases an ambulance can be summoned from the telephone in the office.
- 3 members of staff have been trained as paediatric first-aiders, one from each site and the Head Teacher. This ensures that the needs of pupil from EYFS, can receive specialist medical attention, as per guidance.
- Staff will administer first aid treatment in accordance with their training and always err on the side of caution by referring pupils for further medical attention as set out below or when in doubt.
- **Head Injuries:** Head injuries can easily be underrated. Any significant knock to the head which shows signs of swelling, grazing, crushing, or which changes the behaviour of the pupil, will be referred immediately for further medical attention. Slight knocks to pupils who have had previous head injuries could be serious and these also will be referred immediately for further



medical attention. Parents will be contacted immediately where further medical attention is necessary and informed by telephone or via the standard letter of any non-significant head bumps which show no signs or only slight reddening.

- **Other Injuries:** Broken bones may sometimes not be obvious in children. Any injury which results in continued pain or changed mobility will be referred immediately for further medical attention.
- **Infection Control:** Aids and hepatitis B viruses are a risk to staff involved in the provision of first aid. The universal precautions for cleaning up body fluid spillages detailed in the Department of Health poster Guidance on Infection Control in Schools and Nurseries will be followed to prevent the spread of infection. This poster will be displayed in the Staffroom.

#### *Pregnancy and work:*

- Staff who become pregnant will inform the Head Teacher so that an assessment can be carried out to ensure that any risks created by their work are identified and eliminated or controlled. Advice on pregnancy and work is given in the County Council leaflet PO/EL/12 and in the Department of Health poster Guidance on Infection Control in Schools and Nurseries which will be displayed in the Staffroom.

#### *Young persons working or on work experience in the Federation:*

- If young persons come to the Federation to work, or are on work experience, special Regulations apply. A young person is someone who has not attained the age of 18 and a child is someone not over compulsory school age. Where such young people are involved, specific risk assessments need to be undertaken to identify any measures that are required to reduce the risks because of their immaturity, inexperience and lack of awareness. Where a child is involved, the findings of the risk assessments and the protective/preventive measures to be taken must be communicated to the person having parental responsibility for the child.
- All young persons will work directly under the supervision of an experienced member of staff who is responsible for ensuring that the appropriate measures are taken to protect their health and safety. The activities that young persons are likely to be involved in are low risk. To ensure that persons having parental responsibility for a child are aware of this, they will be informed as

described above. A copy of this policy will be forwarded to them with the confirmation letter.

#### *Federation security:*

- Access to the Federation schools is only via the Reception entrance which will be secured at all times to prevent unauthorised access.
- All other doors will be locked from the outside to prevent unauthorised access but these can be readily opened from the inside in case of emergency.
- The car park will be fenced from the areas occupied by pupils and both the driveway gates (Gedney Church End) and the pedestrian gates will be closed during school time.
- When pupils are outside at play times or during sports they will be supervised closely to ensure that they do not go through the gates onto the road.
- All visitors will be required to report to the Reception Office or to the Caretaker on arrival. Identification must be taken.
- The names of all visitors and their time of arrival and departure will be recorded in the visitors' books. They will be given a visitor pass which they will be expected to display either as a clip-badge or via a lanyard.
- Unknown persons on the Federation site will be asked what they are doing and if they require assistance. In some cases it may not be appropriate for a lone member of staff to make this approach. In these cases the Head Teacher will be informed and, if necessary, the police called for assistance.

#### *Violence at work:*

- The Federation seeks to minimise staff vulnerability to violent disturbing behaviour, including threats, intimidation and verbal abuse as well as physical assault. This kind of behaviour will not be tolerated from pupils or parents and further action such as exclusion, banning or prosecution will be considered. The following steps should be followed:
  - staff who have any qualms about parental interviews will arrange for a colleague to be present;

- staff will not become confrontational even if provoked. They will offer to arrange another meeting with senior colleagues and close the interview;
  - staff will not hold meetings with parents in isolated classrooms and they will have clear objectives and a set timescale;
  - staff will not make home visits alone;
  - if verbally or physically abused, staff will leave or call for assistance immediately;
  - staff will report any concerns and all incidents of verbal abuse, threats or actual assaults to the Head Teacher. This will enable incidents to be monitored, investigated, and appropriate action taken.
- A register will be kept of those who have demonstrated violent tendencies in the past. Reference should be made to this register when arranging meetings with parents so that appropriate support can be organised.
  - Staff who suffer violence at work will be sympathetically treated and a variety of support systems will be made available.
  - Further advice on violence at work is given in the leaflet PO/EL/18.

#### *Educational Visits:*

- Staff should note that pupils face far higher risks on school visits than they do in school. The hazards of all visits will be identified and appropriate risk control measures built into the arrangements. A summary of these will be recorded for all visits undertaken. A separate Visits Policy has been produced and the DCFS document Health and Safety of Pupils on Educational Visits is used as a guide for the risk control arrangements.
- At all times, it will be the responsibility of the designated Educational Visits Co-ordinators (EVC) at both schools to ensure that policy and best practice is upheld. Diane Jacob serves as the EVC at Gedney Church End and Mr. Ian Bland at Lutton St. Nicholas.
- Farm visits pose a risk of infection and the precautions are detailed in the Department of Health poster Guidance on Infection Control in Schools and Nurseries and the DfES memo on this subject will be followed. This poster will be displayed in the Staffroom. Risk Assessments will fully reflect the advice that has been received.

### *Medicines and infection control:*

- The storage and provision arrangements for pupils' medicines are set out in a separate statement in the Federation Medicines Policy (2015).
- Pupils who are unwell with an infectious disease should not be at school and should be kept away until they are better or no longer pose a risk of infection to others. The recommended periods of absence will be in accordance with the guidance set out in the Department of Health poster Guidance on Infection Control in Schools and Nurseries. This poster will be displayed in the Staffroom.

### *Injury reporting:*

- Minor injuries to staff and pupils will be recorded in the accident book by the person administering first aid. A note will be sent home with children who have sustained a minor injury.
- The Head Teacher is responsible for ensuring that the PO3 forms are completed for more serious injuries and for carrying out the statutory reporting procedures for major and over-3-day-absence injuries as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.
- A supply of PO3 forms will be kept in the respective offices for this purpose.
- These forms will be used to notify the Health and Safety Executive (HSE) of any major injuries to staff, pupils or visitors and any over-3-day-absence injuries to staff.
- Major injuries to pupils and visitors are those which require them being taken directly to hospital. This only applies to injuries which arise in connection with work, either through a premises fault or through work organisation such as lack of care, not those which arise from play or sport activities or which arise from health conditions.
- Major injuries to staff are basically any break of the large bones or any injury which requires hospitalisation for more than 24 hours.
- All major injuries will be notified to the HSE immediately by telephone 0115 971 2800, followed with a PO3 form within 10 days.

- Over-3-day-absence injuries to employees do not require telephone notification but the PO3 form must arrive at the HSE within 10 days of the injury.
- Some incidents which do not result in injury must be reported by telephone and PO3 form to the HSE. These are known as Dangerous Occurrences and are only those which are specified by the Regulations. These are mainly large incidents in the construction and manufacturing sectors but some, such as a fire or electrical short circuit which disrupts activities for more than 24 hours or the failure of a lift, will apply.
- The Health and Safety Team (01522 552205) will be contacted if in doubt about these reporting procedures.

*Statutory notices:*

- The Head Teacher is responsible for ensuring that a Health and Safety Law poster is displayed in the offices where staff can read it.

*Health and safety representatives and consultation:*

- The role of trade union appointed health and safety representatives is recognised and encouraged. The Head Teacher has been appointed as health and safety representative and will be consulted during the preparation and review of the health and safety policy of the Federation to enable effective co-operation in the promotion and development of the health and safety arrangements. Facilities and time off from normal duties will be provided so that the Head Teacher can carry out the functions of a health and safety representative as detailed in the Safety Representatives and Safety Committee Regulations 1977.
- The responsibility for health and safety will be delegated to the Health and safety Committee with copies of the minutes being circulated to all members of the Governing Body. Verbal reports will also be offered by the Committee Chair prior to the publication of the aforementioned minutes.

*Staff induction procedures:*

- The capabilities of all new members of staff with regard to their own health and safety and that of pupils in their care will be taken into account before employment starts. Adequate information and training will be given to ensure that they are

aware of the Federation's health and safety arrangements, particularly:

- evacuation procedures;
- first aid and injury reporting arrangements;
- any other relevant emergency procedure.

*Physical Education, Sport and Play Activities:*

- Most injuries to pupils occur during these activities.
- General rules for play times are as follows:
  - a sufficient number of staff will be available to supervise play times and will be positioned where they can see all pupils;
  - staff will watch for and control over-enthusiastic behaviour. In particular, running and ball games will only take place in the designated areas. Ball games are prohibited on the hard playground during playtimes;
  - the retrieval of balls from neighbouring gardens by climbing fences or entering without specific permission will be prohibited;
  - staff use safety mugs (non-spill) if they have hot drinks out on the playground;
  - fixed outdoor play equipment will be visually inspected on a daily basis by staff. A termly inspection will be made by the Health and Safety Committee and a record kept. All play equipment will be annually inspected by a specialist contractor.
- It is the policy of the Federation to follow the guidance in the document Safe Practice in Physical Education, published by the British Association of Advisers and Lecturers in Physical Education (BAALPE) and the guidance from the relevant national governing body for the activity concerned.
- Only suitably qualified members of staff will supervise physical education and particular attention should be paid to the following:
  - physical activities will be quietly undertaken and there will be strict control, especially if competitive games are being played;
  - pupils will be involved in activities appropriate to developing their existing abilities;
  - staff will position themselves where they can see all pupils;

- appropriate clothing will be worn at all times. Loose and floppy clothing will be tucked into shorts; and no baggy tops will be allowed;
- long hair will be tied back;
- watches, rings and earrings will be removed by the pupil;
- sports areas and pitches will be checked before activities start, to make sure that there are no dangerous objects around the side of the hall or any of the outside areas being used;
- all equipment will be safely set up before using;
- equipment will be checked for signs of wear/defect regularly;
- the number of pupils using any one piece of apparatus will be limited;
- apparatus will be set up with adequate spacing between each item;
- if pupils are involved in moving equipment, this will be done using the correct techniques with enough pupils to ensure that they do not have to struggle;
- apparatus being used will be at least two metres from any wall;
- pupils will be supervised at all time in the hall;
- equipment will be put away safely.

#### *Vehicles on the premises:*

- Staff only will park on the Federation car parks. They will enter and leave the premises with extreme care, preferably before children arrive and after they leave, or whilst the children are inside. In the event of the need to enter or leave at high risk times, another member of staff will police the situation, keeping all children well away from the driveway.
- Parents waiting for children will park sensibly, on the school side of the road only, and not on the yellow zig-zags. Yellow zig-zags will be kept clear for Federation school buses and taxis.
- Contractors and visitors will be prevented from entering the premises at the Federation schools at starting and leaving times. If there is an imperative need to move a vehicle at high risk times a member of staff will be called to direct the children away from the driveways.
- Children and adults using bicycles will walk along the drive, both in and out of the gateway.

- Pedestrians will use the single gate at all times and be cautious of any traffic as the path merges with the driveway.
- The gates will be kept closed at all times (Gedney Church End). The gateways will be kept clear at all times to allow access for emergency vehicles.

*Science, technology and art:*

- Teachers will ensure that:
  - sharp knives and sharp ended scissors are stored securely and only used by older pupils under close supervision;
  - round ended scissors are used where possible;
  - only non-hazardous paints and glues are used;
  - pupils will be shown how to use the simple hand tools available to them in the classroom safely and it will not be assumed that they have been taught this previously because they have used the tools before;
  - only low temperature glue guns are used by pupils and this is confined to Key Stage 2 (see Design and Technology Policy (2015));
  - in cookery lessons the quantities of hot liquids are kept to a minimum and pans positioned so as not to be knocked over (see Design and Technology Policy (2015)).

*Working alone:*

- Some activities involve special risks and will not be carried out whilst alone on the premises. If an accident occurs, there will be no one to help or to summon assistance. These will include those listed below. These require specific risk control measures which are not detailed here:
  - working at heights of more than 2 metres (from floor to feet position);
  - moving and handling tasks where assistance is required to minimise the risk of injury;
  - work in roof spaces;
  - meetings with people who have a record of violent behaviour or meetings where conflict or disagreement is anticipated.
- Working alone on the premises will be avoided where possible but where this is unavoidable the doors will be secured to prevent intruders. Doors which provide emergency escape will be readily opened from the inside. A telephone will be readily



available. In addition everyone who works alone on the premises will make sure that someone knows where they are and what time they will be finished. These persons will be instructed to make contact if the person working alone is overdue and raise the alarm if there is no reply.

*Working time:*

- The Federation recognises that when people work too many hours, their health can be affected and the risk of mistakes/accidents is increased. Compliance with the requirements of the Working Time Regulations 1998 is seen as the way to minimise these risks. Normal Federation arrangements usually ensure that staff receive the in-work/daily/weekly breaks and annual leave entitlements specified in the Regulations. Some members of staff, during term time, work many hours more than the normal school week, both at the Federation and at home. When averaged over the reference period of 17 weeks, which will take account of Federation closures, the limit of 48 hours per week set by the Regulations is unlikely to be exceeded. Any member of staff whose workload dictates that they are required to work excessive hours will raise this with the Head Teacher.

**Signed by the Chair of Governors:**



**Ratified by Governors: November 2018**

**Last Updated: October 2018**