

St. Saviour's Church, Coalpit Heath.

The Manor C of E Primary School

Policy: Health and Safety

Author: South Gloucestershire Council

Date: June 2010

Approved:

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Headteacher

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Chair of Governors

HEALTH & SAFETY POLICY

ABBREVIATIONS

The following are used in the policy:

- BAALPE** - British Association of Advisers and Lectures in Physical Education
- COSHH** - Control of Substances Hazardous to Health
- DSE** - Display Screen Equipment (Computers)
- H&S** - Health and safety
- HSE** - Health & Safety Executive (enforcing body for health and safety legislation in schools).
- NAAID** - National Association of Advisers in Design & Technology
- T**
- ASE** - Association for Science Education

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PART A - GENERAL STATEMENT

1.0 Preamble

This policy is produced in respect of The Manor C of E Primary School only and is supplemental to the Council & Education Service H&S Policies. (These are as contained in Part 1, Section 1.1 of the H&S Manual.)

2.0 Statement of Policy

- 2.1 The school recognises its responsibility to promote a culture where H&S issues are discussed in an open and positive way to achieve improved standards and safe methods of work.
- 2.2 Without prejudice to the generality of the above the school will ensure, so far as is reasonably practicable, that:
- i. Plant, equipment and systems of work are safe and without risks to health.
 - ii. The handling, storage or transport of articles and substances will be safe and without risk to health.
 - iii. Information, instruction, training and supervision will be provided as necessary, to ensure the health and safety of employees, and those who are affected by the work of the school.

- iv. The site is maintained in a safe condition and without risks to health.
- v. Access to and egress from the site is maintained in a condition that is safe and without risks to health.
- vi. A working environment is provided that is safe and without risks to health.
- vii. There are adequate arrangements for staff welfare at work and the welfare of pupils and visitors.

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

PART B - ORGANISATION

1.0 Governors

1.1 Community & Voluntary Controlled Schools - Governors have the responsibilities as identified in the Education Service Safety Policy.

1.2 They will ensure that:

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

2.0 Headteacher

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

2.2 The Headteacher will ensure that:

- a) A school H&S policy is produced and presented for approval by the Premises Health and Safety Sub Committee of the governing body that the policy is regularly reviewed and revised as necessary;
- b) Risk assessments of work activities are undertaken, that a written record of the assessments is kept and that the assessments are reviewed regularly and when they are no longer felt to be valid. (See the Management of H&S Regulations, Section 1.2 of the H&S Manual.);

- c) Safe systems of work, identified via risk assessment or to comply with national standards/guidance, are monitored to ensure they are followed and effective;
- d) Information and advice on H&S is acted upon/circulated to staff and governors. In particular the H&S Manual is kept in Administrator's Office so that it is available to all staff and governors and the H&S bulletin is circulated for the attention of staff and governors;
- e) A termly safety inspection is undertaken;
- f) An annual report is provided to the school governors on the school's H&S performance covering the areas identified in the annual return provided to the LEA;
- g) The Headteacher cooperates with the Council in meeting its legal requirements in respect of the monitoring of Health and Safety practice and procedures;
- h) Staff are competent to undertake the tasks required of them and that they have been provided with any necessary training, equipment or other resources to enable the task to be undertaken safely;
- i) If the Headteacher delegates H&S duties to an individual, normally referred to as the H&S Coordinator, they ensure that the duties are clearly defined, the person is competent to carry them out and that sufficient resources are allocated to enable them to be carried out.

3.0 H&S Coordinator

3.1 This is the person delegated with specific responsibilities by the Headteacher in respect of the management of H&S. The following requirements will need to be reviewed to ensure that they accurately reflect the duties delegated:

3.2 The H&S Coordinator will:

- a) Receive all H&S information sent to the school and disseminate the information to staff/governors as necessary;
- b) Advise the Headteacher and Governors on action required to comply with relevant H&S Legislation;

- c) In consultation with Head/Governors, set timescales/ensure work is carried out to meet the requirements of H&S Legislation;
- d) Carry out the termly safety inspection.

4.0 Accredited H&S Representative (s)

4.1 Accredited H&S representatives are trade union representatives, appointed by trade union members working for South Gloucestershire Council. Accreditation follows submission of the names of the representatives to the Council, by their local union officer, and issue of an accreditation card by the Council. The Accredited H&S Representative's rights are covered by the Safety Representatives and Safety Committees Regulations 1977, an approved code of practice known as the brown book expanding on the basic legislation, whilst there is a local Safety Representatives Agreement which can be found in the H&S Manual, page 2.760.

5.0 Employees (All)

5.1 All employees must:

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

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

6.0 Caretakers and Cleaners

6.1 Have the responsibilities indicated for all employees together with those indicated in the policy statement for caretakers and cleaners. (See model policy for Caretakers & Cleaners contained in the H&S Manual, page 2.102.)

7.0 Volunteer Helpers and Visitors

7.1 Have the same duties as those indicated for employees.

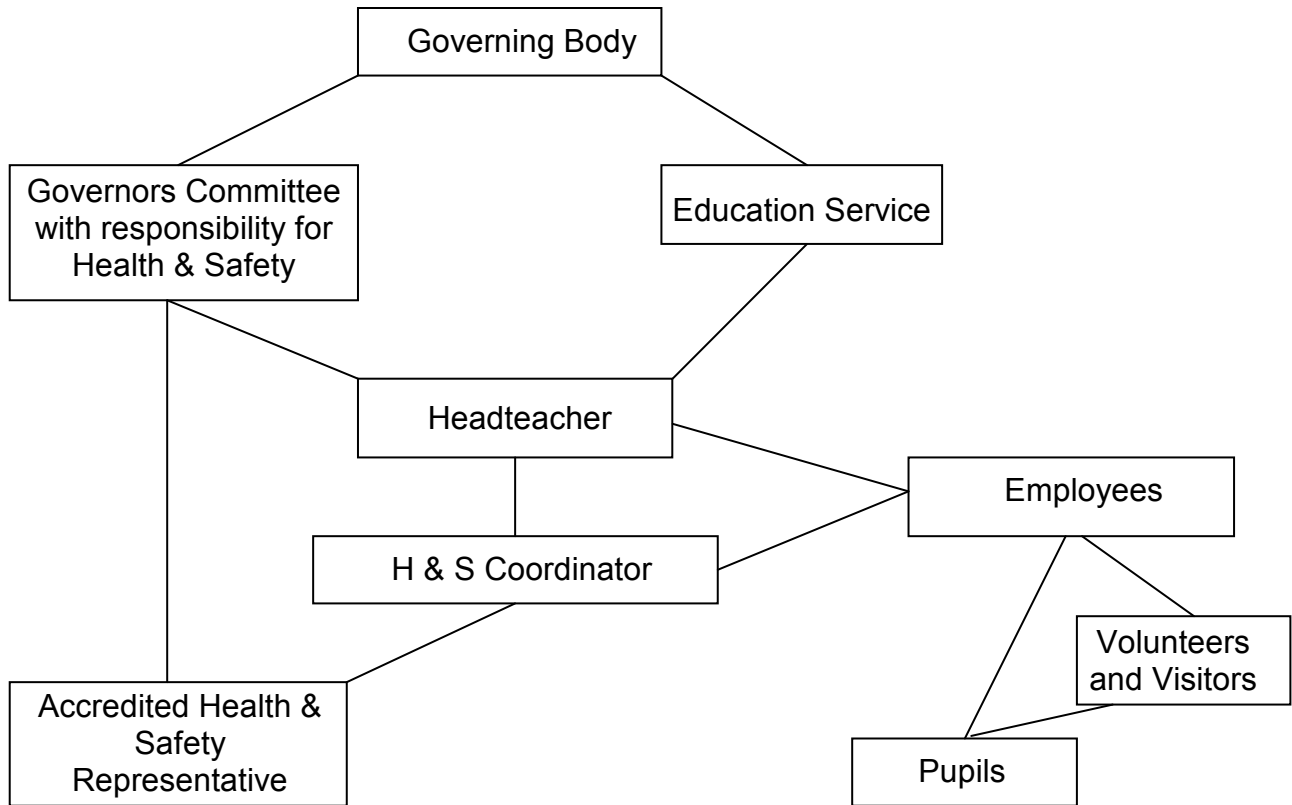
8.0 Pupils

8.1 Although pupils are not employed and have no specific responsibilities in legislation, other than the requirement on all persons not to interfere with items provided for H&S, schools will have expectations as to what is appropriate behaviour. It is recommended that such expectations be included here although what can be expected of the pupils will vary dependent on their age etc.

8.2 Pupils are expected to:

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

9.0 School Structure and Lines of Communication



PART C – ARRANGEMENTS

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

Any reference to the H&S Manual is a reference to the Education Service H&S Manual for Schools.

GENERAL ARRANGEMENTS

1.0 Accident/Incident Recording/Reporting

1.1 *Pupils*

All accidents to pupils are to be recorded in the school's **pupil accident book**, which is kept in the Disabled Toilet. If a pupil is sent home as the result of an accident, then an Accident/Incident/Violence Report form must be completed and passed to the School Administrator. Any accident to a pupil which results in a fatality or their being taken to hospital, whether by ambulance, with member of staff or relative, etc. is to be telephoned through to the Council's H&S unit immediately, telephone (01454) 863223. (This will enable the H&S unit to telephone the reportable incidents through to the HSE as required). An Accident/Incident/Violence Report form must then be completed and sent to the Schools' H&S unit within seven days.

1.2 *Staff*

All accidents to staff are to be recorded on the Accident/Incident/Violence form. Any accident to a member of staff which results in a serious injury, e.g. broken bone, a fatality or hospitalisation, are to be telephoned through to the Council's H&S Unit immediately, telephone (01454) 863223. (This will enable the H&S unit to telephone the reportable incidents through to the HSE if required). A copy of any Accident/Incident/Violence form completed by staff must then be sent to the Council's H&S unit to arrive within 7 days of the incident.

1.3 *Visitors*

All accidents to visitors that result in either a fatality or the visitor being taken from site to hospital are to be telephoned through to the Council's H&S Unit immediately, telephone (01454) 863223. (This will enable the H&S unit to telephone the reportable incidents through to the HSE if required). An Accident/Incident/Violence Form must then be completed and a copy sent to the H&S unit to arrive within 7 days of the incident.

1.4 *Near-Miss Incidents*

For any near-miss incident, which is an incident with the potential to have caused injury to a person or damage to property, an Accident/Incident/Violence form is to be completed. Where the incident is a notifiable dangerous occurrence, (see page 1.333 of the H&S Manual), they are to be telephoned through to the Council's H&S unit immediately, telephone (01454) 863223. (This will enable the H&S unit to telephone the reportable incidents through to the HSE if required).

1.5 *Violence*

1.5.1 The definition of accident includes an act of non-consensual violence done to a person at work. The term non-consensual has been used to exclude injuries arising from situations where the injured person has agreed to the violent act taking place, i.e. injuries arising from certain sporting activities.

1.5.2 Any act of non-consensual violence, which involves a serious injury, broken bone, fatality or hospitalisation, is to be telephoned through to the Schools' H&S Unit immediately, telephone (01454) 863223. (This will enable the H&S unit to telephone the reportable incidents through to the HSE if required). An Accident/Incident/Violence form must also be completed and sent to the H&S unit within 7 days.

2.0 *Contractors on Site*

There are two distinct types of contractors who will have access to site. These will be service contractors who regularly work on the site and contractors who come to site on an as and when basis. The latter are usually involved with building work.

2.1 *Service Contractors*

- 2.1.1** Service contractors have regular access to site as specified by a contract. Such contractors' visits can vary from an annual visit, e.g. to service boilers, check fire extinguishers etc., to those on site daily, e.g. cleaning or catering staff. The contract specifies what work is expected of them and what they can expect from the school.
- 2.1.2** Their personnel will follow their own safe systems of work but their working methods do not take into account how they will impact upon the staff/pupils/other visitors on site. The school will provide details of its safe systems of work to the contractors where relevant and in the case of the catering contractors has consulted with them over emergency arrangements. A copy of this policy has also been provided to them.
- 2.1.3** Service Contractors will be requested to provide their Health and Safety Policy along with their tender for works. Contractors will also provide the school with Health and Safety Method Statements and Risk Assessment before commencement of works on site. These documents will be available for the governors to assess prior to any works being awarded or started.

2.2 *Building Contractors*

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

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

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

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

2.3 *Small Scale Building Works*

This will include day-to-day maintenance work and all work undertaken on site **where a pre-site meeting has not taken place.**

2.3.1 Practice to be followed:

- a) All contractors must report to the office on their arrival and under no circumstances are they to commence work until given approval to do so by the Headteacher;
- b) Before any work is commenced, it is essential that the Headteacher is made aware of:
 - i) what work is to be undertaken,
 - ii) where the work is to be carried out,
 - iii) an indication of the likely timescale,
 - iv) what equipment is to be used,
 - v) what services are required;
- c) Before work is to commence, the contractors must be advised by the Headteacher:
 - i) where they can gain access to services,
 - ii) what the fire precautions are for the building, i.e. upon hearing the alarm, which is a continuous bell, they must exit the building immediately and report to the KS2 playground,
 - iii) any particular problems with the work, e.g. access may still be required to the area.
- d) The contractors must be issued with a visitor's pass and advised that it must be worn at all times whilst on site.
- e) The contractors must be advised who to contact on site if they have a problem.

2.4 *Large Scale Works*

2.4.1 This encompasses all work where a pre site meeting is required. In normal circumstances this will involve work where part of the site is completely handed over to the contractors. Such work may come under the requirements of the Construction Design and Management Regulations and in such cases the school will appoint a Planning Supervisor, in line with the advice given in the H&S Manual. (See H&S Manual, page 2.075.)

2.4.2 For all large scale works a pre meeting will take place and the Headteacher will attend the meeting. This meeting will identify timescales for work, methodology (noisy work done when school is unoccupied wherever possible), access requirements, emergency access requirements, etc.

2.4.3 Contractors will be requested to provide their Health and Safety Policy along with their tender for works. Contractors will also provide the school with Health and Safety Method Statements and Risk Assessment before commencement of works on site. These documents will be available for the governors to assess prior to any works being awarded or started.

3.0 Consultation with Employees

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

- a) having H&S as a standard item on the agenda of all staff meetings;
- b) circulating the Education Service H&S Bulletin to all staff; and
- c) where appointed, consulting with the Trade Union Accredited Safety Representative in good time on all H&S issues;

3.2 To this end the accredited safety representative/representative of employee safety, if appointed, will be invited to become a member of the School Premises Health and Safety Sub Committee.

4.0 First Aid

The school will try to exceed the basic recommendations for first aiders made by the Council, for a minimum of two appointed persons, an appointed person being a member of staff who holds an appointed person's certificate, to be identified. The list of relevant staff is displayed on notices around the school.

4.1 *Following an Accident*

- 4.1.1** In all cases where an accident involves a serious injury, e.g. broken bone, or where there is any doubt about the injury the injured person is not to be moved, unless in danger, until assessed by the appointed person. The appointed person will decide what action is to be taken but where they are in doubt as to the severity of the injury the advice is to obtain immediate medical attention by dialing 999 and asking for an ambulance. In cases involving pupils, the parent/guardian should be contacted as soon as possible, but this should not result in a delay obtaining medical attention.
- 4.1.2** For cases involving injuries to pupils that are less serious, e.g. sprains, strains, cuts etc. parents/guardians will be contacted and advised of the situation and asked to take pupil to hospital/GP.
- 4.1.3** In other cases, e.g. where no injury is visible or a pupil bumps their head, the pupil will be observed. If concerns increase medical attention may be obtained but in all cases the parents will be advised of the injury.

4.2 *Recording*

Any accident where first aid is administered is to be recorded either in the pupil accident book or on an Accident/Incident/Violence Report form as indicated in **1–Accident/Incident recording/reporting**

4.3 *First Aid Boxes/Materials*

First aid boxes are kept on site and these only contain approved materials. (See H&S Manual, pages 1.230/1.) The boxes are available for use by all staff/adult visitors on site and are located in the disabled toilet.

4.4 *Injuries involving Bleeding*

Staff dealing with injuries involving bleeding must wear appropriate protective clothing. Disposable gloves and disposal aprons are provided for this purpose and kept next to the first aid box.

5.0 *Infectious Diseases*

The school follows the national guidance produced by the Department of Health, which is summarised on the poster, 'Guidance on infection Control in

Schools and Nurseries'. This is displayed in the Administrator's Office. Supplemental information on local contacts is contained in the Handbook for Schools on Infectious Diseases kept in the Administrator's Office.

6.0 Medical Needs

The school will try to accommodate pupils with medical needs wherever practicable in line with the School Policy on Managing Medical Needs. This policy is kept in the policy file in the Headteacher's office.

7.0 Risk Assessments

The school risk assessment process is ongoing but comprises the following specific elements. In all cases staff, pupils and other visitors may be affected by the activity.

7.1 *Teaching Activities*

7.1.1 The significant outcomes from the risk assessments on teaching activities, i.e. those specifically related to educating pupils, are either included in the point of use text/scheme of work/job sheet or the standard followed for the individual activity. These assessments form part of or are referred to in this safety policy.

7.1.2 Where specific arrangements are included in this policy the risks associated with the specific activity are identified together with the necessary control measures.

7.2 *Control of Substances Hazardous to Health (COSHH)*

The school has completed a COSHH assessment based on the Education Services School COSHH Assessment Self Help Pack. The assessment is kept in the Headteacher's office.

7.3 *Manual Handling*

7.3.1 *Equipment/Materials*

All staff are advised that before undertaking any manual handling task they ask themselves "***Can I move the objects where I need to safely and without risks to health?***" Where staff feel the answer is no, or they are

unsure, **they have been advised to obtain assistance**. Staff will then ask themselves the above question again taking into account the assistance obtained, e.g. a second person or making use of a trolley.

A list of the regular manual handling tasks undertaken, including movement of stationery, raw materials etc. have been compiled to indicate what this involves and this information is kept in the H & S file in the Administrator's office. The practice for setting out PE Equipment is displayed near the equipment and the practice for setting out/putting away dining chairs/tables is displayed in the hall.

7.3.2 Manual Handling – Pupils

All pupils who may need to have manual handling support are assessed using the manual handling assessment forms included within the H&S Manual. This initial assessment will identify if there is a significant risk of injury and subsequent to this if a significant risk of injury is identified further assessment information will be identified. (See Manual Handling information in H&S Manual, page 1.125 and appendices.)

Only staff who have received manual handling training or instruction are to participate in tasks involving the lifting of persons.

7.4 Display Screen Equipment (DSE)

Any member of staff who is a USER of DSE must have completed the USER AUDIT (See H&S Manual, pages 1.198 to 1.202.) for the workstation(s) where they work.

Other workstations incorporating DSE have been assessed to ensure they meet the minimum requirements as contained in the DSE Regulations. (See H&S Manual, page 1.175.)

7.5 Workplace

7.5.1 An inspection of the workplace, buildings/grounds, has been undertaken in order to identify where it fails to meet the requirements of The Workplace (Health, Safety & Welfare) Regulations 1992 as supplemented by the Education (School Premise) Regulations. The school also undertakes regular, termly, inspections to proactively identify defects with the workplace.

7.5.2 Staff and pupils are encouraged to report any defects they note. All works identified are prioritised and the work is then either carried out or programmed for completion as and when funding becomes available.

7.6 *Competence*

All staff appointed are considered to be competent to perform the tasks they are given. Competence is viewed as one of the key elements of risk management as the only way to control dynamic work situations is through having competent persons in charge, who can react to changes and take appropriate measures. The school considers its staff to be competent but will provide adequate training/instruction or supervision as appropriate.

7.7 *Security*

A site security assessment based on the information contained in the H&S Manual has been undertaken.

7.8 *Fire Precautions*

7.8.1 The school has undertaken a fire precautions risk assessment utilising the information contained in the Guidance Note for Primary Schools on Complying with Fire Precautions Legislation.

7.8.2 In particular:

- a) A fire plan, indicating position of call points, fire exits, detectors, etc. is displayed in the lobby/office;
- b) Fire evacuation notices are displayed in each workroom;
- c) Information is kept on maintenance arrangements, e.g. checks on alarms and fire extinguishers;
- d) Fire drills are carried out twice during terms 1,2, 4 and 6.

SPECIFIC ARRANGEMENTS

1.0 Art

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

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

1.1 *Precautions/Practice*

The risks associated with damage to clothing and dust creation are addressed by ensuring:

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

2.0 Food Activities

2.1 The following hazards have been identified with this activity:

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

2.2 These hazards are controlled by the following:

2.2.1 Location

The risks associated with slips trips and falls are controlled as follows:

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

2.2.2 Equipment

The risks associated with electric shock and cuts, associated with use of knives and other equipment, are addressed by:

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

2.2.3 Hygiene

The risks associated with cross contamination are addressed by:

- a) ensuring that everyone, the adults in charge, helpers and pupils, wash their hands before and after handling food. Hands must also be washed after going to the toilet and prior to return if anyone leaves the room/area;

- b) ensuring that surfaces on which food is prepared are cleaned prior to and after use or that the table are covered with a cleanable cover that is cleaned prior to and after use;
- c) ensuring staff and pupils wear the protective clothing provided and that the protective clothing is only used for food activities. All staff/pupils will wear aprons and use oven gloves when handling hot dishes.

2.2.4 Emergency Provision

The following arrangements have been made to deal with emergency situations:

- a) a suitably stocked first aid box is **kept in the room** and names of appointed persons are displayed **in the room**;
- b) a fire blanket and carbon dioxide (or powder) fire extinguisher is kept **in the room where the cooker is used**. The fire blanket is used for smothering fires, i.e. burning pans or if clothing is set alight. The carbon dioxide extinguisher is safe for use with electrical equipment.
- c) If a carbon dioxide extinguisher is used the room is to be evacuated.

3 - POTTERY

The hazards associated with the practice include:

- a) cross contamination of surfaces;
- b) inhalation of dust;
- c) damage to clothing;

These are controlled by the following:

3.1 – CLAY - The following arrangements will minimise the creation of dust and cross contamination:

- a) only premixed clay is to be used by pupils and the clay is to be cut into workable sizes;
- b) desks are to be protected from staining by covering with newspaper. Newspaper is to be disposed of at the end of the lesson;
- c) spillages of clay are to be cleared up immediately using wet mopping or sponging techniques. **NB** Brushing of dried clay is prohibited;

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

3.3 - PERSONAL PROTECTIVE EQUIPMENT - The following helps to address the risks associated with damage to clothing:

a) all staff and pupils working with clay will wear the aprons provided.

3.4 – HOUSEKEEPING - The following arrangements help to reduce risks relating to dust creation:

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

4.0 School Trips

A separate school trips policy has been produced. This is kept in the policy file in the Headteacher's office.

5.0 Science

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

6.0 Sport/PE

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

6.2 The general requirements are as follows:

- a) before any lesson pupils will change into appropriate clothing/footwear and remove any jewellery. (See page 2.701 of the H&S Manual for additional information on Jewellery.);
- b) staff will remove jewellery and change into appropriate footwear;
NB It is acceptable for staff to wear watches where necessary to time lessons.
- c) pupils assisting with setting out apparatus will be shown correct methods for lifting/moving equipment and the teacher in charge will check equipment prior to its use to ensure correct position/fitment;
- d) staff must undertake a manual handling assessment on behalf of the pupils, i.e. ask themselves “***Can the pupils move the objects where they have been asked to safely and without risks to their health?***” before allowing them to undertake any manual handling task. In particular staff will ensure that where two or more pupils assist with a task the pupils are roughly similar in stature so that one individual does not carry a disproportionate part of the load;
- e) mats are only to be positioned to identify landing areas or routes to be taken. They are not to be used to try and soften impacts from falls;
- f) staff are only to use equipment they are familiar with.

6.3 For specific activities the safety requirements are as contained in the Book ‘Safe Practice in PE’, which is kept in the Administrator’s office.

7.0 Swimming Arrangements

The hazards associated with this practice are the potential for drowning and slips/falls associated with wet surrounds to pools. These are controlled by following the specific arrangements contained in the H&S Manual. (See H&S Manual, pages 2.725/6.)

8.0 Technology

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

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

8.2 These are controlled by:

8.2.1 *Location*

Risks associated with personal injury are partly addressed by:

- a) ensuring work is only to be undertaken on suitable surfaces. Suitable surfaces are those that are large enough to accommodate the work, and which are flat and stable.

8.2.2 *Personal Protective Equipment*

Risks associated with damage to clothes and partly those associated with personal injury are addressed by:

- a) ensuring that, where appropriate, staff/pupils wear personal protective equipment in the form of aprons and goggles/spectacles;
- b) the personal protective equipment is to be stored to minimise damage and ensure easy availability. Aprons are to be hung up and goggles/spectacles stored in cloth pockets.

8.2.3 *Equipment*

Risks associated with Personal Injury are partly addressed by:

- a) ensuring equipment is kept clean and stored so as to minimise damage/help pupils to find the correct tool. (Shadow boards or tool racks.)

8.2.4 *Hazardous Substances*

Risks associated with hazardous substances have been addressed as part of the school COSHH assessment. (See 3.1.6.2)

9.0 Transport

The school has adopted the council guidelines for the transport of pupils. One of the following options will therefore be used:

- i. Staff transport pupils/equipment in their own cars. Staff who use their own cars must confirm that their insurance policy covers them for this purpose. Such cover is not provided by the Council;
- iii. Transport and driver are hired in from a reputable source. This is the usual practice for school trips;
- iv. The parent(s)/guardian(s) of the pupils are advised of the venue and time of activity and that their son(s)/daughter(s)/ward(s) are required to be there at that time. (See page 2.810 of the H&S Manual for additional information.)

10.0 Equipment

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

10.1 Maintenance Arrangements

10.1.1 Fire Extinguishers

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

10.1.2 PE Equipment

All PE equipment is subject to regular visual inspection, carried out by staff prior to use. If defects are noted, the PE coordinator will assess whether the equipment can remain in use or whether it needs to be taken out of use pending repair.

On an annual basis an independent service contractor inspects the PE equipment.

10.1.3 Portable Electrical Equipment

All portable electrical equipment is the subject of regular visual inspections, carried out by staff prior to the use of the equipment, to identify any damage to the equipment, plug or cable. If defects are identified then the equipment is

to be put out of use until it is checked, or the defect is remedied, to ensure safe operation.

All portable electrical equipment is the subject of an annual portable appliance test. (See page 1.275 of the H&S Manual.)

10.1.4 *Play Equipment*

All play equipment, which includes moveable play items as well as fixed external play structures, is subject to regular visual inspection by staff, prior to use. If defects are noted, the Headteacher will assess whether the equipment can remain in use or whether it needs to be taken out of use pending repair.

The fixed playground equipment is subject to a termly review of its condition and an annual check by an independent service contractor.

10.2 *General Use Equipment*

10.2.1 *Craft Knives*

These are only to be used in the latter stages of Key Stage 2 and only under direct supervision. Craft knives are only to be used in conjunction with a safety rule.

10.2.2 *Glue Guns*

Glue guns are only to be used in the latter stages of key stage 2 and only under direct supervision. Glue guns will only be used where the electrical circuit contains an electrical trip, a residual current device (red), either in the ring main or with a plug in red.

10.2.3 *Guillotines*

These are only to be used by staff and must be fitted/used with the safety guard in position.

10.2.4 *Other Hand Held Electrical Equipment*

The use of other hand held electrical equipment, i.e. soldering irons, electric mixers etc., by pupils is prohibited. Exceptions may be made to this rule but only where the item of electrical equipment is felt to be necessary and then only after a risk assessment has been carried out on its proposed use, and when under supervision.

10.2.5 *Pens/Pencils*

Only pens with appropriate tops, those with a hole in them, or those with the tops removed are to be used in school. This is essential as there have been incidents where pupils have swallowed solid pen tops and choked. Class teachers will carry out ongoing checks of the pens in use to ensure that this requirement is met.

Pencils are not to be sharpened at both ends and pupils are to be advised of the dangers associated with this practice, i.e. the potential for eye injury.

10.2.6 *Rotary Trimmers*

When in use these must be placed on a flat surface that is able to accommodate the whole of the trimmer, without it overhanging the edges of the surface. The trimmer can be used by pupils but is only to be moved by staff.

10.2.7 *Scissors*

Sharp pointed scissors are not to be used before key stage 2. Where used pupils must be made aware of the dangers of pointed scissors near eyes.