

# WILTON AND BARFORD CE PRIMARY SCHOOL



## HEALTH AND SAFETY POLICY

This policy was adopted/updated: March 2016

This policy will be reviewed: May 2017

Statutory policy : Yes

Source: LA and School

# Health and Safety Policy

## 1.0 STATEMENT OF INTENT

- 1.1 The aim of the Governing Body is to provide a safe and healthy working and Learning environment for staff, pupils and visitors.
- 1.2 The Governing Body accepts that it has a responsibility to take all reasonably practicable steps to secure the health of pupils, staff and others using the school premises or participating in school-sponsored activities.
- 1.3 The Governing Body believes that the prevention of incidents, accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.
- 1.4 The Governing Body will take all reasonable steps to identify hazards and reduce the risks from them to a minimum. All staff and pupils must appreciate, however, that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.

## 2.0 THE DUTIES OF THE GOVERNING BODY

- 2.1 In the discharge of its duty the Governing Body will:
  - (i) Make itself familiar with the Local Authority's Health, Safety and Welfare Policy (particularly Section 4.10 - Responsibilities of the Governing Body), the Local Management of Schools scheme and the advice and guidance provided by the LA;
  - (ii) Take account of that policy and scheme within budget and other policy considerations;
  - (iii) Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school;
  - (iv) Periodically assess the effectiveness of this policy and ensure that any necessary revisions are made;
  - (v) Establish an effective health and safety management structure within the school and monitor and evaluate the Headteacher's performance on health and safety matters;
  - (vi) Bring to the attention of the Service Director, any health and safety concern outside of their control or any health and safety responsibility that they are unable to meet.
  - (v) Appoint a Governor from the Finance and Premises committee to be the Health and Safety governor who will report to the governing body on all aspects of health and safety.
- 2.2 So far as is reasonably practicable the Governing Body, through the Headteacher, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts, to receive comprehensive information on:
  - (i) This policy;

- (ii) All other relevant health and safety matters;
- (iii) The instruction and training that is available to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk. Finance and Premises Committee (Health & Safety Committee)

**The Finance and Premises Committee will deal with safety and will comprise:**

- Safety Adviser - School Business Manager
- Nominated Governor – H&S Governor
- Steering Committee
- Headteacher

**Specific functions will include:**

Study of accident and notifiable diseases statistics and trends so that reports can be made to the board of governors on unsafe and unhealthy conditions and practices, together with recommendations for corrective action.

Examination of safety audit reports on a similar basis

Consideration of reports and factual information provided by inspectors of the enforcing authority.

Consideration of reports that safety representatives may submit.

Assistance in risk assessment and the development of school safety procedures and safe systems of work.

Monitoring the effectiveness of safety procedures and safe systems of work.

Monitoring the effectiveness of the safety content of employee training.

Monitoring the adequacy of safety and health communication and publicity in the school.

### **3.0 THE DUTIES OF THE HEADTEACHER**

3.1 As well as the duties which all members of staff have (see 5.0), the Headteacher has the general and specific responsibilities as set out in Section 4.11 of the LA's policy statement on health, safety and welfare. These are;

- (i) To manage the school's staff, site and activities so that the health, safety and welfare of all those involved is secured;
- (ii) To comply with LA policy and duties under the Local Management of Schools Scheme;
- (iii) To bring any health and safety concern outside of own control or any health and safety responsibility that is unable to be met, to the attention of the Governing Body and the Service Director (Resources, Improvements & Young People);

And specifically –

- (iv) To assess and record all significant risks to staff, pupils, visitors, contractors and hirers and to ensure that they are controlled as far as is reasonably practicable;
- (v) To develop and distribute school-specific policies on local health and safety issues;
- (vi) To monitor and secure compliance with the school's policy and the control measures

identified through risk assessments;

- (vii) To ensure staff are properly trained, instructed and supervised for any relevant health and safety role and that all staff engage properly with LA and school health and safety procedures;
- (viii) To inspect the school site and property for any unsafe condition and to make safe in a timescale commensurate to the level of danger;
- (ix) To arrange routine maintenance and servicing of equipment through the LA mechanism or other competent means;
- (x) To consider health and safety in the selection of contractors and the planning of contracted work, and to provide general supervision to contractors whilst on the school site;
- (xi) To investigate all accidents, near misses and episodes of work-related ill-health;
- (xii) To monitor and evaluate the health and safety performance of staff;
- (xiii) To have and practise emergency and contingency plans;
- (xiv) To provide the means for consultation with staff on health and safety matters;
- (xv) To supply an annual health and safety performance report of standard indicators to the Service Director (Resources, Improvements & Young People).
- (xvi) To ensure that all students are made aware of relevant Health and Safety procedures at the start of every academic year.

3.2 The Headteacher is required to take all necessary and appropriate action to ensure that

#### **4.0 THE DUTIES OF SUPERVISORY STAFF (School Business Manager)**

4.1 In addition to the general duties which all members of staff have (see 5.0), supervisory staff will be directly responsible to the Headteacher, or the member of staff nominated by the Headteacher, to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility. As such the supervisory staff accept the responsibilities set out in Section 4.12 of the LA's policy statement on health, safety and welfare.

4.2 As part of their day-to-day responsibilities they will ensure that:

- (i) safe methods of working exist and are implemented throughout their area of responsibility;
- (ii) health and safety regulations, rules, procedures and codes of practice are being applied effectively;
- (iii) staff, pupils and others under their jurisdiction are instructed in safe working practices;
- (iv) new employees working within their area are given instruction in safe working practices;
- (v) risk assessments are conducted in their area of responsibility as required by the Headteacher or as necessary;
- (vi) regular safety inspections are made of their area of responsibility as required by the Headteacher or as necessary;
- (vii) positive, corrective action is taken where necessary to ensure the health and safety of all

staff, pupils and others;

- (viii) all plant, machinery and equipment in the department in which they work is adequately guarded, in safe working order and restricted to authorised persons only;
- (ix) appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work;
- (x) hazardous and highly flammable substances in the department in which they work are correctly stored and labelled, and exposure is minimised;
- (xi) they monitor the standard of health and safety throughout the department in which they work and encourage staff, pupils and others to achieve the highest possible standards of health and safety;
- (xii) all health and safety information is communicated to the relevant persons;
- (xiii) they report any health and safety concerns to the Headteacher.

## **5.0 THE DUTIES OF ALL MEMBERS OF STAFF**

5.1 All staff are expected to familiarise themselves with the health and safety aspects of their work.

5.2 All staff have a responsibility to:

- (i) take reasonable care of their own health and safety and that of any other persons who may be affected by their acts or omissions at work;
- (ii) follow agreed working practices and safety procedures;
- (iii) report any accident, near miss, incidents of violence, including verbal abuse or any hazard;
- (iv) ensure health and safety equipment is not misused or interfered with.

## **6.0 HIRERS, CONTRACTORS AND OTHERS**

6.1 The Headteacher will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

6.2 When the premises are used for purposes not under the direction of the Headteacher, then the principal persons in charge of the activities for which the premises are in use will be expected to maintain the safe practices as indicated in paragraph 3.2 of this document.

6.3 When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.

6.4 When the premises are hired to persons outside the employment of the LA, it will be a condition of all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Governing Body and that they will not, without the prior consent of the Governing Body:

- (i) introduce equipment for use on the school premises;
- (ii) alter fixed installations;
- (iii) remove fire and safety notices or equipment;
- (iv) take any action that may create hazards for persons using the premises or the staff or pupils of the school.

6.5 All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provision of the Health and Safety at Work Act 1974 and must pay due regard to the safety of all persons using the premises.

6.6 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Headteacher will take such actions as are necessary to prevent persons in his or her care from risk or injury. This may include requiring the contractor to stop work or Leave the site.

6.7 The Governing Body will draw the attention of all users of the school premises (including hirers and contractors) to Section 8 of the Health and Safety at Work Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare.

## **7.0 STAFF CONSULTATIVE ARRANGEMENTS**

7.1 The Governing Body, through the Headteacher, will make arrangements for full and proper consultation with employees on health and safety matters. The nominated safety representatives of each accredited trade union or staff association will be offered a role in these consultations.

## **8.0 EMERGENCY PLANS**

8.1 The Headteacher will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put the occupants or users of the school at risk. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- (i) save life;
- (ii) prevent injury;
- (iii) minimise loss.

8.2 The plan will be agreed by the Governing Body and be regularly rehearsed by staff and pupils. The result of all such rehearsals will form part of the regular risk assessment survey. This sequence will determine the priorities of the emergency plan and the outcome will be reported to the Governing Body.

## **9.0 SOURCES OF ADVICE AND TECHNICAL ASSISTANCE**

9.1 Whenever required, the Governing Body, Headteacher and other staff are to seek advice from the LA, the Council's corporate occupational health and safety service or other competent persons to ensure that the most current and relevant information is used in carrying out this policy.

## **10.0 REVIEW**

10.1 The Governing Body and Headteacher will review this policy statement annually and update, modify or replace it as it considers necessary to ensure the health, safety and welfare of staff and pupils.

## **11.0 SPECIFIC PROCEDURES AND FURTHER GUIDANCE**

11.1 The Governing Body and the Headteacher will ensure that written procedures, preceded by risk assessments, are produced and maintained to provide detailed and current information about the specific health and safety arrangements in place to deal with particular risks and situations. These procedures will give instructions as to how staff should carry out duties or activities and will clearly state who is responsible for doing what and in what circumstances (normal and abnormal). All staff will be informed about these procedures.

11.2 The written procedures required within the school are as follows:

- Storage and administration of medicines
- Provision of first aid
- Safety inspections
- School managed projects
- Fire and other emergency evacuations
- Stress and employee well-being
- Organising outdoor education activities
- Swimming
- Unexpected loss of utilities
- Site security
- Reporting of accidents, incidents, hazards and near misses
- Use of dangerous tools, equipment, machinery
- Use of or exposure to any hazardous substances or materials
- Maintenance of dangerous plant and equipment and electrical systems
- Access to any height liable to cause injury
- Violence to staff
- Lone working
- Use of contractors
- Out-of-hours use of school buildings and facilities
- Vehicular movements on site
- Use of minibuses
- Managing water hygiene
- Public performances
- Waste disposal
- Work experience for pupils / students
- High risk activities associated with the curriculum or school sponsored events
- Food Handling

11.3 Further advice and guidance is available by referring to the Health and Safety Manual for Schools provided by the LA and held by the Headteacher. This school adopts all of the guidance within the Manual as applicable within the school and to all staff.

11.4 See appendix A for more detailed policy.

## 12.0 LOCAL RULES

The school has guidance on the following:

- Use of personal electrical equipment (including mobile phones)
- Personal use of school equipment
- Use of private vehicles for work purposes, etc.
- Asbestos register
- Code of conduct
- Working at height
- Swimming pool procedures
- Behaviour management
- Health Safety and Welfare
- Child missing
- Adverse weather
- Asthma in school
- School journeys
- Minibus use
- Managing stress and maintaining wellbeing
- Mouth guards
- Off site visits
- Physical intervention
- School security
- Water bottles
- Medicines in school
- Food handling
- Lone Working

**Signed:** \_\_\_\_\_

Headteacher

**Signed:** \_\_\_\_\_

Chair of Governors

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **APPENDIX A**

### **Signature of Accountable Manager:**

The board of 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 Wilton and Barford CE Primary School.

It is school policy to ensure that every reasonable step be taken to prevent injury and ill-health to personnel by protecting individuals from hazards at work. This also includes pupils and visitors to the school whether it is for pursuance of their employment or other activities.

This is approached by:

- Assessing and controlling risk as part of the day-to-day management of school activity.
- Providing and maintaining safe, healthy and secure working conditions, training and instruction so that personnel are able to perform their various tasks safely and efficiently.
- Ensuring that a constant awareness with regard to health and safety at work is maintained in respect of all activities within the school and during out-of-school activities.
- Periodic review of the safety policy as school activities and associated risks change.

All personnel employed within the school have a legal obligation to co-operate in the operation of this policy by not interfering with or misusing any equipment.

All employees within the school have a corresponding obligation to co-operate and comply with this policy so far as is reasonably practicable by:

- Complying with safety procedures, whether written or brought to their attention by other means for their own protection, protection of those under their supervision and others who may be affected by their actions.
- Reporting to the Headteacher or School Business Manager an incident that has led, or could have led, to damage or injury.
- Assisting in any investigation with regard to accidents, dangerous occurrences or near-misses.

In line with the safety organisation set out in part 2 of this policy, it is the responsibility of all line managers to ensure compliance with safety arrangements within their areas of responsibility. From time to time, safety arrangements are adopted for the control of risk and reflect the procedure that are to be followed within the school.

HEADTEACHER'S SIGNATURE ..... Date: .....

CHAIR OF GOVERNOR'S SIGNATURE ..... Date .....

## Keeping Healthy and Safe

The aim of our school in relation to health and safety is to create an atmosphere of carefulness both in and out of school; this is for all users of the school, children, school staff, parents and the community.

This carefulness includes:

- The ability of each individual to protect him/herself
- Concern and consideration for the safety of others
- Knowledge of what to do in certain situations
- Alertness and control
- Cultivation of good habits

For children, good safety habits are taught as part of the whole curriculum. This can be through topics, for instance, a safe place to play and the involvement of outside agencies such as the police, fire brigade, road safety officer etc.

At Wilton and Barford Primary School children are encouraged to develop healthy habits through good health and hygiene routines, for example, regular exercise or care of themselves, personal hygiene etc. A positive policy for healthy eating is maintained at school, with an extended healthy option menu at lunchtime, and no unhealthy break time snacks and the promotion of healthy lunch boxes.

We believe that children learn best through practical experiences and active involvement in all areas of the curriculum. Children are taught to have care and consideration for themselves and others:

- In the classroom
- When using equipment e.g. scissors, tools, PE apparatus
- When moving around the school
- When carrying out investigations, e.g., pond, pollution, soil studies
- When on educational visits

For any physical activity, children and staff, change into shorts and T shirts. They are expected to be bare footed in indoor activities, as bare feet grip better, and to wear pumps and trainers for outside activities. It is part of our school policy that children do not wear any form of jewellery (except single stud earrings), for safety reasons.

We have a limited number of school rules, which are for safety reasons, such as walking round school, playing in sight of an adult on duty, care of property etc.

In accordance with LA safety regulations, educational visits are carefully planned in advance, with staff pre-visits made if possible. Details are sent to parents. Children are asked to wear appropriate clothing for the activity planned. The correct adult child ratio is always followed, and a first aid kit and list of emergency phone numbers taken.

Wilton and Barford CE Primary School has set procedures in case of an emergency in school, such as a fire or bomb alert when the building needs to be evacuated. These drills are

carried out at least once a term (6 times a year). All staff and children are familiar with these procedures, and know their own exit route, place of assembly and roll call procedure.

All children are taught to take care of themselves and each other, but in a school environment, accidents do occur. Most accidents in school are minor and can be dealt with by any member of staff. A fully equipped first aid box is kept in the "wet area" outside class 2 and in the disabled toilet on the KS2 corridor. The school's accident register, accident forms and a list of any allergies children have are kept in the office.

If the accident is more serious, the aim of the school is to get the child qualified medical attention as quickly as possible. Parents are informed straight away, and if necessary, an ambulance sent for.

Accident forms are filled out for any accident requiring professional medical attention, or caused by any defect in the school or its equipment.

The School Business Manager, under the direction of the Headteacher, is responsible for ensuring that the building provides a safe and healthy environment for the children. Any equipment/hazardous substances are kept locked away from the children. All equipment is to British Standards and is regularly maintained through risk assessment.

# **HEALTH & SAFETY ARRANGEMENTS**

## **INTRODUCTION**

The safety arrangements set out below are for the information, guidance and compliance of all personnel in Wilton and Barford CE Primary School.

Health and safety are integral parts of management. They are key considerations that should underpin and facilitate educational and financial activity. Under the Health and Safety at Work Act 1974 and common law, employers and employees must look after children in their care.

In carrying out their normal functions, it is the duty of all heads of area to do everything possible to prevent injury to individuals. This will be achieved so far as it is reasonably practicable by adoption of arrangements and procedures developed out of risk assessment for control of risk. These can be summarised as:

- Providing and maintaining safe equipment and safe systems of work.
- Making arrangements to ensure the safe use, handling, storage and transport of materials, drugs, substances and other articles.
- Providing the necessary information, instruction, training and supervision to ensure all personnel are aware of their responsibilities for safety.
- Providing safe places of work with safe access to, and exit from, them.
- Providing a safe and healthy working environment.
- Providing a system for rapidly identifying and remedying hazards.
- Where hazardous conditions cannot be eliminated, providing suitable protective clothing and equipment.

More specific arrangements are set out below and will be appended from time to time as necessary to address new risks.

All personnel have a statutory duty to co-operate by fulfilling the objectives of the board of governors and a personal responsibility to take reasonable care to ensure that their actions do not cause injury to themselves and to others.

Employees are required to observe special rules and safe methods that apply to their own work and to report hazards discovered by them to their head of area.

No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

## **SPECIFIC ARRANGEMENTS FOR HEALTH AND SAFETY.**

### **Accident Reporting**

Any accident or injury is to be reported to the safety adviser by the person or persons involved in the accident, or by the head of area, and entered in the accident report book (either the student accident book or the staff accident book). Accident books are held in the school office. The safety adviser is to ensure that the board of governors is informed of all accidents of a serious nature and any dangerous occurrences, and where applicable follow the requirements of current legislation (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995).

### **Accident Investigation**

- All significant accidents or incidents that are considered to be dangerous and near-miss situations are to be reported to the head of area. They in turn are to report the incident to the safety adviser.
- The safety adviser is to carry out an immediate investigation into the incident in order to identify the cause of the accident and measures taken to prevent a reoccurrence.
- Investigations such as these are essential in order that accidents, damage to equipment and property, and losses are kept to a minimum.
- The chair of the finance and premises committee is responsible for the co-ordination of such investigations.
- All contractors must ensure that accidents involving their personnel are reported to the safety adviser of the school, as well as their own reporting chain.

### **Accidents**

Accidents fall into four categories:

- Fatal
- Major Injury
- To employees resulting in more than three days consecutive absence
- Other Accidents

Accidents in the first two categories should be reported immediately to:

The Health and Safety Executive on 0845 345 0055

The accident should be reported by telephone immediately, and then confirmed in writing.

Below is a list of what constitutes a major injury:

- Fracture of the skull, spine or pelvis
- Fracture of any bone in the arm other than a bone in the wrist or hand
- Fracture of any bone in the leg other than a bone in the ankle or foot
- Amputation of a hand or foot
- A loss of sight of an eye
- Any other injury which results in the person injured being admitted to hospital as an inpatient for more than 24 hours, unless that person is detained only for observation.

If the accident is more than a minor one for child or adult, please report it immediately to the Headteacher or Senior Teacher who will send for an ambulance if needed and contact the parents.

## **Asbestos**

The school has a full asbestos register which is shown to all contractors before they start any work which is signed and dated. All asbestos is clearly labelled. Regular asbestos reports are produced when the condition of any asbestos is checked. All faults are reported following the inspection. If faults are found between inspections staff/adults must inform the Headteacher and School Business Manager. These incidents are then reported to the LA and correct procedures are followed (see Asbestos information from HSE). Any building work done on asbestos MUST be carried out by a contractor approved by the LA for working with asbestos.

## **First Aid**

On each site there will be an Appointed First Aider holding a First Aid at Work Certificate. Details of first aiders are on the door of the staffroom and the Disabled toilet. Appointed First Aiders will attend all incidents on site and will provide first aid to colleagues and members of the public within the limits of their capability and training.

## **First Aid Boxes**

Location:

KS2 Disabled toilets & staffroom

The location is marked by a green cross.

Person Responsible for supplies – Appointed First Aider – Leyanne Hind or Gaby Heasman (Paediatric First Aider)

## **Reporting Procedures**

Any practice or condition that is likely to have an adverse effect on the health and safety of personnel, or damage to equipment or property, is to be reported to heads of area. Such reports are to be recorded.

## **Allergies and Long Term Illness**

A record is kept in the Office of children's allergies, any long term illness, e.g., asthma, and details of any child whose health might give cause for concern. Allergen information regarding food provided at school must be shared with parents. Allergy information is shared with catering staff.

## **Administration of Medicines during School Hours**

From time to time parents may request that the school should dispense medicines which need to be administered at regular intervals to children. These requests fall into two categories:

- Children who require emergency medication on a long term basis because of the chronic nature of their illness (e.g., asthma and epilepsy)
- Children who are suffering from casual ailments (coughs, colds etc)

Generally no member of staff will administer medicine to children. For casual ailments parents are responsible for the administration of medicine to their children and if the child needs a dose of medicine at lunchtime, the parent should come to the school to administer the medicine. If it is unavoidable that a child has to take medicine in school for treatment for a long term illness to be effective, then each individual case will be considered. Please note that teachers are not required to dispense medicine as part of their contracts and any involvement would be purely on a voluntary basis.

## **Out of School Visits and Activities**

All personnel that arrange or actively participate in school visits or out-of-school activities must follow the procedure outline in the separate document held in each area entitled "Policy of school visits and out of school activities".

## **Safe Working Procedures**

Class teachers must ensure that safe working procedures are developed through:

- Assessing the tasks
- Identifying the hazards
- Defining a safe method
- Implementing the system
- Monitoring the system

Once developed, safe working procedures must be published to protect all personnel working with their areas of responsibility from dangers to their health and safety. They are also to familiarise themselves with laid down procedures and ensure that personnel under their control are fully conversant with these procedures.

## **Defective Tools and Equipment**

- All defects found in equipment must be reported immediately to the head of area, who in turn will inform the safety adviser of the details.
- The equipment concerned is to be withdrawn from service, clearly marked and isolated in an area where it cannot be reissued for further use until repair has been affected.

## **PE & Sports Equipment**

When using large apparatus children must be trained in how to move, lift and set out each piece of apparatus. This includes how to lift correctly and how many children are needed for moving each piece of equipment (this should include how to bend), e.g., netball posts – one child at each end.

## **Manual Handling of Loads**

- Personnel are not to lift, drag, push or carry heavy or awkward loads unless training has been undertaken and risk assessments carried out.
- Health and Safety information and advice are available on all aspects of health, safety and welfare from the safety adviser.

## **Means of Access**

- When using access equipment, ladders, crawling boards etc, the correct equipment is to be used for the job to be undertaken. Stepladders should always be supported by an assistant.
- Always use correct routes of access. Do not use short cuts: they can result in serious accidents.

## **Machinery**

All heads of area, teachers and supervisors controlling the use of machinery and IT equipment must be familiar and comply with the following legislation.

- Provision and Use of Work Equipment Regulations 1992
- Health and Safety (Safety Signs and Signals) Regulations 1996
- Electrical Equipment (Safety) Regulations 1994

## **Housekeeping**

Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety. Accidents can be prevented by following the guidelines listed below:

- Keep corridors and passageways unobstructed.
- Ensure shelves in storerooms are stacked neatly and not overloaded.
- Keep floors clean
- Do not obstruct emergency exits

## **Electrical Equipment**

- Only authorised and fully qualified personnel are to install, repair or attempt to repair electrical equipment.
- Where 13 amp sockets are in use, only one plug per socket is permitted.
- The protective outer sleeve of electrical cables is to be firmly secured within the electric plugs. Where the outer sleeve is not secured within the plug and the connecting live wires are visible, a qualified person is to be asked to rewire the plug correctly.
- Electrical equipment that is known to be, or suspected of being faulty must not be used.
- If electrical equipment becomes faulty whilst in use, it is to be isolated from the source of supply and secured so that it cannot be used until repair has been affected.

## **Use of Harmful Substances**

- When using harmful substances, whether they be material or chemical substances, all personnel must ensure that adequate precautions are taken to prevent injury to health.
- No new materials or chemical substances are to be brought into use unless an assessment using the Control of Substances Hazardous to Health Regulations 1994 (COSHH) has been carried out and clearance given for use by the safety adviser.
- Work involving lead or asbestos is not to be carried out under any circumstances without reference in the first instance to the safety adviser.
- Any staff ordering chemicals must only order those covered by the COSHH register.

## **Smoking**

- Smoking is not permitted in the school or grounds.
- No smoking signs are clearly displayed around the building and staff are encouraged not to smoke in the immediate vicinity of the school.

## **Emergency Services**

- Fire, police or ambulance services can be contacted by dialling 999 and asking for the service required. Dial 9999 if using a school phone.
- There is a first aider on call within the school administration during working hours.

## **Fire Prevention**

- Fire orders are available for all personnel to read in the school office. They cover all aspects of fire prevention.
- A notice "Action to be taken in the event of fire" is posted in all buildings at fire points and each classroom has a printed notice clearly identifying the evacuation route and assembly area to be used.
- Personnel are responsible for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of fire.
- The most important part of fire control is prevention. It is with this in mind that all personnel are to be conversant with fire potential of materials and substances that they

use, and should exercise maximum care in their use, especially those marked "flammable".

- Fire evacuation procedures, fire prevention training and fire alarm testing are to be carried out in accordance with current legislation.
- All fire doors which are lockable are unlocked during school hours and whilst the school is occupied and staff are aware of this.

### **Visitors**

- It is the duty of all personnel within the school to ensure the health and safety of all visitors to the school.

### **Contractors**

Contractors working within the school are required to comply with the working rules as issued by this school. Any breach of these rules is to be reported to the head of area and/or the safety adviser.

### **Use of Vehicles**

Only those persons authorised and in possession of the appropriate licence are to drive vehicles on school business.

### **Car Parking On Site**

- Car parking is a concern at Wilton and Barford Primary School as it is a hazard to those who use the school. It is also a hazard for neighbours who live within the vicinity of the school sites. Drivers parking cars at the school, near it or dropping or collecting children at the school should at all times have consideration for the safety of pedestrians, other road users and the immediate community. In particular, the road markings near the school should be observed at all times.
- Visitors parking at the school should leave a note of their car registration number with the school office in case the car has to be moved.
- There is regular contact with traffic police and the road safety officer who will talk to parents and children and provide leaflets and posters to display and send out.
- Regular letters are sent home to parents.

### **Legionellosis**

The primary aim is to prevent the build-up of the Legionella pneumophilla organism in water systems and to prevent inhalation of infected water droplets. Control measures are as follows:

- The water temperature is to be below 20 degrees C or above 50 degrees C and this is to be checked annually.
- Records are to be maintained of all cleaning and temperature checks carried out.
- Water storage tanks are to be covered.
- Records are to be maintained of any maintenance, water treatments or disinfection.

### **Pest Control**

Pests such as insects, rodents, fungi and weeds can affect the school environment and the people in the school. These pests can cause health problems and structural, reputational and plant damage. Any issues or concerns should be reported to the School Business Manager.

## **Risk Assessments**

Risk Assessments will provide the principle means of identifying health and safety risks and the action required to minimise these. They will be prepared for the following departments by the appropriate heads of areas (teachers) in liaison with their staff, if required, with the support of the Safety Adviser and H&S Governor.

- Classrooms
- Nursery
- Offices
- Hall
- Playgrounds – Top and Bottom
- Sports Fields
- Library
- Cleaner's Cupboard
- Kitchen
- Swimming pool
- Car park
- Site security

The risk assessments will be reviewed annually to identify any new risks and to ensure that any action required has been implemented.

**COSHH** (Control of Substances Hazardous to Health) Assessments will be prepared and updated regularly, with action carried out as necessary to minimise the risks of storing and using hazardous substances. The need for COSHH assessments will be identified in the course of undertaking risk assessments.

## **School Catering**

All staff that handle food must have relevant food hygiene qualifications. Staff who work in the kitchen must complete the Safer Foods Training manual. Catering staff must change into kitchen clothes, including footwear, in the assigned room. Safer food standards procedures must be followed by catering staff. Cleaning schedules should be adhered to.

## **Training**

The school will provide whatever training is required within reason to enable employees to gain the qualifications and knowledge necessary to work safely. Training needs will be identified in the course of undertaking risk assessments.

## **REVISION**

The above statement of policy is subject to revision and addition from time to time. Significant changes will be notified to staff and regular contractors.

## **CHILD PROTECTION**

At Wilton and Barford Primary School, we believe that every child has the right to be safe and therefore to be cared for in a way that ensures her/his safety and meets her/his individual needs. We recognise that all children need protection at all times from anything or anyone that may cause them harm and work together following the Child Protection Policy to ensure

this. We respect all members of the school's community and treat information with confidentiality.