



Brynllwarch Hall School

HEALTH & SAFETY POLICY, Statutory,
Annual Review

Signed		Head Teacher
Signed		Chair of Governors.
Date:		
Date of Review:		

Part 1

STATEMENT of INTENT

This document must be read in conjunction with current Coronavirus Regulations as specified in the Risk Assessment. Available to all staff on One Drive Brynlllywarch – Staff Information – Risk Assessment – Effective from September 2020

The Governing Body believes that effective health and safety management supports our delivery of education and services to pupils.

We consider the health and safety of pupils, employees and visitors to the school to be an integral part of what we do and will pursue continual improvement in performance through the setting of objectives and targets.

We are committed to:

- Developing and maintaining a positive Health and Safety culture with an emphasis on continuous improvement, through communication and consultation with employees and their trade union representatives.
- Providing a safe and healthy working environment.
- Ensuring safe working methods and providing safe equipment.
- Assessing and controlling the risks that arise from our work.
- Complying with and where possible exceeding statutory requirements.
- Preventing accidents and work related ill health.
- Providing effective information, instruction and training.
- Monitoring and reviewing systems and preventative measures to make sure they are effective.
- Ensuring adequate resources are made available to fulfil our health and safety responsibilities.

For these commitments to be effective, employees throughout the school must play their part in the creation of a safe and healthy working environment for all.

Name _____ Signature _____ Date _____
Chair of Governors

Name _____ Signature _____ Date _____
Head Teacher

Part 2

ORGANISATION AND RESPONSIBILITIES

INTRODUCTION

To comply with the Governing Body's Statement of Intent the following responsibilities have been assigned:

THE GOVERNING BODY

The Governing Body is responsible for ensuring that:

- A clear written policy statement is created which promotes the correct attitude towards safety in staff and pupils.
- Responsibilities for health, safety and welfare are allocated to specific people and that persons are informed of these responsibilities.
- Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- Sufficient funds are set aside with which to operate safe systems of work.
- Health and safety performance is measured both actively and reactively.
- The school's health and safety policy and performance is reviewed annually.

THE HEADTEACHER

The Headteacher has the following responsibilities:

- Be fully and visibly committed to the Governing Body's Statement of Intent for Health and Safety.
- Ensure that a clear written local health and safety policy is created.
- Ensure that the Policy is communicated adequately to all relevant people.
- Ensure appropriate information on significant risk activities is given to visitors and contractors.
- Ensure appropriate consultation arrangements are in place for staff and their Trades Union representatives.
- Ensure that all staff are provided with adequate information, instruction and training on health and safety issues.
- Arrange for risk assessments of the premises and working practices to be undertaken.
- Ensure safe systems of work are in place as identified from risk assessments.
- Ensure that suitable emergency procedures are in place.

- Ensure that equipment is inspected and tested to ensure it remains in a safe condition.
- Ensure records are kept of all relevant health and safety activities, e.g. assessments, inspections, incidents, health and safety training etc.
- Ensure arrangements are in place to monitor premises and health and safety performance.
- Ensure that all incidents are investigated and suitable remedial actions are taken.
- Report to the Governing Body annually on the school's health and safety performance.

SCHOOL HEALTH AND SAFETY CO-ORDINATOR

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

- To coordinate and manage the annual risk assessment process for the school.
- To coordinate performance monitoring processes.
- To make provision for the inspection and maintenance of work equipment.
- To manage the keeping of records of all health and safety activities including management of building fabric and building services in liaison with NPS and other contractors.
- To advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- To ensure that staff are adequately instructed in safety and welfare matters about their specific work place and the school generally.

Teaching and support staff holding positions of special responsibility

This includes Deputy/ Assistant Headteachers, Curriculum Coordinators, Heads of Faculty, Heads of Departments, Business Managers, Technicians and Caretakers. They have the following responsibilities:

- Apply the school's Health and Safety Policy or relevant Health and Safety Code of Practice to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
- Carry out regular health and safety risk assessments of the activities for which they are responsible.
- Ensure that all staff under they manage are familiar with the health and safety Code of Practice, if issued, for their area of work.
- Resolve health, safety and welfare problems members of staff refer to them or refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.

- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- Investigate any accidents that occur within their area of responsibility.
- Prepare an annual report for the Headteacher on the health and safety performance of his/her department or area of responsibility.

Class Teachers.

Class teachers are expected to:

- Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out.
- Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Code of Practice, if issued, and to ensure that they are applied.
- Give clear oral and written instructions and warnings to pupils when necessary.
- Follow safe working procedures.
- Require the use of protective clothing and guards where necessary.
- Make recommendations to their Headteacher or Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- Report all accidents, defects and dangerous occurrences to their Head of Department.

Health and Safety Representatives

The Governing Body recognises the role of Health and Safety Representatives appointed by recognised trade unions. Health and Safety Representatives will be allowed to investigate incidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. They will also be consulted on health and safety matters affecting all staff.

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

All Employees

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, employees must:

- Comply with the school's health and safety policy and procedures at all times - in particular procedures for fire, first aid and other emergencies and incident investigation.
- Cooperate with school management in complying with relevant health and safety law.
- Use all work equipment and substances in accordance with instruction, training and information received.
- Report to their manager any hazardous situations and defects in equipment found in their work places.
- Report all incidents in line with the incident reporting procedure.
- Act in accordance with any specific health and safety training received.
- Inform their manager of what they consider to be shortcomings in the school's health and safety arrangements.
- Exercise good standards of housekeeping and cleanliness.
- Co-operate with appointed Union Health and Safety Representative(s).

Pupils

Pupils, allowing for their age and aptitude, are expected to:

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

Part 3

ARRANGEMENTS AND PROCEDURES

The following is a list of arrangements and procedures, which the governors of Brynllwarch School will implement in order to ensure the health, safety and welfare of all staff, pupils, contractors and visitors as far as is reasonably practicable.

- Asbestos Management
- Control of Contractors
- Inspection & Testing of Equipment
- Risk Assessments
- Site Security
- Accident Procedures
- First Aid
- Medication
- Fire Procedures
- Smoking
- Non-fire Emergencies
- Break time/ Lunchtime Procedures
- School Minibus Safety
- Transporting Pupils in Cars
- School Trips and Off-Site Activities
- Mobile Phones
- Transport Arrangements
- Security
- Violence at Work
- Cash in Transit Policy
- Resources and Work Equipment
- Curriculum
- Dress Code
- Chewing Gum
- Monitoring and Review

ASBESTOS MANAGEMENT

There is a separate asbestos register that sets out all procedures to ensure safe working in the school. This is available for visitors, employees and contractors.

CONTROL OF CONTRACTORS

All contractors report to reception on arrival and are given guidance on where they are working. All visitors, including contractors are given a leaflet that sets out the school safeguarding procedures. They are also given guidance to follow in the event of a fire alarm.

INSPECTION AND TESTING OF EQUIPMENT

Regular inspections are carried out with regards to:-

Electrical equipment, fire safety equipment and sporting equipment. We follow guidance to ensure that we comply with recommendations.

RISK ASSESSMENTS

These are carried out by individual members of staff in their curriculum areas. Off-site visits are recorded on the Evolve system and are approved by the Headteacher.

SITE SECURITY

The site is partially fenced. This ensures that all visitors need to report to reception before entering the school. The school is partially covered by c.c.t.v. that is designed to keep our learners and staff safeguarded.

ACCIDENT PROCEDURES

The designated First Aiders will be the primary point of contact for all accidents. All accidents, incidents or instances causing apparent distress or worry must be reported to the line manager.

- Details of accidents must be recorded on a school Accident form and given to Mrs Down and kept in the Accident/Incident File in the Administrators office. Date, time, witnesses, nature of accident, action, etc must be noted.
- All accidents to pupils should be reported to parents, either by phone or the home/school book after consultation with senior staff for appropriate wording. A copy of the Accident form may also be sent to parents if necessary.
- In the event of a 'head injury' the pupil must take home a 'head bump' note from the office.
- If however it is decided that the accident is serious enough for the pupil to be referred to hospital then parents will be contacted the immediately.

Life-saving first aid procedures should be implemented if necessary, taking account of current regulations regarding transmission of infections and diseases via bodily fluids.

Incidents relating to behaviour must also be recorded on SLEUTH

FIRST AID

Mrs G Down is a qualified First Aider along with a number of staff, listed in the school office, who may be contacted for assistance or advice.

First Aid equipment is located in each classroom area, staff room, surgery and there are first aid boxes in each school minibus.

It is the responsibility of Mrs G Down to maintain these first aid boxes.

Person Requiring Hospital Treatment

The Head/Deputy/ Assistant Head and/or the First Aider will make the decision to send an adult or child to hospital. He/she will decide whether that individual may be safely transported by car or whether an ambulance needs to be called.

Procedure for taking a pupil to hospital

- The Head/Deputy/ Assistant Head will inform the Casualty department that a pupil is being brought to the hospital, giving a brief description of the problem.
- The Head/Deputy/ Assistant Head will inform the parents and advise whether they need to go to the hospital.
- A photocopy of the pupil's medical information sheet and contact details must accompany the pupil to the hospital and returned to school afterwards.
- If the pupil is being taken by car then there must be an escort in the car with the pupil, preferably a member of staff from their class. At least one familiar member of staff must accompany a pupil being taken by ambulance.

Procedure for taking a member of staff or other adult to hospital.

- The Head/Deputy/ Assistant Head will inform the Casualty department that an adult is being brought to the hospital, giving a brief description of the problem.
- The Head/Deputy will inform the next of kin and advise whether they need to go to the hospital.
- Another member of staff may accompany the adult if necessary.

In either case the Head/Deputy/ Assistant Head will ensure there is adequate staffing in the class concerned.

MEDICATION

Staff Medication

- All staff are strongly advised to inform their line manager and the Head/Deputy/ Assistant Head of any medical condition, e.g. allergy, asthma, epilepsy, heart condition or migraine that requires essential medication to be kept on school premises.
- Staff are advised not to bring any non-essential personal medication into school.
- All medication must be kept away from children and stored in a locked cupboard in the staffroom.

Pupil Medication

Whilst being mindful of the general duty of care, school staff have no legal duty to administer medication, it is undertaken in a voluntary role and parents must submit a written request for staff to do so.

- The parents of all pupils on admission to school are required to complete a full medication information pack that is updated annually.
- This pack includes details of emergency contacts, regular and occasional administration of medicines.
- A copy of this pack and the school 'Policy on Supporting Pupils with Medical Needs' are available from the Health and Safety coordinator and the school nurse.
- Mrs Gwyneth Down is responsible for medication in school. She must be informed of any medication brought into school and it must be in the container dispensed by the pharmacy and accompanied by written instructions from the parents.
- All medication must be correctly labelled and stored in either the locked medical cupboard or medical fridge. The keys are kept in the school office.
- Procedures for the administration of emergency medication are kept with the medication and staff must take both and a mobile phone when accompanying a pupil off-site.
- When any medication is administered, two staff must be present and both must sign the pupil's record sheet to acknowledge that the correct dosage has been given. This applies to regular, occasional and emergency medication.
- All medication being transported to or from school must be clearly labelled and carried by the driver or escort.
- Under NO circumstances should any medication be given to pupils to carry, neither should it be placed in their school bags.

The school will work closely with Health Service personnel to enable staff to receive regular training on any relevant medical issues.

Further information can be found in the Welsh Government document - Supporting Learners with Healthcare Needs

FIRE PROCEDURES

In case of fire, the primary concern of all should be that life and property (in that order) are not endangered.

Fire Prevention

- The Headteacher will task the H&S Coordinator and Fire Officer (School Caretaker) to undertake regular Fire Risk Assessments and act on any issues raised.
- Any fire hazards including faulty electrical equipment must be reported to the Headteacher. Extreme care must be taken in Specialist Teaching areas.
- Fire drills will be carried out every term and evaluated by all staff so that any necessary action to improve procedures can be implemented by the Headteacher.
- The caretaker will check fire and intruder alarms, and other fire related systems and equipment, as appropriate. Annual inspections will be undertaken by the relevant external companies.
- Records will be kept of all Fire Drills and of all maintenance checks.
- A list of all appliances, their locations and functions can be found at the rear of this Health and Safety Policy Document.

Fire Procedures

- All registers must be completed as soon as possible in the morning and at the start of the afternoon session. The office will keep paper copies for fire evacuation purposes.
- Any supply staff, visitors, volunteers, students etc must report to the office and sign the visitors register, noting their presence and location within the school so that account can be taken of all persons on site.
- A note will be made by the office of any disabled visitors who will require a personal evacuation plan.
- Names of all individuals or groups (staff and pupils) out of school should be entered in the Off-Site Books and cancelled on their return.

Any member of staff discovering a fire must immediately sound the alarm by activating the fire alarms situated throughout the school buildings and notify the office/Headteacher. The alarm bell is activated by lifting the protective covers and breaking the glass cover. Fire Action signs are located next to the Fire Alarms and in every room close to the door.

- Everyone should familiarise themselves with the location of alarm buttons and fire extinguishers. Class teachers should inform all visitors of school fire procedures.

**ON HEARING THE FIRE ALARM EVERYONE MUST IMMEDIATELY
EVACUATE THE BUILDING.**

Fire on the ground floor:

Leave via safest, nearest external doors as requested by teacher. Assemble on the main playground by the classroom block.

Fire on the first floor:

Walk to end of the corridor and down the nearest stairs to safest, nearest external doors. Assemble on the main playground by the classroom block.

Fire on the second floor:

Walk to the end of main corridor and down the stairs onto first floor to safest, nearest external doors. Assemble on the main playground by the classroom block.

The nearest member of staff must assist less ambulant pupils to the identified assembly point. Any disabled staff or students will have personal emergency evacuation plan in place.

Meetings involving disabled visitors are normally held in one of the ground floors of the main building. If the fire alarm rings they will be assisted to leave via the main entrance with a member of staff and assemble outside the front of the school. Staff will ensure that the visitor fire register is filled in.

**ON NO ACCOUNT SHOULD EVACUATION BE DELAYED
BY PUPILS OR ADULTS ATTEMPTING TO COLLECT BELONGINGS**

Further Notes

- Staff and pupils not with their classes during fire evacuation should only rejoin their classes at the appropriate assembly point on the playground if safe to do so once they have left the building.
- Visitors, students etc attached to a class should follow the class procedures but any other visitors should leave via the safest, nearest fire exit.
- These instructions are based on the assumption that the fire hazard is not between the group and the authorised exits.
- In cases of emergency the class teacher or senior member of staff must take the decision to instigate alternative evacuation procedures.

- In addition to evacuation procedures staff should also ensure that, if safe to do so, all windows and doors are shut and that all lights and electrical appliances are turned off.

Assembly point

The Assembly Point is on the playground by the Classroom Block

- Classes should remain in separate identifiable groups for counting numbers. This must be carried out with the Class registers, Visitors Register and the Off-Site Books.
- In the case of a real fire only the Fire Officer in charge, in consultation with the Emergency Services as necessary, will make a decision to re-enter the building.
- In the case of a fire drill the Headteacher or Deputy will authorise re-entry to the building.
- The Headteacher or Deputy will also make the decision about whether to take action to contain the fire with the equipment available.

Everyone should remain at the assembly points until permission to leave has been given by the senior member of staff present.

SMOKING

In line with Powys County Council smoking is not permitted in any part of the school, its grounds, car park or on school minibuses.

NON-FIRE EMERGENCY PROCEDURES

(In cases of external events such as bomb alerts, chemical accidents and unidentified persons outside school premises.)

- All staff must be aware of site security procedures and direct any unfamiliar persons on school premises to report to reception.
- The main gates and all external doors must be kept closed during the school day.

In the event of an emergency that requires staff and pupils to remain in the building:

- The Head, Deputy or Office staff will dial 999.
- Internal phones will be used to inform everyone.
- In case of an emergency outside the building the Head or Reception Office staff must be contacted immediately so that they can contact the Emergency Services.

- The most likely action to be taken will be to instruct all classes to remain in their rooms, away from all doors and windows which must be shut or locked.
- All staff and pupils must remain as calm as possible and stay in their rooms until told by the Head or Emergency Services that it is safe to leave.
- Any person in direct contact with the emergency event must consider first their own safety and that of those in closest proximity to the event.
- All instructions during the emergency will be given by a nominated person in charge who will be under the direction of the Police.

BREAK AND LUNCHTIME PROCEDURES

Pupils must be adequately supervised at all times. The main times for extra vigilance are playtime, lunchtime and transitional timetable periods.

- During the morning break periods it is the responsibility of the Support Staff and Teacher on Duty to ensure adequate supervision for the pupils and to ensure that they are suitably dressed / protected for the weather if they go outside.
- There is one break sessions in the morning.
- Lunch time is also organised in one session, with lunch from 12.40pm and a break from 1.10pm until 1.30pm, with lunches being served in various locations in school. Staff are allocated to either supervise first or second part of the lunch hour.
- The pastoral support assistant, in consultation with the Head/Deputy, is in charge of all supervisory arrangements and any absences or difficulties with supervision. She will attempt to rearrange her staff to assist if possible.

In inclement weather when all pupils are remaining indoors the Senior Support Assistant is responsible for making alternative arrangements that may entail combining classes to ensure adequate cover. Pupils must not be allowed to run around the classes in an unruly manner and suitable activities must be available to occupy them.

On the playground it is the role of everyone on duty to supervise the pupils ensuring their safety and reasonable standards of behaviour. All staff should be particularly vigilant in ensuring that no bullying takes place. (Please refer to Bullying and Behaviour Policy for code of practice).

The Offsite books must be filled in if any staff or pupils leave the school premises.

SCHOOL MINIBUS SAFETY

- Only persons who are MIDAS trained, and who hold the appropriate D1 or equivalent licence, are eligible to drive the minibuses. All MIDAS drivers are obliged to inform the office and H&S coordinator when their training requires updating.
- All drivers must familiarise themselves with the procedures for the correct use of the minibus. MIDAS and the Powys Guidelines are in the Head's Office.

- Drivers are responsible for carrying out the safety checks as detailed in their Powys Record Books before the minibus is taken out and must record their own driving time in these books.
- The minibus must be booked beforehand in the school diary and computer diary noting the destination of the trip and approximate mileage and the Head or Deputy informed.
- Any defects to either bus must be noted in the defects book in the minibus and reported as soon as possible to the Office.
- Pupils must only get on and off the buses at the front of the school.

TRANSPORTING PUPILS IN CARS

- Staff must have valid business use insurance to transport pupils in their own cars.
- Risk assessments must be carried out on the pupils concerned to determine whether additional staff are needed as escorts.
- Pupils must travel in appropriate car seats/on booster seats until they reach 135cm in height or 12 years of age.
- Staff may walk pupils to their cars in the car park though preferred practice is for staff to bring their cars to the front entrance and load/unload pupils there.

SCHOOL TRIPS AND OFF-SITE ACTIVITIES.

- All trips should have an educational objective, and must be agreed in principle by a member of the SLT before any formal bookings are made.
- Provisional dates need to be checked with the school diary to avoid any possible clashes and transport implications
- All trips and visits need to be entered onto the Powys Evolve system. This includes the trips aim, the dates, venues, staff and pupil data and risk assessments.
- The schools Educational Visits Coordinator, EVC, can assist with the completion of Evolve forms.
- Overnight and trips involving outdoor and adventurous activities require permission from the LEA, non-adventurous day visits can be authorised by the head teacher. This all happens using the Evolve system.
- Any packed lunch requirements should be made to the kitchen staff well in advance of the trip, using the appropriate form.
- Letters home to parents should be organised through the school office, as permission may be needed, and medication requirements established for pupils.
- If the visit goes beyond the normal school day, arrangements need to be in place to ensure the safe return home of all pupils.

- A copy of the Powys Policy Planning and Approval Procedures for Educational Visits document is available in the resources section of the Evolve website, there is also an Independent provider questionnaire for use with private centres, for example.

MOBILE PHONES

- Staff mobile phones must be switched off and locked away during contact time with pupils except when involved in off-site activities. They may be used during staff breaks.
- 'No driver should engage in conversation or text messaging using a mobile phone (hands-held or hands-free) whilst driving on council business' (see Drivers Handbook.)
- Pupils are strongly discouraged from bringing mobile phones into school. If phones are brought in they must be handed in to the main office for secure storage until the end of the day or whenever the pupil leaves school.

TRANSPORT ARRANGEMENTS

'Drop-off/pick up' point is in the main car park in front of the school building.

Arrival at school.

- Buses/taxis will arrive at school at 8.40 am
- Pupils are greeted by members of staff on arrival. Pupils will be registered in their classes at 8.55.am
- Office staff will notify classes and the kitchen of late arrivals.

Home time arrangements

- Pupils will be notified that their transport has arrived and they will be accompanied to the transport by a member of staff.
- Buses and taxis must only be loaded at the front of the school in the designated zone.
- If parents collect their children at a time other than at the end of the school day, the Office and relevant staff re transport must be informed.

SECURITY

- Overall responsibility for school security on a day-to-day basis rests with the Headteacher and School Caretaker.

- All staff should be vigilant about the perimeter fencing and report any faults immediately.
- The main entrance is the designated reception area and all visitors must report to the main office and sign in to obtain a visitor badge. There is a signing in book for workmen on site.
- It is the responsibility of **all staff** to question unfamiliar people in the school and its grounds. Identification should be requested and the Head/Deputy or main office informed of the person's presence on the premises.
- In the event of an unwanted visitor gaining unauthorised access to any area of the school then staff must alert the Office.
- If staff perceive that any visitor presents an immediate danger they are advised to dial 999.
- Staff are advised not bring valuables or large sums of money onto school premises.
- All personal belongings are an individual responsibility and should be stored in a safe place, preferably a locked cupboard.
- All school cash must be handed to the main office where it will be secured in the safe and banked as soon as possible. (See 'Cash in Transit'.)

VIOLENCE AT WORK

Violence is defined in the Powys policy as "any incident in which a person is abused, threatened or assaulted in circumstances relating to their work".

- Good security at the front of school is essential to prevent unwanted violence to reception staff.
- The front door remains closed during the working day and clear notices are displayed to notify all visitors that they must report to reception.
- New visitors are encouraged to make an appointment to see a member of staff, rather than allowed to 'cold-call'.

Training is provided regularly in behaviour management and safe physical intervention techniques (PRICE Training) to enable staff to deal with aggressive and violent pupils.

All violent incidences must be reported on Powys online reporting system. Parents must be kept informed.

CASH IN TRANSIT POLICY

- At Brynllwarch the handling of cash in transit is the responsibility of the office staff though the Headteacher may request other staff to carry out this task in their absence.
- The amount of money held in school should be no more than £500.00 in cash or £1000.00 in cheques.

- All large sums of money must be banked as soon as possible.
- All money in transit must be carried securely and discretely i.e. in a money bag in a shopping bag, rucksack or similar.
- Where there is an amount over £1000 it is advised that it should be taken to the bank by two responsible adults, one of whom must be a member of staff.
- Staff must avoid taking the same route to the bank and avoid establishing a regular pattern of time and day.
- Where pupils are involved in the Youth Enterprise Schemes and need to bank more than £50.00 Enterprise money they must be accompanied by a member of staff.
- Staff must go directly to the bank and must not stop en route for any other business.

RESOURCES and WORK EQUIPMENT

- All activities with a degree of risk should have a Risk Assessment carried out to reduce potential accidents. Some of these may need to be specific to the area, the pupils involved or the staff working with them.
- All equipment must be safely stored when not in use and away from doors, walkways and fire exits.
- All staff must practice 'good housekeeping' to reduce risks of slips, trips and falls and ensure that recycling bins are emptied weekly to reduce fire hazard risks.
- Many items of equipment are inherently dangerous if used or misused by pupils therefore it is most important that extreme care is taken with such equipment and that all activities are adequately supervised.
- All sharp knives/tools/implements in food technology, science and DT areas must be stored in lockable cupboards.
- No member of staff may leave a teaching/recreational area until he/she is satisfied that all electrical or other equipment has been left in a safe condition.
- No hot drinks should be taken into or made in any of the teaching areas during the school day except for defined areas - the food technology area, the staff room, offices and senior classes.

Potentially dangerous or toxic substances must be labelled clearly and kept well out of the reach of pupils.

- If a member of staff is concerned that a piece of equipment or apparatus is faulty it should be removed from use if possible and reported to the Head/Deputy/Caretaker.
- If the item cannot be removed and needs to be repaired it should be clearly labelled as out of use, reported as above and recorded in the Safety Log and Repair Book kept in the general office.
- Similarly any defects to the fabric of the building should also be reported and noted and the area blocked off if it is deemed to be unsafe.
- Electrical points, especially with computer use should not be overloaded.
- All portable electrical appliances undergo regular PAT testing carried out by an appointed technician.
- Equipment must be used for the purpose for which it was designed - i.e. standing on tables and chairs to facilitate a higher reach is not correct use of furniture. Step-ladders or support from the caretaker should be sought.

- Large pieces of equipment must not be moved by staff single handed, help must always be sought.
- All staff should abide by regulations for moving and handling inanimate objects.

CURRICULUM

Science

- Care must be taken when carrying out all investigations and experiments whether they are carried out in classrooms or in the Science room (see Science Health and Safety Policy)
- The Science subject leader is responsible for ensuring that there is minimal risk from any materials that might be used.
- No specialist equipment is to be used without authority from the specialist science teacher.
- Safe working practices must be observed at all times. Any item for staff use only must be kept well out of reach of the pupils.

PE

- All staff engaged in Physical Education must ensure that they are familiar with the safety requirements applicable to their activities. Guidance is given in 'Safe Practice in Physical Education' from AfPE. The LA endorses this publication and requires all teachers of Physical Education (PE) to follow the guidance contained therein.
- PE equipment and all outdoor play equipment will be inspected annually by a recognised company but it is the responsibility of school staff to check it on a day- to-day basis.
- Care must be taken when moving apparatus as well as in the physical education activities. Mats and large pieces of equipment must be moved by at least two people and clear instructions must be given to pupils for safe conduct at all times.
- Special attention must be paid to regulations relating to any off-site swimming activities.

ICT

- Computers in classrooms should be made as accessible as possible to all pupils in terms of appropriate height workstations and chairs.
- Workstations should be sited as close to the electrical points as possible to prevent unnecessary trailing leads and cables and consideration given to the prevention of glare.
- All computers should be used in rooms with adequate and appropriate heating, lighting and ventilation.
- Health and Safety (Display Screen Equipment) Regulations 1992 will be followed as far as possible for frequent users of ICT especially administrative staff.

Art and DT

- Care must be taken when carrying out all Art and DT work whether it is carried out in classrooms or in the Art/DT room.
- The subject leaders are responsible for ensuring that there is minimal risk from any materials/equipment that might be used.
- No specialist equipment is to be used without authority from the specialist Art or DT teacher.
- Safe working practices must be observed at all times. Any item for staff use only

must be kept well out of reach of the pupils

- *Regard must be given to NAAID T and CLEAPSS guidance on any DT activity (NAAIDT guidance held by D T Subject leader).*

Food technology

- Safe and hygienic working practices must be observed at all times.
- Any spillages must be cleaned up immediately to prevent slippery floors, floor space and all fire exits must be kept free from obstacles and extra care taken when handling hot or sharp items.
- Pupils must be closely supervised when using kettles, cookers, microwave ovens, food processors and toasters. Knives must be stored in the lockable cupboard.

DRESS CODE

- Staff are advised to wear comfortable clothing that is suitable for the variety of work.
- Low/flat shoes with filled-in toes and backs are the required footwear as directed.
- Staff are advised that low necklines, strappy tops, bare midriffs and short skirts are not appropriate work wear.
- Long dangly or hoop earrings are a safety hazard and should not be worn.
- All valuables remain the responsibility of the owner.

CHEWING GUM/BUBBLE GUM

Pupils and staff are strongly discouraged from bringing chewing gum or bubble gum into school. It can present a choking hazard and is an unnecessary nuisance if not disposed of properly.

MONITORING AND REVIEW

There will be termly Health and Safety inspections carried out by the nominated governor, the Head teacher and the staff Health and Safety representative. The findings of the inspections will be reported at regular governors meetings so that any necessary action can be taken.

This Health and Safety Policy and Document will be reviewed annually as part of the school self-audit of Health and Safety. The results of the audit will be reported to governors.