

# **Moorlands Schools Federation**

## **Health & Safety Policy**





**Health and Safety Policy Acknowledgement Sheet**  
(All staff to be instructed in this document layout and content)

I declare that I have read and understood this Health and Safety Policy.

I am aware of my duties and responsibilities contained within, and agree to abide by any relevant legislation, Local Education Authority guidance and school procedures that apply to the undertakings within my work activities/employment.

I agree not to carry out any activities I have not been trained in, or not receiving instruction in.

I also agree to bring to the attention of the Headteacher any hazards, discrepancies or shortfalls in the school's health and safety arrangements I am, or become, aware of.

Signature.....

Print Name.....

Date.....

Please return this page to the School Business Manager

**Section 1**

**Policy Statement**

- 1.1 Moorlands Schools Federation works within the Bath & North East Somerset Corporate Health, Safety and Welfare Policy and the Education Service Health, Safety and Welfare Policy.
- 1.2 The Schools regard the promotion of health and safety matters as a mutual objective of all that work here. The Schools will take all reasonable steps to provide a safe environment for children, staff and visitors.
- 1.3 The Governors and Head Teacher of the Schools recognise their responsibility, so far as is reasonably practicable, to ensure:
- the provision and maintenance of a safe and healthy working environment for all staff and pupils and to extend such protection to visitors to the school;
  - the development and maintenance of sound health, safety and welfare practices;
  - consultation with competent people to assess risks and advise on adequate control measures and other health and safety issues;
  - adequate information, instruction, training and supervision to enable all staff and pupils to work safely;
  - consultation with staff on health and safety issues;
  - the allocation of resources to fulfill the above objectives.
- 1.4 The schools endeavour to apply and enforce all current legal requirements together with other appropriate safety measures where reasonably practicable. This practice will be continued in the case of future legislation.
- 1.5 Staff are expected to co-operate with the school Head Teacher and Governors in all measures taken to fulfill statutory health and safety duties and to protect the health, safety and welfare of staff, pupils and visitors. It is important that everyone in the school (all adults, children and parents/carers) understand the procedures and responsibilities that relate to them and others because it is only by the cooperation and teamwork of everyone involved that high standards of health and safety will be achieved. This will then allow children, staff and visitors to work in a healthy and safe environment.

Signed.....

Signed.....

Date.....

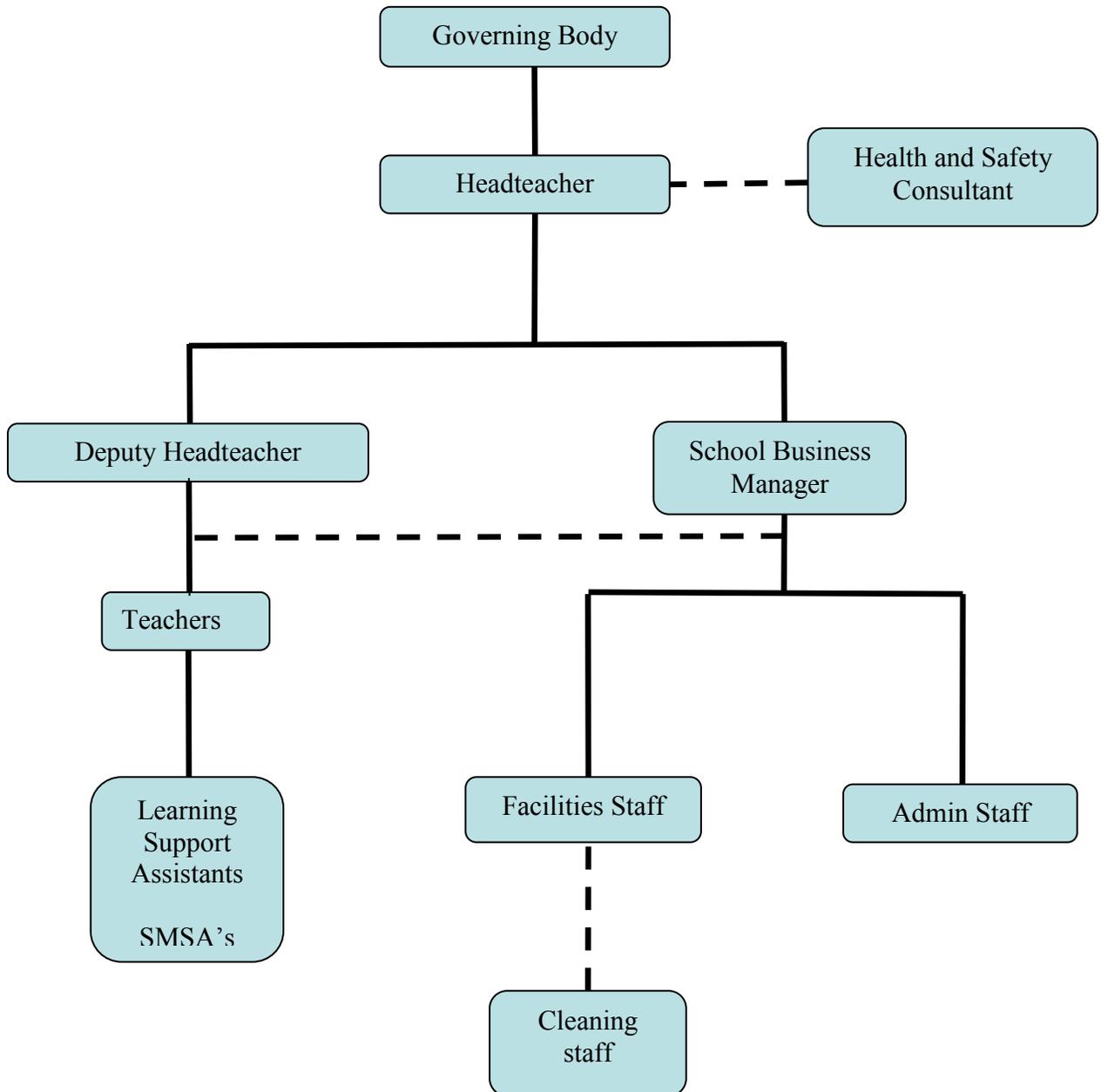
Date: .....

Chair of Governors.

Head Teacher

Review Date: December 2016

## Organisation for Health and Safety in the School



## **Section 2**

### **Organisation for Health and Safety**

#### **2.1 Responsibilities of the Director of Education**

The responsibilities of the Director of Education are outlined in the BANES Education Services Health, Safety and Welfare Policy the summary of which is contained in Appendix A to this policy.

#### **2.2 Responsibilities of the Governing Body**

(a) The Governing Body has overall responsibility for health and safety within the school, although because of the corporate status of Governing Bodies, individual governors cannot be held to be personally liable when they have acted on collective decisions taken in good faith. It will ensure that all reasonable steps have been taken to fulfil the school health and safety policy and to reduce the possibility of accident or injury to staff pupils or visitors.

(b) Specifically the Governing Body will:

- nominate a governor with responsibility for health and safety;
- set health and safety objectives and performance standards for the school; determine and implement the strategies to meet the objectives and standards;
- allocate funding for health and safety purposes;
- receive a termly report on health and safety performance;
- receive and review an annual health and safety audit
- ensure that the school Health and Safety Policy is produced, implemented and updated as required; and
- ensure arrangements are made to plan, organise, control, monitor and review, protective and preventative measures in the light of risk assessments.

#### **2.3 Responsibilities of the Head Teacher**

(a) The Head Teacher is responsible to the Governing Body for the health safety and welfare of staff, pupils and visitors within the school.

- (b) While the Head Teacher may delegate some tasks to designated individuals, s/he retains overall responsibility and remains specifically responsible for ensuring that:
- all members of staff, pupils and so far as is reasonably practicable, visitors to the school, are aware of their general and specific health and safety responsibilities as set out in this Policy;
  - the Local Education Authority and Governing Body are kept informed on the health and safety performance of the school.
  - the risks to which staff and pupils are exposed at school are assessed,

- recorded and reduced to the lowest level reasonably practicable;
- regular inspections of premises, plant and equipment are undertaken;
- suitable information, instruction and training is given to all staff;
- health and safety problems are dealt with promptly and appropriately or referred to the Governors, school surveyor or the LA Safety Officer as appropriate;
- in conjunction with the school surveyor, the work of contractors on school premises is monitored, where this affects the safety of staff, pupils or visitors;
- all serious accidents are investigated to discover their cause and prevent recurrence;
- accidents are reported and accident records maintained;
- appropriate First Aid facilities and First Aid trained staff are available;
- appropriate arrangements are made to evacuate the school in an emergency and that regular fire drills are held; and
- the appropriate structures exist and operate for consultation with staff and the resolution of health, safety and welfare issues.

#### 2.4 Responsibilities of Co-ordinators

- (a) Subject or other Co-ordinators are responsible to the Head Teacher for the day to day management of health and safety in their areas of responsibility.
- (b) They must ensure, as far as is reasonably practicable, that:
  - a safe working environment is provided for staff and pupils;
  - the Head Teacher is informed of any health and safety problems that they are unable to resolve;
  - safe working arrangements are specified for each work area under their control and that all staff and pupils working there are informed of these and adhere to them;
  - all equipment, including substances, is selected with regard to working conditions and its suitability both for its use and the users;
  - all equipment, including substances and tools meet statutory requirements and are properly maintained and stored;

#### 2.5 Responsibilities of Teaching Staff

- (a) Teaching staff have the responsibility, to familiarise themselves with the following procedures and bring them to the attention of pupils:
  - Emergency Evacuation Procedures.
  - Accident Procedures.
  - Safe working practices.
- (b) Teaching staff have the responsibility to ensure that each pupil in their care will be instructed in the safe working practices and the specific risks associated with their particular task at the outset, such as those involving tools, machinery or hazardous substances.

- (c) External visits: Teaching staff are responsible for supervising pupil groups whilst they are away from school on external visits, and for ensuring that pupils are aware of their responsibility to act with due consideration for their own safety and that of other people at the site or establishment. For additional guidance see also Safety in Offsite Activities Book.

## 2.6 Responsibilities of the Facilities Team

- (a) To ensure that they are familiar with the school's Health and Safety Policy.
- (b) To conduct a termly health and safety risk assessment with a member of the Senior Management Team (3 times a year)
- (c) To meet with the Schools Business Manager on a weekly basis to manage site issues
- (d) Ensure that all cleaning staff are aware of any implications of the Health and Safety Policy as it affects their work activities eg storage arrangements for materials, equipment, substances etc.
- (e) Report to the Head Teacher and Schools Business Manager any defects that are brought to his notice.
- (f) Test and record the fire bells and fire doors weekly
- (g) Inform the Head Teacher and School's Business Manager whenever contractors are due to enter the school to undertake maintenance, service or works contracts.
- (h) Maintain a record of hazardous substances used for cleaning and similar purposes.
- (i) To be responsible for the security of the premises, to include the opening up and locking of premises, to set security alarm systems, carry out security checks and respond to emergency call outs.
- (j) To monitor the safety of working practices of contractors when they are on site and the quality of their work wherever possible.
- (k) To be responsible for the general tidiness and safety of the outside areas, eg the removal of litter and graffiti from paths and hard surfaces, to keep surface drains free of obstruction, to ensure pedestrian access in periods of severe weather conditions and to treat main entrances with salt/grit as appropriate.

## 2.7 Responsibilities of all School Staff

- (a) Under the Health and Safety at Work Act 1974, all employees have a duty to take reasonable care for their own safety and for the safety of others, which may foreseeably be affected by their acts and omissions at work. They also have a duty to co-operate with the school management in all measures taken to fulfil statutory health and safety duties and to protect the safety of staff, pupils and visitors;
- (b) Whilst recognising management responsibilities regarding health and safety at work, the school expects all staff to :
  - make themselves aware of all safety rules, procedures and safe working

- practices applicable to their posts, where in doubt they must seek immediate clarification from the Headteacher.
- ensure staff and pupils follow safe procedures;
- ensure that tools and equipment are in good condition and report any defects to the Head teacher;
- ensure that protective equipment is used correctly by staff and pupils when needed and that these are kept in good condition;
- bring health and safety problems to the attention of the Head Teacher
- report all accidents and dangerous occurrences (whether an injury occurs or not);
- check that class rooms/work areas are safe; and
- check that equipment is safe and properly maintained before and after use.

## 2.8 Responsibilities of Appointed Persons

- (a) The list of Appointed Persons can be found at Appendix B to this policy.
- (b) In the event of an accident the Appointed Person is required to take charge of the situation and summon medical assistance if necessary. Appointed Persons should assist casualties when requested and keep a record of treatment or advice given and ensure that an accident form has been completed where appropriate.
- (c) All Appointed Persons will receive Emergency First Aid training.
- (d) The Appointed Person must ensure that the First Aid Box is correctly stocked at all times.

## 2.9 Responsibilities the COSHH Co-ordinator

The COSHH Co-ordinator will:

- maintain an inventory of substances covered by the COSHH Regulations;
- carry out a risk assessment on the use of substances used or generated;
- determine control measures required;
- notify staff who use or encounter the substances of control measures;
- keep the assessments under review;

## 2.10 School Business Manager

- (a) The School Business Manager is responsible for the maintenance of Health and Safety Records for the whole school.
- (b) Additionally, the School Business Manager will:
  - and make termly reports to the Resources committee  
in conjunction with the Facilities team on health publicise safety matters
  - monitor accidents to identify trends
  - to ensure the necessary records are maintained relating to accidents associated with the work of the school

### 2.11 Educational Visits Co-ordinator

- (a) to be involved in educational visit management in order to ensure that the Children Services' Off-site Activities and Educational Visits, Regulations and Guidelines are followed
- (b) to work with group leaders to ensure that the aims of the educational visit are achievable and in line with those of the establishment
- (c) after discussion with the Headteacher and Governing Body, either approve proposal or submit proposal to the Corporate Health and Safety team
- (d) ensure that the schools educational visits meet the Children's Services Departmental requirements
- (e) to confirm that adequate risk assessments have been carried out
- (f) support the Headteacher in the management of and evaluation of educational visits
- (g) confirm the leadership of the group is appropriate, this to include accompanying staff and volunteers

### 2.12 Responsibilities of Pupils

All pupils are expected to behave at all times in a manner that places neither themselves nor others needlessly at risk. All pupils are expected to follow the safety rules of the school and in particular the instructions of the teaching staff given in an emergency

### 2.13 Responsibilities of visitors

Regular visitors and users of the premises (eg contractors and deliveries) are expected, as far as reasonable, to observe the safety rules of the schools. When contractors are on site they are expected to follow school safety procedure

### 2.14 Responsibilities of parents/carers

Parents/carers are expected to support the school in any health and safety matters reported to them on newsletters/school letters.

**Annex A**  
**BANES Education Services Health, Safety and Welfare Policy Summary**

Awaiting Info from BANES

**Appendix B - Staff Holding Responsibilities for Health and Safety**

Name	Position	Notes
Clare Griffin-Felton	Headteacher	
Chair of Governing Body	Binky Clark	
Governor responsible for Health and Safety	Ruth Balch	
First Aider in the workplace (previously appointed person)	Sarah Walker Jackie Crumlish	Expiry date 22/09/16
First Aiders	<p><b>Paediatric First Aider</b> Judith Sanchez Jenny Gingell</p> <p><b>Teaching Assistants</b> Sue Gillard Kim White Sharon Cooke Tania Reason Kerry Smith Jenny King Jenny Gingell Glenda Newman Judith Sanchez Jackie Merrett Sacha Taylor Jennifer Reason Lara Boyce Byron Culf</p> <p><b>Administrative Team</b> Jacky Elley Donna Paget</p>	<p>22.11.14 – 21.11.17 22.11.14 – 21.11.17</p> <p>11.10.19 11.10.19 11.10.19 11.10.19 11.10.19 11.10.19 11.10.19 11.10.19 11.10.19 11.10.19 11.10.19 11.10.19 11.10.19 11.10.19 11.10.19</p> <p>11.10.19 11.10.19</p>
COSHH Co-ordinator	Ian Taylor	
Facilities Team	Matthew Moore Ian Taylor	
Kitchen Manager	Anna Thorne	
Phase Leaders Infant (EYFS) Key Stage 1 Key Stage 2	Sarah Woolley Rachel Godfrey Ellie Amato	

EVC	Liz Ennew	
Subject leaders		
Maths	Rachel Godfrey	Federation
Science	Nicola Walker	Federation
English – Writing	Ellie Amato	Federation
English – Reading	Infants: Sarah Woolley Juniors: Amber Moss	Infants Juniors
Foreign Languages	Liz Carver	Federation
Phonics	Sarah Woolley	Federation
History	Jodie Chapman	Federation
RE	Karen Lowe	Federation
Geography and Eco	Sally Clark	Federation
PE	Chris Foyle	Federation
Art	Louise Booth	Federation
Music	Sarah Walker	
IT	Nicola Walker	Federation
Design Technology	Jane Miller	Federation
Pupil Council	Jan Fairweather	Federation
EAL	Karen Lowe	Federation
SEND and Inclusion	Andrea Grafton	Federation

For health and safety advice please contact the Education Safety Officers on 01225 395115

### **Section 3**

#### **Arrangements for Health and Safety**

3.1 Emergency Procedures – Read in conjunction with document – Review of Fire Evacuation Procedures issued September 2015.

- (a) In the event of an emergency the Fire Brigade, Police or Ambulance Service may be summoned by dialling 999.
- (b) If the emergency is a fire or any other serious imminent danger, the alarm must

also be raised by using the nearest call point.

- (c) On hearing the alarm all staff, pupils and visitors should immediately leave the premises and assemble in the designated areas, well away from the buildings. No one should re-enter the building until the alarm bells have stopped ringing and the Head Teacher has authorised re-entry.
- (d) Fire Drills will be held once a term.
- (e) Staff Responsibilities
  - (i) Emergency evacuation procedures are posted in each classroom. Staff should familiarise themselves with the procedures and bring them to the attention of pupils and visitors.
  - (ii) Staff will ensure:
    - all exits are unlocked while the building is occupied - report locked exits to the Facilities Team.
    - fire exits are free from obstruction at all times;
    - fire doors are closed at all times and never propped open;
    - missing or empty fire extinguishers are reported to the Facilities Team
    - electrical equipment not in use, is switched off and the plug removed from the socket.
  - (iii) In the event of the fire alarm sounding, staff should ensure that wherever possible all internal doors are closed, and electrical equipment is switched off.
  - (iv) Staff may tackle small fires using the appliances provided, but only if this can be done without putting themselves at undue risk. Use of the fire appliances must only be regarded as a "first aid" measure and the Fire Brigade must always be summoned without delay.
  - (v) Teachers should accompany their classes to the designated assembly point, where they should check their registers. If any one is missing, the Head Teacher should be informed as soon as possible. No one should stop to collect personal belongings in an emergency, or re-enter the building until authorised to do so.

### 3.2 First Aid

- (a) First aid cover in the schools is provided to deal with injuries resulting from accidents, or medical crises, which occur on school premises. It consists of:
  - the treatment of minor injuries, which do not require medical attention;
  - first assistance to a casualty, while waiting for medical help;
- (b) The First Aid Box is located in the medical room (Chantry), The Den (Moorfields) and by the playpod (Chantry playground)

- (c) First Aid Boxes will be maintained by the Appointed Persons
- (d) Portable First Aid kits are taken on all educational trips and are located in the schools' medical rooms.
- (e) Trained First Aiders (as detailed in Annex B) are authorised by the school to render first aid strictly in accordance with the First Aid Regulations 1981. No treatment of any kind, outside of the Regulations, such as dispensing pain-killing drugs, is authorised.
- (f) If there is any doubt about the extent of an injury or the seriousness of an illness, an ambulance should be called without delay. In the absence of a Trained First Aider, the Head Teacher assumes this responsibility.
- (g) When dealing with blood disposable gloves should always be used and appropriately disposed of.
- (h) Lunchtime assistants have the responsibility of dealing with minor incidents at lunchtime and are trained first aiders. Accidents will be recorded by lunchtime assistants in accordance with Section 4 of this policy.
- (i) If a child receives a bump to the head which causes concern parents will be contacted and given the option of coming to school to check the child themselves or taking them home.
- (j) All staff will be trained in any aspects of first aid deemed necessary eg asthma, epilepsy, use of epipen by the school nurse.

### 3.3 Administration of medicines

- (a) Medicines for chronic or long term conditions as stated in care plans drawn up with the school nurse can, with the written consent of parents/carers, be administered by our trained First Aiders.
- (b) Medicines are stored in a locked cupboard and staff record the time medications is given and sign the record sheet.
- (c) Medication for asthma is stored in an unlocked cupboard in the pupil's classroom, or if appropriate and by agreement with the parent the medication is stored by the pupil in their school bag or drawer. Pupils are supervised by a member of staff when taking their asthma medication.
- (d) A bumped head note (and bumped head sticker for KS1) will be given to the child to take home, the teacher will be advised. The Headteacher will be notified of all bumped heads.
- (e) Any medication administered will prompt a note home, and a message to the class teacher.
- (f) Parents are responsible for checking expiry dates of all medication and should replace them as necessary. Parents are asked to complete a termly

medication sheet advising of date delivered and collected from school.

### 3.4 Head lice

- (a) If eggs are noticed in a pupils hair a letter is sent home informing the pupils parents/carers.
- (c) A general letter is sent to the parents of all pupils in a class if there is a case of head lice in the class.
- (d) If live lice are noticed in a pupil's hair the parents/carers are contacted by telephone and asked to collect him/her from school so that the pupil may be treated immediately.

### 3.5 Infectious Diseases

- (a) The school follows the advice of the Avon Health Authority on infectious diseases.
- (b) Their Handbook for Schools can be found in the First Aid cupboard.

### 3.6 Safety in Curriculum Delivery

Procedures for the safe delivery of potentially hazardous parts of the curriculum can be found in the relevant subject policy. See also the Code of Practice for Health and Safety in Science and Design Technology in Bath and North East Somerset Primary Schools.

### 3.7 Manual Handling

- (a) Manual handling is defined as the transporting or supporting of a load which includes lifting or supporting people.
- (b) Where ever possible manual handling will be avoided or done by mechanical means so that the risk of injury to both staff and pupils from manual handling is reduced to the lowest level reasonably practicable.
- (c) All staff who carry out unavoidable manual handling tasks on a regular basis will be trained.
- (d) Under no circumstances will pupils be allowed to move heavy items of furniture or equipment such as a piano.
- (e) Staff are reminded to reduce loads whenever possible and to seek assistance if necessary.
- (f) Staff are reminded that equipment should be stored at an appropriate level and position relative to its height weight and bulk.

### 3.8 School Transport

The school does not have a school minibus. Parent volunteers who convey other parent's children in their cars on school business will complete a self-certification form, so that the school may check that such transport is legally used and safe. (See Appendix C)

### 3.9 The Control of Substances Hazardous to Health

- (a) The School will ensure that the risk to staff and pupils from substances hazardous to health is prevented or controlled so far as is reasonably practicable.
- (b) Risk assessments will be carried out by the COSHH Co-ordinator. No new substances should be generated or brought into school, unless a risk assessment has been carried out.
- (c) The COSHH Record is kept in the office.

### 3.10 Asbestos

An asbestos register for bothsites can be made available by the Schools' Business Manager or the Facilities Team. It is made available to all contractors working on site.

### 3.10 Electricity

- (a) The school will ensure that all electrical equipment is constructed and maintained so as to prevent danger as far as is reasonably practicable, and will comply with the standards detailed in the Electricity at Work Regulations 1989.
- (b) An inventory of all electrical equipment will be kept in the office.
- (c) Portable electrical equipment, including the personal property of staff on school premises, will be tested annually. No equipment should be used unless it has been tested.

### 3.11 Hazardous equipment

All hazardous equipment such as the kiln and sports equipment will be tested annually by an accredited contractor and repaired or removed as appropriate.

### 3.12 Safety Monitoring

The Head Teacher and other nominated staff will monitor the safety performance of the school. This will be done informally by observation and formally by the use of checklists. The results be will presented to the Governors.

### 3.13 Smoking at Work

The schools have a no smoking policy. The smoking ban applies to all employees,

visitors, parents/carers and pupils whilst inside the school building and in the school grounds in and out of normal school hours.

### 3.14 Training

Health and safety information and / or training will be provided for all staff when they join the school and when ever they are exposed to new risks at work.

### 3.15 Health

An independent Occupational Health Service supervises the physical and mental health of staff in the school.

### 3.16 Violence

- (a) The school believes that violence to staff or pupils is unacceptable. Violence is any incident in which the person is abused, verbally or otherwise, threatened, or assaulted and may also include bullying and sexual or racial harassment. The school will endeavour to prevent violence to staff and pupils occurring, and to support and assist them should violence occur. Staff should always take steps to minimise the risk of violence in school.
- (b) All violent or potentially violent incidents should be reported both to the Head Teacher and the Education Safety Officer, on the Violent Incident Form. Where actual injury occurs this should be done, in addition to completing the Accident or Dangerous Occurrence form. It is vital that there is a written record of all such incidents, as the LEA is required to report them to the Health and Safety Executive.
- (c) Parents who are known to be violent or aggressive should never be seen by staff unless another staff member is present.

### 3.17 Contractors

Contractors must report to school office on arrival, and will then be given any appropriate health and safety guidelines to enable them to work safely in the school. They are required to co-operate with the school in all measures taken to ensure the safety of pupils, staff and visitors.

### 3.18 Safety of People with Disabilities

Individual arrangements for the safety and safe emergency evacuation of pupils with disabilities will be determined before their entry to the school. For staff with disabilities, a meeting will be arranged between them, the Head Teacher and the Education Safety Officer, if appropriate, as soon as possible after their appointment. For staff or pupils with temporary mobility problems, e.g. a broken leg, similar meetings will be held.

### 3.19 Lettings

Safety arrangements for the use of the premises outside normal working hours can be found in the Lettings Policy.

### 3.20 Display Screen Equipment

All staff who are classified as "Users" of Display Screen Equipment (DSE) will be given information and training on its correct use. They will be entitled to eye or eyesight tests and, if spectacles are necessary for DSE work exclusively, these will be supplied free of charge. This will normally apply to office staff only.

### 3.21 Repairs and Maintenance

- (a) Buildings, services, and plant will be inspected by the Head or School Business Manager and a governor from the Premises committee. This will alternate between an external and an internal inspection on a termly basis.
- (b) Staff should report any defects or problems that they notice promptly by entering them in the defects book held in the school office.
- (c) The Facilities team inspects the site as part of their daily routine.
- (d) Urgent matters are referred to the Headteacher or the School Business Manager and actioned as soon as possible more routine matters are discussed at a termly meeting and actioned accordingly.
- (e) The Headteacher, School Business Manager and Facilities team conduct a termly health and safety survey and report back to the Resources committee
- (f) The headteacher conducts risk assessment on an annual basis or as and when necessary all significant matters are reported to the governors during the Resources meeting

### 3.22 Working during the evenings/lone working

- (a) All staff should avoid lone working whenever possible by arranging for a colleague to be on site.
- (b) Where lone working is unavoidable staff should ensure that all outside doors are locked and curtains/blinds are closed when it is dark. Staff should also alert the Facilities team when they are staying later (after 6pm) so that he can ensure that lights are on and staff are safe.
- (c) Cars should be parked as close to the access doors as possible and when two or more people are working late they should try to leave the building together.
- (d) If any member of staff is onsite and is concerned about people on or about the site either with regard to their own safety of the schools' wellbeing they should telephone the police. Staff are reminded that if they have a mobile phone they should keep it with them when working out of hours.

### 3.22 Security

Every endeavour will be made to ensure that the school is kept secure from unauthorised access at all times. All staff are asked to co-operate with this and to ensure that security does not compromise emergency evacuation in case of fire.

### 3.23 Hot Drinks

- (a) Staff should ensure that they only transport hot drinks around school when it is quiet in the corridor areas. Hot drinks should not be transported when large numbers of pupils are moving around the schools. If a member of staff has a hot drink in the classroom s/he should ensure that a pupil cannot reach it and that it is in a safe position.
- (b) When on playground duty hot drinks must only be taken out in a safety mug.

### 3.24 Pregnant women and nursing mothers

- (a) The Headteacher will carry out a risk assessment in accordance with the Local Authority guidance. Appropriate action will be taken to ensure that she is not at risk.
- (b) Pregnant mothers will be advised immediately of any illness which may affect them or their unborn child.

### 3.25 Supervision of Pupils

- (a) Staff and other supervising adults should maintain good order and discipline safeguarding their health and safety at all times.
- (b) Pupils should not be left unsupervised however to encourage independence for older pupils staff should assess the risk of pupils accessing open and visible learning spaces based on pupil behaviour and responsibility. A member of staff should be in the vicinity. Staff must check on pupils regularly. Pupils must be briefed on the expected behaviour and are encouraged to report an incident or inappropriate behaviour of peers.
- (c) Pupils should be regularly reminded about where and who to go to if they do not feel safe in/out of school.
- (d) Staff should
  - be in class when pupils come into class in the morning.
  - be punctual in classrooms as children come in from the playground.
  - Apply the same duty of care supervising pupils in after school clubs
  - If a member of staff knows that she/he is unable to undertake a duty she/he should organize cover.
  - Other staff on duty should inform supply teachers of their duties regarding supervision
- (e) If a parent fails to collect a pupil after school, staff should make every effort to contact that parent. Children will only be allowed home with their own parents unless staff have been given written permission or a message from parents in advance advising staff of any alternative arrangements.

- (f) The school actively discourages children under 16 collecting another child and will refer to Children's Services if concerned.
- (g) Should an emergency arise where parents are unable or delayed in collecting their child they must telephone the school immediately and advise staff of the arrangements that have been made for the collection of the child. Staff must satisfy themselves that the person calling is the person who has responsibility for the child.

### 3.26 Drug and Alcohol Abuse

- (a) Staff attending work while under the influence of alcohol or drugs creates an unprofessional image of the school and increases the risk of accidents both to themselves and to colleagues. To minimise the probability of accidents from alcohol or drug abuse, staff whose judgment is impaired will be excluded from work and will be subject to disciplinary procedures.
- (b) If you are feeling depressed or anxious about either your work or social situation alcohol or drugs will not provide a long term solution. For help contact the Headteacher in the first instance for confidential help and support.
- (c) Some drugs prescribed for medical reasons are likely to impair judgment and lower concentration. If you feel you are affected when on medication please inform your immediate supervisor so that additional arrangements may be made to safeguard you while at work and support the work task.

### 3.27 Risk Assessment

- (a) Specific risk assessments are required for activities involving fire, manual handling, substances and the use of display screen equipment while more general risk assessments must be completed for those activities where specific assessments have not been carried out.
- (b) Although risk assessments relating to most activities of the school will have been completed, all staff have a responsibility to make themselves familiar with both the general and the specific risk assessments relating to their area of work. Copies of these assessments are held with the School Business Manager.
- (c) The Headteacher and School Business Manager will ensure risk assessments are completed and reviewed as necessary.
- (d) Areas of work or activities that are deemed to be more hazardous are likely to have detailed, documented arrangements to minimise the associated risks. It is the responsibility of staff to make yourself aware of the contents of those relating to your area of work.

- (e) The Children's Services Department has published guidance on Off-site Activities and Educational Visits which details clear procedures to be followed when planning and arranging a visit.

### 3.28 Housekeeping

- (a) The risk of injury within the workplace is most likely to be caused by the more mundane hazards as a result of poor housekeeping. Trips and falls can be caused by trailing cables, objects left on floors, traffic routes blocked within the classroom. It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear. The Facilities Team will undertake an inspection whilst opening the school each morning to ensure that communal areas are free from trip hazards, etc. He will report all hazards, obstructions, defects or maintenance requirements to the head teacher. It is the duty of all staff to be vigilant and aware of possible hazards. If any spillages occur, these should be dealt with immediately.
- (b) The school will be cleaned as per the cleaning schedule and will be monitored by the Facilities Team. All waste will be disposed of according to appropriate health and safety guidelines.

### 3.29 Educational Visits

- (a) Staff must ensure that prior to planning or accompanying an educational visit, that they are aware of the school's 'Educational Visits Procedures'
- (b) The Education Visits Co-ordinator (EVC) has responsibility for ensuring staff have adhered to the school's 'Educational Visits Procedures' when organising a visit.
- (c) The School procedures are based on the LEA's Guidance Note.

### 3.30 Work Experience Placements

- (a) This school works in partnership with secondary schools and colleges to provide work placements. Any proposed placement should be discussed with the Headteacher.
- (b) As the placement provider, risk assessments should be undertaken by the Headteacher/teacher as soon as the placement details have been agreed in conjunction with the secondary school or college and before the student takes up the work placement.
- (c) Providers should be informed in advance about any individual students who may be at greater risk, for example because of any specific medical needs/behavioural needs or learning difficulties.
- (d) Teaching staff must be aware of the risk assessment in order to ensure the safety of the work experience student whilst in the care of the school.

### 3.31 Noise

- (a) All members of staff need to be aware of “nuisance noise” and respect the needs of others in the school. Common sense and courtesy by all members of staff, pupils and visitors to the school will prevent problems arising.
- (b) Any member of staff or visitor detecting a potential problem will report immediately to the Headteacher.

### 3.32 Work at Height

- (a) Staff and other supervising adults should use safety stools when working at height (e.g. displaying work). Chairs and tables must not be used for this purpose.
- (b) Stepladders are available for use from the Facilities Team.

### 3.33 Legionella

- (a) The Legionella bacteria will be controlled within the school’s water system by the appointment of a competent contractor to carry out inspections, flushing, temperature checking and sampling as appropriate.
- (b) In-house temperature checks and flushing will also be carried out by the Facilities Team in accordance with the school’s Legionella Risk Assessment.

### 3.34 Cooking

Cookers must not be used without essential fire precautions being immediately available e.g. fire blanket, fire extinguisher.

### 3.35 Vehicles

- (a) Parents collecting children who are injured or unwell should use the designated car park.
- (b) Staff cars should be parked in the marked bays. Other areas should remain clear.
- (c) Delivery vehicles are expected to use the delivery area.
- (d) Wherever possible deliveries should be made once the children are safely in the building.
- (e) Other trade vehicles should park safely and not block doorways, disabled parking or delivery areas.

### 3.36 Cleaning of Bodily Fluids (i.e. blood, vomit, faeces, etc)

- (a) Inform others of the spillage, and obtain appropriate cleaning equipment
- (b) Put on appropriate disposable PPE, and clean spillage using the correct products as necessary.
- (c) Any waste will be collected in appropriate receptacles, and disposed of accordingly.
- (d) Any PPE will be disposed of, along with the waste.
- (e) Any soiled clothing will be appropriately bagged ready for return or disposal.
- (f) If you come into contact with any bodily fluids, wash the affected area thoroughly, and report the incident to the Headteacher for recording on the appropriate form.

### 3.37 Inspections

To maintain and improve standards throughout the school, premises safety inspections will take place with records kept, according to the details below:

- The Facilities Team inspect the site as part of their daily routine, with urgent matters referred to the Headteacher who will take appropriate timely action. More routine matters will be discussed at the weekly premises meeting between the Headteacher and the Facilities Team and actioned accordingly.
- The Headteacher and Facilities Team inspect the site on a half-termly basis.
- The Headteacher, Facilities Team and Health and Safety Governor conduct a termly health and safety inspection, and report back to the Governors
- The Headteacher conducts Risk Assessments on an annual basis or as and when necessary.
- All significant matters are reported to the Governors

### 3.38 Auditing

As a means of confirming that the necessary systems to comply with legislation are in place and are being followed, the Health and Safety Consultant will complete an annual health and safety audit. The action points identified through the audit will form part of the school development plan.

### 3.39 Policy Review

- (a) The school acknowledges that the Health and Safety Policy is a working document that includes details of policy and procedures relating to health and safety issues.
- (b) The school will constantly monitor and update the Policy as appropriate and will undertake a formal review on an annual basis with advice and assistance from the Health and Safety Consultant, and endorsement from the Governing Body.

### 3.40 Critical Incident Planned Response

The school has adopted the BANES policy.

## **Section 4** **Reporting**

### 4.1 Accident Reporting

- (a) any pupil complaining of illness or who has been injured is sent to the school office/medical room for the qualified first aider to inspect and where appropriate treat
- (b) All incidents and injuries requiring first aid treatment are reported in the school accident book.
- (c) More serious injuries and treatment are reported on the 'incident reporting form' obtainable from the school office
- (d) All accidents should be investigated to prevent their re occurrence
- (e) In the event of a serious incident an ambulance will be called by the school office and a member of staff will accompany the pupil to hospital. Parents are asked to go immediately to the hospital. It may be appropriate to transport a pupil to hospital without using an ambulance. This should be on a voluntary basis. In such cases staff should ensure they have specific cover from their insurance company.
- (f) If staff are concerned about the welfare of a pupil they should contact the school office immediately. If an injury has been sustained the pupil should not be moved
- (g) Staff should complete the accident book for employees if they sustain an injury at work. The book can be obtained from the school office. An injured member of staff should not continue to work if there is any possibility that further medical treatment is needed. The member of staff concerned should seek medical advice without delay.
- (h) Parents/Carers are informed of any minor accidents by way of a letter on the same day, the class teacher will be advised. A bumped head injury will alert a letter home, a sticker for KS1 children, the teacher being advised. The Headteacher will be notified of ALL head injuries. If the schools have any concerns about the injury they contact the parent/carer by telephone.

### 4.2 Reportable Incidents

- (a) Reportable injuries, dangerous occurrences and occupational diseases are major incidents as detailed below. These must be reported to the Health and Safety Executive, by the Education Safety Officer, firstly by the quickest possible means and subsequently on the correct form. Schools must therefore telephone the Safety Section on 01225 395114, as soon as an incident occurs, then complete the on line Incident Reporting Form.

(b) Reportable injuries are defined as:

- (i). Death of any employee, pupil or visitor
- (ii). Major injury to an employee arising out of an accident at work
  - Any fracture other than to fingers, thumbs or toes.
  - Any amputation.
  - Dislocation of the shoulder, hip, knee or spine.
  - Loss of sight, whether temporary or permanent.
  - A chemical or hot metal burn, or any penetrating injury to the eye.
  - Any injury resulting from an electric shock or electric burn leading to unconsciousness, resuscitation or admittance to hospital for more than 24 hours.
  - Any other injury -  
leading to hypothermia, heat-induced illness, or unconsciousness;  
requiring resuscitation;  
or requiring admittance to hospital for more than 24 hours;
  - Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent.
  - Absorption of any substance by inhalation, ingestion, or through the skin causing acute illness requiring medical treatment or loss of consciousness
  - Acute illness requiring medical treatment that is believed to have resulted from exposure to a biological agent or its toxins or infected material.
- (iii). Injury that requires hospital treatment, to anyone who is not an employee, but who is affected by equipment, substances or activities in school or it's facilities. This does not include break time, sports or off site injuries to pupils.
- (iv) The inability to carry out their normal range of work, or the absence of an employee for 7 or more days, as the result of an accident at work, but not reportable under "2" above.

N.B. Injuries resulting from an "accident", include injuries resulting from an act of non-consensual physical violence, to employees at work or arising out of their work.

(c) Dangerous Occurrences are defined as:

- (i) Lifting Machinery - the collapse, overturning or failure of any load bearing part.
- (ii) Pressure Systems - the explosion, collapse, or bursting of any closed vessel or associated pipe work which had the potential to cause a death.
- (iii) Overhead electrical lines - any unintentional incident in which plant or equipment either came into contact with an un-insulated overhead electric line or cause an electrical discharge from such a line by coming close to it.
- (iv) Electrical short circuit or overload causing fire or explosion and which stops use of the plant involved for more than 24 hours or which had the potential to cause a death.
- (v) Biological Agents - any incident resulting in the release of an agent with the potential to cause severe human infection or illness

- (Vi) Ionising Radiation - any potential exposure due to the breakdown of equipment or control systems.
- (vii) Collapse or partial collapse of scaffolding.
- (viii) Pipelines - any bursting, explosion, collapse or damage resulting in the close down of the pipeline for more than 24 hours or with potential to cause a death. Any unintentional ignition of anything in a pipeline.
- (ix) Collapse of building or structure - any unintended collapse or partial collapse during construction or alteration, or of any floor or wall of the workplace.
- (x) Explosion or fire - any incident resulting in the suspension of work for more than 24 hours.
- (xi) Escape of flammable substances - any sudden or uncontrolled release
- (xii) Escape of substance - any accidental release or escape liable to cause death, major injury or other damage to health

(d) Occupational Diseases

An occupational disease is reportable, when the employer receives a written statement from a registered medical practitioner that the employee is suffering from one of the occupational diseases specified in Schedule 3 of RIDDOR 1996 and their work involves one of the corresponding specified activities. They include:

- (i) Malignant bone or skin disease, or skin inflammation or ulceration as a result of work with ionising radiation.
- (ii) Cataracts due to electromagnetic radiation including radiant heat.
- (iii) Work related upper limb disorders due to:
  - repetitive movements of the fingers, hand or arm;
  - work involving prolonged pressure or friction on the hand or elbow;
  - physically demanding work requiring constrained posture;
- (iv) Hand-arm vibration syndrome
- (v) Hepatitis
- (vi) Legionellosis
- (vii) Tetanus
- (viii) Tuberculosis
- (ix) Occupational dermatitis
- (x) Occupational asthma

Reference: The Reporting of Injury, Disease and Dangerous Occurrence Regulations 1995.

**BATH & NORTH EAST SOMERSET  
FLOW CHART FOR ACCIDENT REPORTING**

Awaiting information from BANES

**Appendix C**

**VOLUNTEER DRIVER SELF CERTIFICATION FORM**

Name (block capitals) .....

Address .....

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.....

Car Registration .....

- 1 I have a current driving licence.
- 2 I meet the legally required eyesight standard and I know of no medical reason why I may not drive.
- 3 My car is insured to cover the transport of children on an offsite school visit.
- 4 I have a current MOT certificate. (please delete  
or My car is less than three years old. as appropriate)
- 5 I will ensure that the children that I transport use appropriate child restraints.

Signed ..... Date .....