

HEALTH & SAFETY POLICY and PROCEDURES

Downs Infant School

Revised February 2015

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1. General Policy Statement

The headteacher and governors of Downs Infant School believe that the health and safety of persons within the school is of paramount importance. It is our intent to prevent accidents and occupational ill health and where possible eliminate hazards in the workplace.

It is the intent of the headteacher and governors of the school to ensure that a safe and healthy workplace is provided and maintained for all our employees. This will include the provision of safe systems of work, safe plant and equipment and a safe access and egress to the premises. We will ensure that adequate information, instruction, training and supervision is provided to ensure that staff can carry out their work safely.

The headteacher and governors will ensure that others who are affected by our activities are not subjected to risks to their health and safety. This will include pupils, visitors, parents, volunteers and contractors.

These responsibilities will be achieved by the establishment of an effective health and safety management system within the school. This will involve the implementation of arrangements for the effective planning, organisation, control, monitoring and review of preventative and protective measures. In addition the headteacher and governors will undertake to ensure compliance with policy and guidance produced by Brighton and Hove City Council.

The headteacher and governors will ensure that adequate resources are identified for health and safety.

We believe that health and safety standards will be maintained only with the co-operation of all staff, pupils and visitors to the school. We expect all staff to co-operate fully with this policy. In addition we will ensure that all pupils, visitors and contractors are provided with the information they require to enable them to comply with this policy and remain safe.

It is the intention of the headteacher and governors that procedures to ensure relevant health and safety issues are embedded within the curriculum at all levels where appropriate.

The effectiveness of the policy will be regularly monitored to ensure that health and safety arrangements are being implemented and that the people named in the policy are carrying out their duties.

The policy will be reviewed annually and revised where necessary.

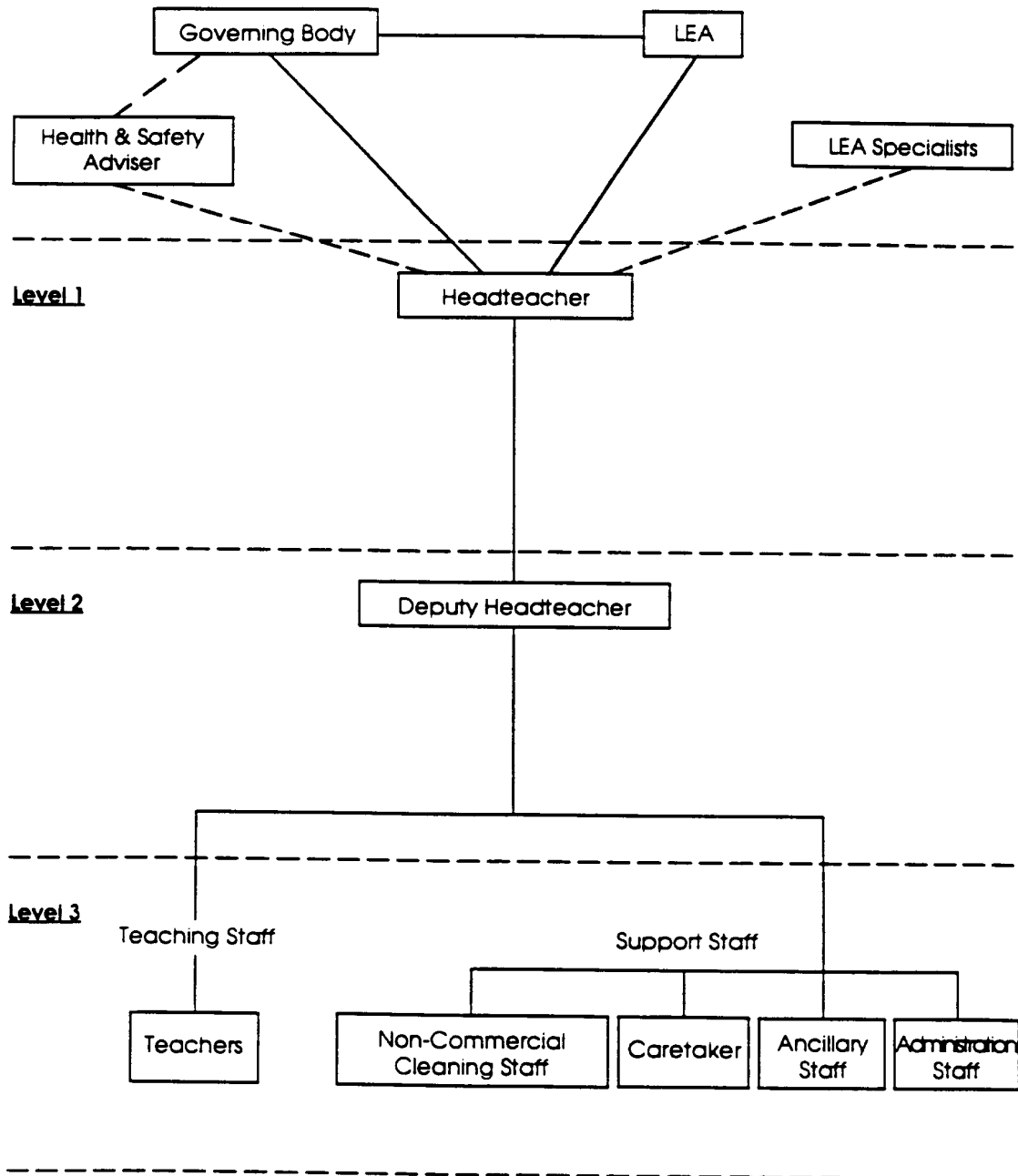
Signed Headteacher Date: February 2015

This policy was endorsed by the Board of Governors at their meeting on

Signed Chair of Governors Date: February 2015

2. Organisation within the School to meet the requirements of the General Policy Statement.

Ultimately the responsibility for all School organisation and activity rests by definition, with the headteacher. However all staff have a responsibility towards safety with the specific lines of delegation being set out as shown below.



3. Safety Responsibilities of Groups and Individuals

3.1 The Governing Body

The Governing Body in its role as controller of premises/employer will ensure, so far as is reasonably practicable, the health and safety at work of employees and others (e.g. contractors, pupils, visitors) in accordance with Section 2 and 4 of the Health & Safety at Work Act 1974.

In order to discharge this responsibility, the Governing Body will:

- a. Ensure that the Local Authority's Health and Safety Policy is complemented by the School's Health and Safety Policy, that these procedures are kept up-to-date and that positive arrangements are in place to ensure that all staff and students are aware of and comply with its contents;
- b. Ensure that the policy contains rigorous and comprehensive systems for active monitoring (auditing health and safety management systems, inspections and risk assessments), reactive monitoring (accident/incident investigation) and for rectifying identified faults within the School;
- c. Ensure there is adequate provision both in staffing, facilities and resources to allow the school to meet both its legal and moral obligations with respect to health, safety and welfare;
- d. Receive updates on health and safety at each meeting from the Health and Safety Coordinator/ Health and Safety Governor/ sub-committee in order to enable the Governing body to monitor the adequacy of arrangements and take any action necessary;
- e. To consider information, statistics and reports relating to health, safety and welfare matters;
- f. To consider and make recommendations regarding individual health and safety issues which have not been resolved at management level;

3.2 Headteacher

The headteacher has overall responsibility for safety policy, organisation and arrangements throughout the School and will:

- a. Provide liaison with Inspectors and outside bodies concerned with safety and health: Local Authority, Department for Children, Schools and Families (DCFS) (previously DfES) and the Health and Safety Executive (HSE) with regard to safety aspects;
- b. Budget for safety and health matters;
- c. Review the Health and Safety Policy annually and when significant changes occur within the organisation of the school;
- d. Develop, introduce, maintain and review safety management procedures to ensure the school complies with legislative requirements and good industry practice e.g. risk assessments including fire, display screen equipment and manual handling;
- e. Ensure health and safety issues associated with major building projects are complied with;
- f. Nominate specific staff with designated safety roles, e.g. caretaker, throughout the school.
- g. Ensure that routine maintenance checks and inspections required by legislation of fixed service equipment (i.e. boilers, pressure vessels,

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- portable appliance testing (PAT) etc) are undertaken;
- h. Ensure that all incidents are reported to the Health Safety & Wellbeing team within 5 days of the incident and to monitor incidents to identify methods of reducing accidents. Ensure the necessary records of incidents are maintained;
 - i. Ensure that health and safety is considered as an integral part of teaching and the curriculum;
 - j. Identify staff training requirements to allow the school to comply with legislative and good industry practice that relate to or affect health, safety and welfare;
 - k. Instigate appropriate disciplinary action where it is shown that staff have ignored or shown a disregard for health and safety matters outlined within the Safety Policy, School Codes of Practice or health and safety legislation;
 - l. Ensure that Safety Inspections are carried out at termly intervals, recorded and that necessary remedial action is carried out;
 - m. Develop and establish emergency procedures, and organise fire evacuation practices within the school;
 - n. Ensure that health and safety is taken into account when considering any proposed or impending changes e.g. building works, room allocation/ usage etc;
 - o. Safety procedures are developed and adhered to for operations carried out within the School by their staff and by outside contractors under their control;
 - p. Ensure the provision and maintenance of all 'fire' equipment, including the preparation and review of Fire Risk Assessments;
 - q. Have a general oversight of health and first aid matters;
 - r. Monitor the general safety programme;
 - s. Communicate and publicise safety matters as appropriate to staff, contractors, visitors, pupils (as appropriate);
 - t. All full and part-time staff receive appropriate health and safety training at induction which must include emergency arrangements (i.e. first aid, fire and accident reporting), and an introduction to the Health and Safety Policy outlining restricted tasks and activities.
 - u. Ensure adequate numbers of staff are provided with appropriate training so that they can support the following management arrangements:
 - First aid
 - Fire and emergency evacuation
 - Risk assessments, including fire, display screen equipment, manual handling, substances hazardous to health and general risk assessments.

The Deputy Head will assume these duties in the absence of the Headteacher and has the authority to make and implement decisions throughout the school at any level if there is:

- immediate danger, or,
- dangerous practice, or
- breach of the law.

3.3 The School Health & Safety Coordinator

The School Health and Safety Coordinator is responsible for the co-ordination of health and safety management throughout the School. At Downs Infant School the head teacher fulfils this role, but may be assisted by admin staff and/ or the Premises Manager.

The Health and Safety Coordinator will:

- a) Assist with inspections and safety audits;
- b) Investigate and advise on hazards and precautions (and seek assistance from the Health, Safety & Wellbeing Team if the issue is outside their level of competence);
- c) Develop and establish emergency procedures, and organise fire evacuation practices within the school;
- d) Have a general oversight of health and first aid matters;
- e) Communicate and publicise safety matters as appropriate to staff, contractors, visitors, pupils (as appropriate);
- f) Liaise with outside bodies concerned with safety and health e.g. Health, Safety & Wellbeing team at Kings House;
- g) Monitor accidents to identify trends and introduce methods of reducing accidents;

3.4 Educational Visits Coordinator (EVC)

At Downs Infant School the role of EVC is carried out by the Deputy Head.

- a. To be involved in educational visit management in order to ensure that the Local Authority Off-site Guidance is 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 school;
- c. To work with the group leader to ensure there is a 'plan B' in the event of adverse weather, transport issues, emergencies etc.
- d. Use the online outdoor educational visits approval system 'Evolve' for all hazardous and residential trips;
- e. Ensure that the schools educational visits meet the Local Authority's requirements;
- f. To confirm that adequate risk assessments have been carried out;
- g. Support the headteacher in the management and evaluation of educational visits;
- h. Confirm the leadership of the group competent and appropriate, including accompanying staff and volunteers;
- i. Confirm adequate first aid cover is provided;
- j. Keep their EVC training up to date;
- k. Ensure any incidents that take place on a trip are recorded and copies provided to the Health, Safety & Wellbeing Team.

3.5 Subject Leaders

Each subject leader is responsible for:

- a. Developing policies based on Children's Services guidance documents for

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- their specialist area;
 - b. Updating colleagues within the school in any change in practice;
 - c. Issuing safety guidance for their curriculum area;
 - d. Carrying out risk assessments for their specialist areas.

3.6 Teachers

Teachers are responsible to the headteacher for the immediate safety of the pupils in their classroom. Teachers are responsible for their own classroom and associated equipment and as such it is their responsibility to ensure that it is maintained to a high standard with respect to health and safety issues.

Additionally, each teacher will:

- a. Follow safe working procedures personally;
- b. Give adequate safety information regarding the activity being undertaken prior to the activity commencing and during the activity as and when required;
- c. Ensure that special working procedures, protective clothing and equipment, etc., are provided and used where necessary;
- d. Ensure that the classroom and other areas are tidy and good housekeeping procedures are followed;
- e. Ensure that clear instructions and warnings are given to pupils verbally and in writing as often as necessary;
- f. Undertake a visual inspection of equipment prior to use and ensure that any portable electrical equipment they use is made available for testing;
- g. Report defects and make recommendations to their line manager where necessary;
- h. Ensure all accidents, incidents and near misses within their area of responsibility are recorded in line with the school policy;
- i. Ensure they understand and follow emergency arrangements for their areas of responsibility.
- j. Undertake risk assessments for offsite visits/ events

3.7 Teaching Assistants

Teaching assistants are immediately responsible to the teacher whilst the class is in session; otherwise their line manager is either the Deputy Head or the SENCO, as applicable, and ultimately the head teacher.

Additionally, teaching assistants will:

- a. Follow safe working procedures personally;
- b. Be familiar with the general and particular safety rules/ emergency arrangements that apply to their area of work;
- c. Ensure that the classroom and other areas are tidy and good housekeeping standards are maintained;
- d. Undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment they use is made available for testing;
- e. Report defects to their line manager/headteacher;
- f. Ensure all accidents, incidents and near misses within their area of responsibility are recorded in line with the school policy.

3.8 First Aid Coordinator

This role is undertaken by the two members of the office staff who are both designated First Aiders. They are responsible for supporting health and welfare issues within the School and in particular:

- a. to be responsible for attending to and monitoring pupil or visitor illness/injury and to refer pupils to their own parents, doctor or hospital as appropriate;
- b. To maintain the school medical resources and equipment;
- c. To monitor pupil health records prior to entry and to report/advise the headteacher of illnesses that need to be brought to the attention of specific staff (e.g. epilepsy, allergies etc);
- d. To assist in the monitoring of first aid equipment and boxes on School site;
- e. To assist in the development and health promotion activities at the School;
- f. Ensure adequate numbers of staff are trained in first aid procedures (to cover trips, sickness, etc) and to co-ordinate the work of the First Aiders;
- g. To ensure the necessary records are maintained relating to accidents associated with the work of the school.

3.9 Premises Manager (PM)

The PM will:

- a. Ensure that routine maintenance checks and inspections required by legislation of fixed service equipment, i.e. boilers, pressure vessels etc. are undertaken;
- b. Ensure that premises safety inspections are undertaken e.g. weekly, bi-termly, and keep records of any faults identified (if appropriate);
- c. Attend to defect reports and recommendations from the headteacher and other staff;
- d. Ensure all portable electrical equipment is tested on an annual basis;
- e. Keep records of hazards identified on site by staff and the remedial action taken and when;
- f. Ensure safety procedures are developed and adhered to for operations carried out within the School by their staff and by outside contractors under their control;
- g. When liaising with contractors, ensure they have had sight of the Asbestos Register;
- h. Ensure equipment, including personal protection equipment is maintained in a safe condition and that substances hazardous to health are stored in a safe place;
- i. Ensure all accidents, incidents and near misses within their area of responsibility are recorded in line with the school policy;
- j. Undertake relevant risk assessments for their own and cleaning staff activities and equipment/materials.

3.10 Trade Union Safety Representatives

In accordance with the Safety Representatives and Safety Committee Regulations the safety representatives will, where appointed:

- a. Represent the employees in consultation with the employer and with their representative; investigate potential hazards and dangerous occurrences at the workplace and examine the causes of accidents at the workplace;
- b. Investigate complaints by any employee he/she represents relating to health and safety and welfare at work;
- c. Represent employees in consultations with inspectors of the Health and Safety Executive and of any other enforcing authority;
- d. Receive information from inspectors;
- e. Attend meetings of safety committees to which they are elected;
- f. Inspect the workplace if they have given the employer or their representative reasonable notice in writing of their intention to do so and have not inspected it in the previous three months. They may carry out additional inspections where there are substantial changes in work conditions.

At Downs Infants there are currently no staff willing to act as Safety Representatives.

3.11 Staff Liaising with Contractors

Staff liaising with contractors carrying out work at the School have a responsibility to take appropriate action if they observe the contractor or his employees using any working practice or item of equipment which the member of staff considers to be dangerous or potentially dangerous. Such action could include reporting the matter to the headteacher or caretaker for them to rectify.

Staff must ensure that a contractor arriving at site report to Reception and a nominated person ensures that the contractors are informed of any hazards on the school site e.g. providing access to the asbestos register. Approval must also be gained by the contractor to start work. Only those staff nominated by the headteacher to liaise with the contractors must undertake this activity due to the procedures put in place by the school to implement the Council's Policy on Safeguarding, Asbestos and the Management of Contractors.

3.12 Members of Staff Generally

Each member of staff is responsible for his or her own personal safety and that of other persons in the School by the proper observation of School rules and procedures (e.g. by ensuring visitors report to the Reception Area on arrival at the school.)

Staff are reminded of the general duty imposed by the Health and Safety at Work etc. Act 1974 at Sections 7 and 8 viz.:

'It shall be the duty of every employee while at work

- a) to take reasonable care for the health and safety of himself and

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- other persons who may be affected by his acts or omissions at work, and,
- b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.'

'No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.'

Staff are also reminded that they must provide notice of three months if qualifications relating to Health & Safety are due to expire, e.g. First Aid.

4. School Health and Safety Committee

Advice is that the School Health and Safety Committee representing the various groups within the School is comprised of:

- Headteacher
- Member of the Governing Body
- 1 Member of senior management team
- 2 staff representatives (teaching and support staff)
- Health and Safety Coordinator
- Union Safety Representatives (1 representative from each of the recognised staff unions)

Where possible efforts are made to ensure as wide a spread of curriculum and support areas of the school are represented.

Downs Infants currently has no H & S Committee. Communication and consultation with staff is achieved through regular staff meetings. The governing body has a Premises and H & S Subcommittee, where H&S issues are raised. Governors undertake H&S inspections with the Head teacher.

4.1 Overall Function and Objective

The provision of effective communication and consultation between management and employees in order that the health, safety and welfare policy is properly maintained and developed.

4.2 Specific Functions

- To consider information, statistics and reports relating to health, safety and welfare matters affecting the operational area covered by the Committee generally and to make recommendations/observations to the Governing Body accordingly.
- To consider and make recommendations to the Governing Body regarding

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- individual health and safety problems which have not been resolved at operational management/ safety representative level, or at section level.
- To develop policy to improve and maintain health and safety issues for staff and pupils.
 - To encourage the implementation and maintenance of effective safety rules and practices at departmental level.
 - To encourage effective communication regarding health, safety and welfare matters.

Note: before considering any individual health, safety and welfare problem, the School Health and Safety Committee will satisfy itself that all possible steps have been taken to resolve the problem at school management level. The Committee shall not normally consider such cases until the above action has been taken. In the event of a safety matter not being resolved within the Committee, any representative is free to take the matter up with the Governing Body through their staff representative.

5. Crisis Management

A crisis management team has been set up to assist in the reduction of major hazards and risks and to action a recovery plan in the event of a serious accident.

5.1 Membership of the Crisis Management Team:

- Headteacher
- Deputy Head
- Premises Manager

5.2 Function of the Crisis Management Team

The function of the Crisis Management Team is to:

- Act as the decision-making authority for the management of an incident.
- Develop the procedures and practices to be used for handling emergency situations and communicating these to all employees within the school.
- Establish and maintain a crisis management 'centre'. The 'centre' will have the necessary equipment available for rapid activation during an emergency. The equipment includes communications equipment, emergency plans and procedures, a log to record all actions taken during the crisis, necessary office equipment and supplies and appropriate maps and building plans.
- To assess the nature, degree and likelihood of threats to the schools interests (personnel, facilities, information and other assets) in order to determine the vulnerability to those threats of the schools personnel, facilities or assets.
- To test the crisis management plan on a regular basis to ensure that it is feasible and realistic. Whenever the plan is found to be deficient immediate corrections will be made.

6. General Emergency Procedures

The summoning of emergency services is carried out by the head teacher and admin staff, or the Premises Manager if out of hours. They will also contact:

- Deputy Head teacher - [if pupils are involved]
- Premises Manager – [for access/ to isolate electrical supplies etc.]

In the event of a major disaster the Crisis Management Team and the Council's Civil Contingencies Team are contacted (tel. 296699 or the on call number: 07540 675 169 for out of hour emergencies.) The Civil Contingencies Team will inform 'MIST' – the Council's Major Incident Strategic Team if appropriate.

7. Fire Policy and Procedures & Bomb Incident Management

The school holds a site specific Fire Safety Policy, Evacuation Plan and Fire Risk Assessment. These documents outline the schools fire risks, how they are managed and the instructions to be followed in the event of an emergency.

In the event of a suspected bomb threat, the Crisis Management Team will liaise with the Police, LEA and Fire Brigade and follow their advice on the evacuation procedure and assembly point. This will then be communicated to staff, pupils, visitors, etc by an appropriate means. Any member of staff who receives information regarding a bomb on-site must immediately inform the headteacher or a member of senior management in their absence.

8. First Aid Procedures (see also the Councils First Aid Standard)

The school has two designated First Aiders (one is also a Pediatrics First Aider) two Pediatric First Aiders and at least 12 Appointed Persons.

Designated First Aiders have completed the First Aid at Work 3 day training, followed by 2 day refreshers every 3 years and an annual ½ day refresher. Nearly all teaching assistants and office staff are appointed persons.

The named first aiders for the school are listed in Appendix A at the end of this document and also published in school in the staffroom.

First aid boxes are kept at the school office, in the lower corridor north end and outside the TRR. Office staff provide first aid support and maintain a central supply of first aid materials to supplement first aid boxes. Parents are expected to inform the school if their child has an allergy or any other medical needs and a list of any such children is kept and displayed in the staffroom and in each class register.

All injuries which come to staff attention, no matter how slight, are recorded in the First Aid Book and/or HS2 Incident form (if more serious). There is a first aid book and

“bump notes” available with all boxes to be completed by the person administering first aid. In case of doubt as to whether or not a child’s parent should be immediately alerted, staff should consult with the Head teacher or Deputy Head teacher who will make the decision. In the event of an accident, if the parents (and their nominated contacts) are unavailable, the pupil may be sent to hospital. In these cases the pupil will be accompanied by a member of staff.

9. Administration of Medicines

The School follows the Councils Administration of Medicines Policy and therefore has a separate Administration of Medicine Protocol. The school maintains consent forms and records of medicines administered.

10. Prevention of the Spread of Infectious Diseases

Good practice in first-aid and hygiene is essential for the well-being of all staff and pupils. This is particularly important in areas where there is a danger of the spread of infectious diseases. All staff have been issued with guidance in this matter. It is particularly important to note that the wearing of disposable gloves is mandatory when dealing with injuries involving blood and other body fluids and that all waste and soiled items should be disposed of in the approved manner.

Many of the more familiar infectious diseases are common amongst school age children (eg chickenpox, flu and colds, slapped cheek, conjunctivitis). Parents are expected to inform the school of the reason for their child's absence so that any potential outbreaks can be monitored. The school observes guidance on communicating information about the outbreak of particular infectious diseases to other parents/staff and the Health Protection Authority.

Children are expected to be kept off school for 24 hours after the last bout of diarrhoea or vomiting.

If a child is discovered to have ‘nits’ a letter is sent home to all children in the class so that all children can be treated. Children cannot stay off school because of headlice.

11 Sun Safety

The harmful effects of over exposure to the sun are well documented. The school considers that, in partnership with parents, it has a responsibility to inform and raise awareness of sun safety. The school is actively pursuing a policy of providing shade areas in the school playground.

Children are encouraged to wear suitable light cover, including headwear, during the summer months. The midday break presents the greatest hazard for over-exposure.

Children are permitted to bring in sunscreen. This must be named and kept in their drawer. Staff are not permitted to apply sunscreen and children need to be trained at home how to apply it themselves. Sunscreen may not be shared.

12. Accident Recording and Reporting

In the event of an accident the following procedure is followed:

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- Any equipment is turned off.
 - A call for help is made – including First Aid assistance.
 - The qualified First Aider will judge whether the injury is of a minor or major nature. If minor the First Aider will provide appropriate treatment.
 - If a major injury an ambulance will be called immediately *without undue delay due to attempting to contact parents or carers. The Head teacher or Deputy will be informed immediately.*
 - If the injured person requires hospital treatment but an ambulance is not necessary, the school will liaise with parents/carers and agree appropriate transport/supervision.
 - If a member of staff accompanies a child to hospital for non urgent treatment, they will stay with the injured child until the parent/carer arrives at the hospital and then return to school.

All staff report any accident (or near misses) involving either themselves, visitors or volunteer helpers by recording the details on the Incident Report form HS2. Pupil accidents, depending on the severity are either reported in the First Aid Book or Incident Report form HS2.

If the incident involves **intentional** violence/harassment or verbal/written abuse, it will be reported using the Violent Incident Occurrence Report Form HS3 (see also below 'Violence to staff').

The school secretary ensures that these forms are forwarded to the Health, Safety & Wellbeing team at Kings House, Room 300, Open Plan, Hove within 5 days. As the authority is obliged to report certain categories of injury or dangerous occurrence to the Health and Safety Executive (HSE) it is important that the Health, Safety & Wellbeing team are notified at the earliest opportunity of accidents or incidents that are of a serious nature to determine if the HSE should be informed.

All accidents are investigated to prevent a re-occurrence. The investigation is recorded on Part B of the HS2 form. The head teacher monitors accidents to identify any trends. The Health, Safety & Wellbeing team will investigate certain incidents/accidents following receipt of the HS2/ HS3 form.

13. Health Issues

13.1 Smoking – (see also the Council Policy on No Smoking)

In an effort to reduce the risk to health, smoking is not permitted on school premises. Any staff wishing to smoke must leave the school premises (break times) and take care they are not seen by pupils.

13.2 Alcohol and Drug Abuse – (see also the Council Policy on Drugs and Alcohol)

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.

School staff have access to the Staff Welfare Counselling Services Tel: 01273 481738, who can provide confidential help and support.

Some drugs prescribed for medical reasons are likely to impair judgment and lower concentration. If staff feel they are affected when on medication, they inform their line manager who will implement additional arrangements that safeguard both the individual and the staff/ pupils they work with.

Staff are encouraged to provide details of any medical conditions which may potentially put them at risk, whether medicated or not. This information is given voluntarily and intended to protect the staff member and is kept confidentially in their staff files.

13.3 Staff Wellbeing – (see also the Schools Wellbeing framework)

The school follows the Councils Wellbeing framework which includes linked policies and procedures in matters relating to developing arrangements for staff wellbeing. The school recognises that staff are more likely to flourish in an environment free of unnecessary anxiety, stress and fear and where the contribution of all employees is valued. This framework incorporates a range of issues including:

- Worklife balance – A guidance document
- Stress – A guidance document
- Dignity and Respect at Work (anti- bullying and harassment) - A Policy & Procedure

If staff are to provide an atmosphere conducive to pupil achievement, they need to be emotionally healthy themselves. The Wellbeing Framework takes a whole school approach to creating a healthy, positive working environment that puts the wellbeing and effectiveness of staff right at the heart of the school.

Staff are able to raise concerns regarding their workload and any effects it may be having on their health with their line manager. If staff don't wish to discuss a particular problem with their line manager then the Staff Welfare Counselling Services 01273 481738 is available to staff. All discussions are confidential.

Violence to staff - Staff are entitled to come to work free of fear from violence, harassment or bullying. The governors and headteacher of Downs Infant School will not tolerate violent, abusive or threatening behaviour, whether physical, verbal or otherwise, towards any employee from whatever source, however justified the perpetrator deems their action to be. It is expected that concerns or disagreements are addressed in a respectful and considered manner. There is a detailed Complaints Policy in place which should help to resolve issues early on.

Violence, or risk of violence, to any employee is considered a very serious matter, and the management of the school will give all support necessary to any member of staff who reports any such incident. All reports of violence will be fully investigated, and the necessary action taken.

All acts of violence towards members of staff will be recorded on the Violent Incident Forms (HS3), a copy of which will be forwarded to the LEA.

In the event of cases of a more serious nature, the advice of the LEA will be sought and the assistance of the Police.

13.4 New & Expectant Mothers. - (See also Council Policy on New and Expectant Mothers)

Pregnancy should not be equated with ill health. It should be regarded as part of everyday life and its health and safety implications can be adequately addressed by normal health and safety management procedures.

Many women work while they are pregnant and many return to work while they are still breast feeding. Some hazards in the work place may affect the health and safety of new and expectant mothers and of their children.

The following procedure is in place:

- Female staff (full and part-time) are required to inform their line manager and Human Resources as soon as possible and in writing when pregnancy has been confirmed.
- The headteacher will undertake a risk assessment of the employee work activity to ensure no risk to the health of the employee or the unborn child. This will be shared with the mother. Copies of the risk assessment will be kept and will be reviewed throughout the pregnancy and if circumstances surrounding the pregnancy alter in any way.
- Advice may be sought from the Human Resources department.

14. Health and Safety in the Curriculum

Cooking

Attention is drawn to the possible hazards associated with cooking activities:

All surfaces used for cooking must be wiped with an approved bactericidal solution (eg Shield) before use.

No cooking ingredients should be purchased for long term storage and items of a perishable nature must be stored in appropriate conditions e.g. refrigerated. 'Use by' dates must be observed.

All cooking utensils and equipment must be in good and clean condition e.g. no cracks or sharp edges and stored in a suitable drawer or cupboard.

Items of equipment posing a significant safety hazard e.g. large knives must only be used by an adult and stored in areas which are inaccessible to pupils. Pupils may use small chopping knives (points blunted) and graters with direct adult supervision in small groups.

Under no circumstances should pupils be allowed to operate and use ovens and hotplates. When in use such equipment must be directly supervised by a responsible adult.

Basic hygiene precautions must be observed by pupils, staff and parents when undertaking cooking activities i.e. washing hands with soap and water prior to food preparation.

Physical Education

Pupils must be appropriately dressed for physical education activities as advised in the school's physical education policy statement, with particular attention to safe footwear.

Jewellery must be removed before PE lessons. Children are discouraged from wearing jewellery to school. Studs may be retained but hoop and other earrings must be removed by the child him/herself.

Equipment must be placed safely, away from obstacles and sharp corners/edges.

Children must be trained to stop immediately on command in case of accident/injury.

The teacher must keep vigilant supervision at all times and not turn her/his back.

Detailed H&S guidance is available in the BAALPE guidance 'Safe Practice in Physical Education' (2000) kept in the head teacher's office.

Electricity

As part of the school's science curriculum, the attention of pupils should be drawn to the dangers arising from the misuse of electricity.

Marker pens

Only pens which are water-based may be used by pupils.

Pen tops

Only those with approved tops containing air holes may be used or be accessible to pupils.

Glue guns

The use of glue guns of any kind is not permitted.

Extension leads

Extension leads are permitted for use with computer workstations provided they are not allowed to trail across walkways and entrances. They may be used elsewhere only as a temporary measure. They should be secured with clips, covered with mats, or taped down so they do not constitute a trip hazard.

Plug tops

All 13amp socket outlets are provided with covers which must be fitted when the socket outlet is not in use.

Personal electrical equipment

Staff or pupils should not bring personal electrical equipment from home for use in school.

All mains-powered electrical equipment in use in the school will be recorded in the

Inventory Book, together with serial number and service records. All mains powered equipment is tested annually.

15. Risk Assessment

Specific risk assessments are required for activities involving fire, manual handling, hazardous substances and the use of display screen equipment. Generic risk assessments must be completed for those activities and workplaces where specific assessments have not been carried out.

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 in the headteachers office.

The following staff complete risk assessments for the areas highlighted below:

- Premises Premises Manager
- Curriculum Curriculum Coordinators
- Off-site Visits Group Leader/EVC
- Individual/specific Headteacher
- Children with SEN/medical needs SENCO

16. Specific Hazards

Schools are not generally considered as dangerous places to work in but they can still create risk of injury or to health. The hazards relevant to this school are detailed below along with the safe procedures put in place to manage the risk.

16.1 Display screen equipment (DSE) – (see also Council Policy on DSE)

All staff who are DSE ‘users’ (i.e. use a computer continuously for one hour or more and have no discretion on using the equipment) complete a Workstation Self Assessment which is then assessed by one of the schools DSE Assessors (school secretary). The DSE Assessor then completes a DSE Assessment on the individual.

DSE Users are entitled to an eyesight test, particularly if they are experiencing visual difficulties associated with the use of DSE, and if they request it. The optician’s fee for the eyesight test will be reimbursed by the school to a maximum of £16.50. If corrective appliances are required for DSE work, the school will reimburse a maximum of £49.95 towards the cost if required purely for DSE work.

16.2 Electrical Equipment.

All staff are responsible for ensuring that they carry out a pre-use visual check and handle electrical equipment sensibly and safely. Any pupil or volunteer who handles electrical appliances does so under the supervision of a member of staff who will also direct them.

All electrical equipment is checked annually (Portable Appliance Testing (PAT)) under the terms of the maintenance contract. The caretaker is responsible for maintaining accurate records, ensuring that all equipment in current use is checked and for making arrangements for the equipment to be accessible for testing.

If there is any doubt about the safety of the equipment it will not be used. Any potential hazards will be reported to the caretaker immediately.

The headteacher must be made aware of, and approve the use of any electrical item being brought into schools by a member of staff, volunteer or a pupil. The headteacher must be made aware of and approve the arrangements for temporary electrical extensions required for drama productions, Christmas decorations etc.

16.3 Machinery and Equipment.

An inventory of all hazardous equipment is kept by the school secretary and held in the school office. Hand tools are used under **strict guidance and close supervision of the teacher or teaching assistant**, when used by pupils. Such equipment – even simple items such as scissors – is stored away after use.

16.4 Manual Handling. (see also Council Policy on Manual Handling)

All equipment must be moved safely. Large pieces of equipment will only be moved by people who have received manual handling training. PE equipment may be moved by pupils but they must be given clear instruction in the correct way to lift and handle items. There must always be at least 2 pupils per piece of equipment or mat. Close supervision is maintained at all times. **Pupils must not enter the PE store and the PE store must be bolted when not in use.**

The PM will be responsible for undertaking risk assessments for manual handling tasks, as they fall generally within the caretaking/cleaning team. Training will be given to those staff who are expected to lift heavy objects. Staff have a personal responsibility to ask for help or not undertake an activity if they are apprehensive about their capability to move goods, equipment or furniture.

Where lifting equipment/ aids are provided, only those members of staff who have been trained in the use of the equipment and are authorized to use it may undertake the activity.

16.5 Housekeeping

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 and spillages. It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear. The PM undertakes an inspection whilst opening the school each morning to ensure that communal areas are free from trip hazards, etc. The PM reports all remaining 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 are dealt with immediately.

The school is cleaned as per the cleaning schedule and is monitored by the Headteacher. All waste is disposed of according to appropriate health and safety guidelines.

16.6 Off-site Visits

The school has a separate policy on Off-site visits. Staff must ensure that prior to planning or accompanying an off-site visit, that they are aware of the school and Council policy on educational visits.

16.7 Hazardous Substances (see also Council Policy on Hazardous Substances)

The school keeps an inventory of all hazardous substances on site and is kept up to date by the caretaker. COSHH risk assessments are undertaken for all hazardous materials onsite.

Inspections take place to:

- Identify all substances used;
- Assess the level of risk to health;
- Eliminate the use of substances or substitute a safer alternative where possible;
- Introduce and monitor control measures to prevent risk.

16.8 Noise at Work

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. Any member of staff or visitor detecting a potential problem will report immediately to the headteacher.

16.9 Lettings

If the school is let, the Head teacher must be satisfied that the hiring organisation will use the premises in a safe manner. A signed, written letting agreement will be completed and copies kept. Copies of letting agreements are held in the school office. The school will maintain the premises being let in a safe condition and communicate any unsafe conditions or hazards with the lessee. There is a detailed Lettings Policy in place.

17. Training and Information

The head teacher, together with the Deputy Head (CPD coordinator), identifies the mandatory health and safety training required for each member of staff and reviews this annually. The training is identified using the Workforce Development Training Programme and the headteacher will ensure that staff are released for this training.

All members of staff receive a comprehensive health and safety induction when they commence employment with the school and the induction includes specific elements of this policy being brought to their attention. A volunteer will receive a specific induction relevant to the activities they are undertaking in school.

The Head teacher :

- Informs staff of any changes in the policy;
- Assesses the training requirements of the staff;
- Assesses the training needs of new members of staff.

Every member of staff is made aware of the Council Policy on health and safety and shown how to access the document via the Wave. If any member of staff feels the need for training they must alert their line manager or senior management team.

The school has developed a supply teacher's handbook that includes health and safety information and this will be issued to all supply staff. The school generally uses known and regular supply staff who are familiar with school procedures.

18. Monitoring Health and Safety

Health and safety standards are monitored by the head teacher in conjunction with the school governors by the following:

- Premises Committee reports and agendas;
- The head teacher's report to the governors has health and safety as a standing item.

18.1 Inspections

To maintain and improve standards throughout the school a termly premises inspection takes place and records are kept. The school is inspected by one governor, the head teacher and the PM

18.2 Auditing

As a means of confirming that the necessary systems to comply with legislation are in place and are being followed the Council will complete a health and safety audit every 3 years. The action points identified through the audit will form part of the school development plan.

19. Visitors and Security

The Head teacher and governors must accept the responsibility for health and safety of visitors to the school, including contractors.

All visitors to the school are asked to sign in at the school office and sign out when they leave and required to wear a visitor badge. Each class teacher will accept

responsibility for specific volunteers or visitors including checking that they are aware of emergency procedures and supervising their evacuation in case of an emergency.

Admin staff will ensure that volunteers have the necessary safety information.

Any member of staff seeing a visitor not wearing a visitor label should politely enquire about the purpose of their visit and escort them to the school office to obtain the necessary verification.

All unwelcome visitors to the school will be asked to leave the premises. Staff should avoid a confrontational situation. In the event of non-compliance, assistance from the police should be summoned by dialing 999.

Parents are asked to sign children in and out of the 'Late Book' when bringing in late or collecting early. This is to establish exactly who is and is not on the premises at any one time, in case of emergencies.

The school is generally very secure during the school day. There is an 8 foot high chain link fence surrounding the site and the only entry point is through the main entrance on Ditchling Road via an entry phone with camera and buzzer. At bringing and collection times, however, the site has to be opened up by necessity. Staff hand children over directly to a known adult. After handover, the child becomes the collector's responsibility.

The PM secures the site 15 mins before and after bringing and collection time to allow the site to be open for a minimum of time. There are 3 external gates to the site. The gate to the staff car park is not to be used for pupil/parent access to allow for safe arrival and departure of vehicles (separation of traffic).

20. Trade Union Safety Representatives

Trade unions can appoint safety representatives who are legally entitled to inspect premises, investigate accidents and undertake safety training under the Safety Representatives and Safety Committees Regulations 1977. The trade union safety representative will consult the headteacher on any relevant health and safety matters. Representatives are part of the safety consultative process and their role includes:

- investigating potential hazards and dangerous occurrences and examining the causes of accidents at the workplace;
- investigating complaints by any employee on matters relating to that employee's health, safety or welfare at work;
- making representations to the employer on the above matters and
- carrying out inspections as appropriate (i.e. at least quarterly) and/or after a notifiable accident, dangerous occurrence or the contraction of a notifiable disease, or when there are changes in the workplace which might affect the health, safety and welfare of employees.

At Downs Infants there are currently no members of staff prepared to take on this role.

21. Health and Safety Policy Review

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.

The school will monitor and update the Policy as appropriate and will undertake a formal review on a bi-annual basis seeking endorsement from the Governing Body.

Appendix A**List of Useful Contacts in School**

Contact	Number
Health and Safety Governor	vacant
Health and Safety Coordinator	Tracey Jarrett (HT)
Educational Visits Coordinator	Tracey Grennan (Deputy HT)
Curriculum Coordinators PE Computing Science DT English Maths Music Art History Geography PSE	Tanya Simpson Anna Korman Anne Thirsk Hannah Gates Tracey Grennan Maira deSouza Victoria Brewer Amanda Clarson Jessica Holt Tracey Brett Emily Kanakri
Person responsible for reporting Accidents/incidents	Tracey Jarrett (HT)
Trade Union Safety Representatives	vacant
First Aiders Pediatrics First Aiders Appointed Persons	Georgina Gates, Ann Mitchell, Michael Button Georgina Gates, Tracey Bush Most TAs

Appendix B Record Keeping

In the previous sections reference has been made in various places to record keeping. There follows a list of those responsible for maintaining such records and where they are kept.

Records of	Produced by	Where kept
Accidents on Site	Those involved in the accident	School office
First Aid administered	First Aiders & Appointed Persons	School office
Fire Risk Assessment	Headteacher/Staff	HT office
Asbestos Management Plan	Headteacher/Staff	HT office
Medicines administered	First Aider/Secretary	School office
Risk Assessments (incl fire risk)	Headteacher/Staff	HT office
COSHH Assessments	Caretaker	Caretaker office
Electrical Tests	LA approved contractor	Caretaker office
Maintenance of machinery and equipment	LA approved contractor	Caretaker office
DSE Assessment	H&S Coordinator/secretary	School office
Manual Handling Assessment	Caretaker	Caretaker office
Training of staff & students	CPD leader	CPD leader office
Violent incidents	Staff involved in incident	School office
Testing of Equipment	LA approved contractor	Caretaker office
Accident Investigations	Staff involved in accident	HT office
Noise Assessments	LA approved contractor	HT office
Legionella testing	Site Manager/Caretaker and LA approved Contractor	Caretaker office