



Policy for Health and Safety Guidelines – COVID 19 UPDATE

'Inspiring and Encouraging Excellence'

'Valuing and guiding every child on life's journey'

Consultation that has taken place	September 2018
Date formally approved by governors	September 2018
Date policy became effective	October 2018
Review date	October 2021
Person responsible for implementation and monitoring	Head Teacher
Other relevant policies	

Have I not commanded you? Be strong and courageous. Do not be frightened, and do not be dismayed, for the Lord your God is with you wherever you go." Joshua 1:9

Introduction

The governors of our school are committed to the promotion of a safe and healthy working environment for staff, pupils and all other users of the school site.

Governors are committed to working within the framework provided by the City Council outlined in the 'Health and Safety: and Risk Assessment Manual.

Governors are committed to the provision of adequate and appropriate safety training for staff.

Governors accept the right of trade union members to be represented on health and safety matters by an appointed safety representative who will be granted the appropriate time off to carry out their duties.

Governors will review this policy annually at their first meeting of the Autumn Term.

PLEASE NOTE – THIS IS A BRIEF SUMMARY OF HEALTH AND SAFETY ISSUES IN THAT RELATE TO OUR SCHOOL. *FULL DOCUMENTATION REGARDING HEALTH AND SAFETY CAN BE FOUND IN THE HEAD TEACHERS OFFICE IN THE HEALTH, SAFETY AND RISK ASSESSMENT MANUAL*

General guidelines

Purpose:

The aim of these guidelines is to:

1. Establish and maintain a safe and healthy environment throughout the school
2. Establish and maintain safe working procedures among staff and pupils
3. Make arrangements for ensuring safety and absence of risk to health in connection with the use, storage and transport of articles and substances
4. Ensure the provision of sufficient information, instruction and supervision to enable all employees and pupil to avoid hazards and contribute positively to safety training as appropriate and when provided
5. Maintain all areas under the control of the Governors and the Head Teacher in a condition that is safe and without risk to health and to provide and maintain means of access to and exits from the school that are safe and without risk
6. Formulate effective procedures for use in case of fire and for evacuating the school premises
7. Lay down procedures to be followed in case of accident
8. Teach safety as part of pupils' duties where appropriate

9. Provide and maintain adequate welfare facilities

Responsibilities:

The maintenance of a healthy and safe school is the shared responsibility of the whole school.

WHENEVER AN EMPLOYEE/ STUDENT/ ADULT WORKING IN A FORMAL VOLUNTARY CAPACITY IS AWARE OF ANY POSSIBLE DEFICIENCIES OR RISKS WITH REGARD TO HEALTH AND SAFETY HE/SHE MUST DRAW THESE TO THE IMMEDIATE ATTENTION OF THE HEAD TEACHER

Please note the following:

- *Newly appointed staff/students/volunteers could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at the earliest stage possible*
- *All volunteers/students/ occasional visitors will be expected, as far as possible, to meet the same safety standards required of employees.*
- *No volunteers/students/occasional visitors should ever be left alone with children without the appropriate CRB checks*

Specific Responsibilities:

The **Head Teacher** will:

- Be responsible for the day-to-day implementation of school safety organisation
- Develop a culture of safety throughout the school
- Report to governors on issues relating to health and safety
- Report accidents and incidents of violence to governors and where relevant the local authority and any other outside agencies
- Liaise with outside agencies able to offer expert advice
- Ensure that all staff fulfill their duties to co-operate with health and safety policy and guidelines
- Review first aid, fire/evacuation and risk assessment procedures with relevant staff, on an annual basis, and where necessary report back to the governing body
- Ensure that relevant staff have appropriate training
- Meet with the Site Manager and premises sub-committee on a regular basis to review and manage site issues
- Report to site manager and Governing Body on any issues regarding health and safety that are brought to her attention
- Ensure all adults coming into contact with children are List 99 checked as a minimum and CRB enhanced disclosure has been sought for those adults who work with adults directly.

All staff will:

- Ensure that they have read all the health and safety guidelines **Including new COVID 19 guidelines.**
- Fully support health and safety arrangements
- Take reasonable care of their own health and safety give due regard to the health and safety needs of pupils, other staff and all other people who may use the site and facilities
- Promote healthy and safe practices within their home groups
- Ensure that their home groups are safe and that any health and safety issues are reported immediately to the head teacher/Site Manager and any other relevant adults
- Exercise effective supervision over those for whom they are responsible, including pupils
- Ensure that as far as practicable, that pupils use tools and equipment safely and that these meet the accepted safety standards
- Ensure that pupils behave in a way that ensures the safety of all concerned
- Report any concerns of abuse of pupils to the head Teacher/the child Protection Officer
- Complete appropriate accident/ incident documentation

- Keep all relevant people updated with regard to any pupils specific medical needs
- Subject co-ordinators should be sufficiently knowledgeable about health and safety issues relating to their subject, promote safe practice within it, and be able to offer advise to all other members of staff
- All staff should question any unfamiliar people that may be seen on school premises and direct them to the office to allow them to follow procedures for signing in. Any such incident should be reported to the Head teacher as soon as is practical.

All pupils are expected within their expertise and ability to:

- Exercise personal responsibility for the safety of themselves and their fellow pupils
- Observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous
- Observe all safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency
- Use and not willfully misuse, neglect or interfere with equipment provided for safety purposes.

IT IS THE RESPONSIBILITY OF THE HEAD TEACHER AND STAFF TO ENSURE PUPILS ARE AWARE OF THESE RESPONSIBILITIES THROUGH DIRECT INSTRUCTION, NOTICES AND THE SCHOOL PROSPECTUS

The **Site Manager** will:

- Ensure that he is familiar with the school's health and safety guidelines
- Meet regularly with the head teacher and the Premises Sub committee of the Governing Body to conduct site checks and discuss any issues relating to Health and Safety
- Ensure that all cleaning staff are aware of any implications relating to Health and Safety as it affects their work activities e.g. safe storage and use of equipment, materials and substances
- Report to the head Teacher any defects of hazards that are brought to his attention
- Inform the head teacher and any other relevant people whenever contractors are due to enter the school to undertake maintenance, service or works contracts
- Lettings:
- Ensure that means of access and exits are safe for the use of hirers of any school space
- Ensure that all equipment that is made available to hirers is safe and that hirers are fully aware of how to use any such equipment safely
- Ensure that fire exits are clearly marked for the benefit of unfamiliar users of the building, particularly during hours of darkness
- Ensure that hirers are briefed about the location of telephones, fire escape routes, fire alarms, fire fighting equipment and first aid supplies
- Make arrangements for checking the security and conditions of the premises and equipment used after vacation by the hirer

GUIDANCE – COVID 19

SAFE WORKING IN EDUCATION, INCLUDING THE USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE) – MAY 2020

This guidance applies to staff working in education.

It explains the strategy for infection prevention and control, including the specific circumstances PPE should be used, and thus work safely during the coronavirus (COVID-19) outbreak.

EFFECTIVE INFECTION PROTECTION AND CONTROL

There are important actions that children and young people, their guardians and those who work with them can take during the coronavirus outbreak to help prevent the spread of the virus.

Transmission of coronavirus mainly occurs via respiratory droplets generated during breathing, talking, coughing and sneezing. These droplets can directly infect the respiratory tracts of other people if there is close contact. They also infect others indirectly. This happens when the droplets get onto and contaminate surfaces which are then touched and introduced into the mouth or eyes of an uninfected person. Another route of transmission is via aerosols (extremely small droplets), but this is only relevant to medical procedures for a very small number of children in education.

In all education settings, preventing the spread of coronavirus involves preventing:

- direct transmission, for instance, when in close contact with those sneezing and coughing
- indirect transmission, for instance, touching contaminated surfaces

A range of approaches and actions should be employed. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system where the risk of transmission of infection is substantially reduced. These include:

1. MINIMISE CONTACT WITH INDIVIDUALS WHO ARE UNWELL

If you have, or are showing symptoms of, coronavirus (a new continuous cough, or fever, or a loss of, or change in, your normal sense of taste or smell (Anosmia), or have someone in your household who is, you should not be in a childcare setting, school. You should be at home, in line with the [guidance for households with possible coronavirus infection](#), and [arrange to have a test to check if you have coronavirus](#).

2. CLEAN YOUR HAND OFTEN

Clean your hands more often than usual, particularly after arriving at your setting, touching your face, blowing your nose, sneezing or coughing, and before eating or handling food.

To clean your hands you should wash your hands thoroughly for 20 seconds with running water and soap and dry them thoroughly, or use alcohol hand rub/sanitiser ensuring that all parts of the hands are covered.

3. RESPIRATORY HYGIENE (CATCH IT, BIN IT, KILL IT)

Avoid touching your mouth, eyes and nose. Cover your mouth and nose with disposable tissues when you cough or sneeze. If one is not available, sneeze into the crook of your elbow, not into your hand. Dispose of tissues into a disposable rubbish bag and immediately clean your hands with soap and water or use a hand sanitiser.

4. CLEAN SURFACES THAT ARE TOUCHED FREQUENTLY

To prevent the indirect spread of the virus from person to person, regularly clean frequently-touched surfaces, such as:

- door handles
- handrails
- table tops
- play equipment
- toys
- electronic devices (such as phones)

When cleaning, use the usual products, like detergents and bleach, as these will be very effective at getting rid of the virus on surfaces.

All education settings should follow the Public Health England (PHE) [guidance on cleaning for non-healthcare settings](#).

5. MINIMISE CONTACT AND MIXING

You should, as much as possible, alter the environment of your setting (such as classroom layout) and your timetables (such as staggered break time) to minimise contact and mixing.

6. PERSONAL PROTECTIVE EQUIPMENT (PPE)

The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain distance of 2 metres from others.

PPE is only needed in a very small number of cases:

- children, young people and learners whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way
- PPE should be worn if a distance of 2 metres cannot be maintained from any child, young person or other learner displaying coronavirus symptoms

Education care settings and providers should use their local supply chains to obtain PPE.

If education settings cannot obtain the PPE they need they should approach their local authority (LA). Local authorities should support them to access local PPE markets and available stock locally, including through coordinating the redistribution of available supplies between settings according to priority needs.

If the LA is not able to meet the PPE needs of education, the LA should approach their nearest local resilience forum (LRF) which will allocate stock if it is available once the needs of other vital services locally have been met. If neither the LA or LRF is able to respond to an education setting's unmet urgent need for PPE, they will need to make their own judgement in line with their risk assessment as to whether it is safe to continue to operate.

TESTING

Access to [testing is already available to all essential workers](#). This includes anyone involved in educational work - including both public and voluntary sector workers, as well as foster carers. Education settings, as employers, can [book tests through an online digital portal](#). There is also an option for employees to book tests directly on the portal.

When settings open to wider cohorts of children and young people, all children, young people and other learners eligible to attend their education settings, as well as their households, will have access to a test if they display symptoms of coronavirus. Visit the [guidance on coronavirus testing and how to arrange to have a test](#).

If they develop symptoms, they should be tested. If they test negative, they can return to their setting and their fellow household members can end their self-isolation. If they test positive, education settings should follow [guidance on implementing protective measures in education and childcare settings](#). Residential settings should follow [isolation guidance for residential settings](#).

HOW TO WORK SAFELY IN SPECIFIC SITUATIONS, INCLUDING WHERE PPE MAY BE REQUIRED

Reference to PPE in the following situations means:

- fluid-resistant surgical face masks
- disposable gloves
- disposable plastic aprons
- eye protection (for example a face visor or goggles)

Where PPE is recommended, this means that:

- a facemask should be worn if a distance of 2 metres cannot be maintained from someone with symptoms of coronavirus
- if contact is necessary, then gloves, an apron and a facemask should be worn
- if a risk assessment determines that there is a risk of fluids entering the eye from, for example, coughing, spitting or vomiting, then eye protection should also be worn

When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on [how to put PPE on and take it off safely](#) in order to reduce self-contamination.

Face masks must:

- cover both nose and mouth
- not be allowed to dangle around the neck
- not be touched once put on, except when carefully removed before disposal
- be changed when they become moist or damaged
- be worn once and then discarded - hands must be cleaned after disposal

WHAT CARE SHOULD STAFF VISITING FAMILIES IN THEIR OWN HOMES TAKE?

Staff and anyone else considering the need for a home visit should follow the [children's social care services guidance](#) and make a judgement about visiting which balances considerations of the:

- risks to children and young people
- risks to families
- risks to the workforce
- national guidance on social distancing and hygiene
- statutory responsibilities, including safeguarding

Staff and their managers are best placed to make professional judgements of risk in each case and decide what form of contact they need.

There are many ways to keep in touch with a child, young person or family without physical face-to-face contact. It is expected that these will be utilised appropriately and proportionately, including in response to any risk assessment undertaken for the child on a case by case basis.

Prior to undertaking a visit, an attempt should be made to ascertain whether any member of the household is suffering from symptoms of coronavirus. An initial [risk assessment](#), where possible, should take place by telephone.

Where households report no coronavirus symptoms, no PPE is required, but a distance of 2 metres should be maintained where possible. Where this is not possible, you should undertake a [risk assessment](#). Good basic hygiene should be followed, such as handwashing or use of sanitiser before and after the visit, and not touching your face during the visit.

Where households are reporting coronavirus symptoms, PPE should be worn if a distance of 2 metres cannot be maintained.

Where it is not possible to ascertain whether any member of the household is suffering from symptoms of coronavirus prior to face to face contact, steps should be taken where practical, to mitigate risk. These steps include but are not restricted to:

- knocking on the front door or ringing the doorbell and then stepping back to a distance of 2 metres in adherence to social distancing guidelines
- taking PPE as a precautionary measure

HOW SHOULD I CARE FOR CHILDREN WHO REGULARLY SPIT

If non-symptomatic children present behaviours which may increase the risk of droplet transmission (such as spitting), they should continue to receive care in the same way, including any existing routine use of PPE.

To reduce the risk of coronavirus transmission, no additional PPE is necessary, but additional space and frequent cleaning of surfaces, objects and toys will be required. Cleaning arrangements should be increased in all settings, with a specific focus on surfaces which are touched a lot. Read [guidance on cleaning for non-healthcare settings](#).

WHAT SHOULD BE DONE IF A CHILD BECOMES UNWELL WITH SYMPTOMS OF CORONAVIRUS AND NEEDS TO BE CARED FOR UNTIL THEY CAN RETURN HOME

If anyone in an education setting becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell, they must be sent home and advised to follow the [guidance for households with possible coronavirus infection](#).

If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, with appropriate adult supervision if required depending on the age of the child. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE should be worn by staff caring for the child while they await collection if direct personal care is needed and a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

If a member of staff has helped someone with symptoms they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. Read [guidance about cleaning non-healthcare settings](#).

WHAT PROTECTION IS NEEDED WHEN TRANSPORTING CHILDREN

If the children or young people being transported do not have symptoms of coronavirus, there is no need for a driver to use PPE.

Any child who starts displaying coronavirus symptoms while at their setting should wherever possible be collected by a member of their family or household. In exceptional circumstances, where this is not possible, and the setting needs to take responsibility for transporting them home, or where a symptomatic child or young person needs to be transported between residential settings, you should do one of the following:

- use a vehicle with a bulkhead
- the driver and passenger should maintain a distance of 2 metres from each other
- the driver should use PPE, and the passenger should wear a face mask if they are old enough and able to do so

WHAT CARE SHOULD BE TAKEN IN EARLY YEAR SETTINGS

Because it is challenging to reduce contact between young children in early years settings, regular cleaning and disinfection of surfaces, objects and toys, as well as handwashing, are

particularly important. The use of soft toys and toys with intricate parts or that are otherwise hard to clean should be avoided. Read [guidance on cleaning for non-healthcare settings](#).

Settings should manage risks by keeping children in small groups and trying, as far as possible, to keep the same children and staff members together from day to day. Settings should consider staggering mealtimes and should discourage parents and carers from gathering at setting entrances. As far as possible, parents and carers should not enter early years premises.

IS PPE REQUIRED FOR TASKS INVOLVING CHANGING NAPPIES OR GENERAL CARE

Staff should follow their normal practice when changing nappies and provided the child is not showing symptoms of coronavirus. This includes continuing to use the PPE that they would normally wear in these situations, for example aprons and gloves. If a child shows symptoms, they should not attend a childcare setting and should be at home.

How should I care for young children or children with special educational needs who do not understand why they must stay apart or who ignore distancing

Young children may not be able to understand the need for social distancing and may also seek close interaction with their peers or adults to provide reassurance at a period of disruption to their routines.

It is imperative that education settings conduct risk assessments around managing groups of children within the setting. This should include limiting the number of children in each group and reducing this to provide more space in each classroom or learning area.

As far as possible, small groups of children should be supported by consistent staffing, and groups should remain as consistent as possible throughout the outbreak.

How should PPE and face coverings be disposed of

Used PPE and any disposable face coverings that staff, children, young people or other learners arrive wearing should be placed in a refuse bag and can be disposed of as normal domestic waste unless the wearer has symptoms of coronavirus, in line with the [guidance on cleaning for non-healthcare settings](#).

Any homemade non-disposable face coverings that staff or children, young people or other learners are wearing when they arrive at their setting must be removed by the wearer and placed into a plastic bag that the wearer has brought with them in order to take it home. The wearer must then clean their hands.

To dispose of waste from people with symptoms of coronavirus, such as disposable cleaning cloths, tissues and PPE:

- put it in a plastic rubbish bag and tie it when full
- place the plastic bag in a second bin bag and tie it
- put it in a suitable and secure place marked for storage for 72 hours

Waste should be stored safely and securely kept away from children. You should not put your waste in communal waste areas until the waste has been stored for at least 72 hours. Storing for 72 hours saves unnecessary waste movements and minimises the risk to waste operatives.

This waste does not require a dedicated clinical waste collection in the above circumstances. Further information is also available in the [cleaning non-healthcare settings guidance](#).

Risk Assessments

Individual risk assessments on pupils who present a specific risk

There will be pupils who may already have a risk assessment in place which was carried out when the school was open normally.

These may not be appropriate or may need extending to take account of the new situation relating to the change in the nature of the provision being made and COVID-19 guidance from Government. They must therefore all be reviewed.

There may also be pupils who have not previously been risk assessed but in the new circumstances will pose a risk. This includes pupils who need specific care which cannot be delivered whilst ensuring social distancing. In these cases, there should be sufficient appropriate Personal Protective Equipment, which may include aprons, gloves and visors/masks. Where these are already in place to control risk associated with infection from other diseases, these will need to be assessed to ensure that they are of the required standards to take into account the specific infection risks from the Coronavirus.

Additionally, risk assessments will also need to be updated on potentially violent pupils, especially those with a known risk of spitting and/or requiring physical restraint. As required under Health and Safety Legislation, all risk assessments should be subject to consultation with staff. The NASUWT Guidance on risk assessments can be accessed on www.nasuwt.org.uk/riskassessmentviolence.

Where the risk assessments cannot be implemented fully or where sufficient control measures cannot be put in place e.g the necessary PPE cannot be provided, the pupils concerned should not be admitted to the school, regardless of whether they are in the government identified category of pupils able to attend school.

Pupil Indiscipline

It should also be remembered that a change in the nature of provision does not mean that the normal standards of managing pupil behaviour do not apply. Where pupils are aggressive, abusive and disruptive this behaviour should not be tolerated and senior staff should be supporting teachers in managing this behaviour, including where necessary excluding a pupil on a temporary or permanent basis. The NASUWT guidance on pupil indiscipline can be accessed on www.nasuwt.org.uk/tacklingpupilindiscipline.

Fire and Emergency Evacuation Procedures

The school's procedure for fire and emergency evacuations areas follows:

The overall aim is to save life, therefore evacuation is of paramount importance. Evacuation should be completed as quickly and as safely as possible. Two meters social distancing should only be observed if safe to do so.

Staff are not expected to fight fire nor should they go back into the building. As fire doors are propped open to improve ventilation and to save having to touch doors, the Facilities Manager, in conducting a sweep of the building, will be responsible for closing all Fire Doors prior to exiting the building.

Fire evacuation point is still the Multi-Unit Games Arena (MUGA) (on the MUGA every attempt should be made to stand 2 meters apart in lines) – hand sanitizers to be taken onto the courts in an evacuation by the admin staff.

Fire instructions

Any person discovering a fire should

1. Sound the alarm
 2. Attack the fire, if possible with appliances provided
- NOT RISKING PERSONAL INJURY

On hearing the fire alarm

3. Leave the building by the designated route
4. Close all doors behind you if possible
5. Report to the designated assembly point

- **DO NOT RUN**
- **DO NOT USE LIFTS**
- **DO NOT RE-ENTER BUILDING UNTIL SAFE TO DO SO**

The designated member of staff should call the fire brigade and take role call

There are copies of the procedure available to every phase and for other public spaces

- These procedures will be updated as appropriate
- The log book for the recording and evaluation of practice and evacuations drills is available and is kept in the School office.

Fire prevention Equipment

Arrangements are made to regularly monitor the condition of all fire prevention equipment. This would include the regular visual inspection of fire extinguishers and the fire alarm system

First and Accident Reporting Procedures. – PPE equipment to be worn

SEE ADDITIONAL GUIDANCE ACCIDENTS/ILLNESS AND REPORTAGE OF ACCIDENTS AND FIRST AID.

- First aid is available in the office. There are additional First aid boxes Playgroup and in every phase.
- Accident books (to record minor injuries/treatment) are kept in every phase.
- If a child has sustained a bump to the head, they will be checked by a First aider and parents will be rung. Every effort will be made by the teacher to talk to a parent/carer at the end of the day if no contact with parents has been made. Any accident that is deemed more serious than "minor" needs to be reported to the Head teacher and the appropriate accident form needs to be completed. These are found in the School Office.
- Appointed first aiders in school are named in each phase.
- The person responsible for administering the accident reporting procedure is the Head Teacher. The notifications of serious accidents causing death or major injury and dangerous occurrences are The Head Teachers responsibility.
- The arrangements for first aid for sports, outdoor pursuits and field trips are the responsibility of supervising staff. First aid kits are available in the resource room for staff to take onto school trips.

Playground - Two meters social distancing should be observed

Playtimes At least 2 members of staff will be on duty at every playtime in all areas of the yard. Teachers must not send their home groups into the yard unless they are certain that a member of staff is on duty. Children should not be left in the yard unsupervised at any time during playtimes.

Dinner time - Two meters social distancing should be observed

- first sitting children – Nursery - play in the Nursery yard – all Nursery staff will supervise this in accordance with legal ration requirements.
- Reception children will play in their outdoor area – at least 2 members of staff will supervise. This may fluctuate depending on the number of children in Reception each year.
- Play in the main school yard is supervised by at least 4 members of staff.
- There is an area in the yard for playing football at playtimes and dinner times. Football is only played in the MUGA.
- Staff should actively encourage pupils to play safely. Rough games are banned.

Pregnant workers and Nursing Mothers

The head teacher will carry out a risk assessment in accordance with requirements found in the *HEALTH, SAFETY AND RISK ASSESSMENT MANUAL* appropriate action will be taken to ensure that pregnant workers or nursing mothers are not exposed to any significant risk.

Safe stacking and storage

Equipment should be stored at an appropriate level and position relevant to its height, weight and bulk.

Slips, trips and fall

- It is unrealistic to expect pupils never to fall, especially at playtime. However, staff and other supervising adults should report any conditions considered hazardous e.g. uneven surfaces, wet, slippery surfaces, worn carpet, trailing cables to the head teacher and site manager as soon as possible.
- Teachers need to ensure that cables from electrical equipment such as computers in their home groups are safely placed and do not present any risk in terms of tripping.

Swimming – SUSPENDED DURING CORONAVIRUS OUTBREAK

- Swimming instruction is provided by a qualified swimming instructor
- Children travel to and from the pool by private hire coach and are accompanied by their teacher and/or a teaching assistant.
- The school behavior policy will be applied for children who do not behave appropriately at the swimming baths.

All Staff

It is a requirement of the Health and Safety at Work Act that all staff should be familiar with the health and safety arrangements in place and should comply with them.

All staff complete 'Smartlog' training which relates to aspects of Health & Safety.

All staff have a responsibility towards themselves and others for health and safety and should report any problems using the procedure outlined in the next section. If necessary, they must be prepared to take appropriate action themselves to remove hazards.

Staff should ensure that pupils in their care behave in a safe and proper manner, adhering to proper safety precautions, particularly in the handling of equipment or materials.

HEALTH AND SAFETY IN THE LEARNING AREAS

- It is the responsibility of the teacher to ensure room furniture is organised in a safe manner. This includes freestanding furniture, scissors, glue, hammers etc. The teacher should alert

the Health and Safety representative and Head Teacher of potentially dangerous situations, both in school and in the grounds

- The Safety officer may make a termly check of the internal and external premises
- In order to provide a safe environment for children, all home groups must be organised and tidy at all times
- Boxes of equipment and resources should be labeled and stored on shelves within the pupils' reach. If they are on the floor, they must be carefully sited so children do not trip over or fall on top of them
- Furniture and screen should be positioned so staff and adults can clearly see all areas in the room
- Children should be taught the procedures for using equipment and resources safely and return them to the correct storage place

Physical Education - Two meters social distancing should be observed no contact sports.

This is checked every half term by the co-ordinator, every 2 weeks by the Site Manager and whenever it is used (before use) by class teachers. Any staff noticing damaged equipment should report to the coordinator.

- All staff will take responsibility for pupils in their care and will act in line with the behaviour policy if they witness incidents of violence (against staff/pupils)
- Violent acts affecting pupils (see Behaviour Policy and Procedure)
- All staff will be made aware of all Health and Safety policies and procedures
- All staff will take reasonable care of themselves and any person in their care
- All staff will not interfere with or misuse any equipment or material provided
- All staff will observe standards of dress consistent with safety and hygiene for themselves and pupils in their care
- All staff will be aware and implement all procedures efficiently and ensure all adults and pupils in their care are aware of procedures
- All staff will ensure all pupils behave in a manner, which will not create a hazard
- They will report any defective equipment or hazard to the Head Teacher or Health & Safety Representative
- Annual gym equipment inspection yearly by qualified examiners employed by Cityworks

Curriculum Co-ordinators

Curriculum Co-ordinators will inform Head Teacher and staff of Health and Safety procedures appropriate to their subject responsibility. Guidelines will be included in individual curriculum policies.

Pupils are expected to:

- Act responsibly for their own welfare and safety and their action not to endanger others
- Obey rules
- Wear correct clothing
- Follow procedures calmly and immediately
- Be aware of policy and procedures (Behavior, anti-bullying, safeguarding)
- To inform staff of any strangers on site
- Move around school in pairs, never alone
- Adhere to safety procedures in toilets

Contractors - Work, where possible, to be completed outside normal school hours

Will ensure Health and Safety priorities at all times for all persons on the school site. They will, in discussion with the Head Teacher and site manager, become familiar with the Health and Safety requirements as set in the school and LEA policies and adhere to these along with the Health and Safety requirements of their own business (see appendix).

