



Bibury Church of England Primary School

Health and Safety Policy

Vision - A safe learning community that nurtures and inspires individuality, confidence and success.

Bibury Church of England School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This school aims to be part of the wider community through fostering Christian values, and the development of spirituality through reflection, to enhance relationships.

Introduction

The Health and Safety at Work Act 1974 (HASAWA) makes it the legal duty of the employer and all its employees to take reasonable care for the health, safety and welfare of themselves and other employees and all other persons who may be affected by their acts or omissions. This policy follows procedures laid out in our Child Protection Policy.

EMPLOYERS' COMMON LAW DUTIES

There is a long established duty of care owed by employers to employees not to subject them to unnecessary risk. This duty is a personal one and cannot be delegated. Employers are required to provide a safe place of work, and safe plant and equipment. They are also expected to select suitably qualified people to carry out work for them, to provide training where necessary and to provide competent supervision. Employers must devise and implement safe working practices and maintain them by whatever means are appropriate, such as training, adequate supervision, incentives and disciplinary procedures. All these duties are qualified by the term "reasonable care". Employers must ensure that employees know the dangers arising from work and know what the precautions are. They must ensure that the precautions are available and that the employees know where they are. The key to effective management of health and safety in a school is the statement of policy and arrangements. Every employer with

more than five employees is required (by s.2 HASAWA) to produce and to keep under review such a statement. It must be brought to the attention of all employees.

EMPLOYEES' COMMON LAW DUTIES:

Employees have a duty to take reasonable care to avoid acts or omissions that it can be reasonably foreseen might be likely to injure someone. They are also required, by implied terms of their contracts of employment, to obey the lawful and reasonable instruction of their employer and to do their work carefully.

IN LOCO PARENTIS:

In common law teachers stand in "loco parentis" so far as pupils in their charge are concerned. In law this is interpreted to mean that if the degree of care exercised by a teacher is at least as great as that which would be taken by the average, careful parent in the same circumstances, then this legal duty is discharged. A prudent parent would of course pay due regard to the age, intelligence, maturity and physical competence of the child in question. See other policies inc. Child protection.

Visits and Discipline:

Pupils must be monitored throughout the day and not left unsupervised whatever the circumstances.

HEADTEACHER: is expected to maintain an adequate system of supervision to protect pupils at all times when the child is in the care of the school. Headteacher is responsible in common law for the system of supervision, as they alone have the detailed local knowledge and professional experience necessary to make proper judgements.

The Governors of Bibury CofE Primary School recognise the importance of safety, health and welfare in the successful operation of all its activities. It believes in the active participation of every person within the organisation in order to achieve and maintain the highest practicable standard of accident prevention and therefore relies on the initiative, teamwork and full co-operation of all staff at all levels.

PART 1

STATEMENT OF POLICY AND INTENT

1 The Governing Body of Bibury CofE Primary School consider that one of their primary objectives is the achievement and maintenance of a high standard of health on all its premises.

2 They also recognise and accept their corporate responsibility to provide a healthy and safe working environment for all their employees, the pupils and other people who come on to the premises.

3 They will take all reasonably practical steps to fulfil their responsibility and will pay particular attention to meeting the requirements of the Health and Safety Executive at Work etc. Act 1974 and all relevant statutory provisions.

4 They require management at all levels to display a positive attitude towards health and safety.

5 The Governing Body will maintain arrangements for joint consultation with employees through the "Employees Health and Safety Committee", Staff Committee, the Health and Safety Officer and written reports to the Body.

6 The Headteacher or delegated representative is required to draw up the necessary arrangements to secure compliance with all Health and Safety requirements, to write them down and to circulate the information to all staff, and to monitor implementation of all arrangements.

7 All employees will receive such information, instruction, training and supervision as is considered necessary to ensure their health and safety whilst at work and promote an awareness of known hazards.

8 Arrangements will be made for ensuring the safety and absence of risk to health in connection with the use, storage, handling and transport of articles and substances. An adequate supply of suitable protective equipment will be made available as necessary and issued to any person requiring such equipment. It will be incumbent on employees and management to ensure that protective equipment so issued is used and maintained in a correct manner.

9 All plant, equipment and systems of work will be provided and maintained in a condition, which is safe, and without risks to health. It will be reviewed and updated as and when appropriate.

10 The Governing Body will report to the DfE any major threat to the Health and Safety of employees, pupils and users of the school.

EMPLOYEE RELATIONS

There will be a full consultation with all employees through the discussion of health and safety at Staff Meetings on a regular basis. Health & Safety will be included as a regular Agenda item at Staff Meetings at least twice a term. Minutes will be taken and acted upon where appropriate. This will take the place of the Health & Safety Committee.

RESPONSIBILITIES

It is the responsibility of the Governing Body to ensure that the Safety Policy remains valid and is operated effectively within the establishment. The Governing Body and Headteacher are responsible for the general application of the arrangements and for ensuring the

communication of relevant information to all staff. All staff are required to familiarise themselves with this safety policy and any other relative safety information.

All staff are responsible for reporting to the Headteacher, any hazards or safety defects, which they cannot eliminate themselves. In turn the Headteacher will report to the Governing Body any defect, which she cannot eliminate herself.

Health and Safety is not a separate entity. It is an integral part of the management of school and its implication needs to be considered to an appropriate degree whenever decisions are made.

BIBURY C OF E PRIMARY SCHOOL IS A NON-SMOKING ESTABLISHMENT.

PART 2

PERSONNEL DUTIES AT Bibury CofE Primary School

RESPONSIBILITIES OF THE HEADTEACHER (Health & Safety Officer)

- a) To pursue the objectives of the Governing Body in respect of Health and Safety.
- b) To set up arrangements in the school to cover all health and safety legal requirements, to produce a written statement of those arrangements and to bring it to the attention of all staff. The statement is to be revised and republished as necessary. To monitor effectively the implementation of the arrangements.
- c) To be available to any member of staff to discuss and to seek to resolve health and safety problems not solved at a lower level or through the established arrangements.
- d) To report to the Governing Body those instances where the head's executive authority does not allow the elimination or reduction to a satisfactory level of hazard, but to take all necessary short term, measures to avoid danger pending rectification.
- e) To keep a file of relevant information together with information and advice published by the DCSF and others about the health and safety aspects of the activities carried out in school and to make this information available to staff.
- f) To keep a list of safety representatives appointed to represent staff at the school, to be readily available to them and to co-operate with them as far as is reasonable in their efforts to carry out their functions. To receive written reports from safety representatives and to respond within a reasonable time.
- h) To ensure that all areas are inspected once per term.
- i) To ensure that a system is established for the reporting, recording and investigation of accidents and that all-reasonable steps are taken to prevent reoccurrence.

j) To ensure that all visitors, including maintenance contractors, are informed of any hazards on site of which they may be unaware. To ensure that consideration is given to the possibilities of maintenance work affecting pupils and staff.

k) To ensure that new employees are briefed about safety arrangements; in particular, to ensure they are given a copy of the school's statement and the opportunity to read it before starting work.

l) To ensure the use of any necessary protective clothing and equipment and that it is properly maintained and renewed when required.

m) To ensure that effective arrangements are in force to facilitate ready evacuation of the buildings in case of fire or other emergency and that firefighting equipment is available and maintained.

n) To ensure that an effective Crisis Management Policy is maintained and Emergency Procedures are communicated to all staff. See Crisis Management Policy.

RESPONSIBILITIES OF THE CARETAKER and Handyman

It is the duty of the handyman to monitor the health and safety of the site, including the buildings and grounds, supplying the relevant information to the Headteacher. The handyman will carry out checks and repairs whenever necessary or requested to do so. The Caretaker will be expected to monitor the careful and correct use and storage of all cleaning materials.

RESPONSIBILITIES OF THE CLASS TEACHER

All teaching staff have some form of health and safety responsibility and is expected to apply the school safety policy.

A class teacher is expected to: -

1 Know the emergency procedures in respect of fire and first aid and safety measures to be adopted in his/her teaching area,

2 Exercise effective supervision of pupils and ensure that they know the general emergency procedures

3 Give clear instructions and warnings as often as necessary

4 Ensure that pupils' coats, bags etc are safely stowed away

5 Integrate safety aspects within lessons

6 Follow safe-working procedures personally

7 Use protective clothing when necessary

8 If they have responsibility for an area of the curriculum to make sure that special designated areas are safe and to carry out safety procedures and checks within these areas and with equipment.

9 Make safety recommendations for future consideration

RESPONSIBILITIES OF THE PUPILS

Although pupils have no particular responsibility in the implementation of the school's health and safety policy they are nevertheless, depending on age and maturity expected to;

1 Exercise personal responsibility for the safety of themselves and others

2 Observe standards of dress consistent with safety hygiene (parents may need to be involved)

3 Observe the safety rules of school and in particular the instructions of staff given in an emergency

4 To conduct themselves around the school in accordance with the School Disciplinary Code.

5 Use and not wilfully misuse, neglect or interfere with any item provided for safety.

PART 3

ARRANGEMENTS at Bibury CofE Primary School

Procedures to monitor Health and Safety

a) Termly audit by Site and Premises Committee (Governors)

b) Annual electricity socket check (Handyman)

c) Annual Fire appliance check (A&E)

d) Annual Risk Assessment check (Headteacher)

e) Risk Assessment prior to visits / trips etc. (Staff)

f) Report on dangerous chemicals (Cleaning Contractor)

g) Annual alarm systems check (Headteacher)

GENERAL ARRANGEMENTS

Staff should use the correct equipment to reach items on shelves and racks above eye level.

Staff are not to use chairs, boxes or similar items to reach items stored in this way and must not climb up the face of cupboards or storage racks. In general heavy objects should be stored low down to reduce the risk of injury from falling and handling.

Specific attention should be given to wires trailing from computers and other electrical equipment, particularly in classroom situations. Where possible and practical any trailing of equipment should be avoided. Staff should not attempt to lift or move anything they consider being too heavy or awkward for them. If help is not at hand then the matter should be reported to the relevant person. Great care should be taken to make sure that children do not lift any heavy, awkward or dangerous objects.

'FRIENDS' ASSOCIATION

The school offer support to the Parent Teacher Association ('Friends') and provide a forum through which parents can become more involved in the education of their children. Risk assessments are carried out for PTA run events and adequate insurance is in place.

MANUAL HANDLING/POSITIVE HANDLING

Positive handling should only be used when all other strategies which do not employ force have been tried and found unsuccessful or in an emergency situation (to protect a child from harm or harming another child or member of staff). Special reference should be made to the Positive Handling Policy.

LONE WORKING

Any members of staff who are working alone must comply with the following

Conditions:

- they should inform another adult of their whereabouts and approximate lone working time and provide them with a contact telephone number;
- they should have access to a telephone;
- they should ensure all exterior doors are locked.

EDUCATIONAL VISITS

The school has adopted the guidelines issued by Gloucester County Council.

Staff organising an educational visit must follow LA guidelines and ensure that the Headteacher receives a copy of the risk assessment at least 2 days before the trip takes place. Special reference should be made to the Manual Handling Laws. VDU's should be set up and operated in accordance with current legislation and advice.

INDUCTION TRAINING

All new members of staff must be given a copy of the safety policy. Their duties under the policy must be discussed and understood. New members of staff must be made aware of any

special responsibilities they may have. Supply teachers must be made aware of emergency procedures and other relevant safety measures during their time in school.

SECURITY

All parents, visitors and volunteers visiting the school during session time must report to the School Office on arrival to be logged and issued with a visitor badge. Any member of staff who sees someone on the school grounds without a visitor badge should challenge them and enquire why they are on the grounds and direct them to the School Office.

CONTRACTORS ON SITE

All contractors must comply with the following conditions:

- a) Report to the office and sign in
- b) Asbestos report read and acknowledged in register
- c) Contractors are responsible for fencing off their working area
- d) Contractors are responsible for their own safety

MACHINERY AND ELECTRICAL EQUIPMENT

Staff must ensure that all safety guarding is present, serviceable and utilised when any machine is used. Staff shall not attempt repairs or make modifications to machinery other than those normally associated with daily operations. Any defects or malfunctions must be reported to the Headteacher. Electrical equipment and systems are subject to the Electricity at Work Regulation 1989. The handyman is responsible for arranging routine testing of the 13a sockets, the annual testing of all electrical portable equipment by a competent person. Fixed electrical wire testing will take place once every five years.

Staff shall not bring items of electrical equipment onto the School site without authority from the Head Teacher. Before this authority is given and the item is used it must be PAT tested by a competent person.

ASBESTOS

To minimise risk from asbestos containing materials on the school site, the school maintains a safe and healthy environment by:

- complying with all regulations and County Policy concerning the control of asbestos;
- removing asbestos containing materials where the risk to building users is unacceptable;
- having a named officer who has responsibility for implementing the Asbestos Management

Plan in compliance with The Management of Asbestos in County Council Occupied Premises

Guidance.

- where necessary communicating to all staff and visitors where asbestos containing materials are located within the school site.

SCHOOL PLAYGROUND

- a) Adult supervision required
- b) Equipment is inspected annually

SCHOOL SAFETY RULES

- a) Before School
 - i. No child to be inside the building before 8:00am without written permission
- b) Playtimes
 - i. Two members of staff on duty
 - ii. Football only in ball area
 - iv. Pupils should seek permission from the adult on duty before entering the building

HAZARDOUS CLASSROOM EQUIPMENT

The following items are considered as hazardous.

- 1) staplers
- 2) scissors

These may only be used by pupils when an adult is present in the room.

The following are considered dangerous

- 1) hot glue guns
- 2) staple guns
- 3) craft knives

These may not be used by pupils unless closely supervised by adults

COMPUTER USE

Pupils should not use the computer for any sustained period of time. Only pupils who have signed the Internet disclaimer may have access to the Internet.

FIRE

See Appendix 2 Annex 2B but also note the following:

Following the continuous sounding of the school alarm all children will stop work. The person in charge of the pupils will instruct the pupils to leave by the pre-arranged exits unless these are blocked by fire and then the nearest safe exit will be used. The Head teacher or administrator will contact the fire department either using the office phone or mobile whilst evacuating the building.

Members of staff must check enclosed areas e.g. cupboards, toilets on their way out, also closing all doors. School registers will be brought from office and the children checked at the given assembly point (churchyard). Staff will inform the Headteacher of roll call. Under no circumstances must anyone return to the building until given the all clear by Headteacher.

If someone's clothes are on fire, calm the person down and stop them rushing around. Quickly lay him/her down, burning side uppermost and douse with water – or wrap tightly in a coat or rug. Do not roll him/her around – this can cause additional injury.

If a casualty is unconscious, perhaps from inhaling smoke or fumes; remove from the danger area and into fresh air. Check breathing and pulse and be prepared to resuscitate.

EVACUATION ARRANGEMENTS

Headteacher decides that it is imperative to leave the building due to unacceptable risk in remaining inside.

Fire Drill procedure to be followed (continuous bell) but pupils and staff will exit to the assembly point in churchyard.

Review situation. Check registers etc.

Emergency Services by now should be on site to take charge.

Liaise with Police. Follow procedure for informing LA etc.

FIRST AID ARRANGEMENTS

Mrs K Howe is responsible for the regular updating of the first aid boxes in accordance with the First Aid at Work Approved Code of Practice 1990 or any subsequent directives.

The local adult can deal with minor treatment. More serious incidents, including injuries to the head, must be reported to a recognised first aider, who will act accordingly and report the incident to a member of the Senior Management Team.

All incidents will be recorded in the First Aid Log, making a note of the date, injury, treatment and name of the person reporting the injury.

All head bumps will be reported to parents via a duplicated note – more serious cases, including general injuries will require immediate contact with parents to be made. If this or another emergency contact is unavailable then the school will act “in loco parentis” and take the appropriate action.

INFECTIOUS DISEASES

The school follows the National Guidance produced by the Health Protection Agency, which is summarised on the poster, ‘Guidance on infection Control in Schools and other Child Care Settings’.

FIRST AID

The designated first aiders are as follows:-

Mrs Helen Godwin

Mrs Annabel Crapper

Mrs Kate Howe

The first aid boxes are in the office.

All staff when administering first aid must use disposable gloves and in particular when cuts and abrasions are evident.

Accident Recording - Accidents to be recorded in the Safety Incident Report Book and accidents necessitating a hospital visit to be reported to the Health and Safety Executive. Minor incidents to be reported at the rear of the bumped head book.

ACCIDENT LOG

If a pupil is injured in any way, the member of staff responsible for that pupil at the time must complete the accident report form in the office before the end of the school day. Members of staff on duty during morning break have the responsibility for completing report forms for accidents occurring during that break. Any pupil seeking some assistance following an injury must have his/her details taken and the incident and any action taken logged in the Accident log. This is found in the office.

Responsibility for calling an ambulance and informing parents rests with the Head, or the office staff. However, in the case of extreme emergency the summoning of an ambulance is left to the discretion of any member of the school staff.

First aid should be rendered only as far as knowledge and skill allows. The school first aider should be informed. First aid equipment and upkeep is the responsibility of the first aider. Any

serious injury or head injury must be recorded in the County H and S log and this sent to Shire Hall.

Any pupil who feels unwell between or during lessons should be sent to the office in company with another pupil. The accompanying pupil's role is that of informing the form teacher and fetching personal possessions, etc. The office staff will seek the advice of the Head, Teachers or Teaching Assistants.

MEDICINES

The school accommodates pupils with medical needs wherever practicable and makes reference to DfE Guidance Managing Medicines in Schools and Early Years Settings. The school will administer prescribed medicine with parental consent. Medicines must be labelled and stored in the office. Dose administered is recorded. Controlled medicines such as Ritalin would be dosed with a witness and trained staff. The school will not administer paracetamol but parents are able to visit in order to administer paracetamol to own child.

Parents have prime responsibility for their child's health and provide the school with information about their child's medical condition. Parents obtain details from their child's General Practitioner (GP) or paediatrician, if needed. The school nurse and specialist voluntary bodies provide additional background information for staff.

EMERGENCY NUMBERS

Pupil contact numbers are found in the office.

A more detailed list of contact numbers is found in the SIMS database.

CRISIS MANAGEMENT

See appendix 1

STAFF HEALTH AND SAFETY TRAINING/COMPETENCE

The school is committed to ensure staff are competent to undertake the roles expected of them. The Headteacher/Heads of Department undertake a training needs analysis to identify the competency requirements of specific job roles in terms of health and safety, and ensure that appropriate training is delivered and training records held centrally. The training need analysis is reviewed on an annual basis or on the introduction of new legislation. Line managers conducting the Performance Management process consider health and safety performance and address areas of concern with employees.

VOLUNTEER AND PARENT HELPERS

Volunteer and parent helpers are subject to the schools safeguarding arrangements. Volunteers receive an induction in safeguarding and general health and safety and are expected to wear a visitors badge at all times and follow the school procedures. The teacher is the principal point of contact and volunteers are under his/her direction. Conversations and any documentation to which volunteer/parent helpers may have access are strictly confidential and are treated as such.

Appendix Guide

Appendix 1 - Crisis Management – please also see Crisis Management Policy

- Annex 1a – Action by staff on receipt of red triangle
- Annex 1b – Action in the event of casualties in the school
- Annex 1c – Evacuation Arrangements

Appendix 2 - Bumped Head Letter

- Annex 2a - Medical arrangements & First Aid
- Annex 2b - Procedures in the event of Fire and Snow

Appendix 3 Rules and Procedures for School Staff

Appendix 4 Rules and Procedures for Lunchtime Supervision

Appendix 5 Rules and Procedures for Cleaning and Caretaking Staff

Appendix 1

Potential Incidents

The following are examples of the sorts of incidents that could trigger the activation of the crisis management plan:

- (a) Death of Pupil(s)/Teacher(s) in and out of school time e.g. School trip/unexpected or sudden death/extreme circumstances.
- (b) Violence and assault in school, e.g. Degree of violence – outside the ordinary.
- (c) Destruction or vandalism affecting staff and pupils, e.g. Brick through window or door/fire 'bomb'.
- (d) Unauthorised intrusion of school premises.
- (e) Death or injuries on school trips.
- (f) Fire emergency.

Preventative Measures

All staff are to be familiar with the action and guidelines detailed in this plan. Preventative measures, however, are also an important part of the response. Staff should ensure that they:

- (a) Are familiar with fire and evacuation routines.
- (b) Are aware of the security measures.
- (c) Follow the current procedure in preparing out-of-school activities.
- (d) Keep health/medical registers up to date and readily available.
- (e) Discuss areas of concern with the Headteacher.
- (f) Are aware of the actions and procedures detailed in this plan.

EMERGENCY ACTIONS

Assistance

1. If assistance is required in the classroom the red triangle is to be sent to the Headteacher or other member of staff. Action will be taken as appropriate to the circumstances as detailed in Annex A.

Annexes:

- A. Action by staff on receipt of red triangle.
- B. Action in the event of casualties in the school.
- C. Evacuation Arrangements.

ANNEX 1A

ACTION ON RECEIPT OF RED TRIANGLE

The recipient is to:

- 1. If possible confirm that an incident has occurred by attending the caller.
- 2. Inform the Headteacher and other members of staff of a possible incident.

Senior staff member is to:

- 3. Ring 999 and ask for Police assistance if appropriate.
- 4. If appropriate, sound the fire alarm
- 5. Designate and prepare a room to act as the control point.

6. Commence an incident of log events.
7. Inform the Chair of Governors and Crisis Team in Shire Hall (01452 427171)
8. Meet and Brief the Police on arrival.

All Staff are to:

9. Take action to protect the children and evacuate the area to the church
10. Support the police response and act in accordance with police guidance and instructions.

ANNEX 1B

ACTION IN THE EVENT OF CASUALTIES IN THE SCHOOL

1. All staff to call the register.
2. Staff to provide first aid if appropriate.
3. Senior teacher to direct that area of casualty is sealed until the emergency services arrive.
4. Under guidance from the police, senior teacher to inform next-of-kin.
5. Senior teacher to detail member of staff to be responsible for the preparation of a reception area
for concerned parents.
6. Senior teacher to prepare a press statement in consultation with the police (see 7. Of Annex E).
7. Senior teacher to decide whether or not to send children home with an explanatory letter.

ANNEX 1C

EVACUATION ARRANGEMENTS

Senior staff decide that it is imperative to leave the building due to unacceptable risk in remaining
inside.

Fire Drill procedure to be followed (continuous bell)

Review situation. Check registers etc.

Emergency Services by now should be on site to take charge.

Liaise with Police. Follow procedure for informing LEA etc.

If there is a need all present should proceed to the church. Once there registers should once again be taken.

Appendix 2

Bibury CofE Primary School

Date

Dear Parent

..... bumped his/her head today when:

- a) Colliding with another child
- b) Accidentally falling over on the ground or floor
- c) Accidentally falling against the wall

or

d)

In the classroom/corridor/playground/patio/toilet

We do not think the injury is serious but if any of the symptoms listed below should appear, we would strongly advise that you contact the Casualty Department of the local hospital.

DO NOT give any type of pain killing drugs

LOOK FOR:

Drowsiness Stiffness or jerking of arms or legs

Tendency to fall asleep Inability to see or hear clearly

Headache or

Faltering or indistinct speech any combination of these symptoms

Refusal of food

Yours sincerely

Suki Pascoe

Headteacher

Annex 2A

When in doubt, an ambulance must always be called, using a 999 telephone* call and parents and teacher must be immediately informed. Parents should be asked to go the Accident Unit at the hospital.

Pupils may not be given any medication by staff other than medicines as prescribed (see above)

*Emergency phone – if the school line is engaged the phone attached to the FAX machine in the Administrator's office/telephone in the headteacher's office may be used in an emergency.

Accidents or illness during breaks:

a) If a pupil is unconscious or experiences difficulty in moving:

1 Do NOT move the injured pupil

2 Send immediately for any member of staff

3 Put a coat etc over the shoulders and upper body and another over the legs

4 Reassure the injured person, if conscious, that all is well and that help is on the way

5 Stay until instructions are given by a member of staff and obey them immediately

b) If the pupil is moving and standing without too much difficulty:

1 TWO pupils should take the injured party to the office and then obey any instructions issued by the office staff.

2 If the office is unoccupied, one should remain with the injured pupil while the other fetches a member of staff.

N.B. No pupil who is hurt or injured should be allowed to leave school without first following these procedures.

The parents MUST be informed that an accident has occurred with a brief summary of the circumstances. This is the class teacher's responsibility.

Health and Safety

In accordance with its duty under Health and Safety at Work Legislation the Governors have produced a statement of policy and basic good practice, a full copy of which is given to all staff. The Governors afford these matters equal priority with other management within the school and expect all employees similarly to accord the same level of priority to the matters and require all staff to ensure that this policy is observed. The School Administrator has overall responsibility for the administration of Health and Safety policies within the School.

Annex 2B

Procedures in the Event of Fire

(These regulations should be familiar to every member of Staff, including all ancillary staff). Any person detecting what might appear to be a fire must break an alarm glass and follow evacuation procedures Under no circumstances must anyone enter a room where they suspect a fire to be, neither should any person carry out any fire fighting other than "first aid fire fighting". The absolute priority is the evacuation of the building

ALL TEACHING STAFF

It is the duty of all staff to initiate and control orderly and silent movement from the buildings; to ensure that all windows are closed in the rooms they have occupied: that pupils take no bags, etc with them; and that the door is closed (but not locked) when the room is empty. After evacuation, each teacher will call the roll and report immediately to the Head the fact that all pupils are accounted for, or the names of missing pupils.

Snow

In the event of a fall of snow, teachers are asked to ensure that all pupils are aware of the rules governing behaviour in such conditions.

1 The following activities are strictly forbidden on the school site;

- a) the throwing of snow, ice or slush
- b) the making of slides
- c) the rolling of large snowballs, whether on the field or elsewhere.

2 Extreme care must be taken when moving around the school site. Cars at the front of the school should be driven and parked extremely carefully.

3 Before entering the building, pupils should knock any snow from their shoes or Wellington boots. If they have travelled to school in protective footwear, e.g. wellies, they should change immediately upon entering the building

Appendix 3

HEALTH & SAFETY AT WORK ACT

RULES FOR THE SCHOOL STAFF

1 All passageways and doorways must be completely free of clutter in order to make movement about the school safe and if necessary speedy.

2 No electrical cable should be allowed to be in a position where they can cause someone to trip. When electrical equipment is in use, it should be positioned as near the electrical wall point as possible and steps must be taken to ensure that no-one needs to pass between the appliance and the wall point to avoid the risk of tripping. Excess cable should be rolled and tied for safety. Electrical appliances must be unplugged after use.

3 Any spillage must be wiped up immediately.

4 No-one should climb on any furniture. A pair of steps must be used.

5 No member of staff should move a heavy object without assistance of another adult.

6 When preparing for PE or putting away at the end of a PE lesson, children should be supervised. Apparatus should be handled as appropriate according to the children's age and physical ability.

HEALTH AND SAFETY AT WORK ACT

PROCEDURES FOR SCHOOL STAFF

1 All procedures laid down by the Headteacher must be observed

2 All accidents must be reported to the officer-in-charge, who will then: -

- a Telephone for an ambulance if necessary
- b Provide equipment for first aid
- c Withdraw labour from the area if necessary
- d Record the time, place and nature of the accident
- e Take statements from witnesses
- f The Health and Safety Officer will complete the appropriate form

3 It is the responsibility of all staff to report anything, which might be a potential hazard, and to deal with it if it is likely to cause injury if left.

4 In the case of fire, dial 999; ensure all doors in the area are closed. Notify colleagues within the area and evacuate the building.

5 Guidance on manual handling :-

The manual handling operations regulations 1992 apply to all schools. They require managers to:

- a avoid, where reasonably practical, manual handling operations which involve a risk of injury
- b make suitable and sufficient risk assessments of hazardous manual handling operations which cannot be avoided, automated or mechanised so as to avoid risk of injury
- c implement protective and preventative measures – which include training and sharing of information necessary to reduce the risk of injury to the lowest practicable level.

Appendix 4

HEALTH AND SAFETY AT WORK ACT

RULES FOR LUNCHTIME SUPERVISORY ASSISTANTS

- 1 All passageways and doorways must be completely free of clutter in order to make movement about the building safe and if necessary speedy
- 2 Each time an electrical appliance is used (e.g. TV) it must be unplugged when no longer required. It must never be left plugged into the mains
- 3 No one should climb on a table, chair or similar piece of furniture at any time. A pair of steps must be used.
- 4 Any spilt food or liquid must be wiped up immediately.
- 5 No adult should move a heavy object without the assistance of another adult.

HEALTH AND SAFETY AT WORK ACT

PROCEDURES FOR LUNCHTIME SUPERVISORY ASSISTANTS

- 1 All accidents must be reported to the headteacher or classteacher who will:-
 - a telephone for an ambulance if necessary
 - b provide equipment for first aid
 - c withdraw labour from the area if necessary
 - d report the incident to the Headteacher or his representative
 - e record the time and place of the accident and the nature of the accident
 - f take statements from witnesses

The Health and Safety Officer will complete the appropriate form

2 It is the duty of all personnel to report anything, which would appear to be a potential hazard, and to deal with it if it is likely to cause injury if left.

3 In the case of fire, dial 999 and ensure that all doors and windows in the area are closed.
Notify colleagues within the area and evacuate the building

HEALTH AND SAFETY AT WORK ACT

PROCEDURES FOR ADMINISTRATORS

Guidelines on the use of display equipment

The following guidelines are agreed as necessary for the safe, efficient and comfortable use of equipment.

- a) Equipment should not produce excessive heat, noise or vibration during operation. Steps should be taken to reduce these effects by the use of hoods, better equipment and ventilation.
- b) Anti-glare screens should be fitted when requested
- c) Users should consider using a wrist rest and avoid using inappropriate keying techniques
- d) Users should be able to adjust the display screen and chair position to suit themselves in order to maximise comfort and efficient display screen use
- e) the display screen and keyboard should be equidistant from the eye of the user
- f) when renewal of furniture is being considered, users should review their seating requirements to ensure seating provides adequate support for the back.
- g) Display screen equipment should be placed in such a position that sunlight does not reflect directly onto the screen.
- h) It is recommended that users should not use equipment for more than one hour without a break (switching to alternative non screen-based work for at least 10 minutes)
- i) Staff allocating work should take into account the above and allow sufficient time for long and or complex tasks.

Appendix 5

HEALTH AND SAFETY AT WORK ACT

RULES FOR CLEANING AND CARETAKING STAFF

- 1 All passageways must be completely free of clutter to ensure movement around the building is safe and if necessary speedy
- 2 Excess electrical cable should be rolled and tied for safety and only the amount of cable needed should be free running
- 3 After use electrical appliances must be unplugged
- 4 No-one should climb on furniture and pair of steps must be used
- 5 Spilt liquid must be wiped up immediately
- 6 No heavy objects should be moved without assistance from another adult
- 7 All dangerous materials e.g. bleach, cleaning materials must be kept locked in the cleaning cupboard and thereby inaccessible to people using the building
- 8 Care must be taken when storing or using incompatible materials e.g. Harpic and bleach
- 9 Protective equipment must be used when required.
- 10 The condition of electric cables and plug tops should be inspected before the equipment is used.

HEALTH AND SAFETY AT WORK ACT

PROCEDURES FOR CLEANING & CARETAKING STAFF

- 1 All procedures laid down by the Headteacher must be observed
- 2 All accidents must be reported to the officer-in-charge, who will then: -
 - a Telephone for an ambulance if necessary
 - b Provide equipment for first aid
 - c Withdraw labour from the area if necessary
 - d Record the time, place and nature of the accident
 - e Take statements from witnesses

The Health and Safety Officer will complete the appropriate form.

3 It is the responsibility of all staff to report anything, which might be a potential hazard and to deal with it if it is likely to cause injury if left

4 In the case of fire, dial 999, ensure all doors in the area are closed. Notify colleagues within the area and evacuate the building.

The Health and Safety Policy has been reviewed and approved by the Governors of Bibury CofE Primary.

The policy will be reviewed every year unless there is reason to believe the policy is no longer valid or where there has been a significant change in the school environment.

Date: May 2018

Review Date: May 2019