

St Levan Primary School
where all children SHINE-for life

**Health & Safety Policy Statement, Arrangements &
Responsibilities -September 2016**

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Statement of General Policy

St Levan School

1. Recognises its legal and moral responsibilities to persons who may be adversely affected by the Schools activities.
2. Is committed to ensuring, by all reasonably practical means, the health, safety and welfare of its students, visitors, employees and contractors involved with its activities.
3. Will seek to ensure that its legal duties and policy objectives are complied with at all times.
4. Will ensure that all foreseeable risks associated with the school's activities are identified and removed or controlled through a process of risk assessment and management.
5. Will ensure that all employees are given such information, instruction and training as may be necessary to enable the safe performance of their duties.
6. Will seek to inform students' parents or guardian of any health, safety or welfare issues relevant to their child or children.
7. Have detailed the arrangements for health safety and welfare in the Organisation and Arrangements associated with this policy statement.
8. Will ensure, as far as is reasonably practical, that this policy statement and supporting documents are kept up-to-date. A formal review and re-adoption of this policy will be carried out by no later than 7th September 2017

Signed

Headteacher: Susannah Storey

Health & Safety Governor: Sharon Brolly

Chair of Governors: Sharon Brolly

Date: September 2016

Responsibilities

It is recognised that individuals and groups of individuals have responsibilities for health, safety and welfare in the school. The individuals and groups identified below are expected to have read and understood the School's policies and procedures for ensuring health, safety and welfare and to conduct their duties in accordance with them.

The employer

The employer in this school is the Governing Body. The employer has the ultimate responsibility and must ensure that there are arrangements in place for the health safety and welfare of students, staff, visitors and contractors.

Governors

The governors are responsible for ensuring that mechanisms and procedures are in place for health, safety and welfare. The Governors will receive regular reports to enable them, in collaboration with the Headteacher, to prioritise resources for health, safety and welfare issues. The Governors have appointed a Health and Safety Governor to receive information, monitor the implementation policies, procedures and decisions and feedback to the Governing Body on health, safety and welfare issues.

The Link Governor for Health and Safety is Sharon Brolly

The governors have a duty to make arrangements for supporting pupils at their school with medical conditions.

The Link Governor for pupils with medical conditions is Sharon Brolly

Headteacher (The Duty Holder)

The Head teacher has responsibility and is accountable for:-

- Day-to-day management of all health and safety matters in the school in accordance with the health and safety policy;
- Ensuring regular inspections are carried out - The Health & Safety Governor will carry out the inspection each term.
- Submitting inspection reports to governors and/or the LEA
- Ensuring action is taken on health, safety and welfare issues;
- Passing on information received on health and safety matters to appropriate persons;
- Monitoring health and safety spread sheets and information e.g. safety of equipment checks; 'Near Miss' book
- Carrying out accident investigations;
- Chairing the school Finance, Premises and Health and Safety committee, where appropriate inviting Health & Safety Coordinator to attend/brief meeting of any special issues
- Identifying and facilitating staff training needs;
- Liaising with governors and/or the LEA on policy issues and any problems in implementing the health and safety policy;
- Co-operating with, and providing necessary facilities for trades union safety representatives. Where contracts are negotiated directly between the school and the contractor, the Headteacher is also expected to monitor purchasing and contractor procedures, to ensure their employer's health and safety policy is complied with. Where appropriate, contractor Health & Safety Policy will be requested, together with copies Risk Assessments/Method Statements, and proof of employee competence to undertake works (i.e. copies of training certificates, licences)

Health & Safety Policy Statement, Arrangements & Responsibilities

- Completing risk assessments
- Developing Safe Systems of Work
- Submitting inspection reports to governors and/or the LEA
- Ensuring action is taken on health, safety and welfare issues;
- Passing on information received on health and safety matters to appropriate persons
- Carrying out accident investigations;
- Identifying and facilitating staff training needs;
- Liaising with governors and/or the LEA on policy issues and any problems in implementing the health and safety policy;
- Chairing the Health and Safety Panel twice a year
- Co-operating with, and providing necessary facilities for trades union safety representatives.

Competent Health and Safety Advice

The school recognises that it must have access to competent health and safety advice. The school's competent advisors are

1. The Health, Safety and Wellbeing Services Team, Cornwall Council
2. Cornwall Health and Safety Team – actioned by Maria Dunne

Senior Management (The Competent Persons)

Senior Management staff have responsibilities for:-

- Day-to-day management of health and safety in accordance with the health and safety policy;
- Drawing up and reviewing departmental procedures regularly;
- Carrying out regular inspections and making reports to the Headteacher
- Ensuring action is taken on health, safety and welfare issues;
- Arranging for staff training;
- Passing on health and safety information received to appropriate persons;
- Acting on reports from staff, the Headteacher, the LEA or Governors.

All Employees

All employees have a general responsibility, as far as reasonably practical, to ensure the health, safety and welfare of themselves and others who may be affected by anything they do, or fail to do. In particular, employees have a responsibility for: -

- Checking classrooms/work areas are safe;
- Checking equipment is safe before use;
- Ensuring safe working procedures are followed;
- Ensuring personal protective equipment (PPE) is used, when needed;
- Participating in inspections and the health and safety committee, if appropriate;
- Bringing problems to the relevant manager's attention
- In addition, all employees have a responsibility to co-operate with the employer on matters of health and safety.

Volunteers

Volunteers (such as parent-helpers, etc.) have a responsibility to act in accordance with the school's policies and procedures for health and safety and to report any incident or defective equipment to a member of staff immediately.

Volunteers are also expected to act only under the supervision of a qualified teacher.

Organisation and Arrangements for Health Safety and Welfare.

First Aid

The school has assessed the need for first aid provision and has identified that a minimum of five members of staff holding the Emergency First Aid certificate and one personnel holding the Paediatric First Aid certificate are required for adequate cover. The full list of those qualified is attached to these arrangements.

Appointed Person

The appointed person is responsible for overseeing the arrangements for first aid within the school and during off site activities/visits. **The appointed person at St Levan School is the School Secretary.**

Duties include ensuring:-

- First aid equipment is available.
- Correct levels of first aid equipment are maintained in each first aid box.
- A sufficient number of personnel are trained in first aid procedures (see Training Matrix).
- First aid kits and specific medication of pupils and staff is available on sports field, carried to all off site sports activities, trips, and residential visits.
- First aid qualifications are, and remain, current (e.g. First Aid at Work Certificates are valid for 3 years).
- This person will also regularly check first aid logs for indications of recurrent or frequently reported types of injury.

First Aiders

Our trained first aiders will provide first aid treatment for anyone injured on site during the school day. They will also provide, as appropriate, first aid cover for

- trips & visits
- Extra-curricular activities organised by the school (e.g. sports events, after school clubs, parent's evenings, school-organised fund raising events, etc.)

First aid cover is not provided for:-

- contractors
- Events organised by third parties (fetes, evening clubs, etc.)

First aiders are responsible for ensuring that First Aid Logs are completed for all treatment given and that the necessary details are supplied for the reporting of accidents (see Reporting of Accidents section)

Treatment of injuries

The School will rely on the knowledge and experience of its trained first aiders in order to administer appropriate treatment to injured persons. In emergency situations, the first aider will call (or will instruct another member of staff to call) 999 and request that an ambulance and paramedics attend.

Where there is any doubt about the appropriate course of action, the first aider will be expected to consult with any or all of the following

- *the School Nursing Service*
- *The CLOS "Spotty" Book of Infectious Diseases.*
- *the parents or legal guardians*
- *NHS Direct on 0845 4647. They will ask you to provide some basic information, including details of any medication the child may be taking. They will assess the problem and advise you on the best course of action.*

Suspected head, neck & spinal injuries to pupils

In the event of a suspected head, neck or spinal injury to a pupil it is the policy of this school, in addition to the normal first aid procedures, that the pupil's parent/guardian is contacted and informed of the injury.

The attending first aider, in consultation with the parent/guardian, will decide the appropriate course of action in each case. The first aider will ensure that treatment is not delayed by difficulties in contacting the parent/guardian.

In any case where there is any doubt about the pupil's wellbeing, the first aider is expected to contact NHS Direct **0845 4647** for advice or 'phone for an ambulance as appropriate.

Other significant injuries

Any other serious injury will be notified to the parents/legal guardian by the quickest means possible (normally by phone).

In addition to the procedures above, the School will notify parents/legal guardians of any other significant injury by way of either

- a telephone call
- a form (for any treatment given to minor injuries)

Records of notification by telephone to parents will be kept by the School Secretary. Copies of written notification are held in the Accident Book

Escorting pupils to hospital

When it is necessary for a pupil to be taken to hospital, 2 members of staff will accompany them unless the pupil's parent or guardian is in attendance.

One member of staff will stay with the pupil until a parent or guardian arrives and responsibility is "handed over". The member of staff should make a note of the name of the relative and time of "hand over", passing this information to the school secretary on the day or next working day, to enable it to be recorded in school records.

Notifying parents

Parents will be notified immediately where it is considered

- a) That the child is too unwell to remain in school.
- b) The child is considered to have an illness which could potentially affect others e.g. chicken pox.
- c) Where it's considered that the child needs further or immediate medical attention and a medical appointment needs to be made.

- d) The child's condition is considered so serious that the child has already been taken to West Cornwall A&E and the parent has been notified in order to meet the pupil and staff member at the hospital.

Analysis of injuries

Governors receive a termly analysis of injuries in order to monitor any patterns, which may require further action.

Accidents/Incidents

Reporting Officers

The following members of staff have access and authority to report accidents and incidents:

1. School Secretary
2. Headteacher

Staff are required to report all accidents/incidents to a reporting officer within a reasonable timescale - the same day or next working.

Pupils are required to report all accidents/incidents to a member of staff.

The Reporting Officer will record incidents using the systems below.

Accident/Incident Reporting Systems

This school records all significant accidents and incidents using the Cornwall Council Online Accident Reporting System. A significant accident is:-

Any incident resulting in an injury to a member of staff

Any incident resulting in an injury to a visiting member of the public

Any incident resulting in an injury to a contractor on the school site

Any incident resulting in an injury to a student which was (or might be) due to

- The condition or layout of the premises or facilities
- The condition of any equipment in use
- The level (or lack) of supervision
- The level or quality instruction or training provided

Any "Dangerous Occurrence" as listed in the schedule to the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR)

Any "Occupational Disease" as listed in RIDDOR.

Further guidance on what should be reported is available through the Online System or the School Messenger website.

Where the description of the accident/incident meets the criteria set out in RIDDOR a report will be sent to the Health and Safety Executive.

Any minor accident/incident which does not meet the above criteria will be recorded on a simple accident forms which are kept in school.

Near Misses

Near misses are defined as an incident which circumstances leave a member of staff feeling it was lucky no-one was hurt or injured. These are incidents that could have resulted in an accident, and knowledge of them is very important to preventing injury. The school recognises that much can be learnt from near misses. Staff have a duty to report this using the Health and Safety Near Miss log in the Headteacher's Office.

Examples of 'Near Miss' incidents which have occurred in schools include;

- A member of staff who has slipped on a wet floor whilst putting out equipment in the hall after lunch, but sustains no injury.
- A shelf containing boxes of paper in a resources room collapses overnight.
- A pupil is nearly knocked down by a reversing delivery van in the school car park whilst it is trying to leave the school.
- During a windy day, a tile is blown from a school roof, landing next to a group of pupils during break time.
- A pupil with behavioural problems manages to leave the school grounds unnoticed.

Reporting Timescales

	Reporting timescale
Students will report accidents/incidents to a member of staff	Straight away if possible and in any case on the same day as the incident
Staff will report accidents/incidents to a reporting officer	Straight away if possible and in any case on the same day as the incident
Reporting Officers will complete the online report	Usually within 48 hours and in any case within 7 days.

Accident/Incident Investigation

All incident reports will be reviewed by the Headteacher who will decide if an internal investigation is necessary. Investigation reports will be entered onto the Online Accident Reporting System. Significant incidents will be reported to the Health and Safety Governor.

All reports submitted via the Online Accident Reporting System are reviewed by the Health Safety and Wellbeing Services Team of Cornwall Council.

If deemed necessary, the Health Safety and Wellbeing Services Team will carry out an independent investigation of the accident/incident.

Training

Identification of Training Needs

The School will carry out an evaluation of the health and safety training needs of staff. The Cornwall Council Training Matrix for Schools and Other Educational Establishments will be used as the starting point of this evaluation.

A prioritised plan for delivery of training will be put in place to where the evaluation identifies a need.

Headteacher and Health & Safety Co-Ordinator are responsible for carrying out the evaluation of training needs and presenting recommendations to the Governing Body. Additional input received from Maria Dunne, External Facilities Manager.

Staff Responsibilities

Staff must attend health and safety training provided by the school.

Risk Assessment & Safe Working Procedures

The school will carry out risk assessments for all activities using the European Education Consultants Risk Assessment Software.

The School Secretary is responsible for managing the risk assessment process and producing relevant reports for the Headteacher and the Governors. The following people are responsible for Risk Assessments in these areas:

Educational Activities: Design & Technology - Individual class teachers supported by the EVC

Educational Activities: Music & Drama - Individual class teachers supported by the EVC

Educational Activities: Science – Individual class teachers supported by the EVC

Educational Activities: Sport & Physical Activities - Individual class teachers supported by the EVC

Educational Visits & Activities - Individual class teachers supported by the EVC

Event Management (e.g. School Disco) – Headteacher

Fire Safety – Schoolsafesw, Steve Trow

Management & Site Maintenance – Headteacher

Medical - Individual class teachers supported by the EVC

Office Administration – School Secretary

Security & Safeguarding – Headteacher

Work Experience – School Secretary

Fire Safety – Headteacher with designated Health & Safety Co-Ordinator, supported by Maria Dunne, External Facilities Manager.

Safe Working Procedures

Where appropriate risk assessments will be used to develop safe working procedures.

These safe working procedures will form the basis of the school's normal operating procedures. Copies of safe working procedures are available from the School Secretary.

Electricity

The school has a contract in place to ensure inspection & testing of all portable electrical appliances by a competent person on a regular basis. The school has arranged for these tests to be carried out by Cormac. All test certificates will be kept in Health & Safety Files for the duration of the life of the appliance.

Coordinator

The Headteacher is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing. The school has arranged for any whole-school periodic fixed wiring inspection to be carried out by a Competent Contactor

Personal Items of Equipment

Personal items of electrical equipment should not be brought into school for use by staff or pupils. If a personal item is required to be used in school for a one off type event then permission must be sought from the Headteacher and the equipment must have a current portable appliance certificate and be used with a residual current device. Where possible rechargeable battery type pieces of electrical equipment should be used.

All staff

All staff will visually inspect electrical equipment before use for obvious defects. Defective equipment will not be used and will be reported to the Headteacher for repair/replacement.

Work Equipment

The Head teacher will be responsible for overseeing the purchase of all work equipment. All work equipment must be purchased from a reputable supplier for the type of equipment that is required. Before purchase consideration must be given to

- the installation requirements,
- the suitability for purpose,
- the positioning and or the storage of the equipment,
- maintenance requirements (contracts & repairs);
- training and use of the equipment
- Staff must not use new items of work equipment unless appropriate training has been given.

The Control of Hazardous Substances

Hazard Assessment

All substances which may be considered hazardous to health under the Control of Substances Hazardous to Health (COSHH) Regulations have been assessed using Cornwall Council's COSHH Assessment Process. Cleaning and Catering Services are subcontracted to external contractors. These contractors are responsible for assessing their substances considered to be hazardous to health.

The exception to this is for substances and preparations used in Science – these substances and preparations are used in accordance with the Hazcards provided by the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS).

A central copy of COSHH assessments is kept by the school secretary, with generic risk assessment being undertaken by Maria Dunne, External Facilities Manager.

Staff Responsibilities

Staff shall not use any hazardous substance without first having read the COSHH Assessment (or Hazard in Science).

Staff shall inform the COSHH Coordinator of any new hazardous substance purchased in order that an assessment can be made prior to use.

COSHH Coordinator

The School Secretary supported by Maria Dunne, External Facilities Manager, are responsible for ensuring that, before any new substance/chemical is used, a COSHH assessment has been obtained from Cornwall Council.

The Coordinator is responsible for ensuring that COSHH assessments are seen and understood by those staff who are exposed to the substance/preparation.

The Coordinator is also responsible for ensuring that any updated COSHH assessments received are seen and understood by those who are exposed to the substance/preparation and that the COSHH file is kept up-to-date.

The Coordinator is responsible for ensuring that COSHH assessments are also obtained from contractors on site (both regular contracts such as cleaners and caterers and from builders, decorators, flooring specialists, etc.) where persons may be affected by their use of site or the storage of such substances/preparations may need to be controlled.

In addition, any hazardous substances or preparations being used by visiting artists, crafters, etc. must have appropriate COSHH assessments before being used in the school.

Display Screen Equipment

Workstation Assessment

The Headteacher is responsible for overseeing the assessment of all display screen equipment (DSE) used by people at work (i.e. excluding student workstations) to ensure that it is suitable for the task and complies with legislation and the relevant British Standards.

Equipment

Appropriate DSE equipment will be provided as identified by workstation assessments.

Eye Tests for Display Screen Equipment Users

All school employees who are defined as display screen equipment (DSE) users are entitled to a free eye test and special glasses for use with DSE.

DSE users are defined as:-

- Employees who use display screen equipment as a significant part of their normal work; and
- Use DSE for continuous or near continuous spells of an hour or more at a time; and
- Use it in this way more or less daily; and
- Have to transfer information quickly to or from the display screen equipment; and
- A requirement to apply high levels of attention and concentration; or are highly dependent on DSE or have little or no alternative means of completing the work/task.

(Agency staff and other people at work in the school should contact their own employer for details of arrangements that apply to them).

Work Equipment

The Headteacher is responsible for overseeing the purchase of all work equipment. All work equipment must be purchased from a reputable supplier for the type of equipment that is required. Before purchase consideration must be given to:-

- The installation requirements
- The suitability for purpose
- The positioning and or the storage of the equipment
- Maintenance requirements (contracts and repairs)
- Training and use of the equipment

Staff must not use new items of work equipment unless appropriate training has been given.

Management of Contractors

The Headteacher is responsible for overseeing the management of all contractors on site.

Selection of Contractors

The School will only select contractors to carry out work who have demonstrated: -

- Competence to carry out the work required (by way of training, knowledge and experience)
- Assessment of the risks associated with the work
- A safe scheme of work
- Appropriate management of the work
- Appropriate vetting procedures for their employees where appropriate
- Appropriate public liability insurance

Management of Contractors

Supervision of contractors will, to an extent, depend on the type of work being carried out:-

- New contractors or contractors visiting the site on a one-off basis will be directly supervised by a member of School staff.
- Term contractors or regular contractors to the site will only be allowed unsupervised access following appropriate checks and assurances from the employer.

All contractors will be required to carry visible identification.

Direct supervision will not be necessary where the area of work is physically separate from the School (for example: where there is construction on site).

Construction Works

For all construction works (other than minor maintenance works) the area under construction will be physically separated from the rest of the School and will be out-of-bounds to all non-construction workers except for the purposes of contract management.

Personal Protective Equipment

School Responsibilities

Personal protective equipment (PPE) will be supplied to control hazards only as a last resort – i.e. where the hazard cannot be removed or reduced to an acceptable level of risk by other means.

Where provided the school has a duty to ensure that PPE is used effectively. Managers will be expected to monitor the use of PPE and enforce its use where necessary.

Assessment of Need

The need for PPE will be determined during the Risk or COSHH Assessment process. Where identified as necessary PPE will be provided without cost to staff or students.

Purchase and Storage of PPE

The School Secretary will be responsible for the purchase of PPE ensuring that it is of the correct type, is suitable for the purpose and of the correct size to ensure that the fit is comfortable for the wearer and takes account of any health or medical conditions.

In addition the School Secretary will ensure that suitable arrangements are in place for the storage, cleaning and replacement of PPE. All PPE should be purchased from recognised merchandisers and conform to the relevant safety standards.

Staff and Student Responsibilities

When issued with PPE; staff and students are required to wear it correctly.

Staff must take all reasonable precautions to ensure that PPE is stored and maintained properly.

Working Alone

It is recognised that, from time to time, it may be necessary for school employees to work in situations or locations which are remote from other members of staff. This will include employees working in the evenings, weekends or during the holiday in the school on their own.

In such circumstances, the school will assess the risk to these individuals using the EEC Risk Assessment Software and will introduce suitable controls to ensure that all risks are minimised.

Any staff wishing to work outside normal school hours must have prior agreement/permission from the Head Teacher or designated senior manager.

School Security

The Cleaner is the appointed person who is responsible for the security of the school at the end of the day by ensuring that doors, windows, skylights etc. are secured.

School staff/Governors responding to call outs.

It is considered that it is foreseeable that when attending a call out there is potential for injury due to assault (which is rare) or as the consequence of an accident. For this reason, the first key holder to be called upon activation of the intruder alarm is the Chair of Governors. The Chair of Governors will be accompanied by an additional person only if the activation of the alarm is confirmed.

Call out arrangements

Headteacher to be contacted on all occasions. Police to be contacted if damage has been caused, consideration given regarding a school closure.

No employee is expected to enter a building where it is believed that there is a significant risk.

A copy of the procedures introduced to control these risks will be kept in the Risk Assessment folder located in the Secretary Office.

Following an event the risk assessment will be reviewed and further control measures implemented if appropriate.

Violence

The governing body & Headteacher are responsible for managing any risks from violent incidents in the workplace. We are actively committed to supporting measures to control the risk. HSE defines work-related violence as "any incident in which a person is abused, threatened or assaulted in circumstances relating to their work".

Physical force against an individual is an obvious example of violence, but it can also take the form of verbal abuse and threats, threatening gestures and sexual harassment.

The School follows the Council's policy and guidance on Violence at Work.

The Head teacher is responsible for ensuring:

- All staff are aware of the policy
- All staff are aware of the procedures for avoiding violence at work
- All staff are aware of the procedures for dealing with violent incidents
- All staff are aware of the procedures for reporting violent incidents
- All staff are aware of the support facilities available to victims of violence at work

Procedures for Curriculum Safety

The Health & Safety statement in the National Curriculum applies to Science, Art, DT, ICT & any cross-curricular work involving these subject areas. It states:

When working with tools, equipment & materials in practical activities & different environments including those that they are unfamiliar with, pupils should be taught about hazards, risks & risk controls.

- *To recognize hazards, assess risks & take appropriate steps to control risk for themselves and others.*
- *To use information to assess immediate and cumulative risks.*
- *To manage their environments to ensure the Health & Safety of themselves and others.*
- *To explain the steps they take to control risks.*

The school has a range of safe working procedures in place to safeguard pupils as they access these areas of the curriculum. The Safe Working Procedures File is stored in the School office and is readily available to anyone on request.

Design Technology

Teachers accept responsibility to plan safe activities for DT. It is the teacher's responsibility to be aware of any changes to existing safety standards & requirements.

Design & Technology at Key Stages 1 and 2 sets the foundations for good practice in practical lessons. Whilst it is recognised that the scope of the work carried out is limited, the potential risks remain high because of the inexperience and lack of co-ordination of young children. It is the responsibility of the class teacher to ensure the following

- Risk assessments & safe working procedures for the use of equipment: saws, drills, glue guns, scissors.
- Risk assessments & safe working procedures for the use of materials: wood, clay, textiles, polystyrene.
- Risk assessments & safe working procedures for the use of substances: glue, paints.

Physical Education

This subject will be taught in line with the school's Health and Safety Policy and in accordance with guidelines set out in the BAALPE manual – "Safety in PE & School Sport". A copy of this document is stored in the Health & Safety File in the Headteacher's office and is readily available to anyone on request. Any equipment that is causing staff concern or is regarded as a potential risk to children should be withdrawn and the matter reported directly to the Head teacher or subject coordinator. Any activities involving off site visits are risk assessed in line with schools Health and Safety Policy and Educational Visits Policy

It is the responsibility of the PE Coordinator to ensure that

- The safe storage of all PE equipment.
- all PE equipment is annually tested & serviced
- all PE equipment meets current British Standards & legislation
- staff are trained appropriately in handling/moving PE equipment
- Any health & safety issues identified in the PE Audit or Health & Safety checks are addressed promptly.

Procedures for Sports & PE Activities

All sports and PE Activities should be conducted on the school site and are therefore covered by the caretaker checks to ensure that this is a safe environment. Staff should follow the agreed procedures of study for PE and ensure that children are made aware of Health and Safety considerations within these activities.

Where equipment is used staff should ensure that this is taken from the PE store and returned, and it is in a safe condition to use. Children should also be made aware of the safety implications of using equipment such as hockey sticks, cricket bats, etc.

Children should not be left unsupervised during PE lessons and the equipment should be returned to the cupboard under the supervision of a member of staff.

PE Kit/Clothing

All pupils taking part in PE lessons must wear appropriate PE Kit. Footwear must also be appropriate to the activities being undertaken i.e. trainers/plimsolls not school shoes.

Staff must also ensure that they dress appropriately for PE and Games Activities including appropriate footwear. This is to ensure that accidents are avoided and staff are expected to model the school's expectations.

Jewellery

Under no circumstances should jewellery, wrist watches, earrings, etc. be worn by children for physical activities. Where studs are worn e.g. shortly after being pierced they should be covered in tape to avoid snagging in clothing.

Staff should collect jewellery in a secure tin, however such items are brought into school at the pupils own risk and the teacher cannot be responsible for items that are lost/stolen.

Swimming

There is a risk assessment in place – all staff should familiarise themselves with this. Staff should ensure that

- Appropriate ratio of staff to pupils to walk pupils to the swimming pool.
- On leaving the school a headcount should be conducted.
- Children board & alight the minibus/car/coach in an appropriate way being mindful of the dangers around them e.g. proximity of the road, moving vehicles in the school and leisure centre car parks.
- Pupils need to be reminded regularly to listen to instructions carefully & to follow them fully.
- All children should wear seatbelts which should be secured before leaving.
- Booster seats should be used by all children who require them as per legal requirements.
- Once inside the sports centre staff should ensure that children stay closely supervised with high standards of conduct.
- Staff will escort children into the school changing rooms wherever possible. Where it is necessary to use changing cubicles staff should ensure they are aware of which cubicles are being used and they are mindful of members of the public using cubicles near the children.
- Children using cubicles should do so in single sex pairs and where ever possible boys and girls should not be in adjacent cubicles
- On leaving the pool a head count should be conducted to ensure that all children are present and that the route followed back to school is the reverse of the one above.

Procedures for Classroom Safety

Class teachers, & support staff where relevant, have a responsibility to ensure that computer projectors are used safely & sensibly. The following procedures should be adopted by all staff/helpers using this equipment

- Staring directly into the projector beam is avoided at all times.
- Standing facing into the beam is minimized. Users, especially pupils, should try to keep their backs to the beam as much as possible.
- In this regard, the use of a stick or laser pointer to avoid the need for the user to enter the beam is recommended.
- Pupils and students are adequately supervised when they are asked to point out something on the screen.

The school will ensure that projectors are located out of the sight line from the screen to the audience; this ensures that, when presenters look at the audience, they are not also having to stare at the projector lamp. Method of Risk Control: All projectors, where possible, will be ceiling-mounted rather than floor or table-mounted. Handbags/rucksacks should not contain substances harmful to children i.e. medication, aerosols. In this case handbags should be locked away securely.

Procedures for Office Safety

The school has a responsibility to ensure that workstations take into account the health & safety of administrative staff. We recognise that we must regularly perform a suitable assessment of each workstation. We must act to reduce any risks identified to the lowest extent reasonably practicable. The assessment will address the following issues

- Work station set-up
- Display screen equipment
- Laptop computers
- Arrangements for eye tests
- Access to occupational health advice & support

An Office Health & Safety booklet is on display in the school office with guidance for staff on the elements listed above.

After School Clubs Procedures

Where staff conduct an after school club they must ensure that a register is taken prior to the start of each session and that the office is notified immediately if children are believed to have been in school but not attended the club. The office should then endeavour to contact the parent to find out the whereabouts of the child and ascertain why the child did not attend.

Any child not attending a club without a valid reason on two occasions will be removed from all clubs during that term. Staff need to ensure that children wear appropriate clothing for the club and that they are aware of any medical conditions relevant to the children in that club. Where medicines are potentially required e.g. inhalers, epi pens, staff should either carry these with them or be aware of their location making sure that they are readily accessible should they be needed.

Procedure for Off Site Educational Activities/Visits

The school recognises its duty of care to staff, helpers & pupils in ensuring that all educational visits & off-site activities are planned, organised & executed responsibly & safely. The following issues must be fully considered in advance of any outing or trip

- Experience of leader is appropriate to nature of visit
- Educational objectives of visit are identified
- Costings, paying in and accounting procedures are in place
- Appropriate transport arrangements are in place
- Clear rationale for choice of tour operator/provider/location of visit
- Clear rationale for age group and proposed numbers
- Staffing ratios are appropriate for the visit
- Emergency procedures are in place
- First Aid & medical procedures are in place
- Full information to pupils and parents
- Parental consent is in place
- Appropriate insurance is in place
- Potential for pre-visit
- Security of the location/venue is in place
- Generic risk assessments for the visit are in place

Guidance can be found by visiting <http://oeapng.info/>

The EVC for St Levan School is Anya Finch.

Equal Opportunities

We recognise that all our pupils (even within the same class) have different health & safety needs, maturation rates & levels of self-awareness. We will respect & address each child's unique & individual needs.

Monitoring and review

The Headteacher is responsible for monitoring the implementation of this policy and for seeking the views of staff, children and parents. The Headteacher will report to the governing body on the effectiveness of this policy.

This policy was approved by the full governing body in September 2016. It is due for review by September 2017.