



HEALTH AND SAFETY POLICY

**This policy should be read in conjunction with the
Warwickshire County Council
Local Authority Health and Safety Standards**

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Signed K Stevens
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Date 10-11-17

Signed [Signature]
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Date 21/11/17

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SCHOOL POLICY FOR HEALTH AND SAFETY

PART 1 THE POLICY

1.1 INTRODUCTION

This document has been prepared in accordance with the Health and Safety at Work Act 1974, and supports the DFEs Health and Safety advice on legal duties and powers publication dated December 2012. It is based on the LA health and safety standards dated April 2013.

1.2 SCHOOL POLICY STATEMENT

Our policy is to try to ensure that all reasonably practical steps are taken to secure the health, safety and welfare of everyone using the school premises. The procedures and arrangements set out in this document have been put in place to assist the school and those responsible to:

- (a) Establish and maintain a safe and healthy environment throughout the school.
- (b) Establish and maintain safe working procedures among staff and pupils.
- (c) Arrange to ensure safety and absence of risks to health when using, handling, storing and transporting articles and substances, and electricity at work.
- (d) Ensure there is sufficient information, instruction and supervision to enable all people and pupils to avoid hazards, to contribute positively to their own safety and health at work and to ensure that they have appropriate health and safety training.
- (e) Maintain a safe and healthy place of work, with safe access to and from the site.
- (f) Formulate procedures to be used if there is a fire or other emergencies and for evacuating the school.
- (g) Lay down procedures to be used if there is an accident.
- (h) Provide and maintain adequate welfare facilities.
- (i) Provide a system so that dangerous occurrences, accidents, defects and potential hazards are reported and recorded.
- (j) Teach safety where appropriate in the curriculum.
- (k) Promote partnership and co-operation between management and Trade Unions in matters of health and safety.

1.3 LA POLICY STATEMENT

Introduction

Warwickshire County Council as the school's statutory employer has a written statement of general health and safety policy. The policy details the County Council's statement of intent for health, safety and welfare of all employees, and the specific delegated responsibilities for all levels of managers and staff. This includes headteachers and staff in community and voluntary controlled schools.

The school uses the [County Council's health and safety policy](#) as the first part of the school health and safety policy. These school health and safety policy arrangements supplement the WCC health and safety policy and relate to local procedures and relevant documents in place that are used in the management of health and safety within the school. This includes school activities on and off the premises.

For many areas of health and safety the school refers and adheres to WCC health and safety policies, procedures, advice and guidance; produced by the WCC Corporate Health, Safety and Wellbeing Service. The school also follows and adheres to the requirements contained in the WCC Health and Safety Standards document.

All WCC policies and standards referred to in these arrangements are available in the schools health and safety document library at www.warwickshire.gov.uk/schoolhsdocs.

These policy arrangements and other specific health and safety policies and procedures are communicated to relevant staff upon induction and when work activities change. Where appropriate, consultation with staff / trade union representatives and any other persons will also take place. The arrangements will be reviewed on an **annual** basis or sooner if work activities change.

1.4 LOCATION OF THE POLICY

The school's policy, with other health and safety information, shall be kept **in the health and safety folders provided by the LA and located in the Office.**

The school will tell all members of staff about this information, its location and contents, except for personal and/or confidential matters which will be held by the Head Teacher.

2.1 WHO IS RESPONSIBLE?

The Health and Safety Standards state that all school employees have a duty to look after their own and others' health and safety and have a duty under common law to take care of pupils in the same way that a prudent parent would do so. Employees must also cooperate with their employer on health and safety matters, carry out their work in accordance with training and instructions and inform them of any work situation representing a serious and immediate danger, so that remedial action can be taken in a timely manner.

The Head Teacher and Governing Body (as the management body) have day to day responsibility for health and safety of the school. The management body can choose to delegate responsibility to specific school staff.

The day to day responsibility for Health and Safety matters at Round Oaks shall be the Head Teachers.

2.2 RESPONSIBILITIES OF THE GOVERNING BODY

The governing body accepts responsibility for the establishment, monitoring and review of all school level health and safety policies.

The governing body aims to provide a safe and healthy environment for teaching and non-teaching staff, pupils and visitors to the school. The governing body recognises that policies alone cannot prevent accidents or ensure safe and healthy working conditions. Only good working practice will ensure safety.

All staff, whether employed by the LA, governing body or others, will appreciate that their own safety, and that of all in the school, depends on their individual conduct as well as this policy.

The governing body will:

- (a) Ensure that all resourcing decisions take into account health and safety matters.
- (b) Delegate to the Head Teacher a contingency budget to cover health and safety matters as appropriate to the school's scheme of internal delegation.
- (c) Ensure that job descriptions of new staff include general and specific responsibilities relating to health and safety.
- (d) Together with the Head Teacher or named responsible person, ensure that pupils and their staff have suitable health and safety provision.
- (e) Ensure that safety standards for purchased goods and equipment are met.
- (f) Ensure that procedures exist for checking that items offered for sale by the school are safe.
- (g) Together with the Head Teacher ensure that approved school journeys are arranged and supervised in accordance with the LA's guidance.
- (h) Ensure that the school has appropriate monitoring systems.

2.3 RESPONSIBILITIES OF ALL EMPLOYEES

The Health and Safety at Work Act 1974 states:

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

- * to take reasonable care for the health and safety of herself/himself and of any other persons who may be affected by her/his acts or omissions at work, and
- * as regards any duty or requirement imposed on her/his employer or any other person by or under any of the relevant statutory provisions, to co-operate with her/him so far as it is necessary to enable that duty or requirement to be performed or complied with'.

The Act also states:

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

To observe the laws and carry out the responsibilities to pupils and other visitors to the school, all employees are expected to:

- (a) Know the special safety measures and arrangements to be adopted in their own working areas and to ensure they are applied.
- (b) Observe standards of dress consistent with safety and/or hygiene.
- (c) Keep good standards of hygiene and cleanliness.
- (d) Know and apply the emergency procedures in respect of fire, bomb scare and first aid.

- (e) Not wilfully misuse, neglect or interfere with things provided for his/her own safety and/or the safety of others.
- (f) Co-operate with other employees in promoting improved health and safety measures.
- (g) Co-operate with the appointed safety representative and the enforcement officer of the LA, the Health and Safety Executive or the Public Health Authority.
- (h) Report any hazard or malfunction in accordance with school procedure.
- (i) Follow all instructions, written or verbal, designed to ensure personal safety and the safety of others.
- (j) Conduct themselves in an orderly manner and refrain from any form of inappropriate behaviour.
- (k) Use the provided safety equipment and/or protective clothing.
- (l) Avoid improvisation in any form which could create unnecessary risks to health and safety.
- (m) Maintain, or ensure safe maintenance, of tools and equipment, reporting any defect in accordance with school procedure.
- (n) Attend training courses to further the needs of health and safety as required.
- (o) Report all accidents, assaults and "near misses" in accordance with school procedures whether injury is sustained or not.

2.4 RESPONSIBILITIES OF THE HEAD TEACHER

The Head Teacher is the person initially and ultimately responsible to the Chief Education Officer for achieving the objectives of the Department's Health and Safety policy in his or her school.

The Head Teacher shall:

- Ensure that the school meets as far as is reasonably practicable, the requirements of the health and safety legislation.
- Ensure that all staff know, accept and are trained to discharge their responsibilities regarding health and safety.
- Ensure staff and pupils comply with agreed procedures.
- Advise the SLT and the governing body on the resources and action required to meet statutory requirements and LA procedures, etc.
- Liaise regularly with the governing body on health and safety matters in the school, termly through the report to Governors and Finance and Premises meetings.
- Encourage and promote a positive health and safety culture in the school.
- Be the focal point for day to day references on safety and give advice or indicate sources of advice.
- Co-ordinate the implementation of the approved safety procedures in the school.
- Have established and maintained a suitable health and safety programme to eliminate accident potential so far as practicable.

- Receive health and safety guidance and establish procedures to disseminate safety information concerning the school to all employees including temporary/supply staff.
- Ensure that Safety Representatives, where appointed under statutory regulations, can effectively carry out the duties required by those regulations.
- Ensure that accidents and hazards are:
 - recorded,
 - reported as appropriate to the LA
 - reported to the specialist school staff
 - followed by appropriate remedial action.
- Ensure that the advice of appropriate specialist school staff is sought to assist or clarify any health and safety matter.
- Regularly make, or arrange for, an inspection of premises, places of work and working practices.
- Ensure that:
 - recommendations or reports presented to the establishment by specialist support staff and other external organisations, e.g. the Health and Safety Executive, are communicated to the school's management structure and to the relevant Safety Representatives;
 - such reports are followed up so that the required action or policy decisions are taken.
- Ensure that proper concern is shown for the health and safety of everyone at the school who is not an employee, including students, pupils, visitors, etc.
- Ensure that workers at the school and hirers of the facilities undertake to conduct themselves according to the statutory requirements and safety procedures so that no one is put at risk.
- Ensure that:
 - all fire fighting and fire prevention equipment and facilities are maintained to the required standard, keep appropriate records and make employees familiar with the operation of such equipment;
 - conduct regular evacuation drills at least once per term, test fire alarms weekly and make all employees and persons using the school aware of the emergency procedure;
 - keep clear of obstruction all fire escape doors, alarm call points, and escape routes at all times and check that escape doors can be readily opened from the inside.
- Ensure adequate first aid cover is provided in accordance with 'First Aid in Education Guidelines' issued by the LA.
- Ensure that all approved items of first aid equipment are available under the control of a responsible person or trained first aider, and that all employees know where they are.
- Review from time to time and make recommendations for improving the procedures on:
 - providing first aid in the school
 - the emergency procedures
 - all safety procedures.

- Take appropriate action when any hazard is reported to him/her and stop any practices or the use of any plant, tools, equipment, machinery, etc. he/she considers to be unsafe until he/she is satisfied they are safe.
- Maintain contact with, and seek advice from, appropriate agencies.
- Ensure all statutory registers are maintained.
- Ensure the maintenance of safe access to and from the site.
- Ensure that so far as is reasonably practicable, no plant, equipment or process under the school's control pollutes the atmosphere.
- Where appropriate arrange a school site health and safety committee.
- Ensure that relevant risk assessments are performed, the results recorded and any necessary action taken.

2.5 RESPONSIBILITIES OF POST-HOLDERS

Under the direction of their management, post holders are responsible for the detailed adoption of the school's policy and they shall:

- Be directly responsible to the Head Teacher for the implementation of existing policies and safety measures, regulations and procedures within that department/area of work. They should follow the advice or instructions given by the LA and the Head Teacher, including the relevant parts of this statement.
- Ensure that all persons reporting to them know, accept and discharge their responsibilities under the school's Health and Safety policy.
- Ensure that the areas for which they are responsible are maintained to high standards, carry out a regular safety inspection of the areas and activities for which they are responsible and, where necessary submit a report to the Head Teacher/Site manager.
- Ensure that they draw the attention of the line manager to any breach of statutory regulations or Departmental procedures which cannot be dealt with.
- Ensure that they report and investigate all accidents, assaults and near misses occurring within their areas of work, in accordance with the LA procedure.
- Ensure that they make available in a safe condition all necessary plant, tools and equipment.
- Ensure they maintain safe access to and egress from their places of work.
- Ensure the necessary protective clothing or equipment is issued and used in their areas.
- Establish and maintain safe working procedures including arranging to ensure, as far as is reasonably practicable, the safety and absence of risks when using, handling, storing and transporting articles and substances, (e.g. chemicals, boiling water, duplicating fluid, guillotines).
- Resolve, promptly, any health and safety problem referred to them by a member of staff or pupil and refer any of these problems, for which they cannot achieve a satisfactory solution within their resources, to the Head Teacher/Site manager.
- Ensure, as far as is reasonably practicable, they provide sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own safety and health.

- Recommend to the Head Teacher/Site manager, safety procedures, practices and equipment and additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.
- Ensure that relevant risk assessments are performed, the results recorded and any necessary action taken.
- N.B. The Deputy Head will make supply teachers aware of their responsibilities as these rules apply also to them.

2.6 RESPONSIBILITIES OF CLASS TEACHERS

The class teacher is responsible for the safety of pupils in classrooms, laboratories and workshops; teachers have traditionally carried this responsibility.

If for any reason, e.g. the condition or locations of equipment, the physical state of the room or the splitting of a class for practical work, a teacher considers she/he cannot accept this responsibility, she/he should discuss the matter with the Head Teacher before allowing work to take place.

Class teachers are expected to:

- (a) Set a good example by adopting good health and safety practices, and procedures.
- (b) Supervise the pupils and ensure that they know the emergency procedures in respect of fire, bomb scare and first aid and any special safety measures for the teaching area/activity.
- (c) Give clear instructions and warning as often as necessary (notices, handouts etc. are not enough).
- (d) Ensure that pupils' bags, coats and specialist equipment are safely stored, and good housekeeping is maintained.
- (e) Include all relevant aspects of safety in the curriculum, if necessary in special lessons.
- (f) Request/obtain protective clothing, guards, special safe working procedures, etc. where necessary and ensure their use.
- (g) Make parents/volunteers aware of safety procedures in the classroom/work area.
- (h) Recommend to the Head Teacher/head of department, improvements on safety equipment and additions or improvements to plant, tools equipment or machinery which are dangerous or potentially so.
 - (i) Ensure that relevant risk assessments are performed, the results recorded and any necessary action taken.
 - (j) Ensure that pupil specific medication follows the pupil around the school and when out on school trips as necessary

2.7 RESPONSIBILITIES OF VISITORS / VOLUNTEERS / HIRERS

Regular visitors and other users of the premises will be required to observe the safety rules of the school. The Business Manager/Site Manager will ensure that visitors are informed of health and safety matters which may affect them during their visit.

Parents helping out in school will be made aware of the health and safety arrangements applicable to them by the teacher to whom they are assigned.

Groups of people who regularly hire the premises will be made aware of safety arrangements through discussion with the Business Manager/Site Manager.

2.8 SCHOOL RULES CONCERNING PUPILS

Parents and guardians are requested to encourage their children, who are pupils at this school, to:

- (a) Conduct themselves in a manner which is considerate to their own safety and the safety of others.
- (b) Observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear and other items considered dangerous as outlined in the Uniform Policy).
- (c) Observe all the safety rules of the school and in particular the instructions staff members give in an emergency.
- (d) Not wilfully misuse, neglect or interfere with equipment provided for their safety.

The prospectus will make all pupils and parents aware of the contents of this section.

PART 3 ARRANGEMENTS

The arrangements and procedures laid down in this section of this Safety Policy have been devised in order to assist those responsible to meet their duties as laid down in the preceding section (Section 2 – Responsibilities / Organisation). The Health and Safety Manual contains details of other arrangements, and is an extension to this part of our policy document.

3.1 HEALTH AND SAFETY DEFECTS REPORTING PROCEDURE

The Governing body will ensure that regular reports of accidents and dangerous occurrences are provided by the Head Teacher and that any necessary alterations to working practices and procedures are implemented.

The arrangements for reporting defects on a day to day basis are set out in this section.

3.1.1 Any member of the school staff who discovers any defect shall record it in the file kept in the school office.
This form, once completed, shall be passed to the Finance Manager who will number the report/form accordingly.

3.1.2 The report form shall then be acted on and passed to the Finance Manager / Site manager who is responsible for ensuring that the defect is rectified.

- 3.1.3 The person responsible will take the necessary steps to:
- a) have the defect rectified, within a reasonable period of time, and record the details on the defect report form and file it in the Health and Safety File.
 - b) remove the hazard or reduce the risk of injury to an acceptable level, pending corrective action. Including if necessary informing staff and pupils of the hazard and / or taking the equipment / area concerned out of use.
- 3.1.4 If the defect is likely to affect the 'normal' running of the school the Head Teacher shall inform the LA and Governing Body.
- 3.1.5 Once the defect has been repaired / item taken back into use, the date that this occurs shall be entered on the Report Form.
- 3.1.6 In order to monitor the action that has been taken and / or any delays in work being carried out, the forms shall be checked weekly by the Bursar and a report produced at termly intervals at the Finance and Premises Governors meeting at which recent defects should be identified and outstanding works discussed.

3.2 MONITORING ARRANGEMENTS

- 3.2.1 The Governing body recognise the importance of monitoring health and safety matters. Monitoring will be carried out in a number of ways:
- (a) The Governors will call for annual reports on:
 - accidents/incidents
 - results of internal or external health and safety inspections
 - maintenance reports
 - complaints, hazards and defects reports
 - reviews of any procedures carried out by the Head Teacher / Finance Manager
 - (b) The LA's Health and Safety Officer or his / her representative shall inspect the site on a regular basis and report back any issues, as may other LA Officers.
- 3.2.2 To help this process, the Governors and Head Teacher will ensure that all reasonable inspection facilities and information are provided on request to officers of the LA, Inspectors of the Health and Safety Executive (HSE) and any other bona fide health and safety officials.

3.3 HEALTH AND SAFETY INFORMATION DISSEMINATION PROCEDURE

Information and instructions on health and safety matters are available / given to Teachers / Non-teaching staff / pupils and visitors as follows:

- 3.3.1 Staff
- (a) Staff members have been informed about all of the existing information held on the site and have signed a form to indicate that they have received and read those documents which relate to themselves and their work.
 - (b) All documentation referred to in (a) above is kept in or with the health and safety folders which are located in the office. These folders are readily available for staff for reference purposes at any time.

- (c) New documentation arriving will be copied. The original will be held on file and the copy circulated to appropriate staff. Staff will be required to sign a form to indicate that they have read the document concerned. After circulation the document will be put in the health and safety folders referred to in (b) above. The circulation form will be kept on file with the document. (See appendix 2)

3.3.2 Pupils

It will be the responsibility of Teachers to ensure that Pupils are made aware of existing and new health and safety information.

3.3.3 Visitors / Contractors

The Head Teacher / Site Manager / Bursar shall ensure that visitors and contractors are informed of any health and safety arrangements which may affect them during their visit.

3.4 ACCIDENT REPORTING AND MONITORING PROCEDURES.

All serious accidents that occur on the site should be recorded on a County Council Accident form and the details forwarded immediately or as soon as is possible following the instructions on the accident form. All minor accidents should be recorded in the minor accident book. Where necessary, parents / guardians or other persons should be notified of the accident.

If the Accident is serious the Head or Deputy should be made aware and immediate action taken to ensure the location of the accident is still safe to use. Necessary action **should be taken, and where possible** details recorded for an Accident Investigation. If members of the public are involved names and addresses should be taken (including any witnesses).

3.5 FIRST AID

Please refer to the school First Aid Policy.

All staff may administer minor first aid such as running a small cut under cold water, applying a cold pack for 5 minutes to a bruise. Named and trained persons are listed in the medical room and should be consulted for any greater need for first aid. All classes are issued with basic first aid materials.

Full First Aid kits are kept in the minibuses, Science and Technology rooms, Food Technology room and the Medical Room. The designated TA is responsible for checking / replenishing stocks in these kits.

All staff are welcome to train as First Aiders. The cost will be borne by the school. Certificates will be renewed every 3 years.

3.6 MEDICATION

Please see Medication Protocols.

Any trained and willing staff can administer oral medication to pupils, with the signed consent from parent / guardian. Volunteers will be trained by the School Nurse. All medication given should be documented on the pupil specific form in the classroom. Staff will administer with an adult witness and both will sign the form.

Pupils' individual medication is kept locked and labelled in the medical cupboard in the classroom. The key is kept on the teacher's key ring, and a duplicate is held in the locked class store.

The school Nurse also offers training to volunteer staff to administer invasive medication. A list of trained staff is kept in the medical room. Training is updated every year.

3.7 SMOKING

Round Oak is designated as a non-smoking site. Any member of staff, or visitor, who needs to smoke is asked to leave the site completely to do so.

3.8 STRESS / WELFARE

Please also see Stress Policy

The ethos of Round Oak recognises that work in the school can be stressful and that we all have a responsibility to care for each other. Staff and pupils are encouraged to take 'time out' after a distressing incident such as a restraint.

Staff and pupils have access to counselling through the Counselling Psychologist or the teacher Counsellor. Staff may self refer, or be encouraged to attend sessions by colleagues.

The Head teacher and other members of the Leadership Team monitor their colleagues for signs of stress and will offer private talks or interviews to help to address the problem.

Expectant mothers are encouraged to report as soon as possible and a suitable Risk Assessment will be carried out and reviewed constantly

The medical room will be made available for nursing mothers.

3.9 FIRE PRECAUTIONS

In an emergency (Fire / Bomb / Explosion / Other) the alarm will be rung continuously. All personnel in should leave the building immediately by the nearest exit and assemble in the Court. If there are people in the Hall or school kitchen and the way through the school is blocked, they should exit to the car park and make their way round to the rear of the school. The side gate will be opened by the accompanying teacher.

Teachers should make checks / take registers and report any absences immediately to the Head Teacher or the Deputy in her absence. The office staff will be responsible for checking that all visitors to the site are accounted for.

Arrangements for tests and servicing are laid out in the Fire Procedures Handbook kept in the school office. This includes arrangements for Fire Extinguishers / Fire Alarm / Emergency Lighting etc. and is carried out by the Site Manager.

The Site Manager maintains the Fire Precautions manual and the Head Teacher checks it termly. He also tests Fire Alarm weekly from a different call point each test.

There are fire notices in each room and fire evacuation drills are held termly.

3.10 ELECTRICITY AT WORK

Occasionally the premises are let out to other groups. The Site Manager is responsible for checking any equipment brought onto the site.

All hard wired equipment checked and portable appliances are tested (P.A.T) every three years, or on further demand, by the LA.

All staff / hirers / donated equipment must be tested before use and logged in the P.A.T registers which are kept in the school office. All defects are removed or repaired in accordance with section 3:1 above.

3.11 C.O.S.H.H (Control of substances hazardous to health)

The Head Teacher is responsible for ensuring that the COSHH file is maintained, and that the Site Manager does this on a day to day basis. The file is kept in the school office.

Staff are made aware of how to identify COSHH materials and asked to carry out Risk Assessments of their teaching areas on a regular basis to alert them to any COSHH issues.

We are working towards a system where all COSHH materials have got a data sheet.

3.12 ACCESS EQUIPMENT

Access equipment is kept either in the garage (ladders) or in the room of use (step ups)

The Site Manager will carry out the annual inspections of these with support from the LA.

Staff are instructed on what equipment / activities they can carry out, specifically they are banned from climbing on tables or chairs to reach areas or equipment.

The Site Manager has received specialist training for ladders and a Risk Assessment has been drawn up and shared.

The school policy for dress code advises staff on wearing appropriate clothing / footwear and the Site Manager has been instructed to wear appropriate clothing including gloves and goggles when appropriate.

3.13 RISK ASSESSMENTS

Risk assessments are kept either on the staff shared area of the computer network, or in a file in the staff workroom for easy access to all. Many are on the staff shared area on the curriculum network. We recognise the need to risk assess all foreseeable hazards and all staff are trained to carry out the risk assessments on their own areas of responsibility. We operate a rolling programme of writing risk assessments. All risk assessments are shared as widely as necessary and are reviewed bi-annually.

The need to risk assess expectant mothers is recognised and will be carried out when this is seen as necessary. Individual pupils and/or staff cases will also be risk assessed on direction of the Head Teacher.

Every Off Site visit should be risk assessed and the EVC will have oversight of these.

3.14 MANUAL HANDLING

All staff who are likely to carry out activities that require a manual handling operation (e.g. lifting, pushing, pulling etc) receive such training and will have this training updated every two years.

(See later sections on Hoists, Lifting equipment etc.)

3.15 EDUCATIONAL VISITS / OFF SITE ACTIVITIES

The Deputy Head is the schools EVC and has overall responsibility for off site visits Nominated staff will lead the party and take responsibility for pre-site visits.

Risk assessments will be recorded before the activity and if necessary will be reported to the LA for authorisation. Some activities will not occur if deemed contrary to Health and Safety or Risk Assessment.

3.16 LIFTING EQUIPMENT

Staff will be trained in the use of hoists (both portable and fixed) and in the use of the minibus tail lift. The training will be pupil specific and will be updated on a bi-annual basis.

3.17 MINIBUSES

Only staff who have passed the Warwickshire Driving Test can drive the school minibuses. LA training will be required and tested / retested every three years. Only staff trained to use the lifting apparatus on the inclusive bus will be allowed to operate the tail lift. (See above)

Any member of staff found to be under the influence of drugs or alcohol whilst driving the minibus will be dismissed immediately as part of the school disciplinary procedures.

The emergency procedure should the bus break down or there be an accident is established with all staff. Contact will initially be made with the school, or with the Head Teacher if a weekend or holiday activity. Contact will then be made in accordance with the policy on Crisis Management.

The Site Manager has responsibility for arranging for the buses to be serviced / MOT'd by the appropriate garage/MOT centre.

Pre-use visual checks will be made of all buses by the Site Manager on a daily basis. The driver will also carry out a visual check before setting off.

3.18 WORK EXPERIENCE PUPILS

Round Oak only accepts young people aged 18 and over on Work Experience. The Deputy Head Teacher will interview and make a judgement whether the placement is suitable for all parties. The class teacher to whom the student is assigned will carry out the day to day induction e.g. emergency procedures, first aid, behaviour management etc. The teacher will also monitor / supervise whilst on site.

The Deputy Head Teacher will carry out the generic risk assessment for volunteers and work experience students and will adapt this as necessary for those with particular needs.

3.19 PE EQUIPMENT

The LA makes arrangement for the equipment to be inspected annually under our WES agreement. The guidance on safe use of the equipment is followed / adopted by all staff using the equipment.

3.20 OUTDOOR PLAY EQUIPMENT

The LA makes arrangement for the equipment to be inspected annually under our WES agreement. Daily visual checks are carried out by staff on playground duty and all defects reported in the way described above in 3:1.

3.21 SWIMMING POOLS / HYDROTHERAPY POOL

The Site Manager is responsible for maintaining the safety of the hydrotherapy pool. He has been trained as a pool operator, and the Resource Technician and Assistant Site Manager are also trained to enable the use of the pool when the Site Manager is off-site. This is two day training offered by the LA and is updated every three years.

The chemicals are stored in the pool plant room, to which only the Site Manager and the Head have access.

The PE Inspector has authorised that staff who supervise the session require a certificate of CPR training and not a full Lifeguard qualification.

The water and chemical levels are tested daily, and recordings of the water tests are held in a file in the Site Manager's office.

Emergency procedures are as follows:

Staff on duty on the side of the pool will carry a DECT phone and, in case of emergency, will contact the office immediately. The admin staff will telephone the emergency services whilst the staff on the poolside offer emergency first aid. (CPR)

A full protocol for the use of the pool is available for staff use. This details staff supervision levels and makes reference to the LA swimming guidelines, the Normal Operating Procedures (NOP) and the Emergency Action Plan.

External groups who wish to hire the Hydrotherapy pool will be required to carry out their own risk assessments, provide their own qualified staff and sign an indemnity form before the pool may be used.

3.22 SPORTS PITCHES / PLAYING FIELDS

We currently buy into Grounds Maintenance with the LA for our pitches and playing fields. The Site Manager makes daily visual inspections and removes substances deemed hazardous.

3.23 SENSORY STUDIO

Pupils using the sensory studio will be supported by their usual ratio of staff . Staff will usually operate the electrical equipment in the studio. Older and more able pupils may be trained to operate simple switches and systems at the discretion of the teacher.

Staff will be responsible for visual checks of equipment before use, and for making sure that all equipment is switched off, and the door locked, when their session is finished.

3.24 CONTRACTORS & VISITORS

All visitors to the site sign in at Reception and will be given an ID badge to wear. All visitors sign in the book and sign out when they go. They can only access the building through an electronic system operated by the office staff who are under instruction as to how to monitor visitors and check their ID. Office staff will inform them of health and safety issues and alert them to any planned fire drills etc.

