



Hilltop First School and Foundation Stage Health & Safety Policy and Procedures

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1. Aims

We believe this policy should be a working document that is fit for purpose, represents the school ethos and enables consistency and quality across the school.

We believe this policy must be viewed in conjunction with the Health and Safety Policy.

The Health and Safety at Work Act etc. (HASAWA) 1974 remains the principal enactment for occupational health and safety in the UK. HASAWA establishes the responsibilities of employers, employees and contractors in relation to health and safety at work.

We recognise our responsibilities under the Health and Safety at Work Act 1974 and will take all reasonably practicable steps to provide and maintain safe and healthy working conditions (on the school premises and during school-sponsored activities), equipment and systems of work for all our pupils, school personnel and visitors to the school.

We believe we can help prevent accidents and provide a safe and healthy working and learning environment only if everyone works together to adopt and use safe systems of work and identified good practices of health and safety. Everyone has a duty to take care of their own safety and that of others while on the school premises or during school-sponsored activities.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We all have a responsibility to ensure equality permeates into all aspects of school life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We want everyone connected with this school to feel safe, secure, valued and of equal worth.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

2. Legislation and Guidance

This policy and is related to the following legislation:

- Health and Safety at Work Act 1974
- Employers' Health and Safety Policy Statements (Exception) Regulations 1975
- Safety Representatives and Safety Committees Regulations 1977
- Health and Safety (Display Screen Equipment) Regulations 1992
- Health and Safety (Consultation with Employees) Regulations 1996
- Provision and Use of Work Equipment Regulations 1998
- Education (school Premises) Regulations 1999
- Management of Health and Safety at Work Regulations 1999
- Special Educational Needs and Disability Act 2001
- Health and Safety (Miscellaneous Amendments) Regulations 2002
- Control of Substances Hazardous to Health Regulations 2002
- Regulatory Reform (Fire Safety) Order 2005
- Chemicals (Hazard Information and Packaging for Supply) Regulations 2009
- Equality Act 2010
- Toys (Safety) Regulations 2011
- School Premises (England) Regulations 2012

The following documentation is also related to this policy:

- Equality Act 2010: Advice for Schools (DfE)
- Managing for Health and Safety (HSE)
- Race Disparity Audit - Summary Findings from the Ethnicity Facts and Figures Website (Cabinet Office)

3. Safe Procedures

Accidents and Emergencies

Procedures, following guidance from the local authority and the Health and Safety Executive (HSE), are in place to deal with any accident or emergency involving staff, pupils or school visitors either on school premises or on educational visits.

Procedures

- All accidents and emergencies must be reported.
- Records are kept of all accidents and emergencies for a statutory length of time.
- All work-related accidents and dangerous occurrences (on and off-site) that involve significant personal injury must be reported to the Health and Safety Executive and to the local authority. Incidents such as:
 - accidents resulting in death or major injury
 - acts of violence to staff
 - diseases and medical conditions
 - accidents causing incapacity of more than three days
 - near misses
- The details of any incident in the event of any subsequent legal proceedings are kept confidential
- Induction for all staff will include health and safety training.
- Parents are requested to report any accident or emergency that takes place on the school site to the school office.

Slip, Trip and Fall Accidents

Many accidents occur from slips, trips and falls and it is our duty to identify risk within areas of the school, flooring, and safe systems of work, people and their work activities in order to reduce such accidents taking place.

School personnel must be aware that:

- the maintenance of a healthy and safe school is the shared responsibility of school personnel, pupils, governors and visitors to the school;
- they must take reasonable care of themselves and others whilst at work;
- everyone must work hard to develop a culture of safety throughout the school;
- all accidents or dangerous occurrences must be reported;
- any accident, dangerous occurrence or near miss will be investigated;
- all accidents will be analysed to see if slip, trip and fall accidents are being controlled;
- risk assessments and safe systems are in place to prevent slip, trip and fall accidents;
- floor surfaces are checked, cleaned and maintained regularly especially in entrances and exits;
- computer cabling managers are in place to prevent obstructions and hazards;
- all walkways must be free of obstructions;
- lighting is checked regularly;
- safe operating systems are in place for working at height and for the use of ladders;
- all school personnel must attend appropriate training on induction and when the need arises;
- regular health and safety surveys are in place;
- all cleaning equipment must be safely stored;
- all building defects, hazards, damage to equipment and safety hazards must be reported to the Health and Safety Representative.

Cleaning

A school cleaning regime is in place that controls bacteria, reduces the risk of accidents, helps to maintain machinery and protects fabrics, fixtures and fittings. We believe that poor standards of

cleaning can lead to problems with vermin, fire hazards or disease.

Procedures

School personnel will:

- help maintain a clean working and learning environment;
- inform site personnel where an area of the school needs attention;
- encourage pupils to help maintain a clean working and learning environment

The Caretaker is in charge of all aspects of school cleaning and will provide:

- a cost effective cleaning schedule that meets statutory requirements;
- job description and cleaning instructions for all cleaning staff;
- protective clothing;
- high standard cleaning equipment;
- secure storage for all cleaning materials and equipment;
- data sheets in order to comply with COSHH;
- appropriate training for the cleaning staff namely:
 - a full understanding of their cleaning duties
 - handling of cleaning chemicals and potentially dangerous substances
 - personal protective clothing
 - safe working practices
 - use of powered equipment
 - storage areas and equipment

Cleaning staff will:

- comply with the standards of cleanliness as specified in the cleaning schedule;
- comply with all health and safety policies and procedures;
- attend appropriate training;
- wear protective clothing;
- only use safe and appropriate cleaning equipment;
- report any defects to equipment and the fabric of the building

Curriculum

The Governing Body has a statutory duty of care to pupils and school personnel by ensuring that all predictable risks have been identified and risk assessed for all curriculum activities such as art, design and technology, ICT, music, physical education and science.

Health and Safety in the Classroom

Classrooms must be safe spaces for growing and learning.

Procedures

School personnel will ensure that:

- Pupils are taught to use resources or equipment safely
- Potentially dangerous tools are safely stored out of reach of younger children and used under adult supervision
- resources are stored safely so that they do not pose potential trip hazards or could fall from a height
- Ensure that any spills are quickly mopped
- Children are encouraged to move around the classroom safely – no running

Cooking activities

Teaching children how to prepare fresh, healthy food in schools is a skill that can be used both inside and outside the classroom and is something that will last a lifetime.

Through cooking we aim to:

- Promote healthy eating habits in children
- Develop understanding of where our food comes from
- Introduce and practice basic food preparation processes

Procedures

- All surfaces and equipment must be thoroughly cleaned before use
- Pupils must be taught to wash their hands before, during and after cooking and exercise good respiratory hygiene
- Adults and children should wear aprons during cooking activities
- Long hair must be tied back
- All ingredients must be stored safely and used within the safe date
- All fresh ingredients must be stored at the appropriate temperature.
- All staff will ensure that:
 - Pupil allergies are taken into account when choosing recipes/ingredients
 - Pupils are taught to use tools safely and are appropriately supervised
 - Pupils do not use ovens or stoves without full adult supervision and support
 - Pupils are taught to check the temperature of freshly cooked foods before tasting them.

Gardening Activities

Through gardening pupils are engaged with their surroundings in order to develop a responsible and caring attitude to protecting the environment and promoting a better and healthier lifestyle.

It is important that we involve the local community with our school gardening by inviting the local horticultural association, parent volunteers and other local groups to take a major role with the development of our school garden.

Through gardening we aim to:

- increase pupil's knowledge of plants, of how they grow and how to take care of them;
- develop pupil's life skills such as self-discipline, confidence, decision making, teamwork and communication

Procedures

- All planned gardening activities must include cross curricular links.
- All gardening activities are risk assessed.
- The school garden must be checked before each session.
- Pupils must be dressed appropriately to suit the weather conditions.
- Pupils must wash their hands after each session.
- Pupils must be shown how to use and carry equipment safely.
- Pupils are not allowed to lift heavy objects.
- Pupils must be supervised at all times.
- All accidents must be recorded and reported to parents.
- A qualified first aider must be at hand at all times.

Outdoor Learning

Outdoor learning is an important experience as it makes a major contribution to children's development. Children will be 'missing out on important learning opportunities if quality outdoor provision is not available to them.' (Margaret Edgington - 'The Great Outdoors')

Our outdoor learning areas are stimulating, exciting, takes account of children's interests and is used throughout the year by all year groups. Outdoor learning has a positive impact on children's sense of wellbeing and helps them develop independence, self-motivation, self-esteem and self-confidence while preparing them for lifelong learning.

By developing an outdoor learning experience programme children take responsibility for their actions and that of others when they are faced with situations when risk management strategies have to be used.

Procedures

School personnel will:

- be trained in first aid and health and safety procedures;
- assist with planning the programme for outdoor learning
- wear appropriate outdoor clothing;
- assist with any behavioural issues;
- ensure all equipment is safe to use;
- train children in health and safety procedures;
- report any accidents or hazards

PE Safety

Children and school personnel are given the opportunity to work in a safe environment at all times. All reasonable steps are taken to ensure the safety of the school premises and that all PE equipment conforms to British Standards Institute and European Community Standards.

Procedures

Teachers who teach PE will:

- safeguard the health and safety of pupils and will take reasonable care of themselves;
- comply with all the afore mentioned aspects of this policy;
- undertake training in PE safety
- cooperate with all safety procedures;
- wear appropriate clothing;
- always check the condition of the floor area where any PE activity is taken;
- check all apparatus and equipment before use,
- report any faulty equipment;
- teach the children about the need for safety and for good behaviour;
- ensure that children are dressed appropriately;
- ensure that children remove all jewellery;
- ensure that long hair is tied back;
- ensure that pupils take appropriate precautions against the harmful rays of the sun;
- be aware of the ages, capabilities and aptitudes of the children;
- include differentiated activities in their planning;
- ensure that all pupils are aware of and understand instructions and rules;
- be aware of children's medical conditions;
- adopt a position where they are able to view and effectively supervise children when working;
- supervise the children all the time;
- report all accidents and injuries

Educational Visits

Educational visits benefit the development of young people. An educational visit could be a short term visit in the local community, a day visit further afield, a visit lasting several days at a residential educational centre or an educational visit involving overseas travel.

Procedures

- The Headteacher has appointed a member of staff to be the Coordinator for Educational Visits (EVC).
- All educational visits will be sanctioned and authorised by the Headteacher whatever the duration or purpose.
- All volunteer helpers/supervisors safeguarding checks are in place.
- The EVC will:
 - undertake appropriate training in organising and supervising educational visits
 - undertake appropriate risk assessments
 - ensure that all documentation is in place before the Visit Plan can be authorised by the Headteacher and Governing Body;
 - review the planning, documentation and competence of the Party Leader before recommending the authorisation of any educational visit;
 - report all accidents and emergencies;
 - ensure the Party Leader completes the Visit Plan before any visit is authorised;
 - ensure all risk assessments are in place before any visit is authorised;
 - ensure the correct adult to pupil ratios are in place;
 - ensure school personnel are trained in first aid;
 - ensure parents complete a standard parental consent form before their child attends an educational visit so that medical conditions, allergies and special dietary needs are covered;
 - ensure parents submit current emergency contact details before an educational visit takes place;
 - ensure pupils are aware of the ground rules and the standards of behaviour for any educational visit;
 - lead the development of this policy throughout the school;
 - work closely with the Headteacher and the nominated governor;
 - provide guidance and support to all staff;
 - provide training for all staff on induction and when the need arises;
 - keep up to date with new developments and resources

Electrical

Electrical Safety

All electrical equipment within the school meets the safety requirements of the Electricity at Work Regulations 1989 so that pupils, school personnel and school visitors are not exposed to danger.

Only suitably qualified and competent persons may carry out work such as fitting plugs, fuses and lamps, to any electrical equipment.

Procedures

- All electrical equipment is maintained to a satisfactory standard in order to minimise risk to school personnel, pupils and visitors.
- All electrical equipment is periodically tested by an external qualified contractor.
- Only suitably qualified and competent persons may carry out work such as fitting plugs, fuses and lamps, to any electrical equipment.
- All electrical equipment is annually PAT tested and labelled.
- An annual PAT report is received;
- Faulty equipment is clearly marked and is taken out of use;
- The Site Personnel ensure all electrical contractors are made aware of any asbestos in the school buildings.

- Before the use of any electrical equipment visual inspection must be carried out.
- All electrical equipment, their leads and extension leads must have valid and current test labels attached to them.
- Extension leads must be covered or out of the way so as to prevent a trip or a fall.
- All faulty equipment must be reported, replaced or taken out of use.
- Pupils will be taught the dangers of electricity and the role of electricity in everyday life.

Environmental

Recycling and Waste Minimisation

It is essential to minimise the amount of waste that we produce by implementing good waste management procedures and wherever possible re-using and recycling materials.

The school curriculum includes opportunities for pupils to study waste management and its impact on health and the environment and to include opportunities for pupils to creatively explore and use ways to reduce, reuse and recycle the waste they generate.

Procedures

School staff must:

- be aware that the school aims to minimise as much waste as we can and to ensure that wherever possible materials are re-used and recycled;
- include in the school curriculum opportunities for pupils to study waste management and its impact on health and the environment;
- provide opportunities for pupils to creatively explore and use ways to reduce, reuse and recycle the waste they generate;
- ensure all classroom waste is placed in the appropriate bins for collection by the cleaning staff;
- handle waste carefully and safely;
- report any dangers that they see such as broken glass placed in recyclable containers;
- undertake appropriate training on waste handling

The Caretaker will:

- ensure the cleaning staff segregate all waste into appropriate containers;
- supply all cleaning staff with disposable gloves and aprons;
- ensure that there is always an adequate supply disposable bags for the collection of waste;
- ensure organic waste such as suitable waste food is taken to the schools compost bins which is then used in the school allotment area;
- help deliver the Eco School action plan which aims to reduce the amount of waste by:
 - buying only what is needed;
 - using only what is needed;
 - purchasing goods with minimal packaging;
 - re-using waste by:
 - creatively re-using items safely to extend their life or for different purposes;
 - using durable products;
 - using refillable or returnable containers;
 - repairing or refurbishing broken or worn items;
 - purchasing recycled goods and products
 - recycling paper, cardboard, plastics, cans and foil, postage stamps, print cartridges, jewelry, British and foreign coins
 - composting waste food and taking part in the green waste scheme

Fire Safety

Fire safety duties are taken very seriously in order to protect pupils, school personnel and visitors to school. Risk assessments, evacuation procedures and fire precaution systems are reviewed every half term.

Procedures

All school staff are responsible for maintaining a high standard of fire precautions in areas under their control or influence such as:

- not covering heaters
- not overloading electrical sockets
- not leaving rubbish lying around
- securing recyclable waste in a secure area away from the school building
- not having large flammable displays along escape routes
- periodic checks to portable electrical equipment
- keeping escape routes clear at all time
- not blocking fire exit doors

Food

All aspects of food and nutrition in school promote the health and well-being of pupils, staff and visitors to this school.

A good diet, which is healthy and varied, is important for good health and will help maintain body weight. This will enhance general well-being reducing the number of diseases such as heart disease, stroke, cancer, diabetes and osteoporosis.

Procedures

- Food, nutrition and healthy eating is planned and taught at an appropriate level throughout each year group.
- Pupil's dietary requirements are recorded on the child's file with the appropriate personnel are informed.
- Systems are in place to ensure that children receive the correct dietary requirements.
- Menus are planned avoiding large quantities of fat, sugar, salt, artificial additives, preservatives and colourings.
- All pupils are welcome to attend Breakfast Club. The menu consists of a variety of healthy choices
- Parents are reminded that packed lunches should be healthy and balanced and should contain only water and no chocolate bars.
- Children may not share their food.
- All our school lunches meet nutritional standards.
- The ingredients are fresh and there is a good variety of fruit and vegetables.
- Water is available at all times in school for children and staff.
- Parents are encouraged to provide water with their child's packed lunch
- Menus are posted on the school website
- Pupils may not bring in any foods containing nuts
- School milk is stored in fridges and temperature checks are noted weekly
- The Breakfast Club area and School Kitchen are subject to Environmental Health Checks

IT

Display Screen Equipment

Display equipment covers monitors, laptops and other graphic displays. A workstation includes

equipment peripheral to the DSE but within the immediate work environment such as desk, chair, keyboard, mouse etc.

A display screen user is an employee who normally uses a DSE for continuous or near continuous spells of an hour or more at a time. We are aware that display screen users may suffer from postural difficulties and visual fatigue.

Procedures

- Risk assessments are in place and cover:
 - all the equipment and the environment of the workstation;
 - the work patterns of the employee;
 - the extent of use;
 - training and information and any special needs for disabled people
- Sufficient resources are in place to manage the risks of DSE.
- Users are asked to treat all workstation equipment with due care and attention and to report any concerns they have about the use of display screen equipment or any defective equipment.
- DSE users are advised to report any discomfort or any health condition that they believe is caused by using DSE and to have regular eye tests.

Materials and Chemicals

Asbestos

Asbestos fibres are a major health hazard as they can penetrate deep into the human lung and stay there for long periods. Inhaled asbestos can cause a range of diseases such as diffuse pleural thickening, asbestosis, lung cancer and mesothelioma.

Asbestos can be found in pipe lagging, some ceiling and floor tiles, and insulation boards. As far as is reasonably practicable, pupils, school personnel and school visitors are not exposed to risks to their health due to the exposure to Asbestos Containing Material (ACM).

Procedures

- The School Asbestos Management Plan and Asbestos Register are managed by the caretaker and are in line with the local authority's asbestos policy.
- All contractors receive authorisation to carry out any work in accordance with the Asbestos Management Plan;
- Contractors consult the Asbestos Register before beginning any work on-site and record any work undertaken;
- The local authority is contacted if any asbestos is found.
- A critical incident plan is in place to deal with asbestos related incidents.
- Emergency procedures are implemented if ACM is disturbed.
- School personnel must report any concerns they have about the fabric of the building to the Headteacher and Finance Manager;

COSHH

Although no chemical substance can be regarded as completely safe, we have in place safety measures in order to prevent the exposure of pupils and school personnel to substances that are hazardous to health.

Procedures

- All substances hazardous to health been identified and itemised in an inventory.
- Detailed information accompanies each hazardous substance.
- Any new hazardous substances must be supplied with the appropriate documentation.

- All hazardous substances are securely stored.
- Procedures are in place to prevent everyone in the school community being exposed to hazardous substances.
- School personnel and pupils are provided with personal safety equipment when and where required.
- Relevant school personnel are trained in the safe use, handling, storing and transporting of hazardous substances.
- Emergency procedures are in place to deal with any accident involving hazardous substances.
- Cleaning staff are aware of the Health and Safety Policy and its implications such as storage arrangements for materials, use of cleaning equipment, use of personal protective equipment, substances etc;

Communicable or Infectious Diseases

Outbreaks of many communicable diseases in schools are actually a reflection of infection spreading in the general community and are difficult to prevent. Some communicable disease can be passed on before a person becomes unwell while others can be transmitted by apparently-well carriers of a disease. Therefore, it is very important for us to maintain high standards of basic cleanliness and hygiene at all times.

Under the Management of Health and Safety at Work Regulations 1999 we have a legal responsibility to protect any member of the school personnel who is or in the future could be a new or expectant mother.

Procedures

- School personnel, especially those who handle food, are asked to inform school and to stay away if they are showing symptoms of a communicable disease or infection until they are fit enough to return.
- Any outbreak of an infectious disease will be reported to school personnel, parents, the local authority and HSE.
- Parents must inform the school if their child has a communicable disease or infection and to keep their child at home until the minimum period of exclusion has passed.
- Pupils who become ill during the school day will be taken home by their parents.
- We will be aware of an outbreak of an infectious disease by:
 - a sudden increase in the number of pupil absentees;
 - reports from parents that their children are suffering from an infectious disease;
 - the mode of transmission;
 - the local health team contacting the school
- The school nurse and the local authority will be notified of any problems relating to communicable diseases.
- In the interest of health and safety we will enforce individual medical exclusions from school.
- The local authority will keep schools updated with new guidance on the control of communicable diseases.

Disposal of Nappies and Personal Protective Equipment

A strategy for dealing with the segregation and safe disposal of nappies, other soiled items and personal protection equipment such as gloves and disposal plastic aprons is in place. Risk assessments to deal with this type of waste have been undertaken and are in place.

Nappies, incontinence pads and similar items are classified as offensive/hygiene waste rather

than clinical/infectious waste and must be disposed of using outdoor general waste bins.

Medical waste including materials used to administer first aid must be disposed of on in the yellow medical waste bin located in the school office.

Sanitary bins and medical waste bins are managed by specialist external contractors.

Head Lice

Head lice are parasitic insects with hook-like claws on each of their six legs that live in the hair of humans feeding on the blood of their host.

Regular information is provided for parents in regard to head lice prevention and how to deal with infestation. Parents must be made aware that having head lice is a problem that can be easily dealt with and that children are likely to get head lice at some point in their school career.

Procedures

School personnel will:

- report any cases of head lice to the school office so that alert letters can be sent to parents;
- not inspect a child's hair but inform the parent if we feel a suspected problem exists;
- not identify children who have head lice;
- not exclude any child on the grounds of having head lice;
- be discreet and will not embarrass any child that has head lice;
- encourage children to tie back long hair;
- identify repeat cases and speak to the parents who may be not aware of the problem;
- make full use of the school nurse to provide informative talks to parents on prevention and cure of head lice;
- remind parents that information is available on the school website and information leaflets located in the school entrance

Hygiene

Procedures are in place to prevent the spread of infection by ensuring high standards of personal hygiene, the maintenance of a clean learning environment and the promotion of a healthy lifestyle.

Procedures

School staff will encourage pupils to:

- understand the ways of preventing the spread of infection;
- understand the importance of personal hygiene;
- understand good hygiene practice
- use disposable tissues available in all classrooms;
- wash their hands after using the toilet, before eating, before handling food and after handling animals;
- shield their mouths and nose when coughing or sneezing with a tissue;
- wash their hands after using or disposing of tissues;
- not spit;

School staff will:

- wear personal protective equipment when dealing with blood and body fluid spillages when handling cleaning materials and when cleaning toys and equipment;
- dispose of used wipes or paper towels by flushing away immediately;
- disinfect floors and other affected surfaces with appropriate chemicals;
- discard or wash any soiled fabrics;
- place soiled garments in sealed polythene bags to be sent home or washed on the premises;

- when dealing with soiled fabric or linen will wash the materials in the hottest possible wash;
- will observe current legislation regarding food hygiene, registration and training;
- ensure pupils understand the importance of personal hygiene when visiting farms

Lone Workers

Lone working is any activity that requires an employee working on their own or without close or direct supervision. Lone working may occur in the evening, at the weekend or during holiday periods and may be dangerous due to acts of aggression or violence by others, hazards in the workplace or the lack of help should an accident or illness occur.

School personnel are reminded that they should only work alone on the school premises if it is absolutely necessary. Safe system procedures are in place for all school personnel when working alone.

Procedures

When working alone school personnel must:

- inform someone close to them where they are and when they will be home
- inform someone if they are attending an emergency call out
- avoid situations that put themselves at risk
- avoid meeting anyone alone if there is a possibility of aggression or violence
- have the school phone, school mobile or personal mobile with them
- have a list of contact telephone numbers in case of an emergency
- ensure the main door is locked
- have a torch with them in a case of a power cut
- park in a well lit area close to the main door
- have a first aid kit at hand
- ensure that the work they are doing does not involve working at height and lifting heavy goods

Manual Handling

Manual handling is the movement of a load (inanimate objects as well as pupils) by means of bodily force which includes lifting, supporting, carrying, putting down, pushing and pulling.

Site personnel are supplied with training and guidance on the measures that should be taken to ensure safe lifting and carrying.

Procedures

School staff:

- are responsible for the health and safety of themselves and the health and safety of others with whom they work;
- must refer to site personnel when heavy objects require moving

Site personnel:

- must undertake manual handling training;
- must report all accidents or incidents;
- must report any injury or health problem that affects their ability to carry out the procedures;
- will not wear clothing or jewelry that may affect the manual handling procedures

No Smoking

Smoking is prohibited in any part of the school building, school grounds, school playing fields, on educational visits, school events and school letting events. It is illegal to expose a person in an enclosed workplace to second-hand smoke.

The school environment is a smoke free zone and anyone found breaching this policy will face disciplinary action.

Sun Protection

Most skin cancers are caused by UV radiation from the sun and that sunburn in childhood can double the chance of skin cancer in later life. School personnel are encouraged to keep covered up especially at lunch time when the sun is at its hottest, to use sunscreen Sun Protection Factor 15, to stay in the shade, wear a hat, drink plenty of water and to check their skin regularly.

Procedures

School personnel must:

- include sun safety into their curriculum planning;
- teach children the importance of sun safety;
- hold outdoor activities in shaded areas;
- encourage pupils to use shaded areas during break times, lunchtimes, sporting activities and educational visits;
- encourage pupils to drink more water in hot weather;
- encourage pupils to wear appropriate clothing for sun protection;
- encourage pupils to apply sunscreen before they come to school;
- lead by example and wear appropriate clothing for sun protection

Working at Height

We believe working at height includes working on ladders, platforms, trap hatches, roofs or any other position that could result in a person falling.

Procedures

School personnel will:

- only work at height if they are competent and trained by a suitably qualified provider;
- try to avoid working at height wherever possible and where this cannot be avoided will use appropriate equipment in order to prevent anyone falling and injuring themselves or others;
- not use chairs, tables, units or any other school furniture in order to gain height to reach display boards etc.;
- take reasonable care in the health and safety of themselves and others;
- comply with all school health and safety instructions;
- ensure that their own health and safety or that of others is not put at risk when working at height;
- use any supplied equipment in accordance with the appropriate guidance and instructions given;
- report any faulty equipment

Workplace Environment

It is vital that the workplace environment is kept to a high standard in order to protect the general health, safety and welfare of school personnel and others.

The following must be considered in protecting school personnel:

- sanitary conveniences and washing facilities
- rest and eating facilities
- heating
- lighting
- water supplies provision
- medical accommodation
- ventilation
- cleanliness
- workspace dimensions

Procedures

School personnel must:

- undertake appropriate training;
- take reasonable care in the health and safety of themselves and others;
- comply with school health and safety instructions;
- report all faults or damage to any of the above;
- put forward suggestions to improve any aspect to the workplace environment;
- help and keep the workplace environment to a high standard

Reporting

Reporting of Injuries, Diseases and Dangerous Occurrences

Any incident involving significant personal injury that occurs on or off-site must reported to the local authority followed by an immediate investigation as to the cause of the incident.

The following incidents must be reported immediately to the Health and Safety Executive either on-line or by telephone:

- Death or major injury
- Over seven days lost to injury
- Certain diseases
- Dangerous occurrences

Procedures

School personnel must:

- carry out their duties in accordance with the Health and Safety Policy;
- take reasonable care of themselves and others whilst at work;
- report to the Headteacher any accident or dangerous occurrence that occurs on/off-site;
- record any accident or dangerous occurrence that occurs on or off-site in the accident book as soon as possible after the event;
- be aware of the location of the accident book

School Premises

School Toilets

It is essential for the health, well-being and learning of all pupils that the school toilets are accessible throughout the school day, clean, safe, with high quality sanitary ware and provided with the basics of liquid soap, warm water, toilet tissue and paper towels.

Procedures

School personnel will promote the health, well-being and learning opportunities throughout the

school and will ensure pupils:

- respect the toilet and washroom facilities;
- establish an agreed code of conduct for the toilet and washroom facilities;
- highlight toilet management issues;
- have access to toilet facilities during the school day to;
- understand that they have a right to use the toilet and washroom facilities at any time

Severe Weather

The Governing Body has a duty to ensure the school remains open. In the event of severe weather an assessment must be made as to whether the school can remain open safely including safe access and travel for staff and pupils.

Adequate procedures are in place to minimise the risks from snow and ice. Prioritised pathways and route ways will be treated with sufficient rock salt, sand and grit.

During periods of snow, ice or high wind, the safety of outdoor play must be assessed.

An emergency procedure is in place to deal with periods of severe weather conditions.

Procedures

Only authorized personnel may remove snow or ice or distribute gritting salt.

All staff will:

- be informed by the Headteacher if school is either open or closed during severe weather conditions;
- not be expected to ignore official advice not to travel and put themselves at risk;
- ensure pupils are aware of the safe pathways into the school premises;
- ensure pupils leave the school building safely

Security

Anti - Violence, Aggressive and Anti-social Behaviour

School personnel must feel safe at all times and not to work in fear of threats, violence or abuse. Any form of physical attack, attack against property or possessions, serious verbal abuse, threats or anti-social behaviour is treated as unlawful acts of violence or aggression and is taken seriously with the appropriate legal action taken if need be.

All parents/carers and other visitors must behave in a reasonable and acceptable manner towards school personnel. All school personnel must behave professionally at all times and when confronted with difficult situations must attempt to defuse them.

Procedures

School personnel will:

- take reasonable care of themselves and others whilst at work;
- prevent violent incidents occurring by avoiding situations that will provoke violent or aggressive behaviour from pupils who are known to have these tendencies;
- report any incident of violence and aggression;
- ensure that all incidents are reported to the Headteacher;
- when confronted face-to-face aggressive incident school personnel should:
 - stay calm;
 - stand back and listen;
 - concentrate at all times;
 - look for signs that could result in unpredictable behaviour;

- seek assistance from another member of the school personnel;
- act in a calm controlled manner;
- speak in a quiet, slow and friendly voice;
- not turn their back on the 'aggressor';
- defuse the situation by listening and suggesting that the conversation takes place at some other time and place;
- move to a place of safety;
- record the incident at its conclusion.
- when confronted with an anti-social telephone conversation school personnel should:
 - inform the caller that the conversation is being placed on speaker so that the conversation can be witnessed;
 - if the inappropriate conversation continues then inform the caller that the tone of the conversation must improve or it will be terminated;
 - terminate the call if there is no improvement;
 - record the incident at its conclusion

Incidents of aggression towards school staff will be reported to the local authority.

Managing Anonymous Telephone Threats

School personnel especially school switchboard operators will be trained in managing anonymous telephone threats such as bomb threats. The procedures are:

- Take all anonymous threats seriously
- Stay calm and listen carefully
- Record the conversation via the voicemail recorder if possible or
- Write down the main points of the conversation by asking:
 - Who they are?
 - Who do they represent?
 - Where are they calling from?
 - What is the location of the bomb/device?
 - What time will it detonate?
 - What does it look like?
 - What will cause it to detonate?
 - Who placed the bomb/device?
 - Why did you place the bomb/device?
- Once the call has concluded:
 - Inform the Headteacher immediately
 - Inform the police
 - Dial 1471 to obtain the caller's number
 - Record the:
 - Date and time of call
 - Length of the call
 - The sex of the caller
 - Approximate age
 - Nationality
 - Language
 - Caller's voice
 - Background sounds
 - Stay by the phone
 - Provide the above information to the police and follow advice.

School Security

School security systems are in place to protect pupils, school personnel, visitors and equipment.

The personal safety of the whole school community is paramount.

Procedures

- All gates and entrance points have combination locks. Codes may not be shared with individuals outside of the school staff.
- Codes are changed at regular intervals.
- Every key holder has a unique code for the intruder alarm.
- School is alarm monitoring station.

Traffic and Road Safety

Road Safety

It is very important to help reduce the number of road accidents involving children by teaching them road safety and making them aware of the dangers of road traffic and, therefore, improving their chances of being responsible road users throughout their lives.

Road safety is taught through a number of curriculum subjects that will look at risks, the development of knowledge and skills and thereby encouraging children to make safe choices. We want children to build on their existing skills in order for them to become good road independent users.

Procedures

School personnel will:

- teach aspects of road safety education through a number of curriculum subjects;
- remind pupils of the dangers of road traffic especially before leaving school;
- remind pupils of road safety before all educational visits;
- encourage pupils to make safe choices;
- build on the existing skills of pupils in order for them to become good road independent road users;
- discuss with pupils road safety issue surrounding the school;
- inform the Headteacher of any road safety concerns;
- inform the Headteacher of any suggestions to improve road safety education;
- take part in road safety surveys;

School Hired Transport

School hired transport includes all vehicles hired by the school to take children on educational visits and sporting events. School hired transport must be of a very high standard and complies with all health and safety procedures and current regulations.

Procedures

School personnel will:

- discuss with the EVC all details of a proposed educational visit including the type of transport required for the event;
- ensure all pupils and staff must wear seatbelts for the duration of the journey
- be mindful of pupil safety when getting on and off a coach.

Training

We:

- have in place appropriate training for all health and safety policies that is undertaken by a registered training provider;

- ensure all relevant school personnel have received the appropriate training on all health and safety policies;
- ensure the content of all training is correct, delivered effectively;
- can provide data that evidences staff training

This policy must be read in conjunction with the following policies:

- Health and Safety Policy
- Safeguarding and Child Protection Policy
- Managing Medicine in School and First Aid Policy
- Special Educational Needs and Disability Policy
- Accessibility Policy
- School based Staff Code of Conduct
- Behaviour Policy
- E-safety Policy