



# Health & Safety Policy

Reviewed September 2014

## **HEALTH AND SAFETY POLICY (THIRD TIER)**

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## HEALTH AND SAFETY POLICY STATEMENT (THIRD TIER)

### 1.0 STATEMENT AND GENERAL POLICY

- 1.1 The Governors and Head Teacher have overall responsibility for all matters relating to Health and Safety at work within all areas of the school.
- 1.2 The school's policy is to establish and maintain as far as is reasonably practicable, safe working and learning conditions for all staff and pupils by continuous attention to all aspects of health and safety at work. The health and safety of all staff and pupils is of primary importance and it is a management responsibility to do everything reasonably practicable to prevent personal injuries and risks to health.
- 1.3 All staff have a statutory duty under the Health and Safety at Work etc. Act 1974 to take reasonable care for the health and safety of themselves and other persons who may be affected by their action(s) or omission(s) and to co-operate with the employer/management in respect of any duty or requirement imposed on them by law. In particular, it is the personal responsibility of each member of staff to use properly and conscientiously all safety equipment, devised and protective clothing which is fitting or available. All safety procedures and rules must also be followed.
- 1.4 Every opportunity will be taken to consult with staff over health and safety matters, including Safety Representative appointed under the Safety Representatives Committees Regulations 1988. Where particular health and safety responsibilities are to be allocated, staff will be consulted beforehand to ensure that duties are clearly defined and understood.
- 1.5 The Governors and Head Teacher will ensure that any necessary on-the-job training is given to those that are new to the school. They will also arrange for the training needs of staff who are designated as safety advisers/co-ordinators to be appraised regularly. The staff will be encouraged to attend appropriate courses on occupational health and safety.
- 1.6 Safety Representatives will be accorded time off for training in line with paragraph 4.2 of the Safety Representatives and Safety Committees Regulations, 1977.
- 1.7 The implementation of the Health and Safety Policy Statement requires the support of all staff in order that its objectives may be fully achieved and to ensure a safer working environment for both staff and pupils.
- 1.8 Sections 3 and 4 of the Health and Safety at Work etc. Act, 1974 impose additional duties on the employer (Gloucestershire Local Education Authority) in respect of

persons other than staff who use the premises. All staff should be aware of this requirement and should ensure that where particular hazards exist or safe working procedures are necessary, they are brought to the attention of these persons, i.e. pupils, students, visitors and contractors.

- 1.9 Each member of staff whose work affects or involves contact with other people, must do whatever is reasonably practicable to prevent those other people from being exposed to risks to their health and safety.
- 1.10 Staff who know of anything which they consider may put the health and safety of others at risk must report this to the appropriate member of staff.
- 1.11 Staff wishing to refer to statements within legislation should initially refer to the school management "Health and Safety" document provided by Gloucestershire County Council, copies of which are available in the Head Teacher's room and the secretary's office at any time. This document lists Health and Safety circulars that may affect working practices of individual staff members and Gloucestershire Statement relating to specific curriculum areas within the school.
- 1.12 This document will be reviewed annually as part of the School Development/Improvement Plan.
- 1.13 This policy document has been written with the full co-operation of the Trades Union representatives at school.
- 1.14 The Head Teacher and Safety representatives will ensure that all staff are aware of health and Safety statements and the contents and implications.
- 1.15 This policy has been reviewed by staff and presented to the Full Governing Body for approval on October 8<sup>th</sup> 2014.

Head Teacher: Pauline McEvoy

Signed:

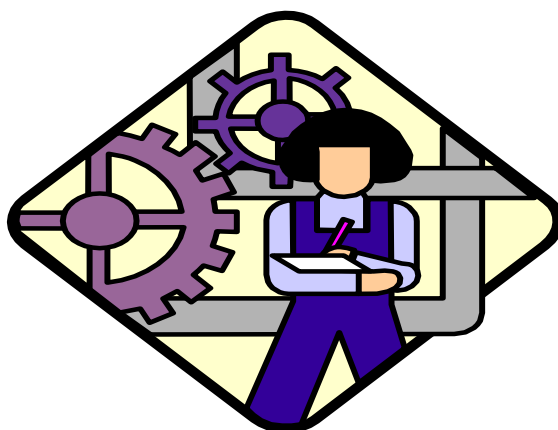
Date:

Chair of Governors: Cate Morris

Signed:

Date:

## 2.0 ORGANISATION AND PERSONNEL



- 2.1 The member of staff responsible for Health and Safety at Deerhurst & Apperley CE Primary School is the Head Teacher.
- 2.2 The Governors of Deerhurst & Apperley CE Primary School have a Premises Committee that is concerned with Health and Safety and the fabric of the school buildings. The committee includes the Safety Representative.
- 2.3 In the absence of the Head Teacher, the Senior Teacher - Mrs Julie Oldroyd, is the responsible staff member.
- 2.4 The Safety Representative is Mrs. McEvoy. The functions and procedures for Safety Representatives are laid out in the Union Handbooks (following Regulation 6 - Safety Representatives and Safety Committees' Regulations). These are adhered to so far as possible.

Members of staff who have completed a Basic or Paediatric First Aid courses are:  
Mrs Lena Baldwin, Mrs Rachael Clayson, Mrs Eve Perry, Mrs Michelle Hawker, Miss Gemma Downes.

- 2.5 Staff who assess a pupil as requiring first aid treatment should send the child to the registered First Aider in the first instance.
- 2.6 The nominees responsible for the maintenance and safe usage of the school's electrical devices are the maintenance contractors nominated by the local education authority.

Safe usage: this is the responsibility of individuals under the direction of the Head/Safety Representative with regard to current legislation. It is the duty of the latter to inform members of staff of changes in their individual responsibilities.

2.7 Procedures relating to electrical supply and use are as follows:-

Mains supply - responsibility currently lies with the West Mercia Supplies.

Maintenance and repair of circuits/equipment - staff should inform the Head Teacher/Safety Representative who registers the fault in the logbook and contacts the relevant contractor.

Safe use of equipment - pupils should only use electrical appliances under the direct supervision of staff. No pupil should set up, turn on/off or dismantle/re-assemble any appliance. Pupils should only collect and return items of equipment under staff supervision.

2.8 Fire Drill procedure is referred to in Appendix 5.

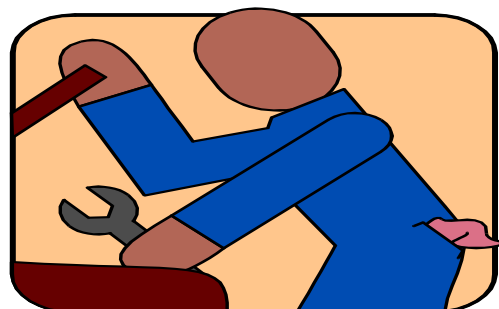
2.9 Accident recording and emergency procedure is referred to in Appendix 6.

2.10 Subject guidelines and/or codes of practice are kept by the appropriate staff and may also be referred to in the administrator's office.

2.11 The Head Teacher is responsible for collating staff training needs in the field of Health and Safety and it is the responsibility of individuals to identify possible training needs.

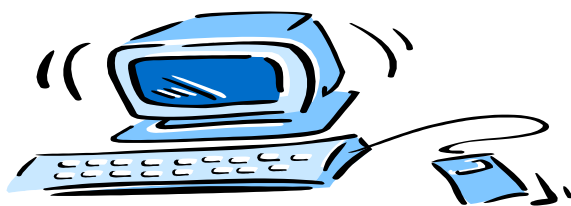
2.12 Health and Safety matters can be discussed at staff meetings and at governors' meetings. Urgent issues will be dealt with as they arise.

### 3 MACHINERY, PLANT AND EQUIPMENT



- 3.1 New equipment should be purchased with safety in mind. Items should be approved by BSA, BEAB or other approved bodies.
- 3.2 Wherever possible, initial installations should be carried out by an approved installer and any safety aspects should be noted and made known to the user(s).
- 3.3 Inspection of equipment with a safety aspect should be carried out regularly by qualified testers and records kept. These records will be noted in the Premises Log Book, located in the school secretary's office. Any item that is not sound must be removed at once.
- 3.4 A list of classes of equipment that ought to be inspected is included in the school inventory.
- 3.5 The names and addresses of companies employing recognised qualified maintenance and repair technicians can be provided by the LA.
- 3.6 A planned programme of maintenance will be devised in order that costs may be budgeted for.
- 3.7 Any item of equipment found to be unsafe must be taken out of service immediately and repaired by an approved person before subsequent usage. The item must be identified as unsafe.
- 3.8 Pupils should never be able to use prohibited equipment as defined in "The Prescribed Dangerous Machines Order, 1964". Staff responsible will be aware of these limitations and copies of the relevant sections will be displayed where appropriate.
- 3.9 Additional guidance on safe use of machinery and equipment can be found in separate policy statements.

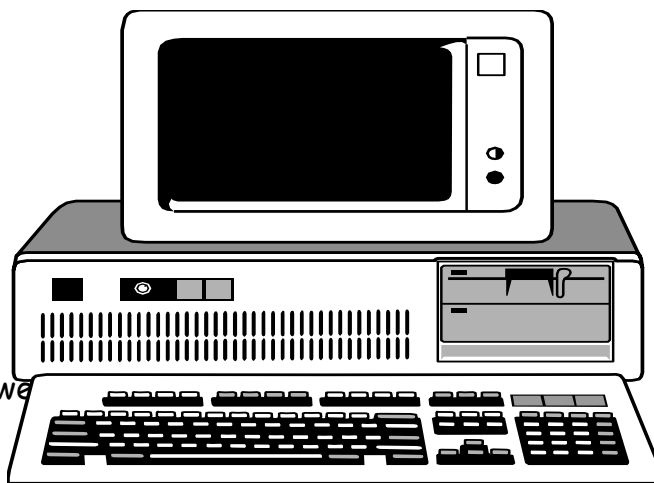
#### **4 ELECTRICAL SAFETY**





- 4.1 The school recognises that the Electricity at Work Regulations 1989 apply to school premises. All members of staff share a responsibility where reasonably practicable to ensure that an electrical installation and all electrical equipment is constructed, maintained and used so as to prevent danger.
- 4.2 Regulations 14 and 16 prohibit working on live circuits unless it is reasonable to do so, and unless suitable precautions have been taken to prevent injury. It is also a requirement that persons so doing must have sufficient knowledge to prevent danger, or be under competent supervision.
- 4.3 To ensure that the regulations for safety are observed, the following items should be considered:-
- i) all items in use should be checked on installation and thereafter at regular intervals. There is an annual inspection of portable electrical equipment, carried out by an approved contractor.
  - ii) The condition of electrical leads, plugs and sockets must be checked visually at all times.
  - iii) If wear or damage is reported, the items should be taken out of use and the fault reported and corrected before re-use.
  - iv) Many items of equipment contain dry cells which should be replaced regularly to avoid fire and acid damage.
- 4.4 All electrical equipment should belong to the school and be marked accordingly.
- 4.5 All staff should only use electrical equipment that belongs to the school. Personal or home-made equipment must not be used in the school unless it has been checked by an approved contractor and passed as safe to use.

## 5 RADIATION



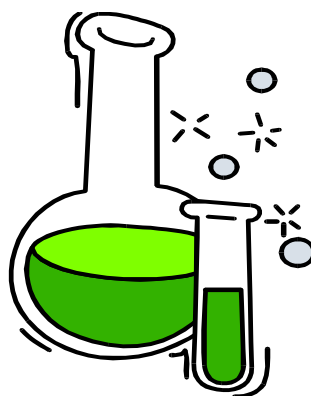
- 5.1 At the present time, there are no radioactive materials of any kind on the school site, nor are there any plans to have any on site in the future.
- 5.2 The school has both government and County guidelines referring to the safe ergonomic use of VDU monitors with word processors, computers etc. All staff have been made aware of the possible risks to health (and sanity).
- 5.3 There have been suggestions that pregnant women may be at a degree of risk from prolonged VDU exposure, but these fears are not supported by any scientific study. It seems that there are NO grounds for concern.
- 5.4 It is likely that pupils suffering from photo-sensitive epilepsy could be affected, so care should be exercised and staff should be made aware of the presence of a pupil with this condition.

## **6 DUST AND FUMES**

- 6.1 The school recognises that positive action is needed at all times to control dust where extraction is not practicable.
- 6.2 Staff should be aware that 'wet-wipe' procedures must be followed where dust is a hazard.
- 6.3 Any area where clay work takes place is a potential dust hazard and only wet cleaning should take place.
- 6.4 Many materials produce potentially dangerous dust when sawn, e.g. hard wood and plastic, so particular care should be taken if using these materials.
- 6.5 The COSHH regulations require staff to undertake periodic assessment of the conditions where fumes or dust may be generated. Further guidance may be sought from the Health and Safety section within the Education Department.



## 7 TOXIC MATERIALS AND SUBSTANCES HAZARDOUS TO HEALTH



- 7.1 An audit of these substances will be carried out every January and will be reviewed annually as part of the governors' Premises Committee work. In general terms, the school seeks to keep the use of any such substances to a minimum.

- 7.2 Toxic materials that are kept in the science and design and technology areas are locked securely away, with access restricted to those staff requiring them.
- 7.3 Emergency procedures for materials in science are covered by 'hazard cards'.
- 7.4 Keys for secure areas are kept by the staff concerned. A register of key holders is to be kept in the secretary's office and reviewed regularly.
- 7.5 Cleaning materials are the responsibility of the nominated cleaner, Mrs Jelfs any member of staff entering the cleaning cupboard must ensure that children are not allowed to enter and that the cupboard is securely locked on departure.
- 7.6 Staff are aware of the dangers of solvent materials.
- 7.7 All staff should consult the COSHH Regulations 1988 to establish whether they must carry out an assessment within the terms of these regulations. They should also be advised as a matter of routine should safety precautions needs to be followed and assessments understood.

## 8 FIRST AID



- 8.1 A list of nominated staff, capable of fulfilling first aid duties, is displayed in the administrator's office.
- 8.2 School telephones are situated in:-
  - i) the administrator's office
  - ii) the Head Teacher's office
  - iii) Inside Class 1
  - iv) Inside Class 2

v) Inside Class 3

- 8.3 The emergency procedure to provide First Aid Cover is that an injured child is immediately cared for in school by the named First Aider or other responsible adult. In the event of any injury requiring more expert attention the school would contact the child's parents or person with parental responsibility, the local doctor or dentist or an ambulance. Every effort will be made to contact the child's parents but in the event of no adult with parental responsibility being available the Head Teacher or her representative will act as loco in parentis.

All accidents requiring the attention of the First Aider should be recorded in the accident book.

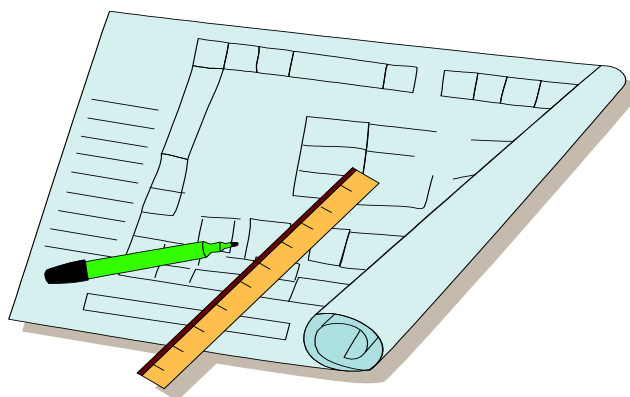
Any head injury should be reported to the parent as symptoms often occur hours later, and a bump sticker issued to the child.

For any injury requiring expert medical attention a county form must be filled in and returned to Shire Hall.

- 8.4 It is usual following an accident, to investigate the circumstances in order to prevent a recurrence.

## 10.0 ENTERPRISE ACTIVITIES

There are County Guidelines available and these should be requested in the event of this sort of activity.



## 11.0 OUTDOOR PURSUITS AND SPORT

- 11.1 The school accepts the LA guidelines as policy. These are contained within the folder 'Educational Visits and School Journeys'.
- 11.2 Teachers involved in these areas of the curriculum require appropriate qualifications. During PE, swimming, games, canoeing, outdoor leisure and other pursuits, all practicable steps are taken to ensure that staff in charge of pupils are in possession of recent and appropriate qualifications.
- 11.3 Only staff in possession of these qualifications will be permitted to take charge in these areas of the curriculum.
- 11.4 Swimming lessons take place in the summer term for whole school. The lessons take place at Cascades Swimming Pool, Tewkesbury and are at the moment run by Qualified Swimming teachers. It is the responsibility of the Deerhurst & Apperley teacher in charge of the group to oversee these lessons and support the swimming teachers in the care of our pupils. They should make the swimming teacher aware of any issues regarding the safety of the pupils. Rules for the safe use of the pool are operated by the swimming teacher and children are made aware of these as a matter of course. Parents who wish their child to wear goggles must sign a consent slip.

At the beginning of each swimming year the Risk Assessment should be reviewed and issued to the teacher in charge who should brief other adults accordingly. An adult employed by the LA should be present at each poolside.

## 12.0 FIRE PRECAUTIONS



- 12.1 For detailed and more general guidelines on Fire Safety see Appendix A in the school management Health and Safety Manual. The school accepts all current recommendations relating to Fire Safety and endeavours to put them into practice.
- 12.2 Fire precautions for each area of the school are clear and unambiguous and displayed prominently at key positions around the school.
- 12.3 Fire drills are carried out regularly and checks are made to ensure their effectiveness. Alterations to the procedures are effected from time to time if changed circumstances warrant.
- 12.4 Electric fire alarm points are tested regularly.
- 12.5 Staff are designated leaders in the event of fire and their specific duties will depend on the school's procedures covering particular times of the day, i.e. pre-school, breaks and lesson times.
- 12.6 A simple written statement will be given to all persons hiring any part of the school at any time.
- 12.7 Staff must ensure that any display materials do not constitute a fire hazard or impede the safe evacuation of the building.

### **13.0 DISABLED PERSONS**



- 13.1 There is provision on site specifically designed for use by disabled persons.
- 13.2 Fire drill arrangements take account of the specific disabilities of certain pupils.

- 13.3 Access for pupils or adults with disabilities should be kept in mind when considering any changes or improvements to the school site.
- 13.4 A risk assessment should be filled in for each person in school requiring manual handling.

#### **14.0 CONTRACTORS ON SITE**



- 14.1 The school management Health and Safety manual details arrangements for dealing with contractors and should be consulted prior to the commencement of work so that it reaches a safe and successful conclusion. In particular contractors insurance should be checked to ensure they have the minimum public liability unless they already have LA approval.
- 14.2 It is essential that all work undertaken by outside contractors should conform to the Health and Safety regulations that apply to their specific area of activity. In particular the school should ensure that the appropriate form is filled out for contractors working with heated tools.
- 14.3 It is also necessary for competent on-site staff to monitor the standard of work and ensure that the contractor(s) are aware of special considerations relevant to working on a school site.
- 14.4 Any doubts or queries relating to such work should be made known to the Head Teacher or Safety Representatives as soon as possible. If necessary, work should be halted while safety requirements are assessed. The LA supervising officer has the responsibility for ensuring the safe completion of contracts.



- 14.5 During works on site, the school and contractor should agree a liaison officer - in normal circumstances, the Head Teacher.
- 14.6 The same standards apply 24 hours a day and throughout the whole year, holidays included. The LA deems the premises occupied at these times.
- 14.7 Contractors should be offered the asbestos register to check before commencing work.

## **15.0 HOUSEKEEPING**

- 15.1 So far as is possible and at all times, materials will be stored correctly in their proper place.
- 15.2 All flammable/toxic/harmful substances are stored in their correct containers, clearly marked and locked away with restricted access (see also section 8)
- 15.3 Fire exits are kept clear and unobstructed at all times and their appropriateness is subject to periodic review as and when circumstances demand.
- 15.4 Similarly, corridors are kept clear of unnecessary items and displays are monitored for combustibility.
- 15.5 It is the responsibility of all staff to ensure that any items that may cause a hazard are picked up, wiped up or similarly made safe.

## **16.0 APPENDICES**

### **APPENDIX 1: SAFETY RULES AND REGULATIONS**

#### **SCHOOL IN GENERAL**

1. When moving about the school, children should be obliged to walk, not run, in reasonable quietness.

##### **a) Electrical equipment**

All electrical equipment must be moved by an adult - NOT a pupil. Large equipment (TV, video, computer etc.) should be on a trolley and pushed (never pulled) at a slow

walking pace. Ensure brakes are on when trolley is in position. No electrical equipment should have leads trailing across areas where access is required. All electrical equipment should be switched off, the plug disconnected and cables safely wound up when not in use. (The winding of cables would not necessarily apply to computers.)

**b) Mounting work**

Step ladders should be used when levels beyond one's reach are required. Staff are advised not to use step ladders unless another adult is present in the building and to check the step ladder risk assessment before use. Climbing on chairs, tables and cupboards is NOT recommended.

**c) Moving furniture**

It is often necessary to move furniture around school. Staff are advised to ensure that adult help is at hand while this is being done. Very large furniture, e.g. piano, must NOT be tackled alone.

**d) Cutters**

These must be stored flat so that the rotary blade cannot be grasped.

**e) Spray glue and Tippex**

These should only be used by staff and kept in a place where children cannot have access to them.

**f) Medicines**

Any medicines brought by children must be placed in the Staff room first aid cabinet which is lockable. Written instructions for the administration of ONE DOSE of any four only if necessary must be provided by the parents. Where a parent is concerned that, in the course of a busy day, a child's medicine may not be administered, it is recommended that they come into school at lunchtime and give the medicine themselves in the presence of the class teacher.

Children who suffer from asthma should be able to access their inhalers quickly - the class teacher may keep these in her/his desk or the child may keep them in theirs depending on the age of the child.

Children who suffer from severe allergies should know where their drugs are kept (as should all staff) and who is able to administer them. A list of staff trained in the use of an Epi-pen is kept on the emergency treatment display in the office.

The names of all children who suffer from asthma or allergies should be stuck in the front of the register along with emergency procedures for supply teachers.

**g) Flammable liquids**

Any flammable liquids are kept in the cleaner's store-room close to the kitchen.

**h) Smoking**

There will be NO SMOKING on this site, as in all LA establishments.

**i) Dress Code**

The school has an agreed Dress Code that clearly lays down the school's expectations as to what the children wear in school.

**j) End of the Day**

Staff should be vigilant at the hand-over of children at the end of the day and be prepared to challenge any 'strangers'.

Parents should inform the school, preferably in writing, if the arrangements for the end of the day have changed. Parents are requested to telephone the school if they have been unavoidably detained.

Parents are also requested to nominate a friend to whom staff may hand over their child(ren) if the parents fails to appear at the end of the day. Staff should not hand children over, except in very extreme circumstances, unless they have parental permission.

**k) Dogs**

Dogs are not allowed on the school site.

**i) Footwear**

Children must wear something on their feet at all times when they are outside. Parents are requested to buy footwear in keeping with the school dress code; sensible

and low heeled that enable children to run round easily. Trainers should only be worn for outdoor games activities.

**m) Absenteeism**

If no satisfactory reason for a child's absence has been received by the time the register reaches the office, the secretary will make every attempt to contact the person with parental responsibility to ascertain the child's whereabouts. Parents are requested to telephone the school on the first day of absence.

**n) Cycling**

Children who have passed their cycling proficiency and who wear a cycling helmet are allowed to cycle to school as long as their parents have signed a responsibility slip.

**CLASSROOMS**

1. Children are encouraged to move about the classroom reasonably quietly and without haste.
2. Children are encouraged to be sensible about not carrying articles that are too heavy for them or awkward and likely to cause themselves or others injury.
3. No child is allowed to plug in, switch on/off or unplug any piece of electrical equipment unless this is connected to circuit breakers.
4. No piece of electrical equipment may be used with the children unless it has been checked by an approved electrical contractor.
5. Children are encouraged to be sensible when reaching up for an item from a shelf.
6. Any breakage should be cleared up immediately, and if the broken material could cause injury (e.g. glass) only the teacher or other responsible adult will pick up the pieces, which should be deposited in a safe place.
7. All spillage should be wiped up immediately.
8. An adequately stocked first aid box is located in the school office, which meets current requirements.
9. No article, which could cause injury if it fell, should be stored on a shelf.

10. Doorways and gangways between desks or tables should be kept clear of any articles likely to cause injury if a child should trip over them.

## **APPENDIX 2: SAFETY RULES AND PROCEDURES IN HALL/GYMNASIUM**

1. Children doing P.E. exercises, with or without apparatus, should be supervised at all times in the hall/gymnasium.
2. If apparatus is put out and put away by the children, it must be done in a quiet and disciplined way, to avoid causing any hazard.
3. The teacher in charge must check any apparatus that is put out or assembled by the children to see that it is secure and safe to use.
4. Children must be obliged to use apparatus sensibly and sagely, and be taught to see the possible dangers caused by indiscipline and misuse.
5. Any apparatus that is found to be faulty should be taken out of use immediately, and the fact reported to the Head.
6. Children should be instructed to watch out for, and report, any faults in the apparatus.
7. Footwear:
  - daps or bare feet when using floor, mats or low apparatus
  - daps or bare feet (not trainers used out of doors) must be worn when using the wall bars.
8. Clothing:
  - A change of clothing for P.E. is required. These should ideally not have buttons which could catch in apparatus.
  - No jewellery or watches to be worn. Any non-removable earrings should be taped over.
  - Long hair should be tied back.
9. First Aid:
  - a) In the event of an accident, immediate help and comfort will be administered until the Head Teacher/Appointed Person arrives to assess the situation and take whatever action is necessary.
  - b) The child's doctor, whose name is on the emergency contact file kept in the office, will be contacted if necessary.
  - c) The first aid box is kept in the kitchen where it is easily accessible for incidents that have occurred either inside the building or on the playground. It is the responsibility

of the Head Teacher/Appointed Person to ensure that the necessary stock of first aid materials is maintained.

- d) The child's parents are contacted if the accident gives cause for concern and if the accident involved the head.

### **APPENDIX 3: P.E. SAFETY**

1. In any P.E./Games lesson, teaching staff are responsible for the PUPILS WITH MEDICAL CONDITIONS - epilepsy, diabetes, asthma, sensory impairment, etc.
2. Activities must be appropriate for the space available:-
  - Pupils should never run to touch a wall, but to touch a mark on the floor with foot or hand.
  - Activities which necessitate landing near obstructions must be avoided.
3. Use of equipment:-
  - Consider positioning of apparatus in relation to other features which may be in the area
  - Check height and stability of the structure
  - Children should be encouraged to use safe footwear that gives traction. Smooth soles are dangerous. Children wearing shoes and sandals are not allowed to use the apparatus.
  - Bare feet for dance and movement is the ideal.
  - Pupils need to be continually reminded to ... THINK before they move, LOOK before they move, RESPECT the needs of others and to give them enough space.
  - Maximum of 6 children using wall bars.
  - Children must be encouraged to work on their own and to select movements that will not interfere with the activities of other children. Children must not touch one another on the apparatus.
  - Chasing or competitive games on the apparatus must not be allowed.
4. Safe teaching:-
  - Firm discipline is essential at all times.
  - Noise should be minimal.
  - Suitably clothed - minimal clothing; P.E. skirts should not be worn in gymnastics.
  - On no account should pupils work indoors wearing tights or socks that cannot grip the floor.
  - Pupils should be suitably dressed for outdoor activities. Track-suits may be appropriate in colder weather.
  - Watches/jewellery should be removed before the lessons.

- A parent cannot absolve him/herself by writing to accept responsibility should an accident happen as a result of wearing jewellery.
- Children should be expected to remove their own studs or they must be taped over.
- Long hair should be tied back.
- Warm up/cool down exercises are essential parts of all lessons.

## 5. Apparatus

- Every item of equipment should be in sound condition. Any defect should be reported to the Head immediately.
- All pupils should be trained to handle apparatus carefully and safely. Everyone must be quiet and listen to instructions. No-one may touch apparatus until permission is given by the teacher.

## APPENDIX 4: PUPILS WITH MEDICAL CONDITIONS

### EPILEPSY

Before a pupil with epilepsy can take part in P.E., the situation must be explained in writing both by the family doctor and by the parents, specifying the extent to which participation is to be permitted.

The teacher should also know how to deal with an epileptic fit

- Gymnastics
- Children subject to fits should not be allowed to go high up on climbing apparatus. Low level apparatus should always be provided which can offer similar challenges.
  - It is advisable to use the "buddy" system when using apparatus in the gym, i.e. the child works with a partner.

- Swimming
- A child with epilepsy should be paired with a strong swimmer, using the "buddy" system. There should always be a competent lifesaver on the poolside who can hold a child's head above the water if a fit occurs.
  - The advice of the British Epilepsy Association is that a person known to suffer from epilepsy should be allowed to swim, provided that:
    - \* the person's doctor has given full approval;
    - \* the person is accompanied in the water by a strong swimmer;
    - \* both swimmers are watched by a third person on the poolside.

## **ASTHMA**

Pupils who suffer breathing problems during a P.E. lesson will normally know how to cope with these themselves, but teachers should be familiar with the procedures to be taken if the symptoms become more serious.

- Children should be encouraged to cope with their attacks, and especially to exhale in the event of an attack.
- Children should be encouraged to carry their inhalers.
- Some children may need to take medication before vigorous physical exercise.
- Prolonged strenuous exercise such as distance running should be avoided.
- Swimming is beneficial, but overheated or under heated pools should be avoided.

## **APPENDIX 5: FIRE DRILL AND PROCEDURE**

1. All registers must be sent to the secretary's office after morning registration.

PLEASE APPOINT REGISTER MONITORS TO COLLECT AND RETURN REGISTERS FROM THE OFFICE DAILY.

IN THE EVENT OF FIRE (after morning registration), HEADTEACHER/SECRETARY TO BRING REGISTERS TO PLAYGROUND.

IN THE EVENT OF FIRE (after afternoon registration), HEADTEACHER/SECRETARY TO BRING REGISTERS TO PLAYGROUND.

2. If fire occurs, then signal nearest alarm bell.
3. Administrator/Head - Dial 999.
4. If bell rings, children leave classrooms by fire door and line up outside the classroom. Class teacher should then check classroom to make sure all children have left. As you leave, please check that the fire doors are closed behind you. Children walk to assembly point, led by teacher.
  - At the assembly point, teachers have the registers and account for all the children in their class.
  - Class teachers tell the Head Teacher, in turn, the outcome of calling the register, reporting any missing children.
5. As children are moving to assembly point:-
  - Mrs McEvoy/Mrs Hardy checks Boys' and Girls' toilets.



- Mrs McEvoy/Mrs Hardy checks Staff toilets/rest of building.

Any teacher in the Elliott building or hall should exit via fire door and deliver children to assembly point.

Any staff in PPA room/library leave the building by the fire door in hall.

No-one re-enters building until instructions are given.

6. Non-teaching Staff:-

- Learning Support Workers go with their own class
- Mid-day supervisors proceed through fire door in hall to assembly point.

If there is a fire at lunchtime:-

Mrs McEvoy/mid-day supervisors and available staff to clear school to assembly point.

## **APPENDIX 6: OTHER IMPORTANT ASPECTS OF HEALTH AND SAFETY**

### **SCHOOL JOURNEYS**

Before making plans for a school journey, the procedures outlined in the "Educational Visits and School Journeys" folder, produced by the Gloucestershire Education Authority, must be strictly adhered to. This folder is kept in the Administrator's office and contains the DfEE booklet 'Health and Safety of Pupils on Educational Visits'.

In particular staff must carry out a thorough risk assessment and fill out form EV1 plus a school risk assessment form. These should be copied and passed to all participating adults as well as the Head Teacher. They should nominate a second in command who could take charge of the trip if anything should happen to them. All adults should be aware of their responsibilities and given a list of children if they are to work with a particular group. It is strongly recommended that children are given a partner with whom they sit on both the outward and return journey as an added check on individuals being present before head counts.

Head counts should take place before moving from one venue to another on all trips. Staff/pupil ratios should be strictly adhered to and, in case of any doubt, should err on the side of caution. If sufficient adults cannot be found to supervise a trip then the trip must be cancelled. All children participating in a trip must have parental agreement in writing.

An emergency procedure should be set up and made available to all participants.

Risk assessments should be reviewed at the first staff meeting after the visit.

Children should be made aware of any risks and high expectations of behaviour made explicit.

## **SWIMMING**

County guidelines must be followed. As there are 2 qualified swimming teachers once children arrive it is deemed sufficient to take 3-4 adults depending on the age of the children to supervise on and off the bus - walking to the pool site and whilst changing. See sport and outdoor pursuits.

## **ACCIDENT REPORTING PROCEDURE**

- a) All accidents, whether to pupils or employees, must be reported to the Head Teacher who shall ensure that the appropriate accident forms are prepared and submitted to the Director of Education.

Pupils/Staff/Contractors/Visitors: Any accident would be recorded in the Gloucestershire County Council Safety Incident report book, kept in the secretary's office. Minor accidents are reported in the 'Minor Accident' book, kept in the first aid box.

- b) It is the policy to investigate all accidents, whether they involve injury or not, with a view to avoiding re-occurrence.

## **C.O.S.H.H.**

Hazardous substances (not including those relating to the cleaning contract) are listed in the C.O.S.S.H. Assessment Recording Book and stored in the office.

## **RISK ASSESSMENT**

The management of Health and Safety at Work Regulations 1992 requires risk assessments of all activities which take place at, or are organised by, Deerhurst & Apperley CE Primary School.

Whenever the Governors' Premises Committee carry out their regular Health & Safety and remedial inspections (three per year), then any risk or hazards are identified and then appropriate action identified and prioritised. Notice would also be taken of the general list

of areas for consideration in Section 11 of the Education Health and Safety manual. Expert advice will be sought as required.

These hazards/risks will be assessed to determine whether they can be reduced, by removing the hazard/risk, or executing the task in a different way.

The results of the risk assessment will be communicated to the Governing Body in the Minutes of the Governors' Premises Committee meeting which reports on the health/safety inspections.

## **SCHOOL SECURITY**

The Governors' Premises Committee will carry out an annual assessment of the state of school security using the guidance 'Security Survey and Risk Assessment' provided by the LA Health and Safety Section, Lifelong Learning Group.

This survey is the basis for bidding into LA funds for school security but provides an excellent basis for risk assessment of security issues by the Governors' Premises Committee.

## **LONE WORKING**

Where possible, working alone should be avoided. If it is essential to be in school alone, the following procedure must be followed:-

- a) advise the Head Teacher/senior member of staff that you will be working alone/late and for how long (During holiday times please ensure that a relative knows where you are and what time to expect you home.)
- b) lock the entrance door and collect the school mobile 'phone from the office
- c) If you find that you are going to be later than expected, you must update the Head Teacher/senior member of staff or your relative.

### Lone working risk Assessment

Lone working is only likely to happen outside of normal hours.

### Hazards

- Staff are advised not to climb ladders/stand on chairs if they are alone in the building.
- All members of staff have entrance door keys and are aware of how to disable the alarm system.

- Are women especially at risk if they work alone? If you keep the doors locked, and someone calls unexpectedly at the school, do not let that person in unless you check their identity/they are known to you.
- Staff members should not work alone if there is an apparent medical condition that would render working alone inadvisable.

## **ASBESTOS**

The asbestos register shows none to be obviously present in the school.

## **SNOW AND GRITTING**

Snow & Gritting - extreme care should be taken when laying down grit to cope with icy conditions. A scoop is available in the salt bint to aid the process. (See Lone Working.) In addition a Reception Party will meet children who may be unaccompanied, if the school is closed due to snow, to ensure no child is left at school alone. Children must not make slides across public walk ways during snowy/icy conditions.

## **FINANCE**

Health and Safety is of paramount importance and will have priority status for funding.

## **PERSONAL PROTECTIVE EQUIPMENT**

Plastic gloves should be worn for any activity involving cleaning up bodily fluids.

Plastic goggles are provided for Science and DT activities where eyes may be at risk from splashes or splintering of various materials.

Plastic gloves are available for litter pickers and messy activities, or where children might suffer a skin reaction - such as clay.

Old shirts are available to protect clothing in art, DT and Science.

## **APPENDIX 7: GUIDELINES FOR DESIGN & TECHNOLOGY**

### **USING SAWS, CRAFT KNIVES, GLUE GUNS AND OTHER TOOLS**

- All procedures using sharp or hot tools should be carried out under close supervision of a member of staff.

- Set up a station where children bring their work to saw, cut, glue etc. near to a staff base.
- Make sure that children have been taught, not just shown, how to use tools preferably through a 'focused task' activity.
- The skills progression forms a major part of the scheme of work and should be referred to and used at the beginning of each D & T unit throughout the school.
- Be aware of sewing needles, the length of thread used and the storage of needles. Children should be regularly reminded how to pass and carry scissors and other sharp tools safely.
- A lesson where uncorrected, unsafe practice is taking place can only be deemed unsatisfactory.
- If a second adult is needed, ask for a parent volunteer. A parent should only supervise the tool stations if they are suitably experienced, however, they may help across the class whilst the teacher is based at the tool station.
- Children with poor concentration or volatile personalities should be supervised on a 1:1 basis.
- Remember a tool in the wrong hands is a dangerous weapon.