

## **ST. KENELM'S SCHOOL HEALTH AND SAFETY POLICY (PART III)**

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## **RESPONSIBILITIES**

Governors have overall responsibility for Health and Safety. This authority is delegated to the Headteacher on a day to day basis.

1.1 The Headteacher is the site manager and HSW Champion for the school. Responsibility is delegated on a day to day basis to the Business Manager. He must always ensure that in his absence a deputy is able to act with his full authority on all day to day matters. In practice, in the absence of the Headteacher and Business Manager, responsibility will lie with the senior teacher on the premises. There must be at least one such teacher on the school premises during the hours at which the school is in session. At other times, responsibility in the absence of teaching staff passes to the Cleaner in Charge, although she should not be deemed responsible for children who may be on the premises under the supervision either of their parents or of other qualified persons. During lunchtimes, responsibility for the health and safety of children remaining on the premises rests with the lunchtime supervisors. The supervisors are under the guidance of the most senior member of staff on the premises.

1.2 Heads of departments (ie Cook in Charge and Cleaner in Charge) are held responsible so far as is reasonably practicable for all health and safety matters within their sphere, calling upon the Head or their Area Supervisors for advice and assistance if they are not entirely satisfied with the state of safety within their departments.

1.3 All staff are required to take reasonable care of themselves while at work. (Health and Safety at Work Act, 1974, Section 7).

1.4 The safety of pupils on school premises will almost always be the responsibility of the teacher in charge of them at any particular time (i.e.the class teacher). However all teachers have a duty of care which extends to all children in the school and if any teacher sees situations which are potentially hazardous they should deal with it as the person on the spot.

1.5 All staff should be familiar with the arrangements as set out in Section 5 of this document and share the joint responsibility for their implementation.

## **2. DUTIES**

### **2.1 THE HEADTEACHER**

To actively support the Oxfordshire County Council Safety Policy in its entirety within the school using any means within his power to ensure, so far as is reasonably practicable, a safe working environment for all his/her employees, pupils, students or any other visitor to the school. (See particularly Oxfordshire County Council Safety Policy, Part 2, Section 2.3.5 and 2.3.6).

### **2.2 COOK IN CHARGE CLEANER IN CHARGE**

2.2.1 To actively support the Oxfordshire County Council Safety Policy in its entirety within their area of responsibility. (See particularly Oxfordshire County Council Safety Policy, Part 2, Section 2.3.6).

2.2.2 To take suitable action within their department whenever health and safety circulars and instructions are received.

2.2.3 To prepare reports at the request of the Headteacher on the state of safety within their department making such inspections as are necessary and/or prudent in order to accomplish this.

### **2.3 TEACHERS**

To fulfil their responsibility for the care and supervision of the children in accordance with Oxfordshire County Council Guidelines.

During the school day staff are responsible for the children from 10 minutes before the start of the school day to 10 minutes after the end except for the dinner break when this responsibility falls on the dinner supervisors under the direction of the head or most senior member of staff.

Children who go home to dinner are not the school's responsibility until they return. Children should not return until 10 minutes before the start of the afternoon session.

## 2.4 **ALL EMPLOYEES**

2.4.1 To make a conscious decision that safe working methods only are used and that taking risks can injure any person within range.

2.4.2 To be alert and watch out for hazards, both those which affect themselves and those which affect others and to report any defects.

(i) Unsafe furniture should be removed from the classroom immediately.

(ii) Unsafe or unhygienic fixtures, fittings and flooring are reported to the Head or Business Manager and the cleaner-in-charge is notified. If more immediate action is needed, and none of the school's usual contractors are available, then the County building officers will be contacted by telephone.

Other staff should be notified only on a need to know basis if they or their children are likely to be affected.

(iii) Any activity, which in the opinion of the member of staff on the spot is hazardous, should be stopped.

(iv) Obstructions or spillages, which are hazardous, are removed immediately, covered or cordoned off.

(v) To visually check that electrical equipment is in sound condition, and not used if there are any doubts.

2.4.3 To observe safe standards of behaviour and dress.

2.4.4 To be immediately responsible for the safety of him/her self and, in the case of teachers, for that of his/her pupils. Teachers and others responsible for the children are to ensure that those aspects of the discipline policy which affect children's safety are rigorously enforced. Relevant areas concern children's conduct around the school and the wearing of jewellery.

2.4.5 To observe safety codes when these apply.

2.4.6 To use and not intentionally misuse, neglect or damage, nor interfere with, things provided for the safety or health of any persons making use of the school.

2.4.7 To be mindful of their own health and well-being; to maintain an appropriate work/life balance, to seek help when demands and pressures become excessive as a result of the job or external pressures. See Stress at Work Policy and its Appendix 1.

2.4.8 Not to engage in activities in the work place, which could be hazardous to themselves or others. See Policies concerning:- Accidents in Establishments, Body Fluids (safe Cleaning and Disposal), Bullying of Employees at Work, Communicable Diseases; policies concerning Display Equipment Safety, Educational Visits, Electrical Safety, Employee Safety; Fire Safety, First Aid, Ladder Safety, Manual Handling, Occupational Health, Off Site Visits, Personal Safety, Working Alone Safely, Ponds and Environmental Safety, Risk Assessments, Stress at Work Policy, Swimming Safety, Working Alone Safely, Working at Height-Keeping Safe, Workplace Safety.

### 3. ARRANGEMENTS

#### 3.1 FIRE

**ALL EXITS MUST BE UNOBSTRUCTED AND UNLOCKED, WHEN THE SCHOOL IS IN SESSION.** A designated member of staff is responsible for locking the gates at the start of the school day when parents have left the site. Class teachers are responsible for checking that this has been done.

3.1.1 Small fires may be tackled, using the equipment provided at strategic points around the building, by any adult on the premises, provided there is no personal risk involved and no risk to the children. Children should be evacuated from the immediate area first.

3.1.2 During school-organised activities on the premises outside of normal school hours, the senior member of staff on the premises will be responsible for the implementation of these emergency procedures.

Should no member of staff be present, the responsibility becomes that of the person organising the event, or a person so nominated by the Headteacher.

3.1.3 Fire drills, either forewarned or not, should be carried out during school hours each term and details recorded in the Fire Safety Folder.

3.1.4 Fire notices, giving concise details of emergency procedures, shall be maintained near fire-fighting apparatus in sections of the school used by the general public.

These are particularly for the benefit of hirers of the school or other non-school-based organisations.

3.1.5 Safety circulars, issued from time to time by Oxfordshire County Council, relating to fire regulations must be circulated to all relevant staff and shall be deemed to form part of this section, where appropriate over-ruling any of the above paragraphs.

**3.1.6 The school has the following fire fighting equipment.**

### **Each classroom.**

1. Water extinguisher. (RED BOTTLE) for burning paper, wood textiles, etc. **THESE MUST NOT BE USED FOR ELECTRICAL FIRES OR BURNING LIQUIDS. UNPLUG ANY ELECTRICAL ITEM FIRST.**

Positions. Class 1- middle bay

Class 2- right of fire exit.

Class 3- right of fire exit.

Hall – in small cupboard

2. Fire blanket can be used smother flames. To cover combustibles near a naked flame. As a personal shield against heat.

NO ACTIVITIES INVOLVING HIGH TEMPERATURES e.g. COOKING OR NAKED FLAMES SHOULD TAKE PLACE WITHOUT A FIRE BLANKET BEING PRESENT.

### **Entrance Hall.**

1. C.O.2 extinguisher (BLACK LABEL) For liquids e.g. fat, solvents, petrol and electrical fires. These are noisy in operation and the discharge cone becomes cold enough to burn - do not grasp it.

### **Kitchen.**

1. C.O.2 extinguisher (see above) and 2 fire blankets (far wall).

The head or Business Manager must be informed of any small fires which have been dealt with and must be told of the discharge of any fire extinguishers. Immediate steps must be taken to ensure they are refilled.

1. Wet chemical (foam) extinguisher for fat fires (far wall).

**3.1.7. EMERGENCY PROCEDURE** – see Critical Incident Plan

3.1.8. **UNFORESEEN SCHOOL CLOSURE**. In the event of a sudden closure as may occur in bad wintry weather, where staff fail to turn up or worsening weather conditions make the homeward journey doubtful, then the most senior staff on the premises may make the decision to close the school. Children may not be sent home without an accompanying adult and must be going to a house where there is a supervising adult. Parents who are not at home, but give their permission for their child to go to another's house, must have this permission recorded. The Chair of Governors and the L.E.A. should be informed as soon as possible.

## **3.2 ACCIDENTS & SUDDEN ILLNESSES (PUPILS)**

3.2.1 Accidents to pupils during the school day, which do not seem to demand outside assistance, but which are sufficient to cause concern to a receiving parent e.g. bad grazing, minor burns, sprains which persist, bangs to the head, cuts, should be reported to the child's parents by the child's teacher. The person in charge of the injured pupil at the time of the accident must inform the child's teacher. The accident must also be noted in the class accident book. Note serious non-reportable injuries in the class accident report book giving briefly name, the injury and how it happened, and if parents told and how, verbal, letter, telephone.

If a child has had a bad fall or banged his head, a letter is sent home and a dated copy of the letter must be placed in the staffroom file. See ANNEX B.

3.2.2 In the case of an accident or illness to a pupil deemed serious enough to call in outside assistance, the pupil concerned should not be allowed to leave the premises unaccompanied. The child's parents, or their named representative, must be contacted as soon as possible and should be expected to take responsibility for the child immediately upon their arrival at school. Possible concussion should always be considered in the event of head injuries. If a child says they were knocked out or cannot recollect the incident then the parents should be told to seek medical advice.

In the case of a serious accident or illness, an ambulance will be called and parents will be contacted as soon as possible. As stated in the school prospectus, the care of the child will pass from the school to the medical authorities as soon as the child is taken to the ambulance.

Where there is bleeding and spillage of blood staff should wear gloves in dealing with it in order to avoid infection.

All soiled bandages, cotton wool etc should be wrapped and disposed hygienically. Blood spillage should be cleaned using a disinfectant capable of neutralising Hepatitis B.

Children should not be asked to help clean up other children. If bleeding occurs at playtime another adult should be sent for- usually the child's teacher or whoever has that responsibility for that week.

**Administration of medicines:** Medicines should only be administered under the parent's direction. See ANNEX A.

3.2.3. Accidents. More serious accidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 1985, must be reported online through the County portal. Where the press become involved then it is County policy that no press statements are made and that the matter is referred to the appropriate divisional officer tel: 01865 810602 – see Critical Incident Plan.

3.2.4 Safety circulars, issued from time to time by Oxfordshire County Council, relating to accidents and sudden illnesses of pupils, must be circulated to all relevant staff and shall be deemed to form part of this section, where appropriate over-ruling any of the above paragraphs.

3.2.5 All accidents will be investigated to ascertain the cause and to decide whether any action needs to be taken.

3.2.6 A record will be kept of the investigation into all major injuries

### **3.3 ACCIDENTS & SUDDEN ILLNESSES (STAFF)**

3.3.1 Any accident occurring to a member of staff or visitor must be immediately entered in the Accident Book kept in the staff room file on top of the first aid cabinet. If such an accident appears to have been caused through a defect in the school buildings or equipment, this must be immediately reported to the Business Manager/Headteacher and/or the Cleaner in Charge, who in turn should ensure that appropriate remedial action is taken without delay.

3.3.2 Should an accident or illness prevent a teacher from fulfilling his/her duties in supervising pupils, those duties must be transferred to another qualified person. Temporarily, this could be a TA or Business Manager, provided they have shown themselves able to take over a class. If necessary a temporary doubling-up of classes must take place until such a person can be brought into school to take over.

Where a teacher needs help from another adult and only a teacher is available then all the children must be sent to the hall under the supervision of the third remaining member of staff.

Help, be it governors, supply teachers, classroom assistant or other responsible person, must be obtained as soon as possible.

3.3.3. Safety circulars, issued from time to time by Oxfordshire County Council, relating to accidents and sudden illnesses to staff, must be circulated to all relevant staff and shall be deemed to form part of this section, where appropriate over-ruling any of the above paragraphs.

3.3.4 All accidents will be investigated to ascertain the cause and to decide whether any action needs to be taken.

3.3.5 A record will be kept of the investigation into all major injuries and work-related illnesses involving more than three days absence.

### **3.4 SUPERVISION OF PUPILS (BREAKS & LUNCHTIME)**

3.4.1 Pupils should be supervised by a member of staff during mid-morning break. A rota of duties is posted on the staffroom noticeboard. Staff on duty should ensure they are on the playground promptly or visiting classrooms, if a wet play. On wet playtimes children should be settled to

appropriate quiet activities by their teacher. A teacher or TA should remain with each class

3.4.2 Pupils should be supervised by paid lunchtime supervisors during the lunch break. Supervisors should join the pupils in the playground or classrooms (if wet) as soon as is practicable after dismissal from the dining hall. Supervisors are responsible to the Headteacher or, in his absence, the next most senior member of staff.

3.4.3 Playground supervisors, whether teachers or otherwise, should not allow pupils to undertake any activities which are obviously hazardous. Examples of such activities include:-

- (i) Using adventure equipment while it is wet or while wearing loose or dangling items of clothing.
- (ii) Leaving the school premises except under the direct supervision of an adult.
- (iii) 'Piggy-back' rides.
- (iv) Martial Arts practice or any other fighting.
- (v) Children must only use the playground equipment provided and it must be used correctly. Baseball bats are not allowed and cricket or rounders with plastic bats and a soft ball can only take place when the full field is available for a properly organised game by the older children. The throwing, kicking or swinging of any other object is not allowed.
- (vi) Playing with sharp or combustible materials. Children do not bring toy guns to school or play with sticks. Any toys which are brought to school must comply with appropriate safety standards and only be brought in with the teacher's permission.
- (vii) Playing any games which by the nature of the available space or activity could hazard themselves or other children e.g. chain-he or "British bulldog". Lo-lo balls, skates and skate boards would be included in this ban. Bicycles and scooters cannot be used on the playground.

The older children's football games should be confined to the farthest third of the netball court so that other children can also use the playground and there is no hazard to the windows and take up no more than half of the field.

Any ball games which could hazard school windows should be moved elsewhere or stopped.

3.4.4. Duty staff are responsible for keeping children away from hazards once they are noticed and for reporting them so that action can be taken.

3.4.5. In the event of a serious play-time accident then a responsible child must be sent immediately to the staff room to request help, and the most senior member of staff must respond immediately in person or by sending another member of staff. The message should be of the order that "Mr/s so and so needs help" In general 2 adults need to go and help. One to take over playground supervision and one to make phone calls or help with the accident.

With a less serious accident a child can be more explicit by saying the duty teacher has sent them as a child has been hurt. This should always happen when there is blood to clear up. In general the child's teacher should go.

3.4.6. The adventure area must be visually checked each day by the member of staff on playground duty.

3.4.7 Safety circulars, issued from time to time by Oxfordshire County Council, relating to the supervision of pupils during break and lunchtimes, must be circulated to all relevant staff and shall be deemed to form part of this section, where appropriate over-ruling any of the above paragraphs.

## **3.5 SUPERVISION OF PUPILS (LESSON TIMES)**

3.5.1 **Pupils will normally be supervised during lesson times by their class teachers.** It is not practicable for all the pupils in a class to be within direct vision of the class teacher throughout a lesson period. However, the class teacher should know at all times where each pupil is and what he/she is doing, and should make frequent checks on any pupil working out of the classroom. Pupils should not leave the school premises during lesson times except under the direct supervision of a responsible adult, at which time the rules set out by Oxfordshire County Council regarding the ratio of adults to children must be observed.

### 3.5.2 **FIELD TRIPS**

Written parental permission must be obtained before a pupil is allowed to join a field trip outside of the school site and a risk assessment for the activity/trip must be undertaken by the trip organiser. Any hazardous activities must be directly supervised by a person properly qualified to do so under the regulations issued by Oxfordshire County Council, whether on or off the premises.

Staff should be familiar with the green folder (in the staffroom):- "Out and About with Oxfordshire", the Health and Safety Policy:- "Off Site Visits" and "Off-Site Activities and Visits Emergency Procedure".

**Farm Visits** Refer to the H&S document "Farm Safety". This document must be consulted before any Farm Visit. See also the document "Group Safety at Water Margins" if the trip involves going near water.

### 3.5.3 **PE/GAMES**

Oxfordshire County Council guidelines and regulations must be adhered to at all times during PE and Games lessons. In particular, attention is drawn to the directive that beat boards and crash mats should not be used by pupils except under the direct supervision of a teacher holding a specialist physical education or gymnastics qualification.

Adequate precautions must be taken by the teacher in charge to reduce to the minimum injuries which may be caused by pupils falling from PE equipment during lessons.

In using apparatus the following is to be noted:

- i) Children are taught to lift and move items of equipment correctly and with enough children for each item of equipment.
- ii) Pupils must not move, erect and dismantle equipment except under the direct supervision of an adult. Teachers must check the equipment before use. Mats must not overlap and bolts must be secure.
- iii) Children must always be supervised by a teacher in using the equipment.
- iv) Children must fully understand the discipline requirements in using apparatus. They are quiet, they do not touch each other unless this is part of an activity and they obey commands immediately.

- v) Children are appropriately dressed in vest and P.E. shorts or leotard. Jewellery and watches are to be removed. Only lower junior and infant children are allowed to retain ear studs. Children should be bare foot unless there is a medical reason for wearing plimsolls.
- vi) Children must not be allowed to use apparatus recklessly and inappropriately e.g. the circular steel bar is not for walking on.
- vi) Teachers should wear footwear which enables them to move freely and rapidly in the event of an emergency.

#### 3.5.4 **SWIMMING**

Oxfordshire County Council guidelines and regulations must be adhered to at all times during swimming lessons. In particular, attention is drawn to the following points:-

- (i) No more than 20 pupils should be under instruction in the water by a teacher at any one time for KS2 children; no more than 12 pupils to one teacher if they are under 7 years old.
- (ii) No jewellery, including ear rings or studs, flippers or face masks should be worn while in the water. Swimming hats, however, must be worn by all swimmers. Goggles may only be worn if a written request is received from the child's parent or doctor on medical grounds.
- (iii) Diving into the water is only permitted from the deep end of a deep-water pool, and then only under the direct supervision of a person holding a recognised swimming instruction qualification. Only racing dives are taught.
- (iv) Instruction should be carried out by the teacher from the poolside. Teachers must hold an appropriate swimming qualification in order to instruct children in deep water.
- (v) Teachers taking overall responsibility for the instruction of pupils in swimming pool must have received training in, and be familiar with, current techniques of rescue and resuscitation. In this school's case, this would be the RAF Brize Norton pool instructors. Refresher courses should be taken at suitable intervals.
- (vi) Where children are swimming in deep water then the teacher must hold the appropriate life saving qualification.

### 3.5.5 USE OF THE SCHOOL POND

The pond is in a fenced off area and not visible from the school.

Children using the pond must be supervised by an adult at all times.

2 adults must be present if more than 10 children are taken to the pond from Class 1 and Class 2, and if more than 5 for the Reception children.

Children must be instructed that in the event of an accident they move away from the pond and line up along the footpath.

The accompanying adults must be prepared to enter the pond if this is necessary to easily help a child who has fallen in.

Children must be instructed on use of the area;-

- Taking turns not pushing

- Sitting or kneeling when observing or pond dipping

- Respecting the wildlife

- The importance of washing hands after using the pond.

- Should there be a medical emergency two children must be sent to summon help from another member of staff, if staff cannot leave the scene.

3.5.6 Safety circulars, issued from time to time by Oxfordshire County Council, relating to the supervision of pupils during lesson times, must be circulated to all relevant staff and shall be deemed to form part of this section, where appropriate over-ruling any of the above paragraphs.

## 3.6 EQUIPMENT

3.6.1 Equipment used by pupils at any time in or out of school in connection with a lesson or school activity must be used only for the purposes for which it is designed and must be in a safe condition. Where a hazard is involved in using equipment, then a risk assessment must be carried out and no more children are involved than that which a teacher can safely control and supervise having regard to the demands made by the rest of the class.

Children are never allowed to carry on an activity where there is potential for an accident if a teacher or other suitable adult is not present.

3.6.2 **Craft or woodworking tools** must only be used by pupils under the general supervision of an adult who must ensure that the pupils using them have been adequately trained in their safe and correct use. Pupils need reminding frequently of the correct use and they should be frequently checked that they are using tools correctly. It is no defence after an accident to say "they were told" if there have not been frequent reminders and checks.

The following points should be noted:

- (i) Only rotary cutters are to be used. No guillotines should be in school.
- (ii) Children are taught the proper use of **cutting equipment** and are taught to cut away from themselves and to use craft rulers if using knives. A cutting board is to be used when using knives.
- (iii) Teachers must ensure the proper storage and maintenance of all cutting equipment.
- (iv) Children must not be allowed to use **sharp instruments** without the teacher's permission.
- (v) In any activities involving **hot substances** children do not carry containers of hot liquids which if spilt could cause burns. Hot wax activities must be supervised and must involve a thermostatic heater.

(vi) **Burning activities.**

- Children wearing hair gels do not take part.
- Flammable substances are kept well away.
- A fire blanket must be on hand.

- Children's clothing and hair must be safe and not trailing.
- Suitable aprons may be desirable.
- Candles are on a tray of sand with a jug of water close by.

**Only staff may light matches.**

Items to be burnt are kept small i.e approx 1 to 2cm square depending on flammability. Tongs are used for holding items to be burnt. Foam or polystyrene are not burnt and staff must be aware of harmful fumes in other substances. If in doubt don't and ask.

Hot Water. Children must never handle boiling water. Hot water above tap temperature, (above 50 C), can only be handled under adult supervision and no more than half cup quantities. Very hot water is never placed in flexible plastic or polythene containers.

Containers of hot water are placed in bowls or trays to contain spillage. Any burns are immediately soaked with cold water.

Chemical and potentially harmful substances: See hazardous substances.

- (vii) Staple guns must only be used by staff.

(viii) Children must know it is a serious breach of discipline to be handling any potentially hazardous equipment without permission.

(ix) **Breaking hard materials** e.g. rocks. Goggles must be worn if trying to smash hard materials and these materials should be wrapped in a cloth to prevent splinters from flying. This activity must take place well away from other children. All onlookers wear goggles.

(x) Where children are **sharing equipment** which involves sucking or blowing or tasting then proper hygiene precautions must be taken with appropriate washing or sterilising before each child uses the equipment.

(xi) In studying **decay, no animal matter** is to be used. Decaying vegetable matter must be in containers and children must not touch the results.

A jar with a perforated lid with a cotton wool plug will allow air in but will prevent harmful spores from escaping.

If in any doubt, refer to the Safety in Science

**3.6.3 Power tools** must never be used by pupils. When such tools are used by adults in school, for any purpose, stringent precautions must be taken to ensure the safety, not only of the operator, but of any other person within the vicinity. Circuit breakers must be used.

Glue guns should only be used by adults and should not be handled by children in the lower juniors or infants.

Low temperature glue guns may be used with supervision in the lower juniors and above.

**3.6.4 Cooking equipment** used in connection with lessons should at all times when in use be under the direct supervision of an adult who understands the correct operation of the equipment. Pupils should be made aware of the dangers associated with such equipment as part of their training. A fire blanket must always be present and its use known.

Adults must be responsible for the removal and placement of items in or on the ovens. Appropriate hygiene precautions must be taken and loose clothing or hair properly secured.

**3.6.5 Electrical equipment** must be PAT tested annually. As a general rule A.V.A. equipment should have a 3 amp fuse. If a fuse is higher, then the equipments rating should be checked.

Staff are responsible for the equipment in their classroom and should record any concerns to the head or senior member of staff and take the equipment out of use. Regular checks should be made on the security and condition of wiring and plugs.

3.6.6 Children handling electrical equipment must be taught and reminded to switch off before plugging in and unplugging equipment. Staff may only bring their own electrical equipment from home for use with children if such equipment is protected with a residual circuit breaker. Should there be an accident through faulty equipment then that member of staff is responsible

3.6.7 Leads should not trail where or when children are walking. The O.H.P. needs care here.

**3.6.8 The power rating of a lead should be adequate to the task being demanded of it and a coiled lead should be always uncoiled before use to prevent the wires overheating and burning the insulation.**

3.6.9 Children must not be allowed to lift heavy equipment such as O.H.P.s or television monitors in any circumstances.

**3.6.10. Children must be appropriately dressed for school and for any activity they undertake.** They move around all internal areas of the school in a quiet and orderly fashion without running, pushing or shouting. See Prospectus for allowed clothing.

3.6.11. The Cleaner in Charge must ensure that all equipment used in the performance of her duties is stored safely in a place where access to it is not easily achieved by pupils.

3.6.12. Safety circulars, issued from time to time by Oxfordshire County Council, relating to the storage and use of equipment in schools, must be circulated to all relevant staff and shall be deemed to form part of this section, where appropriate over-ruling any of the above paragraphs.

3.6.13. Children must be supervised if they are putting out and putting away dining tables and chairs. Two children are needed to carry tables. Chairs are stacked no more than six high.

### 3.7 **HAZARDOUS MATERIALS**

3.7.1 Stocks of hazardous materials used for lessons should be kept as low as is practicable and should be kept in safe place appropriate to the possible hazards. Attention is particularly drawn to polystyrene and other materials which emit toxic fumes during combustion. Stocks of these should be kept particularly low and kept away from obvious fire hazards.

Mercury from thermometers is very toxic and should be safely disposed of. Only the older children should have chemical gardens in their classrooms if hazardous chemicals are involved and only adults should handle them.

Children should wear gloves if helping with cleaning activities involving detergents. Children do not handle products containing bleach.

3.7.2 Correction fluids, such as "Tippex" and "Liquid Paper" must not be used by pupils unless water based. If such fluids are kept for the use of adults, access to them by pupils must not be allowed.

3.7.3 Safety circulars, issued from time to time by Oxfordshire County Council, relating to the storage and use of hazardous materials must be circulated to all relevant staff and shall be deemed to form part of this section, where appropriate over-ruling any of the above paragraphs.

#### **3.7.4 ASBESTOS**

The school maintains an asbestos register. If any work is being carried out in the classroom, which affects the fabric of the building, then the asbestos register must be checked. Within the school asbestos is present within the floor tiles, the black toilet cisterns and some of the sink pads. Outside the school, the covered area outside the junior cloakrooms and the kitchen and the old pump house in the pond area all have roof boards containing asbestos. The ceiling boards in the boiler house contain asbestos. Any damage to any of these must be reported.

### 3.8 **PUPIL TRANSPORT**

3.8.1 Pupils who cycle to school must store their bicycles in the shelter outside the kitchen entrance and must not use them within the school grounds except under supervision as part of cycle proficiency training or a school-organised cycling event. Children may only cycle to school if supervised by an adult. *Only children who have passed their cycle-proficiency test are allowed to bring their bicycles to school unsupervised,*

*provided they have their parent's permission and their parents accept responsibility for their children's safety and the safety of their bicycle.*

3.8.2 Parents and others who deliver/collect pupils by car, minibus or taxi should observe every precaution when driving within the vicinity of the school, including entrances and the car park. In particular, care must be taken to ensure that pupils on foot should have a clear view of the road when crossing and therefore vehicle drivers should not park in a position, which may jeopardise this. Parents/guardians are not permitted to park in the school grounds when dropping off and collecting, with the exception of the school taxi. Parents/guardians are asked to be considerate to local residents, when parking on the roads around the school perimeter.

3.8.3 The safety of pupils travelling by hired coaches or other similar vehicles is the responsibility of the driver. Adults supervising pupils on coaches must ensure that the driver's concentration is not impeded in any way and must see that any instructions given by the driver regarding the safety of his/her passengers are carried out immediately.

3.8.4 Adults, whether teachers or otherwise, who transport pupils in their own private vehicles, must be fully aware of conditions before taking children in their private cars. See Annex D.

3.8.5 In using a minibus to transport children the County's regulations must be adhered to.

3.8.6 Safety circulars, issued from time to time by Oxfordshire County Council, relating to the transport of pupils must be circulated to all relevant staff and shall be deemed to form part of this section, where appropriate over-ruling any of the above paragraphs.

### **3.9 ASSESSMENT OF RISKS**

Separate sheets shall be maintained by the Cleaner in Charge and the Headteacher (in consultation with the teaching staff), listing all substances considered hazardous to health kept in school. These sheets shall be kept in the Health and Safety Policy file and shall be updated annually in or around April of each year or when any new such substances are brought on to the school premises for regular use.

It is not intended that records be kept of hazardous materials brought on to the premises for short-term use (ie five school days or less) and then subsequently removed. However, when hazardous substances are introduced on to the premises for such short-term use, it is the responsibility of the individual member of staff who does so to ensure that all precautions appropriate to the material

are adhered to and that the material does not contravene the Health and Safety Policy

### **3.10 MANUAL HANDLING POLICY**

Manual handling operations include: lifting, putting down, pushing, pulling, carrying or moving a load by hand or bodily force.

**Duty of employer: The Manual Handling Operations Regulations require all employers to ensure all manual handling is avoided where reasonably practicable, but when this is not possible, to undertake a suitable and sufficient risk assessment and reduce the risk of injury to the lowest level that is reasonably practicable.**

Duty of employee: The Manual Handling Operations Regulations require all employees to make proper use of any system of work provided by the employer to reduce the risk of injury.

#### **Manual Handling Assessment**

1. In any activity, operation or process manual handling should be avoided or eliminated wherever possible.
2. Where manual handling cannot be avoided, a risk assessment must be made to find out if there is a risk of injury to those carrying out the activity, operation or process.
3. Wherever possible, manual handling must be automated or mechanised. This may simply mean using a trolley or sack truck to move boxes, mats etc.
4. Carry out a manual handling assessment to ensure that the risk to persons undertaking manual handling is reduced to the lowest level that is reasonably practicable.
5. Determine the measures required to reduce the risk of injury.
6. Implement the measures required, including training in the use of equipment as well as lifting and carrying techniques to ensure that a low level of risk is achieved.
7. In lifting any object, no matter how small, staff must keep their backs straight and head up and keep the object close to their body. If this is not possible, help must be sought.

#### **Review of assessments.**

A routine annual review should take place.

Any changes in circumstances eg. Pregnancy or new personnel are factors which would require a review and update of the assessment.

### **3.11 WORKING SAFELY AT HEIGHTS POLICY**

Working at height should be avoided at all costs.

Where it is necessary to work above reaching distance, then the correct type of equipment for the specific task should be used and a risk assessment carried out.

### **DUTIES OF EMPLOYEES**

Putting up displays, accessing light items on higher shelves and changing light bulbs/strip lights should be the only reasons why an employee should need to work at low height.

- In both instances the designated footstools or low stepladders must be used on a flat, steady surface. This equipment must not be tampered with or modified in any way. **Under no circumstances should employees stand on worktops, chairs or desks. To do so would contravene the County Health and Safety Procedures.**
- Employees must notify the Head of any medical condition, which may affect their working at height safely.
- Employees must comply with safety rules and procedures and ensure they do not act in a careless way so as to endanger the Health and Safety of themselves and of other people.

### **CONTRACTORS**

Contractors have their own equipment and liability insurance and are therefore responsible for their own safety when working at height.

### **3.12 LONE WORKING POLICY**

Staff working alone at school must comply with the following policy:

1. Staff must ensure the main reception door is locked.
2. Staff must take the main school telephone or a mobile phone to where they are working.
3. Staff must comply fully with the Health and Safety Policy to minimise the chance of accident or injury.
- 4.
5. Staff must inform another person, family, friend, colleague that they are alone in school and have an arrangement to keep the other person informed.

### **3.13 STAFF HEALTH, WELL-BEING & SAFETY**

Staff have a duty to be mindful of their own health and well-being and the health and well-being of their colleagues.

**STRESS**: See the Stress at Work Policy. Stress will occur for a variety of reasons which are not necessarily work related but when a member of staff feels that their ability to cope is challenged then they must inform the Head.

Stress may manifest itself in one or more of the following symptoms: tiredness, aching muscles, disturbed sleep, loss of appetite, indigestion, stomach problems, headaches, inability to relax, poor concentration and indecisiveness, excessive worrying, increased irritability, feeling anxious, changes in attitudes to work or colleagues, increased incidence of minor sick leave, loss of motivation and commitment, poor work performance.

Staff should feel that the demands of the job are realistic and that their private life is not suffering. Over a 17 week period they should not be working more than 48 hours a week.

Staff should feel in control

Staff should feel supported and valued.

Relationships in the organisation should be positive, fair and free from unfair and unacceptable behaviour.

Staff are clear about their roles

Changes are managed and communicated

Staff should discuss any of these factors with the Head if they feel any of the above is a problem. If the problem cannot be resolved then help from an outside agency may be needed, such as Occupational Health, or if it is a grievance problem then it may need to be taken to the Governors.

### **SAFETY**

Issues of safety have been dealt with elsewhere in the policy. Staff should always ensure they are never alone with a child.

### **3.14 WATER HYGIENE**

Water temperatures are checked monthly to ensure the school complies with hygiene requirements and the tanks are checked annually.

## **DBS CHECKS**

Any adults working alone with children, or who have frequent contact with children, must be DBS checked. See Safeguarding Guidelines for more details.

## **ADMINISTRATION OF MEDICINES**

## **ANNEX A**

If a child is taking medicine on a doctor's prescription and has to take a dose whilst at school, the parent should come to administer it. If this is not possible, the class teacher may be willing to help. Most prescriptions ask for medicine to be administered three times a day. These medicines can be administered just before the start of school, straight after school and at bed times without needing to be given at school.

If a teacher is willing to administer a medicine then the parent should complete the 'Permission to Administer Medicine' form stating the exact dose, the name of the drug, why it is being prescribed and how often it needs to be administered. Without this the teacher must refuse to give the medicine. These forms must be retained for an inspection cycle.

**Teachers are entitled to refuse to administer medicines and will only administer medicines on the grounds that they will not be held responsible for the administration or wrong administration of such drugs.**

Children using inhalers for asthma are expected to know how to look after and use the inhaler by themselves, except children in the Foundation Stage, who will be supervised. The class teacher must be told in writing of the child's need for an inhaler.

## **HEAD INJURY LETTER TO PARENTS**

## **ANNEX B**

Dear .....

..... has had a knock on the head and/or shaken him/herself badly in a fall.

DETAILS:

We do not think concussion was suffered, but should there be headaches, sickness or drowsiness, then a doctor should be consulted without undue delay.

If your child falls asleep, has a pale face, cold, clammy skin, rapid shallow breathing and is hard to wake, then you must suspect concussion and take your child to hospital.

Compression is rare and is a medical emergency, but can occur as a result of any injury to the head and up to two days later. Should your child show any of the following, then immediate hospital care is needed:

- unconsciousness
- twitching of limbs or even convulsions
- high body temperature, with flushed face and slow pulse
- pupils of the eyes behaving abnormally ie. one or more of the following:-  
not reacting to light, being unequal in size, being dilated (large)

Breathing is likely to be noisy with compression.

We do not think any bones are fractured, but should there be pain in moving a limb, then again you should consult a doctor.

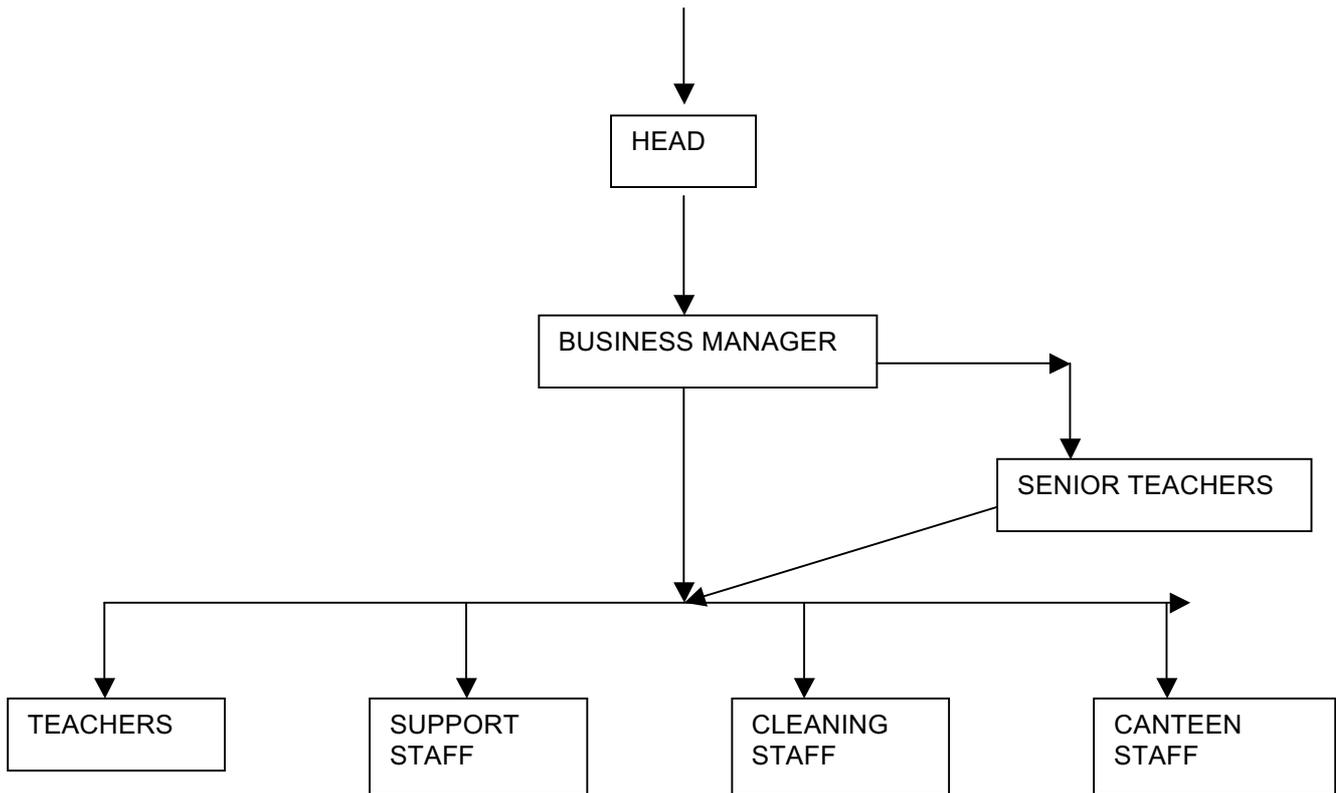
Yours sincerely,

**A dated copy of this letter must be placed on file.**

**HEALTH & SAFETY RESPONSIBILITIES**

**ANNEX C**

GOVERNORS



**TRANSPORTING PUPILS**

**ANNEX D**

Drivers must complete the Volunteer Driver Declaration form (VDD), which is available from the school and provide the following **original** documents:

- Full driving licence (must not have penalty points)
- Valid insurance certificate
- Valid MOT
- Must have held a full driving licence for a minimum of 3 years

The school will take a photocopy of the originals and sign and date copies with “seen original”. The copies are then attached and filed with the VDD.

Drivers must also notify their insurance company and confirm that their policy covers them for Class 1 Business Use. This covers use for social, domestic and pleasure purposes. A confirmation letter or email from the insurance company must be given to the school.

Children must wear a seatbelt at all times and children under 1.35 metres must sit on a booster cushion, which the school will provide

SIGNED: .....(CHAIR OF GOVERNORS)

SIGNED: .....(HEADTEACHER)

DATE: .....