

# *Priory Junior School*

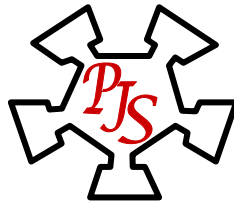
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## HEALTH AND SAFETY POLICY

Policy Date: 23 September 2024

Review Date: September 2025





## *Priory Junior School*

# Health & Safety Policy and Procedures

### **Statement of Policy**

We, the Governors of Priory Junior School, recognise and accept our responsibilities for the establishment and maintenance of a Health and Safety Management System as outlined in the LA's Health and Safety Management in Schools Manual. We shall ensure, so far as is reasonably practicable, the Health, Safety and Welfare of our staff, pupils (students) and any visitors to our premises, and acknowledge and accept the Health and Safety Policies, Procedures, Recommendations and Advice of the County Council and of the LA. To this end we have prepared this written Policy Statement, and, Organisation and Arrangements, which sets out clearly the Health and Safety rules and procedure applicable to everyone in the school which are necessary if we are to discharge our responsibilities effectively.

Responsibility for the day-to-day implementation and monitoring of this Health and Safety Policy rests with the Headteacher, who will work in collaboration with their staff and the recognised appointed safety representative to ensure compliance. The Governors and update and revise this Policy as is considered necessary.

Signed: *S Hardy* Chair of Governors

Signed *TA Keefe* Headteacher

Date: 09.11.2020

Reviewed: 23.09.2024

## **Aims of Health and Safety Policy**

The aims of our health and safety policy are:

- To ensure that safe working practices are adopted to protect staff, children and visitors to the school.
- To ensure responsibilities are understood by staff and governors
- To establish and maintain safe working practices in all aspects of school life
- To ensure procedures are shared, understood and implemented by all
- To ensure accident reporting procedures are understood by all
- To monitor and review health and safety procedures effectively
- To minimise absence related to health and safety
- To ensure that the school undertakes the legal obligations of health and safety

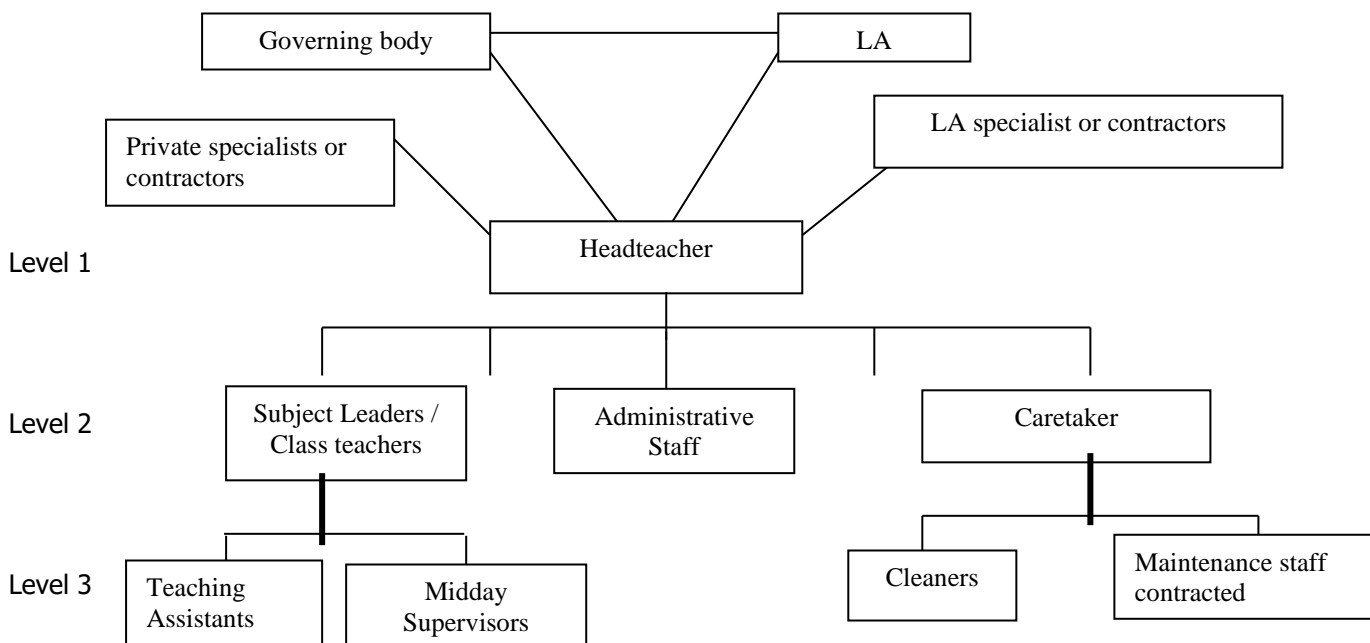
## **Responsibilities of:**

### **The Governing body**

Governors have ensured that a tiered system of management to enable the Headteacher to manage Health and Safety issues effectively.

This is as follows:

### **Health and Safety management chain**



The governors will:

- ensure that management systems are set up so that this policy can be implemented, monitored and reviewed.
- ensure that the safety committee meets termly to discuss procedures and review incidents.
- ensure that health and safety issues are reported by the Headteacher.

## **Headteacher**

The Headteacher will ensure that Health and Safety procedures are followed on a day-to-day basis. They will:

- attend termly meetings of the Health and Safety Committee.
- be the focal point of day-to-day issues of health and safety, give and seek advice, and report to the Health and Safety Committee of any issues
- ensure staff are aware of health and safety information and able to comply with procedures.
- ensure and co-ordinate the implementation of the approved health and safety procedures of the school.
- ensure suitable and sufficient training is provided to enable all staff to perform their duties in a safe and efficient manner.
- maintain contact with and consult outside agencies where necessary in order to ensure the implementation of the policy and give expert advice where required.
- carry out regular and recorded risk assessments and report known hazards immediately. To stop any practice or use of tools or equipment etc. that is considered to be unsafe, until satisfied as to the safety level.
- to carry out the risk assessment inspection of premises, places of work and working practice on an annual basis and share with appropriate sub-committee.
- to ensure implementation of procedures for reporting accidents and that of hazardous situations.
- to communicate and co-ordinate any recommendations to change and/or make improvements to the welfare facilities.
- to ensure physical controls are in place and working effectively.
- to report regularly to the Governing Body on Health and Safety.

## **Subject Leaders**

All subject leaders will:

- be responsible for acquiring the knowledge from the LA health and safety policy and school policy appropriate to their subject area and are directly responsible to the Headteacher for applying and complying with these safety measures .
- where necessary, will establish and maintain safe working procedures and minimise risks to health and safety in conjunction with the use of handling, storage, and transport of articles and substances (e.g. boiling water, pool chemicals, duplicating fluids and food technology substances etc).
- endeavour to resolve any health and safety problems any member of staff may bring to their attention and should refer them to the Headteacher should a satisfactory solution not be found with the resources available to them.
- shall promote and provide information, instruction, training, and supervision as is reasonably practicable to enable other employees and pupils to avoid hazards and as a result, contribute positively to the learning environment as well as their health and safety at work.
- make aware to the headteacher requirements for safety equipment and/or improvements to tools or equipment which are or are potentially dangerous.

### **Class teachers**

The safety of pupils, when they are in their charge, is the responsibility of the Class Teacher.

Class teachers are expected to;

- ensure pupils behave in a safe and proper manner, excluding pupils from activities if felt that the health and safety of others is at risk.
- know the special safety measures to be adopted in their own teaching areas and to ensure that they are applied.
- give clear instructions and warning as often as is necessary.
- follow the safe working procedures personally.
- ask for protective clothing, guards, special safe working procedures where necessary and ensure their proper use by pupils.
- make recommendations to the Health and Safety Committee via the Safety Representative or Headteacher e.g. on safety equipment or additions or improvements to tools or equipment which are potentially dangerous.

### **Caretaker**

The caretaker will:

- carry out a daily check of the school building and grounds to monitor for any hazards.
- ensure good housekeeping and cleanliness is maintained at all times.
- ensure defects in the buildings and grounds are dealt with promptly.
- Undertake weekly checks of the fire alarm system, recording the results in the log book.
- Undertake weekly checks of the water system, recording the results in the log book.
- Carry out a weekly inspection of the trim trail, outdoor classroom and trees, keeping a record of this.
- Ensure all contractors have been briefed on health and safety procedures at the school and have been shown the hazards register. Ensure they complete the signing in record correctly.

### **Administrative Staff**

Administrative staff will:

- Ensure all visitors to the school sign in and out, and wear appropriate identification.
- Ensure that the caretaker is aware of contractors on site and has completed the hazards register/health and safety briefing with them.
- Ensure that any visitors hiring the school buildings / field are aware of health and safety procedures.

### **All employees (teaching, non teaching and ancillary staff)**

All teaching, non-teaching, supervisory and ancillary staff have a day to day responsibility for ensuring that safe methods of work exist and are implemented. They must ensure Health and Safety rules and procedures are applied effectively. Staff should give personal leadership and promote an understanding that all accidents may be prevented.

The Health and Safety at Work Act 1974 states;

*"It shall be the duty of every employee while at work to take reasonable care for the health and safety of himself and of any other person who may be affected by his acts or omissions at work. It is the duty of every employee as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be complied with. No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions."*

All staff should:

- be aware of the specific safety measures and arrangements to be complied with in their own area of working responsibility and ensure they are complied with.
- observe standards of dress as appropriate, so as to meet the safety / hygiene needs.
- exercise, promote and maintain good standards of housekeeping and cleanliness.
- have full understanding of and be able to apply emergency procedures in respect of evacuation, fire and first aid.
- make the best and full use of equipment and knowledge provided for their own safety and the safety of others and not wilfully misuse, neglect or interfere with such things.
- work as a team to promote improved safety measures within the school environment.
- report all accidents and near misses to the Headteacher and ensure entry in the Accident Book (which is kept in the medical room) to include damage to persons/equipment in order to improve the school environment.

### **Pupils**

The pupils are expected to:

- exercise personal responsibility for the safety of self and fellow pupils in accordance with the behaviour policy.
- observe standards of dress consistent with safety / hygiene, including appropriate footwear, P.E and games kit. Jewellery (other than watches and ear studs) should not be worn. The carrying of knives and any other dangerous equipment, including items forbidden in school (see school prospectus), is prohibited.
- observe the school rules at all times.
- inform staff if they see anything they consider unsafe.
- use equipment and items provided for their own safety in a responsible fashion and not wilfully misuse, neglect or interfere otherwise.

Pupils will be made aware of their responsibilities through assemblies, class discussions and letters from the Headteacher. The above expectations are communicated as stated in the school prospectus.

## **Visitors**

All visitors must report to the office immediately upon arrival and will be asked to sign in. They will be issued with a visitor's pass which must be worn for the entire time that they are on the school premises.

In particular, hirers of the school, parent volunteers and P.T.A. committee members must be made aware of the Health and Safety arrangements applicable to them by the administrative team, or specific teacher to whom they are assigned.

Immediately on arrival, contractors must liaise with school about health and safety information by talking to the School Business Manager / Caretaker, and they should satisfy the school that they are working in a safe and proper manner in accordance with all statutory and advisory standards. Where possible, maintenance work should always be carried out when pupils are not in school. The area under work must always be appropriately cordoned off and warning signs placed where necessary.

For works arranged by the school this requirement should be incorporated into a standard contract. In the case of work ordered by the LA, it is the responsibility of the school to satisfy itself that the LA has checked on the contractors' working practices and procedures.

## **ARRANGEMENTS AND PROCEDURES**

### **Control – Risk Assessments**

- The Headteacher and Subject Leaders will engage in identifying likely problems and assessing the associated risks in order to be able to formulate satisfactory Health and Safety arrangements. Risks must be assessed at local level, be quantified and action taken, on the basis of qualified priority, to control or reduce the likelihood and/or severity of any consequential occurrence. They will rely upon appropriate published standards, Codes of Practice, Guidance and Recommendations produced by the LA to assist them in this task. These will be recorded in a risk assessment which will be held centrally in the Health and Safety file. This is located in the school office.
- Risk assessments will be shared with all members of staff and will be monitored annually. These can also be accessed on the school network: Staff Share – Policies – Risk Assessments.

### **Fire Safety**

It is the duty of all members of staff to carry out the procedures as follows:

- In the case of fire, operate the nearest fire alarm. The signal to evacuate the building a continuous siren and is made familiar to all members of staff through termly drills.
- All pupils and staff must leave the building via the nearest exit.
- All pupils and staff must assemble in the playground, or other safe area designated by the Headteacher or person in charge at the time of the incident, for a roll call.
- Fire extinguishers are located in every wing of the school.
- It is the Headteacher's responsibility to set dates at the commencement of the Autumn Term for Fire/Evacuation drills and for a log/record of date, time taken to evacuate monitored by the caretaker, and any other relevant information to be reported back to the Health and Safety Committee. Fire drills will be varied to cover all times of the school day.
- It is the responsibility of the Headteacher to ensure that all users/hirers of the premises are familiar with the location of fire doors, alarms, extinguishers and evacuation procedures. A no smoking policy operates at all times both inside the school and outside in the school grounds. Notices are displayed at specific times e.g. PTA functions. Other outside users and contractors are informed of the policy on arrival.

Fire evacuation procedures are displayed in all rooms. All staff must ensure that they are familiar with them. The caretaker is responsible for checking the alarm system weekly and keeping a log of this.

Fire fighting equipment is serviced annually.

*Additional information can be found in the Fire Evacuation Procedures and Fire Safety Policy.*

### **Invacuation**

The school has routines for being able to invacuate should the need arise. These are practised termly.

*Additional information can be found in Invacuation Procedures.*

### **Jewellery / Footwear**

The only jewellery permitted are stud earrings, one in each ear. A watch may be worn. All jewellery must be removed for PE and games activities by the pupil. This includes newly pierced ears. This is in line with LA policy.

Due to the nature of the building, and the periods of play children have throughout the day, children are expected to wear footwear appropriate to a school day. This means that mules or flip flops are not allowed. When using the trim trail, children must wear trainers, or laced-up / buckled shoes with a good grip.

### **First Aid**

- All First Aid treatment should be recorded on Medical Tracker. An email notifying parents is sent each day.
- Each classroom has a First Aid kit – this is in the form of a bum bag and should be taken with the class teacher on school trips and games lessons. A central First Aid box is sited in the medical room. It is the First Aiders' responsibility to ensure the First Aid box is appropriately stocked. It is the class teacher's responsibility to ensure the class kit is appropriately stocked.
  
- The trained First Aiders' names are:  
Linda Wager  
Lyn Coolbear  
Sylvane Anderson-Brown  
Lily Dean  
Harriet Miller
- All other staff receive 'One Day Appointed' training. Review of training is monitored by the Headteacher.
- It is the responsibility of the School Administrator to ensure that contact numbers are kept up to date at all times for children on the school roll. Details are gathered from pupils joining the school. These are reviewed annually with all parents in September. Parents are urged to inform the school immediately of any changes, which can be done through the Pupil Asset APP.
- The Headteacher is responsible for nominating appropriate members of staff to accompany children to hospital if necessary.

*See medical policy.*



## **Emergency Procedures**

### **Illness or Accident**

If anyone should become ill or suffer an injury as a result of an accident, the following procedures should be followed:

- First Aid should be rendered but only as far as knowledge and skill allow. The patient should be given all possible reassurances and if necessary, removed from danger.
- The First Aid area is the Medical Room and the named First Aiders are:  
Linda Wager                      Lyn Coolbear                      Sylvane Anderson-Brown  
Lily Dean                          Harriet Miller  
If circumstances require it, a First Aider should be summoned immediately to assist the patient.
- If an ambulance is required, the emergency '999' service must be used. When an ambulance is called, next of kin will be informed immediately and it will be determined whether they will come to school or meet the ambulance at the hospital. If the next of kin will meet the ambulance at the hospital, a member of staff will be nominated to accompany the casualty to hospital. No casualty should ever travel to hospital unaccompanied.
- Reporting Accidents - within 24 hours of the incident, every case of serious injury or accident must be fully and accurately reported on the appropriate accident form and where possible, details obtained from witnesses. Accident forms must be completed online and can be done with the assistance of the Headteacher, Deputy Headteacher or Safety Representative. A copy of the completed form must be passed immediately to the Headteacher. An accident form must be completed for all serious accidents and an entry must be made in the accident register which is held in school office.
- Near misses must also be reported. A small form to enable this can be found on the staff room noticeboard – this should be given to the Headteacher within 24 hours of the near miss.
- The person completing the accident record or report (usually the Head) will be responsible for investigating the causes of the accident and, if necessary, making recommendations to prevent recurrence.

### **Issuing Medicines**

School staff should not administer any medicines unless an agreement has been made between the Headteacher and the parent. It is usually only done when:

- a pupil who suffers from a chronic complaint could not otherwise attend school, or
- there is a compelling need to administer short-term medication for a serious complaint.

**In all cases**, this can only be done with the agreement of the Headteacher. Where children require long-term medication, plans must be agreed with the school nurse.

For other conditions, parents may be invited to come to school to administer medicines themselves.

In the case of asthma medication, pupils administer their own medicines where appropriate. These are kept in the classroom – within individual wallets. Inhalers should be brought out to the playground doors for break and lunchtime, and go out with the class for PE and Games lessons.

### **Health**

Staff will make sure there is a regular supply of drinking water available to children at all times, especially in hot conditions. In such circumstances, staff will also ensure that children are adequately protected from the sun. Children are encouraged to bring a water bottle to school, and drinking water is available in each classroom for refilling these.

## **Sun Protection**

Staff understand the dangers posed to children and themselves by over exposure to the sun. In hot weather, parents/carers are encouraged to provide sunscreen for their children. Children will also be encouraged to wear a hat when playing outside in the sun. When deemed necessary, staff may apply sunscreen to children who cannot do so for themselves, where prior permission has been given by the parent/carer. However, children will be encouraged to apply it to themselves in the first instance.

In hot weather, staff will encourage children to drink water frequently. Staff should also ensure that shady areas out of the sun are always available to children when playing outside.

## **Cloakrooms**

The cloakrooms are an area of storage and also an exit path from classrooms. As such, all staff should supervise pupils in keeping their cloakroom areas tidy by ensuring belongings are safely stored in lockers, to reduce the risk of accidents and loss.

It is the responsibility of everyone at the school to pick up any items that obstruct exit paths.

## **Personal Hygiene**

In all circumstances, staff will adhere to and ensure that children carry out the same routines.

- Washing hands before and after handling food or drink
- Washing hands after using the toilet
- Covering cuts and abrasions while at the premises
- Taking any other steps that are likely to minimise the spread of infections
- Washing of hands prior to and following first aid

## **Playground safety**

To ensure safety of pupils when playing, staff have duties of supervising play at break and lunchtimes.

Playtime is staggered between Year 3/4 and Year 5/6. At lunchtime, all year groups play together, with OPAL activities available across the playground / field. A tidy up time takes place at the end of lunchtime. OPAL activities are assessed for the risk benefits, and a regular play assembly takes place where these are assessed with the children.

Staff must also ensure that at the end of play, or when coming in for lunch, the children line up silently and orderly.

It is the caretaker's duty to make safe, as is reasonably practicable, the footpaths and roadway. Sand, sawdust and rock salt are available for this purpose.

## **Swimming**

When classes are undertaking swimming activities, they must be transported safely to the swimming pool. They should wear seatbelts and be supervised closely when getting on and off the coach.

No jewellery is permitted at the swimming pool.

Staff should ensure children are aware of the alarm for evacuating the pool and know what to do if it sounds.

There should be a minimum of 3 adults supervising children at the swimming pool, including instructors. Children should not get into the pool unless asked by an adult. Staff should ensure a lifeguard is present throughout the swimming lesson. They should also monitor the children closely while in the pool, keeping a regular check on group numbers.

### **School Trips**

Provision for the safety of pupils, staff and others on school journeys are addressed in a separate policy document. The trip leader will:

- follow LA and governing body regulations, guidelines and policies
- recognise that whilst leading the visit he/she is representing the Headteacher, school and LA
- ensure that all accompanying adults, whether employees or volunteers, are fully briefed on their roles and responsibilities
- ensure the overall maintenance of supervision, order and discipline at all times
- make adequate arrangements for the safety and well-being of all pupils at all times
- ensure appropriate child protection measures
- make appropriate and adequate preparations for emergencies and ensure that all accompanying leaders are familiar with these procedures
- arrange for clearly understood delegation in his/her absence
- ensure that persons instructing adventure activities are properly qualified
- ensure that the visit and activities are suitable for the group
- ensure that accompanying adults are aware of pupil's special education or medical needs
- carry out a comprehensive risk assessment and obtain the Head's written approval
- for adventurous residential activities, gain the written approval of the LA's officer for residential, outdoor activities.
- ensure that appropriate insurance cover is in place

### **School Transport**

Where children travel home on the school bus / taxi, they are safely escorted to it by a member of staff at the end of the day.

When transport is arranged for school trips, school / LA policies are followed. Staff will ensure that children are sitting safely, with seat belts fastened for the journey.

For PE tournaments, it is sometimes necessary to use personal transport. When this is necessary, LA guidelines must be followed. Staff must ensure they have the appropriate insurance for this purpose, and provide a copy of this to the school office.

No parental volunteer should travel unaccompanied with children. Children's parents must provide their own booster seats if necessary.

## **Supervision of Pupils**

- School commences at 8.45am for Year 5/6 and 8:50am for Year 3/4, finishing at 3.15pm and 3:20pm respectively. Responsibilities for pupils can only be accepted 10 minutes before the commencement of the school day and 10 minutes after the close of the school day unless a pupil is attending an out of school hours club or activity with specific written consent of the parent or guardian. The playground gates to the school open at 8.35am for Year 5/6 and 8.40am for Year 3/4 and children should come into class from this time. Parents are encouraged to personally accompany pupils under 9 years of age to and from school and remain with them until they the playground gates open at their respective time.
- At home time, children are dismissed to their parent by the class teacher – classes are led out onto the playground and once they have arrived, parents may come through the gates to collect their child from the class teacher. Children in Year 6 are allowed to walk home without an adult collecting, with prior written confirmation of this from their parent. Pupils who are uncollected are brought back inside to the school office by the class teacher, who will make contact with parents to check they are on their way. If contact is not confirmed, the DSL should be made aware.
- Breaktime is supervised outside by duty staff. On wet weather days children are supervised by their class teachers. Lunchtime is supervised both inside and out by the midday supervisors. In wet weather, pupils are supervised in specific classroom areas; quiet constructive play is encouraged. Appropriate staff training programmes are followed.
- Procedures are in place to ensure a safe environment in the dining area. The midday supervisors help to ensure and promote good table manners and acceptable social behaviour. All pupils have to wash their hands before eating and after visiting the toilet.
- There is no specific cool storage area for pupils' packed lunches. Advice is given on safe preparation e.g. use of thermos boxes and ice packs. Lunch boxes are kept in lockers.
- Pupils are expected to bring a water bottle to school every day, to drink throughout the day. Provision is made for refilling these bottles if needed.
- When contractors are working on the premises, pupils are kept away from the area of work. Wherever possible, work is not carried out during school hours.
- Pupils should always move around the school safely and quietly, taking extra care when using doorways and stairs.

## **Subject Specific Safety Rules : PE, Science, Technology, Art, etc.**

For all subjects, the subject leader is responsible for ensuring staff understand the procedures to follow for safe working practices. They will ensure risk assessments are completed, shared with all staff, and placed in the Health and Safety file located in the school office.

At the beginning of each year, training will take place for all new staff on the operation of the wall bars in the hall. This training will be arranged and led by the PE subject leader. It is the responsible of new members of staff to make sure they attend this training.

When using practical equipment eg gymnastic apparatus, pupils must be fully supervised by a member of staff.

All pupils are encouraged to take pride in their work and use of equipment. Books, equipment, and tools must be put away carefully, tidily and safely after use, in a manner in which others would like to find them.

## **Waste Disposal**

All rubbish bins should be emptied daily and the waste put into the lidded skip. Any broken glass should be wrapped in newspaper prior to disposal. The lidded skip is emptied weekly by a waste disposal company.

Food waste is dealt with appropriately by the kitchen staff, to minimise risk from pest infestation.

Medical waste is placed in a sealed bag and disposed of immediately, in the yellow bin in the medical room. It should never be placed in general rubbish bins. Sanitary bins are exchanged regularly by a specific waste management company, currently PhS.

Electrical waste is disposed of in accordance with WEE guidelines and LA recommendations.

## **Maintenance**

Maintenance of equipment is planned in accordance with statutory regulations eg. PAT Testing, PE Equipment, fire alarm system and extinguishers. A cycle of checks is kept by the Headteacher and planned in liaison with the facilities advisor. Records of all checks are kept in the appropriate log book by the caretaker.

Grounds maintenance is carried out through a grounds maintenance contractor.

## **Electrical Equipment**

Electrical equipment in school is subject to regular PAT testing to ensure it is safe. Any equipment which is damaged should be reported and brought to the caretaker. Staff should not use their own electrical equipment in school.

## **Vehicle access**

Vehicular access for visitors is via the visitor car park to the rear of the school. A car park exists to the side of the roundabout – this is for members of staff only.

At the start of the day, a drop-off system operates on the roundabout for parents. Parents are not permitted to park on the roundabout, but to drop and go. This assists with a steady flow of traffic to the site. Pedestrians are advised to use the Bean Close gate or the Roundabout gate – dependent on their direction of travel to the school.

The roundabout is closed to all traffic from 9am – 3.45pm, through the use of a barrier system. Only staff are able to access this part of the school during this time. At the end of the day, the barrier is raised at 3.45pm. Parents are not permitted to come onto the school roundabout at the end of the day, but may use the visitor's car park at the rear. If a parent is collecting a child with a disability, arrangements are in place for them to collect from the hall exit with parking available at the double gates by the school hall exit.

The roundabout must be kept clear for the purpose of emergency vehicle access. This should be monitored by the caretaker when lettings take place.

## **Contractors on Site**

All contractors working on site are expected to sign in at the school office. At this point, they will be briefed by the school caretaker / or school administrator on the health and safety arrangements in existence at school, along with the hazard register. They will be expected to sign to say they have been briefed on this.

Contractors will be expected to have completed a risk assessment in accordance with their work, and share this with the caretaker / headteacher.

Areas of work must be cordoned off at all times. It is expected that any contractors working on site will maintain safe working practices, in accordance with their expertise, at all times. Where any accidents occur, they will report them immediately to the school office.

### **Work Experience Arrangements**

Work experience students / trainee teachers will be assigned a mentor during their time at the school. The mentor is responsible for ensuring they are briefed on the health and safety policy and procedures.

### **School Security / Violence towards Staff**

The school has a security policy in place to safeguard staff and pupils within the school. External doors are unable to be opened from the outside, when shut.

The front gate and front door to the school have coded locks and all visitors have to be buzzed through by a member of staff.

A list of keyholders is kept at all times. Current keyholders are the Headteacher, Deputy Headteachers, School Business Manager, and the caretaker.

The LA provides both moral and practical support to members of staff who are assaulted or abused in the course of their duties. It is the responsibility of the Headteacher to follow the County Council Code of Practice, which aims to minimise the risk of violence, by giving consideration to the design and layout of the workplace, aiming to eliminate lone working and providing backup communication where necessary.

Regular staff updates take place about good practice in this area. Where an incident occurs, the member of staff should write a record of the event and pass it on to the Headteacher, who will complete an incident form and send it to the LA. The LA will also be contacted for legal advice.

Subsequent communication with the relevant parent may range from warning him/her about future conduct to withdrawing the right to enter the school grounds depending on the severity of the case.

*See Security policy*

### **Occupational health services and stress**

The school endeavours to maintain the physical and emotional well-being of staff and the amount of staff absence is monitored. Staff are encouraged to maintain a good work life balance.

The school culture is supportive and enabling where a high level of teamwork exists. Staff are also made aware of the Employee Assistance scheme and services provided by the local authority. Its information is displayed on the staffroom noticeboard.

### **Manual handling**

All staff must give due consideration to the load they are trying to lift and their relative size. If they believe it is too heavy or awkward to lift, they should seek assistance from the caretaker. Equipment exists to assist with lifting eg. chair trolleys, caretaker trolley.

### **Animals**

No animal will be allowed on the premises without prior knowledge (with the exception of disability assistance dogs) and permission of the Headteacher. A visit from an animal must be prearranged and accompanied by a responsible handler.

## **Kitchen Hygiene**

All areas where food and drink are stored, prepared and eaten are prone to the spread of infections. Therefore, staff must be particularly careful to observe high standards of hygiene in such instances. To this end the following steps will be taken:

- At least one member of staff will be trained in food hygiene
- Waste will be disposed of safely and all bins will be kept covered
- Food storage facilities will be regularly and thoroughly cleaned
- Kitchen equipment will be thoroughly cleaned after every use
- If cooking is done as an activity, all surfaces and equipment involved will be thoroughly cleaned before and after the session.

## **COSHH**

The responsibility for carrying out Control of Substances Hazardous to Health (COSHH) risk assessments will rest with the Caretaker depending on the substance concerned.

COSHH data assessment sheets are kept by the caretaker. These are used to write the appropriate risk assessments. These are included in the 'Cleaning at Priory' information booklet, which forms part of the cleaners' induction.

## **Letting school premises to outside hirers**

The School Business Manager will share the letting policy with all hirers – this details the health and safety requirements of all visitors to the school.

For groups who regularly let the hall, the School Business Manager will ensure they are provided with the letting policy annually.

All groups letting the school are expected to use the school safely. They must have a minimum of £5 million public liability insurance, and provide a copy of this to the School Business Manager at point of hire, or on an annual basis.

Areas being let will be kept free of obstruction and hazards by the caretaker.

Any accidents that occur during a let, must be reported to the School Business Manager during the next school working day.

## **Management of Asbestos**

The school takes all reasonably practicable means to manage asbestos on the school premises and will:

- Maintain accessible records of the location of asbestos to materials on the school premises as identified by surveys.
- Inform staff of the location of any asbestos material on the site and of potential health risks of exposure to asbestos fibres.
- Report all material suspected of containing asbestos to the property service.
- Monitor and record the condition of asbestos on an annual basis as part of risk assessment.
- Establish and implement appropriate controls for any maintenance work to be done by contractors or the caretaker e.g. stop any work in progress if asbestos material or 'suspect material' that had not been previously identified is disturbed or damaged, ensure the area is made safe/and keep a record of any asbestos related incident.
- Ensure all incidents involving the disturbance or damage to asbestos are dealt with in accordance with LEA procedures.

- Liaise with the property service about responding to findings from surveys

### **Safety Committee**

The school Health and Safety Committee meets termly and discusses Health and Safety issues affecting the staff, pupils (students) or visitors to the school who may be affected by its undertakings.

The Health and Safety Committee will consists of a representative group of school staff as follows:

#### **Structure of committee**

Headteacher - Chair  
Governor  
SLT Member – School Business Manager  
Staff Safety Representative  
Caretaker

Minutes of meetings are recorded and sent to all committee members.

### **Safety Representative**

The safety representative shall be elected from the teaching staff. They will hold this post for no more than two years. If the safety representative leaves, a new representative will be appointed. All safety representatives must have at least 2 years teaching experience.

To carry out their role effectively, the safety representative is entitled to training from their trade union, for which they will be given time to be able to do.

### **Safety Inspections**

A plan of safety inspections is drawn up by the safety committee and responsibility assigned to members of the committee. Reports from the inspections are discussed at meetings, along with action that needs to be taken.

Inspections of the premises are carried out in-house, along with a planned inspections of equipment by specialists.

*See appendix of questions for inspections.*

### **Safety Audits**

The LA may carry out safety audits periodically. Whenever this happens, safety details will be made available to the inspectors and any action points raised will be discussed and considered by the safety committee.

### **Safety Training**

All members of staff receive initial training on the health and safety procedures of the school.

Training records are kept for all staff and arrangements are made to ensure staff's training is kept up-to-date.



## **MONITORING AND REVIEW**

The Governors and Headteacher monitor the achievement and effectiveness of the Health and Safety arrangements and their overall performance to ensure, for example, that:

- Physical controls are in place and working satisfactorily; and
- Staff are carrying out procedures and the functions allocated to them.

Methods of monitoring and checking performance include:

- Collecting accident/incident data (check, categorise and analyse accident reports).
- Carrying out Health and Safety inspections of the premises by members of the Safety Committee and presenting a report to that Committee for analysis and discussion.
- Examining and acting upon specialist LA Audit Reports and, where appropriate, OFSTED Reports where these relate to Health and Safety issues.
- Checking maintenance records/reports (ie: efficiency of fume or dust extraction systems and the integrity of electrical appliances).
- Monitoring complaints of hazards reported by staff, pupils, parents, etc.
- Examining Safety Committee meeting minutes and the effectiveness of follow-up procedures.

Should any matter jeopardise the standards expected and laid down in this policy, it should be brought to the attention of the Headteacher and action should be taken immediately and time limits set for all remedial actions to be completed.

Any member of staff noticing a failure to comply with this code should immediately report the circumstances to the Headteacher. The Headteacher should then initiate appropriate remedial action. Hazardous situations should also be reported to the Headteacher and the same procedures followed.

Suggestions by any member of staff to improve standards of Health & safety are welcomed by the Headteacher and the Governing Body.

**The above policy applies to The BASE, our out-of-school provision.**

