

# Health and Safety Policy



'To Lift Ourselves and Others into our Best Future' 'I godi'n hunain a phawb ar gyfer dyfodol disglair'

Policy Written	May, 2017
Review Date	May, 2019

This document is a statement of the aims, principles and strategies for ensuring Health and Safety at Clytha Primary School. Legislative requirements, national guidelines and the Local Authority health and safety policy have been taken into consideration in the formulation of this policy.

This Health and Safety Policy should be read in conjunction with the Local Authority statement of policy and intent which sets out the Authority's policy and attitude towards health and safety. The school operates within this framework and reviews, adapts and adopts all instructions and advice issued by the Education Department as appropriate.

This document provides a framework for the creation of a safe environment in which to work and learn. It is written for the benefit of all members of the school community, to allow each to understand the policy of the school and their own responsibilities within this.

## **Aims**

Our aim for health and safety is to:

- provide a safe and healthy environment for children, teaching and non-teaching staff and all other people who come onto the premises of our school;
- ensure that all members of the school community understand their own responsibilities in maintaining a healthy and safe environment.

## **Principles**

The establishment of a healthy and safe environment is an essential pre-requisite for the work of the school. It is also a statutory requirement. It depends upon sound management, vigilant supervision and the co-operation of all personnel (children and adults).

## **General Statement of Policy**

The health and safety of everyone engaged in legitimate school activities, either on or off the school premises, is of paramount importance. Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all employees, and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

Primary responsibility for complying with the Health and Safety at Work Act 1974 rests with Newport City Council as employer of all Education staff within the school. They have developed policies and procedures on Health and Safety issues which are relevant to the operation of the school. The Council has delegated responsibility for implementing their policies to the Chief Education Officer (CEO) who has further delegated responsibility for day to day management of Health and Safety on the School site to the Head Teacher. The Governing Body will fully support the Head Teacher in implementing these policies.

The Governing Body accepts its responsibilities under the arrangements for the Local Management of Schools for issues such as the purchase and maintenance of equipment, non-structural maintenance and repair work, and cleaning of the premise, both indoor and outdoor. The Governing Body will ensure, so far as is reasonably practicable, that the premises they control are safe and offer no risk to the health of users or others affected by their activities. The Governing Body endorses the school's good practice in using thorough risk assessment to achieve safe conditions for all personnel.

The allocation of duties and the arrangements we have made to implement this policy are set out on the following pages. The Head Teacher will make adjustments to the allocation of duties to reflect changes in personnel, circumstances or the needs of the day to day operation of the school, but major changes will be reported to the Governing Body in an annual review of this policy.

## **Health and Safety Action Plan**

The Head Teacher and the Governor with responsibility for Health and Safety will develop and maintain a Health and Safety Action Plan for the school.

The plan will include:

- prioritised targets to be achieved
- resource requirements
- training requirements
- people responsible for taking action,
- timescales for completion of targets
- a prioritised Risk Assessment Programme
- a Review of Progress since approval of last plan

The Plan will be based on:

- Risk Assessments for all relevant school activities and premises;
- An analysis of accident reports;
- A termly inspection by members of the Governing Body/Premises Committee and headteacher;
- School self-evaluation;
- Feedback from staff and parents.

The Plan will be submitted for approval annually to the Senior Leadership Team. It will be reported to school staff in the next appropriate staff meeting and a summary will be included in the annual report to parents. Comments/progress on the Plan will be reported to the Governing Body Finance and Health & Safety Committee and to each meeting of the full Governing Body.

## **Responsibilities**

**IT IS THE RESPONSIBILITY OF ALL MEMBERS OF THE SCHOOL COMMUNITY** (teaching and non-teaching staff, parents, pupils and governors) to work towards the school's aims by:

- being fully aware of their own responsibilities for maintaining a safe and healthy environment;
- being familiar with all instructions and guidance on safety within the school;
- using common sense at all times to take reasonable care for their own safety and that of others;
- reporting any identified hazards to the Head Teacher and ensures it is recorded in the Hazard book/Caretaker's Book.

**IT IS THE RESPONSIBILITY OF THE GOVERNING BODY** to work towards the school's aims by:

- recognising their corporate responsibility for ensuring that the Health and Safety Policy of the Education Department is implemented in the school;
- ensuring that safe working practices and procedures are applied within the school;
- ensuring that all members of the school community are aware of their own responsibilities;
- taking responsibility for devising and overseeing a school Health and Safety Policy;
- monitoring and reviewing this policy and ensuring that necessary revisions are undertaken;
- ensuring that all staff are familiar with the Health and Safety Policy of the school and of the LA, and any other relevant codes of practice;
- facilitating safety training for staff;
- monitoring the Health and Safety Action Plan through the appropriate committee and review the progress of the Action Plan through the Head Teacher's report, contributing as appropriate, to each new yearly Action Plan.

**IT IS THE RESPONSIBILITY OF THE HEAD TEACHER** to work towards the school's aims by:

- taking overall responsibility for the day-to-day management of Health and Safety on the school site and for off-site activities;
- making termly inspections, of the indoors and outdoors, to ensure that a safe and healthy environment is maintained;
- establishing a system for the reporting, recording and investigation of accidents and ensuring that this is applied rigorously;
- taking active steps to ensure that equipment, buildings and grounds are safe, secure and well maintained and that any damage is quickly reported so that it can be rectified;
- ensuring that there are arrangements for the speedy evacuation of the buildings in case of fire or other emergency and that fire fighting equipment is available and maintained;

- health and safety briefings for new and temporary staff;
- identifying training needs and organisation of training.

**IT IS THE RESPONSIBILITY OF H AND S STAFF** to support and advise managers on Health and Safety issues

**IT IS THE RESPONSIBILITY OF THE DEPUTY HEADS** to work towards these aims by:

- Representing the Head Teacher's functions in her absence.

**IT IS THE RESPONSIBILITY OF THE COMPETENT PERSON** [Deputy Headteachers]

- To support and advise staff on health and safety issues.

**IT IS THE RESPONSIBILITY OF THE SENIOR LEADERSHIP TEAM** to work towards these aims by:

- Representing and managing the Head Teacher and Deputy Head Teachers functions in their absence.

**IT IS THE RESPONSIBILITY OF THE CARETAKER** for the school site and its security by:

- Testing alarm systems;
- Monitoring maintenance of plant and equipment, including the heating system, plant and boiler rooms;
- Checking fire exits, signage and escape routes;
- Monitoring the plant and boiler rooms;
- Monitoring energy to ensure the best efficiency possible;
- Monitoring all external features and external areas including entrance routes, fencing, walls, gates and outdoor resources and equipment, playground and other surfaces;
- Monitoring common internal areas such as Hall, entrance foyer, corridors, and related Risk Assessments;
- Compliance with COSHH, Asbestos Regulations and Legionnaires Regulations;
- The monitoring and testing of electrical equipment by ensuring all are submitted for the yearly inspection;
- Responding to all instructions in the Caretaker Log.

**IT IS THE RESPONSIBILITY OF TEACHING AND SUPPORT STAFF** to work towards these aims by:

- Managing their own teaching areas, equipment, activities, cloakrooms and all related Risk Assessments;
- Promoting a spirit of safety consciousness amongst children, ensuring that they understand the need for codes of practice and are conscious of their responsibilities in taking reasonable care for their own safety and that of others;
- Being good role models - vigilant and careful;
- Taking quick, firm action to ensure that children are not allowed to jeopardise their own safety or that of others;
- Providing opportunities for children to discuss appropriate Health and Safety issues.
- Ensuring that correct procedures are in place for all lessons, including PE

**IT IS THE RESPONSIBILITY OF THE HEALTHY LIVING LEARNING TEAM MEMBERS** to work towards these aims by:

- Managing the PE teaching areas, storage areas, equipment, systems of work and related risk assessments;
- Outdoor play areas, equipment and playgrounds and related risk assessments;
- Field trips and off site activities, equipment, and systems of work and related risk assessments.
- Managing the FOREST SCHOOL area, storage areas, equipment, systems of work and related risk assessments;
- Forest School Field trips and off site activities, equipment, and systems of work and related risk assessments.

**IT IS THE RESPONSIBILITY OF THE SCIENCE and TECHNOLOGY LEARNING TEAM MEMBERS** to work towards these aims by:

- Managing the Science equipment, systems of work and related risk and COSHH assessments.
- Managing the design technology equipment, systems of work and related risk and COSHH assessments.

- Managing the computer teaching areas, equipment, systems of work and related risk and Display Screen assessments.

**IT IS THE RESPONSIBILITY OF THE SCHOOL SUPPORT OFFICERS** to work towards these aims by:

- Managing the office equipment and clerical systems, receipt of visitors;
- Informing visitors of fire and health & safety procedures;
- Monitoring and replenishing First Aid stocks from guidance provided by support staff.
- Monitoring and replenishing school signage from guidance provided by Headteacher.

**IT IS THE RESPONSIBILITY OF THE SENIOR TRAINED FIRST AID PERSONNEL** to work towards these aims by:

- Overseeing and monitoring First Aid and acting in an advisory capacity to those who administer first aid.

**IT IS THE RESPONSIBILITY OF SUPPORT STAFF and MIDDAY SUPERVISORS** to work towards these aims by:

- Managing all areas, inside and out at lunchtimes– equipment, activities and related Risk Assessment;

**IT IS THE RESPONSIBILITY OF CLEANERS** to work towards these aims by:

- Monitoring all cleaning equipment and maintaining the school to a high standard of cleanliness and reporting all concerns and ensuring these concerns are recorded in writing.

**IT IS THE RESPONSIBILITY OF ALL EMPLOYEES** to work towards these aims by:

- Co-operating with supervisors and managers to achieve a safe and healthy workplace;
- Taking reasonable care of themselves and others;
- Reporting all accidents, dangerous incidents and near misses;
- Reporting all health or safety problems, which they are not able to put right, to the appropriate person named above;
- Managing the purchase and safe storage and accessibility of resources, in specialist areas and shared areas within the school;
- Checking all working areas and equipment on a daily basis.

**IT IS THE RESPONSIBILITY OF PUPILS** to work towards the school aims by:

- Developing a growing understanding of health and safety issues;
- Contributing to the development of codes of practice;
- Conducting themselves in an orderly manner in line with these codes;
- Taking growing responsibility for maintaining a safe and healthy environment and for their own safe conduct within it.

**IT IS THE RESPONSIBILITY OF PARENTS** to work toward the school's aims by:

- Ensuring that children attend school, in good health and on time;
- Providing prompt notes to explain all absences;
- Providing support for the Positive Behaviour Management within the school and for the teacher's role;
- Ensuring early contact with school to discuss matters concerning the health and safety of their children or of others;
- Allowing children to take increasing personal and social responsibility as they progress throughout the school;
- Accepting responsibility for the conduct of their children at all times;
- Ensuring that the school has up-to-date contact addresses and telephone numbers.
- To be a full partner in learning by ensuring The Home-School agreement is signed.

## **The Health and Safety Committee**

The Support Staff Safety Representative is:

Mrs Tracey Iggulden

The Governor with responsibility for Health and Safety is:

Mrs Michayla Poulton

The Competent Person for the school is: Mrs Caroline Reynolds

The Competent Person for the school is: Miss Kay Morgan

The Person responsible for Investigating Accidents is: Mrs Jo Davies

This committee meets each term.

## Procedures / General Arrangements

### INVOLVEMENT OF ALL MEMBERS OF THE SCHOOL COMMUNITY

- There are regular meetings of the Finance, Premises and Health & Safety Committee in order to develop and monitor health and safety policy and its implementation;
- Health and Safety is a standard item on all whole school staff meeting agendas.
- There is a planned programme of training for teachers, classroom assistants, midday supervisors, caretaker and administrative staff;
- Governors have the opportunity to undertake training, both centrally provided and in-school;
- Frank and open debate about health and safety issues is encouraged at governors' meetings.

### TEACHING CHILDREN ABOUT HEALTH AND SAFETY ISSUES

The curriculum is rich in opportunities for children to consider health and safety issues. These include:

- A programme of Personal and Social Education designed to promote mutual respect, self-discipline and social responsibility);
- A programme of SEAL and Silver SEAL. (Social and Emotional Aspects of Learning);
- A programme of Emotional Literacy (ELSA) for those pupils in need
- A programme of Health Education (see Science. PSE and PE Policies);
- Circle Time and Class Councils are forums for discussion held in every classroom on a regular basis with referrals to the School Council for discussion;
- The compilation of a set of Rules, Rewards and Consequences to begin the school year by each class at the beginning of the Autumn term;
- Spectrum Healthy Relationships Workshops in Y2 and Y6, Women's Aid, Child line, NSPCC
- Collective Worship/Assemblies when a variety of issues are aired.

### RISK ASSESSMENT

- We recognise the fundamental importance of risk assessments in identifying hazards, developing a planned approach to providing a safe and healthy environment, and maintaining a culture of continuous improvement. All relevant school activities, premises and work processes will be subject to risk assessment in accordance with the procedures issued by the LA and set out in Appendix 1, which the Governing Body fully supports. This includes an annual review of all risk assessments, or more frequently if circumstances require.
- The information generated by the risk assessment process will be used to inform decisions on matters to be included in the school's Health and Safety Action Plan, which will also include a prioritised programme of Risk Assessments still to be carried out.
- Risk assessment forms are kept in the office and are on line/ on the computer.
- Full risk assessment, including fire risk assessment, is undertaken annually;
- Continuing ongoing risk assessment is regularly undertaken.

### COMMUNICATION

We recognise the importance of good communication arrangements on Health and Safety issues within the school, within the education service and with the wider community. Accordingly, the following measures will be implemented:

- **Safety Representative** - the school will co-operate fully in the appointment of safety representatives by

recognized trade unions in accordance with the Safety Representative and Safety Committee Regulations 1977 and will provide them, where necessary, with sufficient facilities and training to carry out their task effectively.

- **Health and Safety Action Plan** - the Action Plan will be submitted to the Governing Body every other year and, when approved, will be reported to the first appropriate staff meeting and summarised in the Annual Report to Parents. A copy will be sent to the LA for information. Feedback on the Plan from all sources will be reported to the Governing Body by the Headteacher and the Governor with responsibility for Health and Safety, if appropriate.
- **Staff Meetings** - Health and Safety will be included on the agenda for every staff meeting in order to give the Headteacher and staff opportunities to raise Health and Safety issues. The Governor with responsibility for Health and Safety will attend the relevant Governor Committee.
- **Information to the LA** - the LA will be made aware of Health and Safety issues within the school, including good practice that will be of interest to other schools in Newport, via regular submission of accident reports, submission of the Health and Safety Action Plan and bids for improvement works under the Minor Works Programme. The Headteacher or Governing Body will also inform the LA as soon as practical, either verbally or in writing, of any Health and Safety issue which is their responsibility.
- **Hazard Book/ Caretaker Log** - Staff will inform the appropriate member of staff of hazards if they cannot deal with them themselves, and will record details of hazards in the Hazard Book/Caretaker Log.
- **Induction Training** - All staff, including temporary and part time, will have induction training when they start work at the school, which will include relevant information on Health and Safety such as their own responsibilities, accident reporting arrangements, access to first aid and hazard reporting arrangements.
- **Annual Questionnaire** - the LA circulates an annual Health and Safety questionnaire to all schools, which will be used to give feedback to the LA on Health and Safety issues for which they are responsible.
- **Policy Document** - All staff will receive a copy of this policy document in person or on line and will sign to say they have read it. All staff will be informed of alterations either in writing or via staff meeting agendas. A copy of the policy document and any supporting procedures or Good Practice notes will be available in the school office for reference.

#### **ACCIDENT PREVENTION, REPORTING AND INVESTIGATION**

- All staff and children are required to be vigilant in spotting potential causes of accidents and to take action to prevent these where possible. Potential hazards should be promptly reported and recorded;
- All accidents, dangerous occurrences and near misses will be recorded on an appropriate form in the school Accident Book in accordance with LA procedure and reported to the Head Teacher, Governing Body and Education Department. These procedures are included in the Manual of Health and Safety Procedures issued by the LA, and are fully supported by the Governing Body. This will ensure that the school meets its legal responsibilities and that its insurance cover is not compromised, and will provide valuable monitoring information during the formulation of the Health and Safety Action Plan;
- Parents are notified as soon as possible in the case of accidents to children. For this purpose, an up-to-date contact list is maintained;
- Prompt investigation of all accidents is undertaken by the Head Teacher in order to establish cause and adopt remedial measures;
- End of term analysis of accidents may help focus on remediation.
- The Headteacher will report serious accidents to the Governing Body as soon as practical and will prepare a summary of accidents occurring in the school and submit it to the Governing Body each term. The information will be used to inform decisions on matters to be included in the school's Health and Safety Action Plan. Serious accidents are reported on RIDDOR to the Health and Safety Executive. The Accident book is kept in the Lower First Aid Box and report forms are kept in the office. The Headteacher reviews it on a weekly basis.

#### **VIOLENT INCIDENTS**

The Governing Body and the City Council will fully support any employee who is the subject of a violent incident in the course of their duties, giving due regard to all the circumstances of the case. This support involves assistance in

obtaining legal advice and paid time off for interviews and court appearances.

A violent incident is any incident in which an employee is abused, threatened or assaulted and includes:

**Physical attack**-whether visible injury occurs or not

**Animal attack**- where an animal is used as a threat, whether visible injury occurs or not

**Serious verbal abuse**- when an employee feels threatened. This includes sexual or racial abuse.

**Attack against property**

All violent incidents and near misses must be reported to school management, Governors and the Education Department in accordance with the procedures issued by the LA and set out in the Manual of Health & Safety Procedures in Appendix 3, which the Governing Body fully supports.

The Head Teacher will report all serious incidents to the Governing Body as soon as practical, and will prepare a summary of such incidents occurring in the school and submit it to the Governing Body each term. The information will be used to inform decisions on matters to be included in the school's Health and Safety Action Plan.

Forms for reporting violent incidents are kept in the office.

## FIRST AID

First Aid on the school site and for off-site activities will be provided in accordance with the procedure issued by the LA and included in Appendix 4, and in the Manual of Health & Safety Procedures issued by the LA, which the Governing Body fully supports.

While First Aid may be administered by any person in an emergency, First Aid will normally only be administered by a nominated First Aider with a current First Aid at Work Certificate.

To comply with the Council's procedure, the school needs 1 qualified First Aider. Nominated First Aiders for the school, who are all holders of current First Aid at Work Certificates, are:-

<b>Name</b>	<b>Certificate Expiry Date</b>
Rebecca Philippou	January, 2020
Felicity Jenkins	September, 2020
Vicky Fenucci	March, 2019
Helen Williams	booked for April, 2019
Samantha Curran	March, 2021
Tina Bajjada	September, 2020
Jan West	January 2020

Mr John Ebdon, Health & Safety Support Officer for Newport LA, will complete updates of Health & Safety Training/First Aid for all school staff as far as possible on a biannual basis.

First aid boxes are located:

- (1) In the Upper Building Staff Toilet and in all classrooms (plasters, gloves and swabs)
- (2) In the Lower Building Y1/2 Cloakroom and in all classrooms (plasters, gloves and swabs)
- (3) In the EYU next to the sink
- (4) Trip First Aid box is kept in the office.

Trip First Aid boxes must be taken on all off-site visits and are located in the Lower Stock cupboard and are maintained by :-

- (1) Mrs Tina Bajjada
- (2) Mrs Rebecca Philippou

The accident record book is kept in the Office.

## OFF-SITE VISITS AND ACTIVITIES

All off-site visits and activities will be organised in accordance with the procedures issued by the City Council.



Standard information is sent to parents prior to any off site visit or activity. Group leaders will undertake a risk assessment before undertaking any off site activity and will discuss their plans with the Headteacher or other appropriate senior member of staff. School staff use the EVOLVE system for planning all off-site activities.

## **FIRE AND EMERGENCY EVACUATION PROCEDURES**

The detailed procedure for emergency evacuation of the school is set out in the Fire Protection Policy. School uses the Scantia Risk Management system to review its fire safety procedures.

### **FIRE DRILL AND FIRE PRECAUTIONS**

The detailed procedure for emergency evacuation of the school is set out in our Emergency and Contingency Plan and is based on a Fire Risk Assessment carried out by consultants acting for the Local Authority. The evacuation procedure is reviewed after every fire, emergency or practice evacuation. Information from these reviews will be used in the Health and Safety Action Plan.

As soon as an outbreak of fire is discovered the nearest Fire Alarm should be sounded/the alarm will sound automatically and the Fire Brigade will be automatically contacted.

#### **On hearing the Alarm**

- All Staff (FIRE MARSHALS) should at once proceed with the orderly evacuation of classes to their respective assembly points;
- All Staff (FIRE MARSHALS) should close all doors and windows, if circumstances permit, in an endeavour to prevent fire spreading.
- At the assembly points teachers should check that all pupils are present using the class registers if available.
- School Support Officers will bring the visitor book to the assembly place to account for all visitors.

The first priority will be the safety of pupils, staff and visitors. All buildings will be evacuated quickly and safely and no attempts will be made to return to the buildings until the Head teacher is told that it is safe to do so by the Fire Service. Under no circumstances should staff or volunteers attempt to fight a fire: their paramount responsibility is the safety of their pupils, their colleagues and themselves.

Children using the toilets or on messages should be instructed to leave the building by the nearest exit and assemble with their classes in the appointed area. Any adult may initiate such a procedure. Staff should not expose themselves to any risk – and should not re-enter the building until authorised to do so by the Fire Officer.

## **STRESS MANAGEMENT**

We recognise the importance of managing stress in the workplace. We will identify hazards and assess all mental risks to health with the aim of reducing them as far as is reasonably practicable in accordance with the City Council's procedure on 'Tackling Stress in the Workplace', which the Governing Body fully supports and is included in the Manual of Health and Safety Procedures issued by the LA.

The information provided by the risk assessments will be used to inform decisions on matters to be included in the schools Health and Safety Action Plan.

## **CONTRACTORS**

All contractors must report to reception prior to commencing work on the school site and must not be allowed to start work until the Headteacher or Headteacher's representative are satisfied school management has approved their visit. Special arrangements may be necessary for contractors such as Grounds Maintenance, who may work before the school day begins, but these arrangements must be agreed by school management in advance and must be monitored to ensure they are complied with.

Contractors' names must be entered into the visitor's book when they come to the school. The Asbestos Register details must be completed. They must be given some identification to show they are authorised visitors, and they must be given information about emergency and evacuation procedures. School primarily engages the work of LA approved contractors.

All contractors carrying out work that interferes with the fabric of the building must comply with Asbestos Management procedures issued by the Local Authority, including consulting the Asbestos Register, agreeing working arrangements with competent school staff and completing the Asbestos Declaration Form.

Contractors must demonstrate to school management that they are aware of good practice in Health and Safety

Issues pertaining to themselves and their work, and that they can carry out their work without presenting any danger to others on the school site before they are allowed to start work.

Electrical equipment used by contractors must be appropriate to the work to be undertaken and of low voltage. It must hold a current Certificate of Inspection as specified under the Electricity at Work Regulations.

Work carried out during the school day must be agreed to beforehand and potential risks identified and eliminated or otherwise controlled to the satisfaction of the Head Teacher. Access, storage, working and break areas must be clearly identified and arrangements agreed to ensure that pupils and staff are kept at a safe distance.

Consideration must be given to the following points in agreeing a safe operating procedure with Contractors –

- Provision and maintenance of secure barriers and signage;
- Safety signage;
- Treatment and removal of waste;
- Siting and removal of skips;
- Safe and secure storage of tools and materials;
- Use of electrical equipment including minimising voltage where practical;
- Use of other equipment - ladders etc;
- Conduct and behaviour of contractor's staff whilst on site;
- Use of vehicles on site - access, parking, loading and unloading;
- Use of site utilities and amenities;
- NO SMOKING within the premises;
- No ALCOHOL within the premises, unless at an agreed event
- No trailing leads that would constitute a hazard.

## **VISITORS**

All visitors must report to reception on entering the school site. They will not be allowed into the school until the Head Teacher or the Head Teacher's representative are satisfied their visit presents no risks to staff, pupils or others on the site, or has been otherwise approved by school management.

Visitors' names must be entered into the visitors' book when they come to the school. They must be given some identification to show they are authorised visitors, and they must be given information about emergency and evacuation procedures by Office Staff. They must be accompanied to their destination by school staff if not regular visitors to the school

Special arrangements will need to be made to accommodate large numbers of visitors attending events such as school concerts or Parent Consultations as it will be impractical to sign in and issue visitor badges. School should ensure that such visitors are restricted to specified areas, are well supervised and are given appropriate information about emergency and evacuation procedures.

## **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

If PPE is identified in a risk assessment as necessary for any employee engaged in legitimate school activity, it must be provided, stored, maintained and used in accordance with the procedure issued by the City Council, which is fully supported by the Governing Body and also in the Manual of Health and Safety Procedures issued by the LA. In Primary Schools, PPE is usually

- Gloves
- Wet weather covers
- Steel toe-cap boots
- Protective glasses
- Wellingtons

## **HOUSEKEEPING**

All classroom work areas should be kept clean and free from clutter to allow safe use of the area and movement within the school. All emergency exits and escape routes will be kept clean and clear at all times. Staff should report inadequately cleaned areas and blocked exits or escape routes to the Head Teacher.

## **ELECTRICAL EQUIPMENT**

All portable electrical appliances will be tested for safety every year and will be marked to show the date of the test. All semi-portable equipment, such as computers and printers with non-conductive outer casings that are rarely

moved, will be tested for safety every year. All fixed wiring and fixed electrical equipment will be tested every five years. Registers of electrical equipment and testing regimes will be kept in the school office.

Staff must visually inspect all electrical equipment every time it is used for obvious signs of wear and tear, and must take damaged equipment out of use until it can be checked by a competent electrician. Staff must report any concerns they have to the caretaker, and record details in the hazard book. If there is any doubt about the safety of any electrical equipment DO NOT USE signage must be appended to the equipment and it must be removed for storage to the outdoor shelter area. .

Great care will be taken if pupils use electrical equipment. The equipment will be of low voltage whenever possible and pupils will be made aware of safety procedures, the need to carry out appropriate safety checks and how to deal with hazards. Glue gun usage will be closely supervised.

Personal items of electrical equipment must not be brought into school for use on site, as this equipment will not comply with the Electricity at Work Regulations. Staff disregarding this instruction will be personally liable for accidents or damage caused by the use of their equipment.

### **USE AND CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH**

The following procedures are followed:

- Such substances are stored, clearly labelled, in locked cupboards, which are not accessible to children;
- All staff must wear appropriate protective clothing when such substances are used (e.g. rubber gloves).

### **MEDICAL CONDITIONS**

- Hygienic first aid practices are used by all staff.
- There is liaison with the school nurse and health professionals concerning any children with special medical conditions. All staff will be informed about special medical conditions of children on a 'need to know basis' and the relevant emergency response.
- Neither Headteacher nor Staff will administer medication. It is a parent's responsibility to administer medication.
- No child may bring prescription or non prescription medication to school, including cough, throat sweets and lip salves.
- No over the counter or prescription medication is administered by staff. Children with very serious conditions will be the subject of a medical case conference. A Health Plan may be implemented and the LA/Health will be required to support the administration of medication or procedures. Specific training must be provided by speciality practitioners. In these very, very special circumstances, a Health Care Plan may be set up after all other avenues have been exhausted. Supporting pupils with temporary or long-term serious medical needs careful handling.
- All medicines (including inhalers) brought to school must be lodged with the School Secretary in the container in which they were dispensed and clearly labelled by the dispensing chemist with the child's name, the dosage and the frequency of dosage. It is a parent/carer's responsibility to check all medication to ensure it is in date and replenish as necessary.
- Any medication or support resources will be kept in the school office or within easy availability of the office.

### **JEWELLERY**

- Children are allowed to wear small, neat studs to school and a wrist watch, but both must be removed for P.E. Decorative bracelets and necklaces are not permitted for health and safety reasons.
- If a child is young and not yet able to remove their earrings independently for PE lessons, then the earrings should not be worn to school that day.

Our Clytha school community is enriched by the diversity of our children. We celebrate all faiths and are proud of our longstanding history of actively raising awareness of and celebrating the multitude of faiths present within the school. We are aware that many of these faiths may involve wearing specific items of jewellery or clothing. In order to ensure that we are able to provide a learning environment where the safety of all pupils is paramount we ask that parents arrange to meet with the school to discuss this prior to such items being worn.

Date ratified by Governing Body:

Headteacher:

Chair of Governors: