

Health & Safety Procedures and Arrangements

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and should be read in conjunction with the school's main Health & Safety policy.

Accidents and Incidents reporting, recording and investigation

All staff are required to ensure that all accidents and incidents are reported to the Senior Teacher of each base who will decide whether the Headteacher also needs to be informed.

Employees: All accidents must be recorded. In addition to this, the LA Online Incident Report and Investigation form must be completed. The accident form and the incident report are filed securely. More serious injuries must be reported to the HSE online and the LA online process. Any injury which prevents an injured person carrying out their duties for more than seven days must be reported to the HSE via the online reporting process.

Pupils: All accidents must be recorded on an Accident Form and filed in the Accident folder. In addition to this, the LA Online Incident Report and Investigation form must be completed for more serious incidents along with online reporting to the HSE when appropriate.

Non-employees (e.g. visitors and volunteers): A detail record should be made and kept on file. Serious incidents must be reported to the HSE in line with RIDDOR requirements. In the case of contractors, their employer should be informed immediately.

Asbestos

The school has an asbestos register showing the location of any ACMs or suspected ACMs on site. The register is made available to all staff, contractors and anyone else who may be affected by the asbestos. Contractors must sign the register to show they have read and understood where the asbestos is located prior to work commencing.

In ALL cases of damage to ACMs or questions/uncertainty about ACMs, a competent contractor will be contacted.

As part of the planning for any building works, professional advice will be sought on the appropriate approach to dealing with any ACMs present.

Audit

Members of the Governing Body with responsibility for Health & Safety will endeavour to undertake three site inspections a year, nominally scheduled for autumn, spring and summer terms. This will include premises (internal/external), playgrounds and external play equipment.

The Headteacher will complete the annual LA self audit is completed and returned to the LA by the specified date.

Weekly checks on playground equipment, emergency lighting and the fire alarm are completed by the Administration Officer (Atworth) and Senior Teacher (Monkton Farleigh) and issues brought to the attention of the Headteacher or Finance Officer as appropriate.

These audits are recorded and kept in a Health & Safety file and reviewed by the Governors with responsibility for Health & Safety.

Behaviour Management and Bullying

The school has a comprehensive behaviour and anti-bullying policy. All staff are required to be familiar with these policies and adhere to the procedures set out in them.

Caretaking and Cleaning

The school currently employs external contractors to carry out caretaking and cleaning work as required across both bases. Any caretaking requirements identified by staff must be recorded on the electronic form maintained by the Finance Officer who will delegate jobs accordingly. Locking up and a final check on site security/alarm setting is

delegated to the last person to leave the building. Cleaning is undertaken by PM Cleaning who are required to order cleaning products and store them safely. They are governed by the same procedures as any other contractor on site.

Cash Handling

Cash received (trips etc) from parents via pupils is handed to the School Office (Atworth) and Classteacher (Monkton Farleigh) each morning as received. Cash and cheques received at MF are locked in a cash box which is transported by a member of staff to the Atworth base on their next trip. These trips are not scheduled for a specific day or a specific time, and may not follow the same route. Cash/cheques are processed by the Administration Officer and kept in a secure place until banked. Cash /cheques are never left unattended and banking is on a needs basis rather than a fixed point each week.

Contractors

The school follows the guidance issued by Wiltshire Council as outlined in the Health & Safety Manual for the selection, appointment and monitoring of anyone undertaking works. These include:

- checking the competence of contractors and visiting workers (competence can be judged from past experience, recommendation, pre-selection evaluation or a combination taking into consideration the nature and scale of works required)
- examining risk assessments as appropriate to check that contractors and others have correctly interpreted any site specific conditions, etc.
- having clearly identified personnel who are points of contact for contractors and visiting workers
- having all significant and unusual hazards and risks on site clearly identified
- exchanging information on hazards and risks

Arrangements for monitoring and controlling works in progress - key areas to focus on are:

- segregation of traffic and pedestrians
- segregation of contractors and occupants of the school (where possible)
- safe systems of work to ensure that works are undertaken within occupied areas of the premises are adequately controlled
- implications on fire precautions due to possible increased risk and interference with fire alarm
- system and routes of evacuation

Communication

The school recognises that it is crucial that issues relating to premises works are communicated effectively. This includes;

- providing visitors with copies of appropriate hazard registers such as the asbestos register
- telling visitors about hazards on site
- asking visitors about hazards and risks which they are bringing on site (eg creating noise, dust, fumes)
- asking visitors about any possible interference with normal working practices (eg re-routing of emergency escape routes)
- controlling access so that contractors know who may also be working on site
- sign on/off completion certificates

Curriculum Safety (including out-of-school learning activities)

The school recognises that the curriculum requires that children should be taught how to identify and reduce risks in the way that they work. A balance must be achieved between independent learning and the necessary supervision to ensure safety.

Teachers will ensure that they are familiar with all risks which might arise from the tools, equipment, materials and processes they plan for children to use. An appropriate Risk Assessment form should be completed.

All teaching assistants must be made aware of the safety procedures and practices relating to any of the activities that they support by the relevant classteacher.

Schemes of work will be reviewed to assess the risk in all activities in order to determine:

- where close supervision is required
- suitable group size
- suitability for whole class participation
- where particular skills need to be taught
- personal protective equipment (PPE)

- levels of hygiene required

All off-site activities must be properly risk assessed (via the EVOLVE) system) and approval sought from the Headteacher before the activity takes place. Residential visits (and those meeting certain criteria, indicated on the EVOLVE system) also require the approval of the LA LoTC Safety Officer. This will happen automatically through the EVOLVE system.

Display Screen Equipment

DSE workplace assessments will be conducted as required for all those considered to be users. Note this does not include every member of staff who uses a PC. DSE assessments will be reviewed where equipment changes or office layouts change or when there are staff changes.

Electrical Equipment

Electrical equipment and wiring will be visually inspected for damage regularly. Staff will bring any faulty equipment/wiring to the attention of the Finance Officer (or the Senior Teacher/Headteacher in her absence). Fixed wiring will be visually inspected every five years. PAT testing will be carried out by an appropriate external contractor regularly with high use items (e.g. kettles) tested annually.

Members of staff are not permitted to bring to school electrical equipment of their own without prior agreement with the Headteacher who will carry out a visual inspection before approval. The Headteacher may delegate this inspection to another member of staff. The use of this equipment may be agreed, refused entirely or refused until inspected by an appropriate external contractor. This procedure is the same for any electrical appliance donations the school receives.

Extension leads and sockets must never cross corridors or walk ways.

Employee Well-Being

The school assigns a member of staff to be the staff 'Well-Being Champion'. This is currently Clare Davis. Staff are able to discuss issues relating to their own well-being in confidence with the Champion. The Champion will liaise with the Headteacher to discuss any issues if appropriate. Staff may also approach the Headteacher directly to discuss their own well-being. The Headteacher may be required to complete an employee well-being risk assessment and make a referral to Occupational Health to support the employee if appropriate.

First Aid

The school will endeavour to have one member of staff who is trained in First Aid on site at any given time. The Headteacher keeps a record of members of staff who are First Aid trained and ensures training is made available when required. School trips are planned to include a member of first aid trained staff when possible.

A designated member of staff at each base ensures the first aid boxes/resources are kept up to date with the required materials:

Atworth: Juanita Morgan
Monkton Farleigh: Di Sullivan

Food Safety

All kitchen staff are required to undertake appropriate training which is organised by their employer (currently Eynon). Good hygiene practices in food technology include washing hands before handling and discarding food which has fallen on to the floor. Food stuffs must be within 'use by' dates. Food stuffs which require refrigeration prior to use must be kept in the fridge / freezer. Preparation surfaces are cleaned before and after usage. Utensils should be cleaned in the dishwasher after use and then stored appropriately. Sharp knives are required in food preparation and children are taught how to use these safely.

Children are not allowed to use the food technology equipment without adult supervision at all times.

Hazardous Substances

Where hazardous substances are used, line managers themselves or designated employee will undertake a Control of Substances Hazardous to Health (COSHH) risk assessment and adopt a hierarchy of control measures seeking to eliminate or substitute risk first and foremost. Currently, the school employs cleaners and kitchen staff and their employers are responsible for this.

All hazardous materials not in use will be stored in a locked cupboard.

Staff will be made aware of how to use the materials safely and the findings of the COSHH risk assessments as and when appropriate.

Infection Control

The school follows the LA guidance entitled Control of Communicable Diseases in Schools.

In the case of a school outbreak or for infection control issues, contact the council's consultant in communicable disease control (CCDC) within the Wiltshire Health Protection Team and Public Health England 0845 504 8668 (replaces the HPA).

All staff are required to take precautions to avoid infection and must follow basic hygiene procedures. First Aiders have access to single use disposable gloves and handwashing facilities. The usual precautions are taken when dealing with blood and other body fluids, or disposing of dressings or equipment. Handwash should be available in school.

Manual Handling and Lifting

Any activities that involve significant manual handling tasks shall be risk assessed and, where appropriate, training and equipment provided for staff. This includes the lifting and moving of people.

All employees are responsible for assessing the appropriate approach to handling and lifting tasks.

The Headteacher may seek professional advice from the Health & Safety Service and Occupational Health as necessary.

Short-Term Immobility

When a pupil or adult has a limb in plaster or is using crutches then the school will assess the means by which that person can move safely around the school site and most importantly, evacuate in the event of an emergency. Staff or, if suitable, other pupils can be allocated duties to provide a steadying hand for balance, on steps and slopes for example, but no untrained person should be allowed to lift, carry or provide significant weight-bearing support. If a pupil requires this level of assistance then the school will undertake a full assessment of need with the parents before the child next attends.

Long-Term Immobility

Pupils with permanent or long-term immobility impairment require specific attention to ensure that the manual handling situations that will be encountered are identified, assessed and controlled so that the health, safety and well-being of the pupil and staff is protected.

Outdoor Play Equipment

The outdoor play equipment complies with safety standards current at the time of installation. The equipment is subject to an annual inspection and risk assessment. It is also checked daily by staff on duty and weekly by the Administration Officer (Atworth) / Senior Teacher (MF) and these checks are logged. Children are only allowed on the equipment when supervised by a member of staff during school hours. Outside these times, the school is unable to provide supervision and therefore does not allow play equipment to be used by anyone. A risk assessment is in place for this activity.

Reporting Hazards / Premises Defects

All staff are required to notify the Headteacher/Finance Officer of any hazards or premises defects as a matter of priority. A maintenance log is provided for recording work that needs repair.

Risk Assessments

Those with responsibility for premises or curriculum areas must ensure that risk assessments are undertaken and recorded for significant activities, particularly those that are of high risk.

The outcome of the risk assessments should be recorded and communicated to those affected and maintained on records of the establishment or service area. Risk assessments should be reviewed periodically or where there is change in circumstances.

For special risks, e.g. expectant mothers and outdoor education, we use a specific form.

All risk assessments are reviewed as required (indicated on the completed RA form).

Security / Violence

Risks to personal security, premises and property will be assessed through the risk assessment process.

The school has a buzzer entry system. Visitors to the school should be met by a member of staff before entering the rest of the school, if appropriate.

Where violence is identified as a significant risk, appropriate control measures will be put in place. Staff must report incidents of violence and aggression in the same manner as accidents. These are then reported to the LA via the Online Incident Report process.

To ensure pupil and staff security, all external doors/gates leading to areas normally accessible by members of the public must be kept closed/locked during school hours. Class teachers are responsible for ensuring their door is locked as appropriate.

Visitors are required to sign in at the main office and will be asked to wear a visitor badge for the duration of their stay.

Money

Money should not be kept in classrooms. Parents/carers are requested to send any monies in to school in a sealed envelope. These should be sent to the School Office with the register every morning. The Administration and Finance Officers are responsible for keeping monies in a secure location on site. Cash and cheques should be processed in a secure environment and never left unattended.

Swimming

For its main swimming sessions, the school uses an external pool (Melksham Pool at the time of writing). Approved swimming instructors and lifeguards are used for all sessions attended by pupils. Adults accompanying the children on the bus to and from the pool are DBS checked. It is the responsibility of the swimming pool to ensure that adults and children alike are aware of their fire safety procedures whilst at the pool. Swimming risk assessments are in place.

The Atworth base also has an outdoor swimming pool that is used for a portion of the school year for additional swimming sessions. Please refer to the comprehensive Operating Procedures under normal and emergency conditions for further information.

Vehicles – staff / parents

Any vehicle used to transport children during school hours or to and from an approved school event must comply with current legislation. Staff drivers must have business insurance and a valid MOT prior to transporting children. Parent volunteer drivers organised through the school must show their driving license to the school office before transporting children. A risk assessment should be in place for this activity.

Volunteer helpers

The Headteacher will determine on a case-by-case basis whether a volunteer requires DBS clearance before the commencement of any voluntary work. All volunteers are informed of relevant school policies, procedures and practices including confidentiality, child protection, H&S and fire. All volunteers are required to sign in on arrival and out on departure. Lanyards are worn to identify volunteers to all staff and children.

Waste Management

All waste generated within the school is placed in bins located around the school which are then emptied by the cleaners into the main bins on both sites.

Work experience

All work experience students are provided with information relating to health and safety procedures at the school.

Working at height

Working at height is discouraged. Where necessary, staff are required to use the two step ladder provided at each base. Staff must not work at height beyond comfortable reach from this ladder. Children are not to work at height at any time.

Staff themselves have a responsibility to ensure their own health and safety and to assist in the operation of any systems designed to provide for their safety.

If lone working, working at height is not allowed.

Reviewed September 2021

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