

## **Health and Safety Policy**

The Board of Governors is committed to:

- The provision of safe and healthy conditions for pupils, employees and visitors.
- Compliance with relevant health and safety legislation.

and seek the cooperation of all employees to achieve these objectives, in order to minimise injuries and work related ill health.

The main hazards and risk control arrangements are detailed in Section 3. It is impossible to list every hazard likely to be present at any time, and therefore everyone must be continually vigilant to ensure that any new hazards are identified and appropriate arrangements implemented to control the risks. If in doubt about anything to do with health and safety, stop and ask, where necessary specialist advice will be obtained from Personnel Services Health and Safety Section, the Lincolnshire Authority Health and Safety Manual or by consulting H & S Advisory Team at the Lincolnshire Authority.

This Health and Safety Policy will be reviewed annually and amended as necessary in the light of new developments and information gathered from monitoring.

### **Organisation and General Responsibilities:**

#### **Board of Governors**

The Board of Governors is responsible for ensuring that:

- A Health and Safety Policy is prepared.
- Staff functions are set.
- Staff are aware of what is expected of them.
- Staff are competent to meet these expectations.
- Health and Safety procedures are monitored by a nominated Governor liaising with the School's Health and Safety Co-ordinator.

#### **Head Teacher**

The Head Teacher is responsible to the Board of Governors for ensuring that:

- Hazards are identified and arrangements are made and implemented to control the significant risks, and comply with the relevant health and safety legislation.
- The above arrangements are recorded in the Health and Safety Policy.
- These arrangements are monitored to ensure they are working.
- Staff are capable of dealing with the health and safety requirements of their work.
- Any problems in achieving the intentions of the School's general statement of Health and Safety Policy are reported to the Board of Governors.
- Specialist help and assistance is obtained where necessary.
- The result of health and safety monitoring are reported to the Board of Governors, along with details of any major injuries to Staff, pupils or visitors.

#### **Health and Safety Co-ordinator**

The Health and Safety Co-ordinator is responsible for assisting the Head Teacher with the above and specifically for:

- Liaising with Staff, where appropriate, to ensure that hazards are identified and appropriate risk control arrangements implanted.

- Monitoring the health and safety standards of the School on a day-to-day basis, reporting any problems that cannot be rectified immediately to the Head Teacher.

### **All Staff**

All Staff working within the School are responsible for:

- Taking reasonable care for their own health and safety, and that of other Staff and visitors who are to be affected by their activities.
- Where appropriate, exercising effective supervision of pupils so as to minimise risks to their health and safety.
- Using any work equipment in accordance with the training and instructions provided.
- Co-operating as is necessary to implement the arrangements of this Policy.
- Monitoring the health and safety standards of their own areas, ensuring that appropriate risk control measures are implemented.
- Reporting to the Head Teacher any health and safety matters they cannot, or do not feel competent to deal with themselves, and any shortcomings they see in the health and safety arrangements.

### **Pupils**

Pupils are expected:

- To exercise personal responsibility for their own health and safety and that of classmates.
- To observe standards of dress consistent with safety and/or hygiene, this would preclude unsuitable footwear, jewellery, knives and other items considered dangerous.
- To observe all the safety rules of the School, and in particular the instructions of teaching Staff.

### **Health and Safety Assistance**

The Lincolnshire Authority Children's Services and Schools Health and Safety Team are appointed to be the competent person, as required by the 'Management of Health and Safety at Work Regulations 1999' and the 'Management of Health and Safety at Work Regulations COSHH 2002' <http://microsites.lincolnshire.gov.uk/children/performance-assurance/health-and-safety/contacts/>

and is responsible for providing the health and safety assistance, as and when required. The team can be contacted on 01522 836713/836717 or via email at [lzc@lincolnshire.gov.uk](mailto:lzc@lincolnshire.gov.uk).

### **Arrangements:**

#### **General Hazards**

A high standard of housekeeping is expected to reduce the risk of accidents. This includes, though is not limited to the following situations:

- Furniture and equipment shall be kept tidy and not allowed to pile up so as to cause a toppling hazard.
- Unwanted items are to be cleared out and not allowed to accumulate in such ways as to congest the working areas.
- Pupil's bags are not to be left in walkways or areas where they create tripping hazards.
- Specific attention is to be given to avoid slipping and tripping hazards, such as trailing cables, damaged floor coverings and slippery floor surfaces. Staff are expected to rectify these situations where possible or report them to the Site Manager / SBM for attention or repair by Caretaking Staff.

- Step stools, step ladders and ladders are provided and must be used where necessary to reach above head height. Staff are to inspect these items before use and report any defect to the Caretaker. Staff are not to use chairs, boxes or similar items and are not to climb up the face of cupboards or storage racks.
- Filing cabinet drawers shall not be overloaded and Staff must not open more than one drawer at once, as this presents a toppling hazard. Desk and cabinet drawers are to be closed immediately after use and not left open.
- Damaged or defective furniture and equipment is to be reported to the Bursar. Also, any sharp edges which may cause injury and/or damage to clothing must also be reported.
- Pupils are reminded on a regular basis about their fingers being trapped in doors, though finger guards are fitted to all doors regularly used by children. The Caretaker is responsible for checking routinely that the self closers operate properly, ensuring the adjustments are carried out if doors close too quickly.
- All radiator spindles must be fitted with a hand wheel or cap to prevent penetration injuries.
- Running is not permitted within the School premises and care is necessary when using doors, particularly those without viewing panels. Doors must not be opened without regard for someone coming from the opposite direction.

### **Vulnerable Glazing**

The vulnerable areas of glazing have been protected with anti-shatter film to prevent serious injuries in the event of breakage. This includes all wired glass in doors / side panels and below that are 800mm from the floor.

### **Electrical Equipment**

- Staff shall not attempt repairs or make modifications to electric equipment, other than those normally associated with daily operations. Any defects or malfunctions must be reported.
- The fixed electrical installation in the School is inspected and tested on a 5 yearly basis by electrical contractors and any maintenance to prevent danger is carried out. Portable electrical items are tested and certified annually.
- Only electrical equipment provided by the School shall be used. Formal visual inspections / tests of portable electric equipment are carried out annually to identify any maintenance that is required to prevent danger. Low risk office equipment, such as computers, where the mains cables are organised to prevent damage are unlikely to require maintenance to prevent danger, are not included.
- All Staff are alerted to the dangers of defective wiring and equipment and are encouraged to visually inspect electrical equipment before use and to report any defects immediately.
- It is essential that where portable electric equipment is used outdoors, a residual current device (RCD) is used to reduce the risk of serious electric shock. Staff must use RCD adapters if one is not fitted into the fixed wiring and to cease using any equipment which causes the RCD to trip.

### **Working at heights**

Staff are reminded that falls from heights is the most common cause of fatal and serious accidents at work. The need to reach things at heights should be eliminated where ever possible, e.g. by displaying pupils work and storing things below head height, using window poles instead of climbing to open windows. Where this is not possible, proper access equipment must be used and the following rules followed:

- Before using a ladder or step ladder, make sure it is the right equipment for work. Scaffold towers or specialist access equipment may be required to reach the position and enable the work to be carried out safely, for example, in the School Hall. In these cases, the equipment must be erected in accordance with the manufacturer's instructions and by a person who is competent, having received sufficient instruction and training.

### **Ladders and Step Ladders – Risk Control Measures**

- Check that equipment is in good condition, do not use ladders or step ladders with cracked, broken or splintered stiles / rungs / steps / hinges / cords or other defects.
- Check the ladder is clear of overhead electric cables.
- Set the ladder at the correct angle, being 1m out to every 4m up.
- Never climb higher than the fourth rung from the top to ensure adequate hand hold.
- If using the ladder for access onto a flat roof or platform, make sure it extends at least 1.1m above the stepping off point, so as to provide an adequate handhold, especially for coming down.
- Move ladders and step ladders so as to avoid the need to overreach.
- Secure the ladder at the top wherever possible, this ensures the ladder cannot slip sideways or backwards, whilst doing this, get someone to foot the base.
- If this is impractical, see that it is firmly secured at the base or footed by a responsible person.
- Ladders less than 3m in length, where securing or footing is not practical, can be used unsecured or footed, providing they are set at the correct angle on a firm, level, non slippery surface.
- Ladders over 3m in length must be secured as above or footed.
- Make sure that extension ladders have enough overlap to prevent collapse.
- Stand the ladder or step ladder on a firm level base and not on loose material.
- Clean wet, icy or greasy rungs or steps before use, make sure footwear is in good condition and free from mud or grease on the soles before climbing.
- Carry light tools and equipment in pockets or a holster / tool bag slung from a strap over the shoulder; use a hoist line to raise larger items when at the working position.
- Step ladders must be long enough to reach the work and provide a secure hand hold. Do not stand on the top step or platform on a step ladder unless it is constructed with a secure hand hold.
- Always spread step ladders to their fullest extent for stability.
- Whenever possible, place step ladders at right angles to the work, i.e. with the front or back of steps facing the work. Pushing, pulling or reaching sideways whilst on step ladders should be avoided because it is less stable, where this is unavoidable, another person should support the steps to prevent them tipping.
- The Caretaker is to check all ladders on a Quarterly basis and report any findings to the Business Manager/H & S Governor. A report book will be provided for this purpose and must be signed off by the Caretaker as having carried out the inspection, plus any findings noted. The book will be counter-signed by the Business Manager/H & S Governor. Repairs or replacement items are to be carried out with immediate effect and ladders not usable clearly identified to all Staff.

### **Substances Hazardous to Health**

All substances used within the teaching areas are classified as not hazardous to health and are used in such ways, and in such quantities, e.g. tippex, that the risks to health are concluded to be insignificant and written assessments are not required under the COSHH Regulations.

Staff are responsible for ensuring that all substances are properly labelled, stored, used and, when necessary, disposed of in accordance with the manufacturer's instructions. Staff shall be aware of the requirement to assess the risks to health of any new substances brought into the School to ensure they fit into the above classification or, if not, appropriate risk control measures are devised, implemented and recorded. Any flammable/dangerous liquids/materials required by staff for cleaning etc. should not be stored in classroom cupboards or in desk drawers. Any such products found in classrooms could result in disciplinary action being taken.

All products are available from the locked storage areas and should be returned in a safe and secure state once staff have finished with them.

The Caretaker will check on a weekly basis all store cupboards/rooms to ensure all materials are stored safely, no leakage has occurred and that all are clearly labelled. A report book will be provided for this purpose and must be signed off by the Caretaker as having carried out the inspection, plus any findings noted. The book will be counter-signed by the Business Manager/H & S Governor.

### **School Cleaning Substances**

Liquid cleaners and disinfectants carrying the 'Irritant and Harmful' warning labels are not to be used for the general purpose of cleaning in the School. If these substances are necessary, they are to be brought on site for use well outside the School day, then neutralised and unused quantities removed to locked storage. The following measures are used to control the risks to health from the use of these substances:

- The substances are kept secure at all times when not in use to prevent access by pupils and unauthorised persons.
- The substances are only to be used as directed by the manufacturers on the containers.
- Substances shall not be mixed together. This is particularly important where toxic fumes can be generated.
- Skin contact with the substances straight from the containers or prolonged / repeated contact with diluted solution can cause health problems, e.g. redness of skin, eczema or dermatitis. Contact with the skin is to be avoided by the wearing of PVC gloves. These are to be inspected before use and replaced if damaged. At least one spare pair of gloves is kept in stock at all times.
- Accidental splashing on the skin or in the eyes needs to be washed immediately with plenty of water and further medical assistance sought if any problems persist. Any skin problems associated with the use of these substances shall be reported to the Head Teacher / Bursar and where appropriate to a medical practitioner.
- Where substances are transferred into smaller containers for use, they are marked with their contents and appropriate hazard sign. Substances should not be stored in containers designed for other substances.
- As above with regard to weekly inspection of hazardous products.

### **Fire Risk Assessment**

A fire risk assessment has been carried out as required by the 'Fire Precautions (workplace) Regulations 1997' <https://www.gov.uk/government/publications/fire-safety-in-new-and-existing-school-buildings/fire-safety-in-new-and-existing-school-buildings>

The significant findings are recorded further in this Policy. The following procedures must be abided by in the case of a fire:

- The fire evacuation assembly point is the School bus lay-by at the front of the School to enable complete evaluation of area.
- If an alarm is raised after 2.45pm, when the bus lay-by may be in use, all personnel shall assemble on the playing field.
- On discovering a fire, personnel should operate the nearest fire alarm point.
- On hearing the fire alarm, all pupils will form a line to leave the working area. The person in charge of the pupils will instruct them to leave by the nearest safe exit, following behind to close the doors behind them. The pupils must make their way to the assembly point in an orderly manner.
- The teachers will take their class register from the School Secretary at the evacuation assembly point, and will then call the register and inform the Head Teacher / Bursar either that all pupils are present or report any missing pupils.
- If the alarm sounds at lunchtime, the same procedures will be followed, with any available Teachers calling their own class registers, otherwise a roll call will be taken by MSAs under the direction of the Midday Controller.
- It is therefore important that all registers, after registration, should be sent to a central location, that being the School Office.

## **Fire Risk Assessment – Record of the Significant Findings**

### **1. Fire hazards identified in the premises**

Pupils coats and outdoor clothing, books, papers, cardboard/paper displays, carpets in some rooms, soft toys, soft balls / footballs, bean bags, plastic covered foam filled gymnasium mats, dressing up clothes, foam filled chairs (Staffroom and Library only), oil for heating, waste paper / packaging, tea towels, Christmas decorations during Dec/Jan.

### **2. Source of ignition hazards**

Fixed and portable electrical equipment, oil fired boiler for the hot water radiator central heating system.

### **3. Risk assessment and control measures**

#### **A) Preventing a fire starting**

The main control measure to prevent fires starting in the School is to ensure that combustible materials do not accumulate around the electrical equipment. Staff are aware of this and routine monitoring is carried out by the Head Teacher / Bursar. A high proportion of the combustibles are kept in the storerooms, items being stacked carefully to prevent any likelihood of contact with the lights. These store rooms are fitted with smoke detectors as part of the School's fire alarm system.

Waste bins are emptied into plastic sacks at the end of each day, the sacks are placed in bins located clear of the buildings at the front of the School. Any large amounts of waste packing materials are removed to bins immediately.

***Smoking is not allowed in the School or in the grounds of the School.***

The boiler is located in a separate room which is kept free of combustibles. Supplementary heaters are not generally needed. The oil tank is well clear of the premises and surrounded by a brick bund wall to contain any leakages. The area inside the bund wall is kept free of

combustibles.

The fixed and portable electrical equipment are inspected / tested at the recommended frequencies, being an annual inspection by qualified electrician and maintained where necessary to prevent danger.

The only cooking appliances are a microwave oven and a toaster in the Staffroom and Workshop and two electric ovens and hobs along with microwave ovens in the Workshop.

A meeting is held with contractors before any maintenance work is carried out at the School, the measures necessary to safeguard pupils and Staff are agreed, along with fire prevention measures where blowlamps, pitch boilers or other heat producing equipment is to be used.

## **B) Limiting the injury and damage if a fire starts**

### **(i) General**

No one is particularly at risk from fire. Combustible materials are kept to a minimum to limit the size of any fire that starts.

### **(ii) Fire detection and warning**

During the normal School day, Staff are in and around all parts of the building every few minutes and a fire developing would be noticed quickly. A 'break glass' operated, electrical fire alarm is fitted with points all around the School building. The sounders can be heard throughout the School and in the playgrounds.

### **(iii) Means of escape**

Exit doors provide an escape route from the Hall and seven of the classrooms to the outside of the School. The exit doors from the only classrooms without external fire exit doors are only 3 metres away from an exit door which is in continuous use.

Emergency lights are positioned in the main Hall and all exit doors are signed with the 'Fire Exit' notices.

### **(iv) Planning for an emergency**

Procedures to follow in the event of a fire are displayed on notices around the School. Staff are instructed of these on their induction and the procedures are tested by carrying out a fire drill at least once every term. Special procedures for evacuating disabled pupils have been devised and are practised on fire drills.

### **(v) Maintenance and testing of fire equipment**

The following is carried out by the Caretaker:

The fire alarm is tested weekly from a different point.

Fire extinguishers are checked visually on a weekly basis to ensure they are present and unused.

The emergency lights are tested in accordance with BS 5266, being that they are checked monthly that lights illuminate when power switched off, every 6 months this is repeated, but lights left on for at least 1 hour; every 12 months this repeated but lights left on for at least 3 hours.

Fire extinguishers are serviced annually by Lindum Fire Services.

The fire alarm is serviced by specialists on a contract basis

## **4. Assessment conclusion and any risk reduction measures necessary**

The above measures are adequate to control the risks from fire. This conclusion is confirmed by satisfactory reports in the past from Fire Brigade inspection.

### **Manual Handling Operations**

Manual handling operations are required to some extent in most of the School's activities and it is not reasonably practicable to avoid them. Most of these within the classroom do not generally involve significant risks and are within the capabilities of all Staff. The measures detailed below are considered adequate to reduce the risks of injury to the lowest level reasonably practicable:

- Staff shall not attempt to lift or move anything they consider to be too heavy or awkward for them. If help is not at hand, the matter should be reported to the Head Teacher. If any particularly large / heavy items must be moved, the Caretaker should be contacted.
- When lifting boxes, parcels, etc., the back must be kept straight and lifting carried out using the leg muscles. Never bend from the waist and lift with the legs straight as this puts strain on the back muscles and spine and may lead to injury.

Special care is to be exercised where pupils are involved with the moving of objects, e.g. tables. Staff are required to assess these operations and only allow pupils to be involved where they will not struggle and to ensure that adequate precautions are taken to prevent injury.

The manual handling of any objects which are of significant size and weight to present a significant risk of injury and which cannot be avoided is only to take place following a risk assessment to determine the control measures to reduce the risks to an acceptable level. The following operations have been assessed and, along with the manual handling training that has been provided, are considered to be adequate to reduce the risks to the lowest extent reasonably practicable. There are instructions on moving and assembling the large P.E. frames located in the hall which are posted by the equipment.

- **Chair and Table Moving**
  - Measures to reduce the risk of injury:
    - Using correct lifting techniques.
    - Carrying no more than 3 chairs at a time.
    - Using special trolley for moving stacks of chairs.
    - Carrying no more than 1 table at a time.
    - Obtaining assistance where the timescales involved could lead to over-exertion.
- **Miscellaneous Packages and Items**
  - Measures to reduce the risk of injury:
    - Using correct lifting techniques.
    - Using the trolleys and barrows provided.
    - Obtaining assistance where the weight / size of load is beyond individual capacity.
- **Furniture, Lockers, Display Boards, etc.**
  - Measures to reduce the risk of injury:
    - Using correct lifting techniques.
    - Using the trolleys and barrows provided.
    - Obtaining assistance in proportion to the weight, size and distances involved.

- Wearing protective equipment, such as gloves and safety footwear.

### **Display Screen Equipment (DSE)**

- Computer equipment is used extensively in the School Office and Staff working in this area have been designated as 'users', although their work routines do not require extended use of this equipment.
- 'Users' are provided with information and training about the risks to their health and how to minimise them.
- Workstations operated by 'users' are assessed to ensure they satisfy minimum requirements and the risks are reduced to lowest level reasonably practicable.
- Work at display screen equipment is such that there are breaks or changes of activity.
- Work related upper limb disorders, such as pain to the muscles, ligaments and nerves of the hand and arm can be brought about by repetitive movements associated with intensive keyboard or mouse operations. Properly arranged work stations and organisational systems will minimise the risks of these disorders.
- Staff should be aware of this type of injury and report any pain, discomfort, swelling or weakness experienced during or shortly after keyboard / mouse work.

### **Technology**

- Round ended scissors are to be used where children are not working under the supervision of an adult.
- Sharp craft knives, kitchen knives and sharp ended scissors are stored securely and only used by older children under close supervision of an adult.
- Pupils shall be shown how to use the simple hand tools available to them in the classroom safely. Teachers should not assume they have been taught this before because they have used the tools before.
- If the material or tools pupils are using are likely to produce chips or splinters which fly off, the safety goggles must be worn.
- Hot wire polystyrene cutters must only be used in well ventilated rooms.
- Pupils shall not use spray glue and only low temperature glue guns are to be used by pupils.
- In cookery lessons, the quantities of hot liquids are to be kept to a minimum and pans positioned so as not to be knocked over. There should be an adult in attendance at all times.
- In addition to the above, it is the Policy of the School to follow the advice and guidance detailed in the DCSF publication 'Safety in Practical Studies'.

### **Smoking at Work**

Smoking is not permitted in the School or in the grounds. This is to prevent unwanted exposures to environmental tobacco smoke, which is a health hazard, and to minimise the risk of fire.

### **Contractors Activities**

The School has the ultimate responsibility for contractors' activities with regard to the health and safety of Staff and pupils. The Head Teacher is responsible for making sure that

contractors are competent to carry out their work in accordance with the relevant statutory provision. Contractor's activities which affect the health and safety of Staff, pupils or visitors, or any obvious non-compliance with regard to safety precautions should be reported to the Head Teacher / Bursar.

### **First Aid Arrangements**

Staff trained in emergency First Aid is considered to be appropriate for the risks and numbers of persons present. It is the Policy of the School to train as many Staff and Midday Supervisory Assistants as possible in emergency First Aid so that there is always cover for absences and on school trips. This training is updated every 3 years to maintain competence.

First Aid boxes containing the recommended contents are located at appropriate points and the School Secretary and Midday Controller are responsible for checking the contents on a monthly basis and replacing any items used. All Staff should familiarise themselves with the location of these so that in the event of an injury or acute illness, these can be located quickly. In these cases, an ambulance can be summoned from the telephone in the Office.

Aids and hepatitis B viruses are a risk to Staff involved in the provision of First Aid. The advice in the leaflet 'PO/EL/7' should be followed to prevent the spread of infection.

### **Pregnancy and Work**

Staff who become pregnant shall inform the Head Teacher so that an assessment can be carried out to ensure that any risks created by their work are identified and eliminated or controlled. Advice on pregnancy and work is given in the County Council leaflet 'PO/EL/12'.

### **Young Persons Working or on Work Experience in the School**

If young persons come to the School to work or on work experience, special regulations apply. A 'young person' is someone who has not attained the age of 18 and a 'child' is someone not over compulsory school age. They require that a specific risk assessment to identify any measures that are required to reduce the risks because of their immaturity, inexperience and lack of awareness. Where a 'child' is involved, the findings of the risk assessment and the protective / preventive measures to be taken must be communicated to the person having parental responsibility for the child.

All young persons will work directly under the supervision of an experienced member of Staff who is responsible for ensuring the appropriate measures are taken to protect their health and safety. The activities that young persons are likely to be involved in are low risk. Training agencies who place young people in School will expect basic H & S information will be communicated to the trainee and activities risks will be low.

### **School Security**

- Access to the School is via the main reception entrance which is code locked and monitored from the School Office to prevent unauthorised access.
- All fire doors cannot be opened from the outside to prevent unauthorised access, but these can be readily opened from the inside in case of emergency.
- The car park is fenced from the areas occupied by pupils and the playground gates are closed during School time.

- When pupils are outside at playtimes, or during sports, they are supervised closely to ensure they do not go through the gates onto the School drive. Both playground gates have combination locks fitted that can be easily opened by Staff.
- All visitors are required to report to the Office or to the Bursar / Caretaker on duty on arrival.
- The names of all visitors, their time of arrival and departure should be recorded.
- All workmen shall wear a badge of identification while on the School site.
- Unknown persons on the School site not wearing a visitors badge are to be asked what they are doing and if they require assistance. In some cases, it may not be appropriate for a lone member of Staff to make this approach. In these cases, the Head Teacher is to be informed and, if necessary, the police called for assistance.

### **Vehicles on the Premises**

- Vehicles manoeuvring around the premises, particularly reversing in restricted areas are a major risk and can cause serious, even fatal, injuries. Special care is necessary to ensure that pupils are kept away from the vehicles on the School premises.
- Pupils shall not be on the playing field when the gang mower is in operation.
- Delivery and contractors' vehicles are prevented from entering the premises at school starting and leaving times.
- School bus discharge and pick up arrangements have been planned to avoid pupils having to cross the road and also avoid the need for reversing whilst pupils are around.

### **Violence at Work**

The School seeks to minimise Staff vulnerability to violent disturbing behaviour, including threats, intimidation and verbal abuse as well as physical assault. This kind of behaviour will not be tolerated from parents and further action, such as banning / prosecution will be taken. Staff who have any qualms about parental interviews should arrange for a colleague to be present. The following guidelines should be followed:

- Staff should not become confrontational even if provoked. Instead, offer to arrange another meeting with senior colleagues and close the interview.
- Do not hold meetings with parents in isolated classrooms and have clear objectives and a set timescale.
- Do not make home visits alone.
- If verbally or physically abused, leave or call for assistance immediately.
- Staff should report any concerns and all incidents of verbal abuse, threats or actual assaults to the Head Teacher. This will enable incidents to be monitored, investigated, and appropriate action taken.
- Staff will sympathetically treat anyone who suffers violence at work and a variety of support systems are available.

### **Educational Visits**

Staff should note that pupils face far higher risks on School visits than they do in the School. The hazards of all visits must be identified and appropriate risk control measures built into the arrangements. A summary of these must be recorded for all visits undertaken. A separate Policy has been produced. All Staff conducting a visit out of School will carry out a risk assessment and complete an appropriate form in accordance with the School Policy, and submit these to the Head Teacher for his approval.

## **Medicines**

Medicines and pupils with Special Educational Needs will be managed in accordance with the School Medicines Policy.

## **Injury Reporting**

Minor injuries to Staff and pupils are recorded in the accident book by the person administering First Aid. A 'note of injury' will also be sent home with child to parents. In more serious cases, contact with parents will be made by telephone.

The Head Teacher is responsible for completing the 'PO3 forms' for more serious injuries and for carrying out the statutory reporting procedures for "major" and "over 3 day" absence injuries, as required by the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations'.

The Head Teacher is responsible for the statutory reporting incidents covered by 'The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations' (RIDDOR). A supply of 'PO3 forms' must be kept available for this purpose, available on NetLinc, a copy being kept on file and copy sent to Health and Safety. These forms must be used to notify the Health and Safety Executive (HSE) of any 'major' injuries to Staff, pupils or visitors and any 'over 3 day absence' injuries to Staff.

'Major' injuries to pupils and visitors are those which require them being taken directly to hospital. This only applies to injuries which arise in connection with work, either through a premises fault or through work organisation, such as lack of care, not those which arise from play or sport activities, or which arise from health condition. 'Major' injuries to Staff are basically any break of the large bones or any injury which requires hospitalisation for more than 24 hours. All 'major' injuries must be notified to the LA (Lincs) immediately by telephone on 0845 3009923, followed with a PO3 form within 10 days. This applies in the event of 'fatal', 'major' or 'over 3 days absence' injuries, reportable diseases and dangerous recurrences.

'Over 3 day' absence injuries to Staff do not require telephone notification, but the 'PO3 form' must arrive at the LA (Lincs) within 10 days of the injury.

Some incidents which do not result in injury must be reported by telephone and 'PO3 form' to the LCC. These are known as 'Dangerous Occurrences' and are only those which are specified by the Regulations. These are mainly large incidents in the construction and manufacturing sectors, but some such as a fire or electrical short circuit which disrupts activities for more than 24 hours will apply. Staff will be required to complete a 'witness' report on such occurrences which will be kept on file in respect of any later enquiry or litigation.

## **Statutory Notices**

The Head Teacher is responsible for ensuring that a 'Health and Safety Law' poster is displayed in the Office, where employees can read it. The Head Teacher shall also ensure that a current copy of the 'Employer's Liability Insurance Certificate' is displayed where Staff can see it, also in the School Office.

## **Health and Safety Representatives and Consultation**

The role of trade union appointed health and safety representatives is recognised and encouraged. If a member of Staff is appointed as health and safety representative, they will be consulted during the preparation and review of the Health and Safety Policy of the School to enable effective co-operation in the promotion and development of the health and safety representative, as detailed in the 'Safety Representative and Safety Committee Regulations'.

Health and Safety is a regular item on the agenda for all weekly Staff briefings at the School.

### **Induction Procedures**

The capabilities of all new Staff with regards to their own health and safety and that of pupils in their care will be taken into account before employment starts. Adequate information and training will be given to ensure that they are aware of the School's health and safety arrangements, particularly:

- Evacuation procedures
- First Aid and injury reporting arrangements
- Any other relevant emergency procedure.

### **Physical Education, Sport and Play Activities:**

Most injuries to pupils occur during these activities.

### **General Rules for Playtimes**

- A sufficient number of Staff must be available to supervise playtimes and shall position themselves where they can see all pupils, usually one qualified Teacher and one Teaching Assistant.
- Staff shall watch for and control over enthusiastic behaviour, in particular, running and ball games shall only take place in the designated areas.
- Running and ball games are prohibited in the 'Quiet' areas.
- The retrieval of balls from neighbouring gardens by climbing fences is prohibited.
- Staff shall not carry drinks made with boiling water whilst on playtime supervision duties, unless in plastic safety thermos drinks holders.
- Fixed outdoor play equipment shall be visually inspected on a daily basis by Staff. A termly inspection will also be made.

### **General Rules for Sports and Physical Education**

- It is the Policy of the School to follow the advice and guidance from the relative national Governing Body for the activities carried out, and to allow only suitable Staff to be involved.
- In terms of gymnastic activities, there must be a qualified Teacher or an accredited sports coach.
- Physical activities should be quietly undertaken and there should be strict control, especially if competitive games are being played.
- Ensure pupils are involved in activities appropriate to developing their existing abilities.
- Staff shall position themselves where they can see all pupils.
- Appropriate clothing should be worn at all times. Loose and floppy clothing should be tucked in shorts. No baggy tops should be allowed. Footwear should be appropriate and well-fitting, otherwise bare feet may be used for indoor activities.
- Long hair should be tied back.
- Watches and earrings must be removed, or covered in a plaster. Large hoops shall not be worn in School at all.
- Ensure all equipment is safely set up before using.
- Check equipment for signs of wear / defect regularly and report to Bursar / Head Teacher.
- Limit the number of pupils using any one piece of apparatus.

- Move equipment safely using several pupils. Do not allow pupils to struggle, but teach how to do it safely and effectively.
- Keep apparatus being used at least two meters from any wall.
- Make sure there are no dangerous objects around the sides of the Hall on any of the outside areas being used.
- Pupils shall be supervised at all times in the Hall.
- Put away equipment safely.
- Dive forward rolls are not to be allowed.
- Apparatus is not to be used for chasing games, such as 'Pirates'.
- Diving head-first over the bar in High-jump is not to be allowed.

### **Swimming**

Two qualified lifesavers are to be in attendance at all times when the children are in the water, both of whom should not be in the water. The Teacher in charge should also remain on the side of the pool where they can supervise all activities and ensure safe practice. They have the ultimate responsibility to suspend all activities if they are judged to put children at risk.