



# **St Gilberts C of E Primary School**

Foundry Road  
Stamford  
Lincs  
PE9 2PP

## **HEALTH AND SAFETY POLICY**

Issue 1/09/2017

**Reviewed Annually**

**Date of next Review**

**31/08/2018**

# St Gilberts C of E Primary School

## HEALTH AND SAFETY POLICY CONTENTS

<b>Distribution of Copies</b>
<b>Review and amendments</b>
<b>Statement of Intent</b>
<b>Organisation – Roles and Responsibilities</b>
<b>Procedures and Arrangements</b>
<b>Appendices:</b> <b>Appendix 1 – Organisational chart</b> <b>Appendix 2 – Key Health and safety legislation</b>

## DISTRIBUTION OF COPIES

Master Copy	Head Teacher
Copy One	Business Manager
Copy Two	Health & Safety Representative
Copy Three	Staff Room – all staff plus 'G' Drive
Copy Four	Administration Office for Visitors, Contractors & Parents Viewing

## HEALTH AND SAFETY POLICY

### REVIEW PROCEDURES

The Health and Safety Policy for St Gilberts C of E Primary School is to be reviewed annually by the Health & Safety Committee with notification being given to the full Governing Body on the results of the review.

Any amendments required to be made to the policy as a result of a review, will have to be presented to the Governing Body for acceptance.

### AMENDMENTS

It is the responsibility of the Head Teacher to ensure that the complete amendment is incorporated into all copies of the document and recorded accordingly on the Amendment Sheet. Copies of pages made redundant by the amendment are to be disposed of immediately and not to be retained for any reason.

amdt No	Date of Issue	Incorporation Details		
		Name	Signature	Date
1	01/09/2017	F Dicker		
2				
3				
4				
5				
6				
7				
8				

## HEALTH AND SAFETY POLICY

### STATEMENT OF INTENT

<b>SCHOOL NAME</b>	<b>St GILBERTS CHURCH OF ENGLAND PRIMARY SCHOOL</b>
--------------------	---

The Governing Body believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- a. Preventing accidents and cases of work related ill health.
- b. Compliance with statutory requirements as a minimum (*a list of key legislation is at Appendix 2*)
- c. Assessing and controlling risks from curriculum and non-curriculum work activities.
- d. Providing a safe and healthy working and learning environment.
- e. Ensuring safe working methods and providing safe working equipment.
- f. Providing effective information, instruction, training and supervision.
- g. Consulting with employees and their representatives on health and safety matters.
- h. Monitoring and reviewing our systems and prevention measures to ensure they are effective.
- i. Setting targets and objectives to develop a culture of continuous improvement.
- j. Ensuring adequate welfare facilities exist throughout the school.
- k. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

Trade Union Safety Representatives play a valuable role and the Governing Body recognises the mutual benefits that will arise from supporting their work.

A Health and Safety Management System will be created to ensure the above commitments can be met. All Governors, staff and pupils will play their part in its implementation.

**Name** \_\_\_\_\_

**Signature** \_\_\_\_\_ (Chair of Governors)

**Date** \_\_\_\_\_

## ST GILBERT'S C of E PRIMARY SCHOOL



### HEALTH AND SAFETY AT WORK POLICY

#### **INTRODUCTION**

1. This statement covers the activities of St Gilbert's CE Primary School. It is to be read in conjunction with the general statement of safety policy issued by the Education Department's Health and Safety policy.
2. The Governors and Headteacher recognise the importance of safety, health and welfare, in the successful operation of all its activities. They believe in the active participation of every person within the organisation, in order to achieve and maintain the highest practicable standard of accident prevention. Success in this relies on initiative, teamwork and the co-operation of all staff.
3. Appropriate Health and Safety standards will be applied to all activities and deviations from these will not be tolerated. Any uncertainty regarding Health and Safety is to be raised through normal managerial channels and where necessary specialist advice and assistance will be obtained.
4. The Governors and Headteacher are required by the Health and Safety at Work Act 1974 to afford facilities for consulting with Trade Union safety representatives, and to establish safety committees where requested.

#### **RESPONSIBILITIES**

1. It is the responsibility of the Governors and the Headteacher to ensure that the safety policy remains valid and is operated effectively within the establishment.
  - *The Governor responsible for Health and Safety: Oliver Wilson*
  - *The member of staff responsible for Health and Safety: Mr Peter Allan, School Business Manager (SBM)*
  - *All staff have a duty of care in terms of health and safety and must be vigilant.*
2. The Health and Safety at Work Act 1974 makes it the legal duty of the Employer and its Employees to take reasonable care for health, safety and welfare of themselves, other employees and all other persons who may be affected by their acts or omissions.
3. The Headteacher and Governors are responsible for the general application of the arrangements, and for ensuring the communication of the relevant information to all staff.
4. All staff are required to familiarize themselves with this policy and any other relevant safety information. A summary of the Health and Safety Policy on the school G drive. .
5. All staff are responsible for reporting to the SBM any hazards or safety defects which they cannot eliminate themselves. In turn they will report to the Headteacher any defect which he/she cannot eliminate him/herself. In the case of an emergency repair, the SBM will report this to the Headteacher

6. A safety professional is available for advice and guidance on hazards and legislation affecting the activities of education establishments. Annual inspections and reports are carried out by the safety professional

### **COMPETENT PERSONS**

A safety professional from Influential Management Ltd (IMG Ltd) has been appointed to act as a competent person, as required under the Health and Safety Management Regulations 1992. He is available for advice and guidance on hazards and legislation affecting the activities of the school.

Mr Colin Nottage 0845 6890075 or 07799656303.

### **Arrangements**

Detailed procedures are found in the school's Health and Safety handbook.

This covers:

- Emergency procedures
- First Aid provision
- Accident reporting procedures
- General safety within school premises
- Waste disposal
- Maintenance
- School visits
- Visitors/Contractors in school

### **MACHINERY AND ELECTRICAL EQUIPMENT**

1. Staff must ensure that all safety guarding and eye protection is present, serviceable and utilised when any machine is in use.
2. Staff shall not attempt repairs or make modifications to machinery other than those normally associated with daily operations. Any defects or malfunctions must be reported to the Headteacher immediately.
3. Electrical equipment and systems are subject to the Electricity at Work Regulations 1989. The SBM is responsible for arranging the routine testing of the sockets to ensure proper earth continuity and correct phase/neutral connections. The testing will be carried out every five years.
4. The SBM is responsible for maintaining an up to date inventory of all portable electrical equipment. This electrical equipment must be visually inspected on a termly basis. All items of portable electrical equipment must be tested by a competent person on an annual basis in accordance with the Electricity at Work Regulations (see Education Health and Safety Manual for annual electrical testing procedure).
5. All equipment maintenance inspections must be formally recorded.
6. All pieces of portable electrical equipment in the school should be fitted with safety type plug heads BS1363.
7. PE Equipment will be checked annually.

8. Display screen equipment - The SBM will arrange to assess 'users' and 'workstations' under the Display Screen Equipment 1992 (see Education Safety Manual for information on assessment procedures). Once the assessments are complete arrangements will be made to reduce any risks, which are highlighted from the assessments.  
The headteacher will plan display screen equipment work so there are breaks or changes of activity and provide information, instruction and training for the usage of display screen equipment (See Education Safety Manual for guidance).

### **SAFETY REPRESENTATIVE**

The staff may elect one of their number to act as a Trade Union safety representative who must be a member of, and appointed by, a recognised trade union. Any member of staff has the right to take up an issue on health and safety with his/her safety representative. In this school all staff will be consulted when the policy for health and safety is compiled or updated and initiatives/ comments will be fully considered.

Recognised trade unions may appoint Safety Representatives to represent the employees. Safety Representatives will normally have worked for at least two years to enable them to have the necessary kind of experience and knowledge.

Safety Representatives will need to establish close relationships with any other appointed Safety Representatives, including those appointed by trade unions other than their own.

### **CONTRACTORS**

1. The SBM should ensure that all contractors report to the school office on arrival and departure from the school. This is necessary to ensure that the SBM can make any necessary arrangements. When contractors are engaged in work at the school the SBM will liaise with the contractor and his/her representative to ensure that the contractor is aware of the school rules, of any particular hazards which may be present, and of any temporary rules which apply during the contractors presence on the premises. Contractors must make themselves aware of and sign the asbestos report.
2. The Headteacher and SBM will ensure that all temporary rules, such as exclusion from the premises or parts thereof, are made known to all staff, pupils and visitors to the premises.

### **INDUCTION TRAINING**

1. All new members of staff must be given a copy of the safety policy. Their duties under that policy must be discussed and understood. New members of staff should be made aware of any special responsibilities under the safety policy.
2. Supply teachers must be fully aware of any local arrangements for emergency action, i.e. fire evacuation, accident procedures and reporting and any other safety arrangements which may affect them during their time spent on the school premises.

## **LOCAL MONITORING OF PERFORMANCE AND REVIEW**

1. Regular monitoring of the safety policy is the responsibility of the Governors and the Headteacher. The Headteacher will test the arrangements on a regular basis to ensure that they are working correctly.
2. The Headteacher and the Governors shall carry out a safety inspection of the premises at least once a year.
3. Regular monitoring of the safety within the school will be carried out by the SBM through the normal managerial arrangements within the school.
4. The supplementary statement will be reviewed at least annually taking into account the findings of any safety inspections. The safety policy will be reviewed more regularly if the arrangements laid down in the policy are found not to be working effectively.

## **GRIEVANCE AND DISCIPLINARY**

All matters concerning health and safety matters will be dealt with under the standard grievance and disciplinary procedures as laid down in the appropriate terms and conditions of employment.

## **LONE WORKING**

It is the wish of the school that no member of staff should lone work on site. If a member of staff chooses to do this they should inform the Head Teacher of their intention and make the necessary arrangements with a family member or friend to know where they are and what time they intend to be home. This person should also have the contact numbers of the Head teacher should the lone worker not return. The relative or family friend would inform the Head teacher should they not return at the stated time and the Head teacher or Site Officer would take the required action.

## **BURGLAR ALARM SYSTEM**

If the alarm is activated the monitoring company contact the police directly. ANGLO INTEGRATED SYSTEMS are the first named key holders followed by the Site Officer.

When alarm rings, all reasonable precautions should be taken when approaching the school. Do **NOT** enter the building alone or confront any intruders. Ideally wait for the police to arrive.

## **FIRE DRILL**

It is important that each member of staff responsible for a class or teaching group has made the children in that class or group aware of their action in the event of a fire being discovered. It is also important that the action and instruction be recorded - for example in class forecast of work and in summaries. The Headteacher/Administrator will record fire drills in the Fire Log Book located in the SBM's office

1. A displayed Fire Instructions notice should be in evidence in each classroom duly completed regarding the class position so that a Supply Teacher would be aware of it.
2. It is important that the children should have explained to them their course of action if they should be the individual discovering the fire. It should be explained to them clearly how they should report it and what action they should take. Certain doors in the school are classified as Fire Doors, and in the event of fire they must remain CLOSED to prevent the rapid spread of the fire.

3. It is important that each class knows the position it reports to after having left the building.
4. In the event of any other happening which may necessitate the evacuation of the building e.g. a bomb scare or warning, the children must be taken further away from the structure of the school as soon as the roll call is complete, as detailed in the Critical Incident Policy.
5. On some days groups of children will be absent from school. These teachers will hand a register of absent children to the School Administrator. In the event of fire these registers will be taken out to the playground by the Administrator and checked by the teacher taking charge of any remaining children.
6. On hearing the fire alarm a member of SLT will telephone the fire brigade immediately. If the school phone is unreachable, or out of service, a mobile or the phone at a neighbour's will be used.
7. The Headteacher is responsible for ensuring that termly fire evacuations are carried out; that the fire alarms are regularly tested; and that the emergency lighting system is also tested on a regular basis. All of the fire evacuations, fire alarm tests and emergency lighting tests must be formally recorded.
8. The Headteacher is responsible for ensuring that all fire extinguishers and fire blankets are in-situ where required and designated. These should not be obscured by furniture or equipment.

ALL children who leave school after registration must have their details recorded on the computerised system in the main office - this applies whether a child has to go home because they are unwell, or leaves for a dental appointment etc. Late children- signed in. Children leaving-signed out

### **FIRE SAFETY – SITE OFFICER RESPONSIBILITIES**

#### **1. Fire extinguishers**

Extinguishers should be inspected monthly. Look for damage, stored pressure is adequate where applicable and any defects rectified and an entry made in the log book.

#### **2. Smoke Alarms**

Alarms should be tested monthly. Inside of the smoke alarms should be cleaned annually using a vacuum cleaner to ensure that dust is not blocking the sensor.

To test – press the alarm until it sounds. This may take several seconds. If the alarm fails to sound check the battery

#### **3. Fire Warning Systems installed to BS5839:**

Part one should be tested at least weekly using a different call point for each successive test. The duration of the test should be sufficient to check that the system is operating satisfactorily. Any defects should receive immediate attention. The date, result and signature of the person carrying out the test should be recorded in the log book

#### **4. Emergency lighting**

Emergency lighting should be tested by a competent person at regular intervals in accordance with BS 5266. These should be carried out daily with a visual check, monthly checking the bulbs are working; run quarterly for half an hour to give the batteries a charge and annually checked by a professional electrician. The date, result and signature of the person carrying out the test should be recorded in the log book.

## **REPORTING AN ACCIDENT**

All accidents to pupils, staff and visitors must be recorded on the appropriate documentation (see Education Health and Safety Manual for accident reporting procedure). All serious accidents, diseases, near misses and dangerous occurrences (RIDDOR) must be reported by the Headteacher to the Governing Body, and to the HSE using the appropriate form where necessary. In all cases the Headteacher is responsible for ensuring that such remedial action as is reasonably practicable is taken to avoid a repetition of the incident.

### **(a) ACCIDENTS INVOLVING ADULTS**

All details should be provided as required on a statutory Accident Form which are kept in the school office. (This procedure complies with the Data Protection Act 1998.)

### **(b) ACCIDENTS INVOLVING CHILDREN**

Serious accidents are recorded in the same way as Accidents Involving Adults. Minor incidents – grazed knees etc. are recorded on Accident book located in each shared area. These completed books are kept in the hygiene suite

**Keeping up-to-date** the following files are kept in the office:

- Safety Reports and Inspection Reports.
- The display board in the staffroom has relevant information.

Forms for children to take home if they have a minor accident worth reporting, or a head injury are kept with the first aid kits. Details should be entered on the form kept in each class register.

## **PLEASE SEE FIRST AID PROVISION DOCUMENT**

## **PREVENTION OF ACCIDENTS**

The following rules need to be followed carefully by teachers and ancillary staff. Teachers must ensure that the children in their care are fully conversant with them. All staff have a responsibility for all the pupils in the school and should exercise and concern for their safety. This particularly relates to their behaviour and underlines the importance of being on duty at the appropriate time.

Regular monitoring of the safety within the school will be carried out by the Headteacher through the normal managerial arrangements within the school.

The supplementary statement will be reviewed at least annually taking into account the findings of any safety inspections. The safety policy will be reviewed more regularly if the arrangements laid down in the policy are found not to be working effectively.

## **INSPECTION AND REPORTS**

Safety Representatives shall give at least three weeks notice to the Head when they wish to carry out a formal inspection. When Safety Representatives have made an inspection they should complete a report form, a copy of which should be given to the Head of the School. Matters of concern should be discussed, so that appropriate action can be taken.

## **INFORMATION AND TRAINING**

The Headteacher will ensure that information, instruction, training and supervision as is considered necessary to ensure the health and safety of employees is provided

Appointed Safety Representatives will be given information and knowledge over and above that necessary for employees generally to enable them to play an informed part in promoting health and safety at work.

However, at all times it is expected that all members of staff should note and report anything they consider to be dangerous or a safety hazard.

Safety Representatives shall be consulted by the governing body on all health and safety matters.

The Headteacher is responsible for responding to Safety Representatives or other employee safety initiatives.

The school site is a no smoking zone and there is a zero tolerance policy with drugs and alcohol on site.

The SBM is responsible for ordering first aid equipment in accordance with the First Aid at Work Code of Practice 1990. ALL members of staff should notify her when stocks of any item appear to be running low.

All staff are aware of the First Aid Provision Document and following school procedures

All staff have Emergency First Aid at Work Training, which is renewed on a 3 yearly basis.

The named person for reviewing on a regular basis the First Aid boxes is: TBC

## **SAFEGUARDING**

Our policy is written to ensure the safety and welfare of all pupils and staff at all times, should a critical incident occur. Any concerns that arise may be considered under the child protection and safeguarding policies.

## **ARRIVAL AT SCHOOL AND DISMISSAL FROM SCHOOL**

Parents are requested not to send their children to arrive at school before 8.40 am as staff are not on duty before that time.

Children should be collected by parents unless other arrangements have previously been made with the Class Teacher. Any child not collected must report to the Class Teacher and wait in the school front office.

## **STAYING ON PREMISES DURING SCHOOL HOURS**

No child will be allowed off the school premises without prior permission from the Headteacher.

Children leaving school for any reason whatsoever must be collected by Parents or other nominated adult.

## **EXTRA CURRICULAR ACTIVITIES**

Teachers organising after school clubs and activities should ensure that parents are informed in writing of times, dates and arrangements for collection of children. Children should not be allowed to go home unaccompanied if the teacher is uncertain about the arrangements made.

If a club or activity has to be cancelled, then if possible parents should be notified in advance in writing.

Outdoor activities affected by inclement weather could be continued inside to avoid cancellation.

If activities have to be cancelled in an emergency, it will be necessary to inform parents, by telephone of the changes.

Teachers are responsible for the health and safety of pupils at all times.

Children should obey the rules of the school when attending clubs or activities.

## **PUPILS ENGAGED IN OFF SITE ACTIVITIES**

All activities of this kind must be undertaken with adequate adult supervision for the type of activity in question. All activities undertaken away from the immediate environment of the school locality must have one member of staff surplus to the needs of direct pupil supervision. This member of staff is then available to deal immediately with any emergency that may arise.

Staff should be aware that for the purpose of this document, reasonable pupil adult ratios are considered to be, for activities away from the immediate environment of the school no greater than 15 pupils.

Parents have in the past proved to be very useful in assisting in the supervisory aspects of such activities. Parent helpers must be made fully aware of safety precautions before embarking on a venture.

The children who are to be involved in off site activities must be given full and clear teacher instructions regarding safety procedures and the potential hazards appertaining to the occasion. First Aiders and appropriate first aid equipment must be available on such outings.

Detailed risk assessments will be carried out by the class teacher for all off site activities and given to the Headteacher for signature. Off site activities cannot take place unless this has been completed. Full details of these along with written details of appropriate behaviour and expectations will be given to all helpers in advance of the outing date.

All staff must ensure that they are fully complying with the school policy relating to insurance and advanced notification of visits.

All children and accompanying adults will be insured.

The office must be informed as to the class (es) and number of children taken off site for whatever reason in case of a fire check being necessary in their absence.

## **CLOSURE OF SCHOOL - SEVERE WEATHER CONDITIONS**

**Please see Emergency Close Policy**

## **PLAYTIME AND DINNER TIME SUPERVISION**

Rules should be based on common sense for the safety of children.

Therefore all classrooms, corridors and the pathways are walking areas. Children should not be in a classroom at lunchtime on a dry day unless they are under supervision of a member of staff.

Toilets should be closely monitored, as they are potential danger areas. Wet floors can lead to slippery conditions, doors are in continual use.

First aid equipment is situated in the shared areas. The duty member of staff will deal with any injuries, obtaining assistance if required. The Headteacher and classteacher must be informed of any serious accidents.

Particular care must be paid if a child bangs his/her head; supervisors should endeavour to find out whether consciousness was lost. The child's class teacher must be informed.

All accidents are to be recorded as previously detailed.

The headteacher or a member of the Senior Leadership Team is available each lunchtime should any incident need attention. Any member of staff on the premises is also available in an emergency.

Children must not leave the school during the lunchtime break unless sanctioned by the Headteacher.

There is a duty to keep on "patrol" and to be vigilant. Staff on duty must not stand talking to other adults or to a small group of children.

Supervisors should be aware of the dangers of being over friendly, a certain authority is required.

Skipping ropes may be used but only for skipping games.

Equipment from the PE store may not be used during the lunch hour.

Games that involve carrying or swinging other children are not permitted because of the high risk.

When the children have to use the playground because the field is wet they must also keep off the grassy surrounds.

Visitors on the premises should be asked to report to the office.

Any workmen wishing to move a vehicle on to the playground are to be delayed until a member of the teaching staff supervises the situation. This must wait until the children are back in their classroom.

Supervisors should be aware of the arrangements for fire drill -see separate sheet.

The trees around the field are not suitable for climbing.

The pond is out of bounds for obvious safety reasons. Children must not enter that area unless supervised by an adult.

During wet break times no scissors, needlework or cutting tools are to be used in the classrooms unless supervised.

### **THE MOVEMENT OF CHILDREN WITHIN THE BUILDING**

Children must not run in school – staff will discourage running at all times.

This particularly needs to be stressed in the early teaching of fire drill procedures.

### **MANUAL HANDLING**

The SBM will assess all manual handling operations (lifting loads, lowering loads, pushing, pulling carrying etc). Wherever possible, manual handling operations will be eliminated. If this is not possible then suitable arrangements will be made to reduce the risk of injury as a result of a manual handling operation. The significant findings from these manual-handling assessments are included in the departmental safety policy.

The SBM will arrange for the provision of manual handling equipment where necessary and will arrange for appropriate training of personnel involved in manual handling operations.

### **CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)**

The SBM will ensure that all work involving hazardous substances has been assessed. This assessment must be formally recorded where there is a significant risk to health. The Headteacher will ensure that the relevant safe systems of work, appropriate control measures and monitoring systems are in place and working. The individual departmental arrangements for dealing with COSHH are outlined in each departmental policy.

The SBM must ensure that sufficient information, instruction and training is provided to all persons handling hazardous substances.

The SBM will provide personal protective equipment where risks cannot be controlled. In this school, personal protective equipment only applies to the use of protective gloves when dealing with injuries to children.

## CARETAKING

1. The Site Officer is responsible for using all cleaning chemicals in accordance with the manufacturer's instructions. Full product information, safe working methods and COSHH assessments have been provided for all chemical products used within the school.
2. The Site Officer is responsible for storing cleaning materials in a safe manner and locked away out of reach of children. **The Site Officer's storage cupboard will be locked at all times during school hours.** Cleaning materials will not be left in classrooms or toilet areas.
3. The Site Officer is responsible for the maintenance of floor surfaces to ensure that there are no tripping hazards or slippery surfaces. In the event of a floor surface becoming dangerous it must be reported to the SBM and Headteacher immediately.

The Site Officer is also responsible for the maintenance of fixtures and fittings, e.g. replacing light bulbs, and broken door handles etc. When working with electrical systems ie changing light bulbs, it is necessary to ensure that the electrical supply is isolated before carrying out any work. If there is doubt over any task, expert advice should be sought.

The Site Officer is responsible for the boiler house. The plant rooms must be clean and tidy and free of all flammable and combustible materials. The air ventilators must be open and never obstructed. Cleaning and servicing of moving parts must never be carried out without isolating first and locked off where possible. A warning sign must be attached to the switches and equipment that are isolated and if repairs are being carried out the warning signs must remain until all repairs are complete.

All instructions issued for boiler or plant must be displayed on a wall adjacent to the system to which it refers.

(The Site Officer is responsible for completing the monthly checklists for fire and crime prevention).

4. Site Officers will report any necessary repairs inside and outside to the SBM.

## GENERAL ARRANGEMENTS

1. Proper access equipment is provided and should be used where necessary to reach items on shelves and racks above eye level. **Staff are not to use chairs, boxes or similar items to reach items stored in this way, and must not climb up the face of cupboards or storage racks. In general heavy objects should be stored low down to reduce the risk of injury from falling and handling.**
2. Specific attention should be given to the wires trailing from computers and other electrical equipment, particularly in a classroom situation. Any trailing leads should be channelled through either purpose-designed equipment, or other products sold specifically for this purpose.

3. Staff shall not attempt to lift or move anything they consider to be too heavy or awkward for them. Look for mechanical assistance and if this is not available seek advice.
4. VDU's should be set up and operated in accordance with the comprehensive guidance given in the Visual Display Units guidance booklet No pcs/21/90. Repetitive strain injury (RSI) to muscles, ligaments, and nerves of the hand and arm can be caused by the repetitive movements associated with intensive data input or typing. Staff should be aware of this type of injury and report any pain, discomfort, swelling or weakness experienced during or shortly after keyboard or typing work, to the Headteacher.
5. **Behaviour relating to practical activities:**
  - a) The movement of children carrying scissors or craft knives etc must be very carefully controlled. Use of craft knives must be preceded by a training programme covering all aspects of care and safety regardless of whether this has been done in a previous class. Scissors should be stored in wooden scissor blocks when not in use or in the appropriate tray in the classroom.
  - b) Care must be taken in the selection of tools being used, these must be appropriate to the age and ability of the children in question.
  - c) All tools must be kept under strict teacher issue and control.
  - d) Care must be taken in the selection of glues for practical tasks.
  - e) Staff must ensure that children wash their hands after using any material in craft session.
6. **Behaviour linked to physical activities**
  - a) The setting out and putting away of PE and games apparatus should be covered at an early stage in the term.
  - b) The children must wear suitable clothing/footwear for all PE and games lessons. Loose fitting or heavy clothing such as track suits are not appropriate to indoor activities. Similarly, skirts should not be allowed when activity apparatus is to be used.
  - c) Adequate supervision must be maintained whilst children are changing for swimming, pupils must be made fully aware of the need to walk carefully in the pool area to avoid slipping etc. The wearing of jewellery including earrings is forbidden for swimming.
7. **Use of chairs/desks**

Serious back and head injuries can occur if children rock back on their chairs and this must be firmly discouraged at all times. The children must not for any reason be allowed to stand on chairs or desks.

8. **Review**

The Governors and the Headteacher will review the school in line with the Workplace (Health, Safety and Welfare) Regulations 1992. The Governors and Headteacher will produce a rolling programme of improvements which will ensure that school meets the standard required under these regulations.

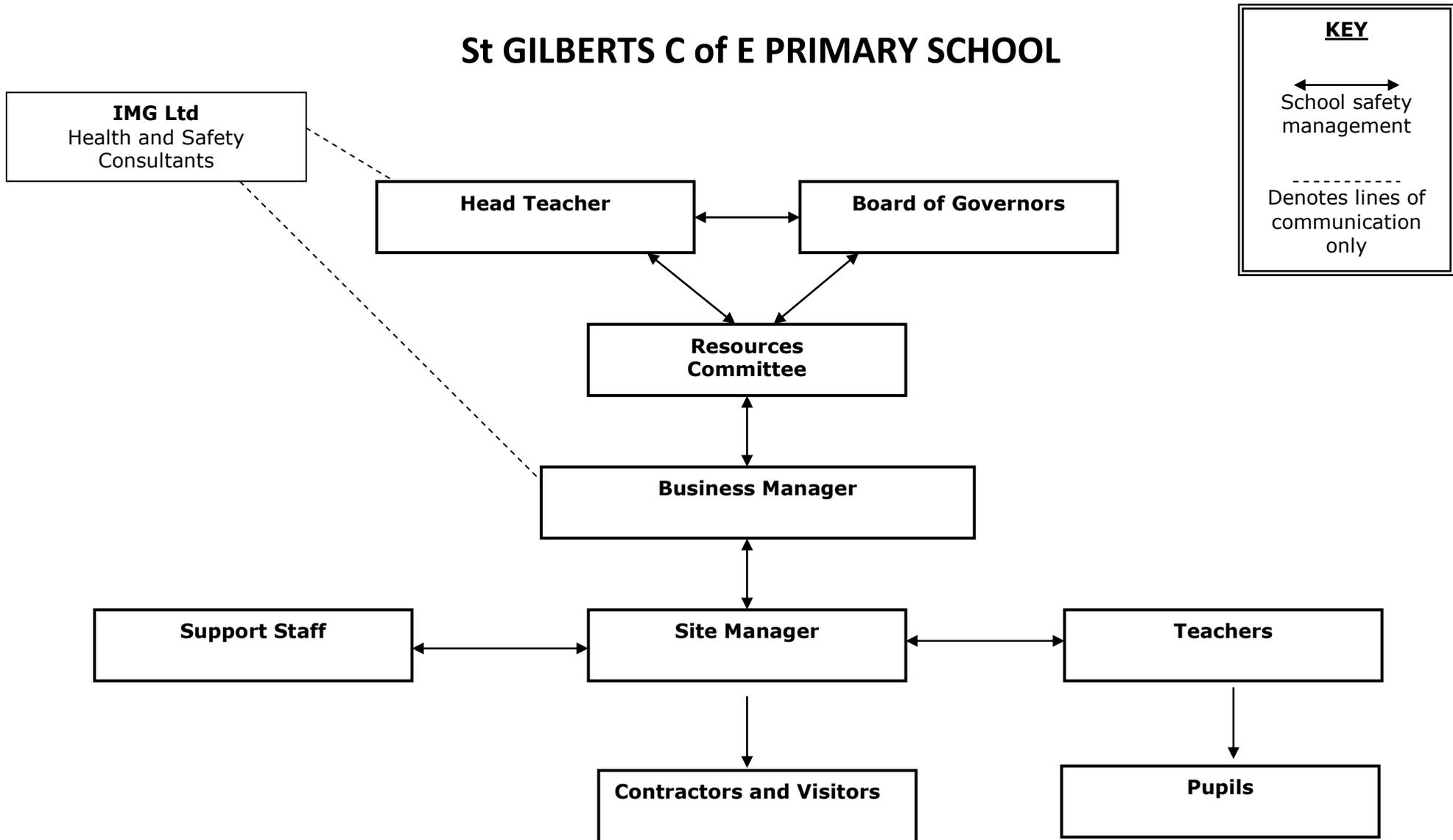
The Headteacher will annually review this policy which will then be presented to the Board of Governors for agreement



Appendix 1

HEALTH AND SAFETY ORGANISATIONAL CHART

**St GILBERTS C of E PRIMARY SCHOOL**



## Appendix 2

### Key Health and safety legislation:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Reporting of Incidents, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Control of Asbestos at Work Regulations 2006
- Controls of Substances Hazardous to Health Regulations (COSHH) 2002 (as amended)
- Health & Safety (Display Screen Equipment) Regulations 1992 (as amended 2002)
- Electricity at Work Regulations 1989
- First Aid at Work Regulations 1981
- Manual Handling Operations Regulations 1992 (as amended)
- Personal Protective Equipment (PPE) at Work Regulations 1992
- Provision and Use of Work Equipment Regulations 1998
- Regulatory Reform Fire Safety Order (RRFSO) 2005
- Work at Height Regulations 2005
- Workplace (Health, Safety and Welfare) Regulations 1992

### Appendix 3

#### Supporting Policies and Procedures in Health and Safety Management Folder and on 'G' DRIVE

1. Educational Visits and Journeys
2. First Aid & Medicines
3. Managing Contractors
4. Safe Guarding Policy (Child Protection)
5. Curriculum Specific Policies
6. Behaviour
7. Code of Conduct
6. Fire risk assessment and procedures

#### HEALTH AND SAFETY POLICY

##### Member of Staff Acknowledgement

I have read the school health and safety Policy and agree to follow the procedures outlined in the policy.

Employees Name: \_\_\_\_\_

Employees Signature: \_\_\_\_\_

Date of Signature: \_\_\_\_\_