



Falconbrook Primary School

Health and Safety Policy

EFFECTIVE 19th May 2022

Based on WBC model policy

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Introduction

- 1.1. This document is provided by the Governing Board of Falconbrook Primary School in pursuance of the Wandsworth Council Policy and the Health and Safety at Work etc. Act 1974 and subordinate legislation.
- 1.2. The document acknowledges the School's legal responsibilities and outlines the objectives of the School for the health and safety of its staff, pupils and visitors.
- 1.3. The document is issued to all school staff who are to read, understand and comply with its requirements.

Statement of Intent

- 2.1 The Governing Board of Falconbrook Primary School accepts responsibility for all safety and environmental matters within the school including health and safety at work, environmental protection and fire safety. The Governing Board is aware of the requirements of the Health and Safety at Work etc. Act 1974, the Environment Protection Act 1990, the Environment Act 1995, the Regulatory Reform (Fire Safety) Order 2005 and other relevant legislation. In keeping with the spirit and intentions of the Acts, and in accordance with Wandsworth Council's policy statement and guidance on safety and environmental matters, an Organisation (paragraph 3) and Arrangements (paragraph 4), to ensure that the school meets its legal and moral obligations and complies with legislation, has been set up.
- 2.2 The Governing Board is committed to achieving the highest standards in all aspects of safety and environmental protection within the school. To achieve these high standards Codes of Safe Working Practice have been produced to provide a practical guide for staff on current legislation.
- 2.3 All employees have a duty to themselves, to their colleagues and to visitors and contractors to work safely and in a manner which prevents pollution and minimises the use of resources. All staff should read and co-operate with the requirements contained within this document.
- 2.4 Line Managers will make regular reviews of safety and environmental standards within their areas of responsibility to ensure compliance with all the standards as laid down.
- 2.5 Contractor and sub-contract staff and visitors have a similar duty of care and a right to a safe working environment. Like school staff, they must ensure that they comply with the requirements of this statement and the School Codes of Safe Working Practice.

Organisation

The Governing Board

- 3.1.1 The Governing Board has overall responsibility for ensuring compliance with this Health and Safety Policy document. The Governing Board is responsible for:
- ensuring a Health and Safety Policy is in place
 - monitoring the application of the Health and Safety Policy including consideration of inspection reports
 - prioritising actions where resources are required
 - ensuring actions are taken
 - including health and safety on governor's meeting agenda
 - allocate a health & safety link governor who reports back to the governing board on health & safety at least once a year health and safety
 - ratifying the Health and Safety Policy

The Head Teacher

- 3.1.2 The Head Teacher has day to day responsibility for ensuring compliance with the policy statement and that all staff endeavour to ensure the safety of others; be they staff, pupils, parents, visitors, or contractors. Specifically, he/she will be responsible for:
- ensuring that the Health and Safety Policy is prepared and, together with the Governing Board, is regularly reviewed
 - ensuring that an emergency evacuation procedure is in place and is regularly tested
 - day-to-day management of all health and safety matters in the school in accordance with the Health and Safety Policy
 - passing on information received on health and safety matters to appropriate people
 - liaising with governors and Wandsworth Council Health and Safety Team on policy issues and any problems in implementing the Health and Safety Policy
 - co-operating with and providing necessary facilities for trades union safety representatives

Business Manager

- 3.1.3 The Business Manager is responsible for:
- carrying out accident and other health and safety investigations and ensuring that accidents are reported under arrangements established by Wandsworth Council
 - ensuring regular inspections are carried out
 - submitting inspection reports to the Governing Board and Wandsworth Council Health and Safety Team
 - ensuring remedial action is taken where appropriate
 - arranging for any unsafe item of furniture, fitting or equipment to be withdrawn, repaired or replaced
 - identifying staff health and safety training needs

Senior Leadership Team

- 3.1.4 The Senior Leadership Team is responsible for:
- day-to-day management of health and safety in accordance with the Health and Safety Policy and the direction of the Head Teacher

- exercising effective supervision over those for whom they are responsible
- being aware of safe working practices and setting a good example personally
- carrying out regular inspections and making reports to the Head Teacher
- ensuring remedial action is taken where appropriate
- passing on information received on health and safety matters to appropriate people
- acting on reports from the Head Teacher or subordinate staff

Premises Manager

3.1.5 The Premises Manager is responsible for:

- inspecting the buildings and site access on a daily basis ensuring that all fire escape doors are unlocked, escape routes are clear of obstruction and that access to the site is safe (for example by removing snow and ice in the Winter)
- inspecting the buildings and equipment on a termly basis (during the last week of every term) and submitting a report to Wandsworth Borough Council
- recording all defects noted and, if minor, effecting immediate repair
- reporting major defects to be repaired by outside contractors/authorities to the Business Manager
- ensuring that the fire alarm system is kept in a serviceable condition and for testing the system each week by operating a manual call point
- assisting with the termly fire drill and recording the date of the drill, the evacuation time and the number of persons evacuated in the electronic Fire Log Book
- ensuring fire appliances are properly maintained, checked and kept in designated positions and that fire signage is correctly displayed
- all external contractors working within the school, reminding them of their obligations under this Policy and notifying them of any existing hazards
- notifying the Business Manager of any hazards introduced by contractors on site
- the correct storage of all equipment, tools, etc.
- annually undertaking a risk assessment relevant to his/her work environment; and
- annually checking all assets on the asset register; adding new items on receipt
- ensuring all electrical appliances are Portable Appliance Tested annually and a record of testing is kept.

First aiders

3.1.6 First aiders are responsible for:

- the first aid equipment found in boxes in the main hall, nursery and in rooms where first aiders work
- recording when medicines are given to any person
- recording any accident and subsequent treatment in the appropriate accident book
- immediately informing the Head Teacher and/or the Deputy Head Teacher of accidents involving bumps to the head and face, fainting fits, severe cuts, bruises, broken teeth, and bones, etc.

- completing an Accident Form for all accidents which involve hospital treatment and passing this form to the Head Teacher. Completion must be within one day of the accident; and
- notifying parents of any case recorded in the accident book.

Employees

3.1.7 All staff are responsible for:

- taking care of themselves and others who may be affected by their acts or omissions
- co-operating with the Head Teacher and Wandsworth Council to ensure that statutory requirements are met
- not interfering with or misusing anything provided in the interest of health, safety or welfare
- checking classrooms and work areas are safe and that fire exits are unlocked and unobstructed
- checking equipment is safe before use
- ensuring they are aware of safe procedures and that these are followed
- ensuring protective equipment is used when needed
- participating in inspections and the health and safety committee as appropriate
- bringing problems to the attention of the relevant manager
- reporting any accident involving children in classroom areas for which they have responsibility

Wandsworth Council Health and Safety Team

3.1.8 The Health and Safety Team will:

- give advice and assistance to the Head Teacher in the discharge of their responsibilities in relation to health and safety
- give advice to all staff in respect of health and safety by establishing and maintaining a Health and Safety Manual and associated Codes of Safe Working Practice
- be the nominated Competent Person in respect of Health and Safety legislation
- carry out regular audits of all health and safety management systems, policies and procedures
- ensure that regular inspections of premises, and establishments where Wandsworth staff are occupiers, are carried out to ensure the maintenance of a safe working environment
- receive regular reports of any accidents, injuries or near misses that occur, investigate such accidents reporting those that fall within RIDDOR to the Health and Safety Executive, analysing trends and proposing remedial actions to prevent reoccurrence
- maintain adequate and up to date information of relevant law and safety management practice
- coordinate liaison with the relative statutory body (Health and Safety Executive, London Fire and Emergency Planning Authority, etc.) during any investigations or inspections relating to Council operations; and
- acting as professional advisor where requested.

Health and Safety representatives

- 3.1.9 The Governing Board and Head Teacher recognise the role of Health and Safety Representatives who may be appointed by a recognised Trade Union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints, and carry out school inspections within directed time wherever practicable. Trade Union Representatives are entitled to certain information, e.g., information relating to accidents, and to paid time away from the workplace to train for and carry out their health and safety functions. However, representatives are not part of the management structure and do not carry out duties on behalf of the Head Teacher or Governing Board.

Arrangements

Risk assessments

- 4.1.1 The Head Teacher will ensure that suitable and sufficient risk assessments are carried out where appropriate. Risk assessment will follow the following steps:
- Identify hazards
 - Evaluate the risk that these hazards present and to whom
 - Identify suitable measures to reduce and control the risks
 - Record the significant findings
 - Monitor the effectiveness of the control measures
 - Review the risk assessment on a regular basis.
- 4.1.2 Specific risk assessments are required for violence, lone working, etc. where such a risk exists.
- 4.1.3 Full information, including the agreed proforma, is contained within the Health and Safety Manual, Chapter 5.

Training

- 4.1.4 Safety induction training must be given to all staff on commencement of work at the school. The proforma in Annex A to Chapter 11 of the Health and Safety Manual should be used for this.
- 4.1.5 All staff must be competent to perform their duties thus specific training is required where, for example, additional hazards exist or if specialist duties are required. Fire Wardens and Premises Managers are among those staff requiring specific training.
- 4.1.6 A record of all training courses attended by staff should be maintained, preferably in their Personnel File.

First Aid

- 4.1.7 The Head Teacher will ensure that a suitable number of staff are qualified to administer first aid in an emergency. Whilst a first aider is a voluntary position staff should be encouraged to undertake relevant training.
- 4.1.8 First aid boxes are situated throughout the school and are clearly identified. The contents will be checked on no less than a monthly basis by a nominated first aider and all deficiencies made good.
- 4.1.9 A record will be kept of every occasion when any member of staff, pupil or other person receives first aid treatment whether on school premises or as part of a school-related activity.

Administration of medicine

- 4.1.10 Refer to the Managing Medicine/Supporting Pupils with Medical Conditions Policy.

Accident reporting

- 4.1.11 The Procedures in Chapter 2 of Wandsworth Council Health and Safety Manual are to be followed. In summary these are:
- 4.1.12 All accidents, no matter how minor, that occur to members of staff, are to be reported using the Wandsworth Council accident reporting proforma, TC1297A. These are kept in the school office. A copy of the completed form is to be sent to the Council Health and Safety Team.
- 4.1.13 Accidents to pupils and visitors must be reported in the same way as those to employees. However, only those accidents which are as a result of the school's undertaking (i.e. as a result of the conditions of the premises, equipment or plant or lack of supervision) and require the injured person to be taken directly from the school to hospital by whatever means (car, taxi, ambulance) need to be recorded and reported using Council proforma, TC1297B. Those accidents to pupils arising out of activities not connected with the school's undertaking (e.g. activities in the playground such as collisions, slips and trips, etc.) still need to be recorded in the Accident Log Book.
- 4.1.14 Major accidents, i.e. any fatality, major injury, reportable disease or dangerous occurrence, must be reported immediately by telephone to the Council Health and Safety Team to enable a report to be submitted to the Health and Safety Executive in compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

Fire precautions

- 4.1.15 Every employee must ensure that:
- they know what to do in the case of fire
 - they are familiar with the sound of the alarm

- all classrooms and other areas are vacated immediately on hearing the fire alarm
- hazardous electrical appliances are disconnected and all doors shut when vacating the premises; and
- they always check for any potential fire hazard at the end of the day

4.1.16 Further, every employee must:

- NEVER ignore a fire alarm or disregard any notice on fire prevention
- NEVER smoke in the school buildings
- NEVER be untidy and leave waste materials laying around
- NEVER leave obstructions in passages or stairways
- NEVER leave any temporary heating appliances burning when unattended
- NEVER move or interfere with fire-fighting appliances
- NEVER leave electrical appliances plugged in when not in use
- NEVER leave furniture etc. by fire exits or placed directly in front of electrical heaters

4.1.17 Refer to the Evacuation Procedure for details of how exiting the building during a fire is managed. The fire assembly point is in the KS2 playground.

4.1.18 Alarm sounding points (manual call points) can be found at each staircase and every external doorway on the ground floor as follows:

4.1.19 Fire extinguishers can be found at each staircase access point and each corridor:

(W) = water; (F) = foam; (C) = CO₂; (P) = powder

4.1.20 All staff should know where the nearest fire-fighting appliances are and the alarm sounding points around the school – see Appendix 2. The fire alarm is tested weekly every Wednesday morning at 8am by the Premises Manager. Fire drills take place termly.

Smoking and fire hazards

4.1.21 Smoking is not allowed in school buildings.

4.1.22 Smoking is not allowed in the school grounds.

4.1.23 Matches, candles and combustible materials should not be kept on site.

Use of machinery

4.1.24 Care should be taken when using all machines. If anyone does not know how to use a particular machine they should ask for help and advice before attempting to use it.

- 4.1.25 If there is a fault with any electrical equipment, the staff member who notices the defect should report this directly to the Business Manager. The appliance should be taken out of use and marked as faulty.
- 4.1.26 All staff members must visually check all appliances prior to each use. If staff members are in any doubt as to whether the appliance is faulty or not, they should not use it.
- 4.1.27 Staff should not use their own electrical appliances at school.
- 4.1.28 Computers - All computer users should take regular breaks from working on a screen. The school office has appropriate lighting for employees to work with computers.
- 4.1.29 Photocopying machine - Instructions as to how toner is to be replaced in the machine are to be followed exactly. The machine should be switched off each evening.
- 4.1.30 Solvent abuse - Children should not be allowed to use corrections fluids, Copydex and other solvent based products. They must be used only by an adult and stored with care.

Personal safety

- 4.1.31 Two way radios are available from the office and carried by the Premises Manager and Business Manager. They should use them to alert help if required. They should be used in the playground to send for help when working alone.

Pupil safety

- 4.1.32 No child is to be left unattended anywhere in the school building, and should be escorted in an orderly fashion around the grounds – no running.
- 4.1.33 All children should be escorted when moving around the school, for example, to assembly, a P.E. lesson, etc. The teacher should remain with their class at all times unless they hand that responsibility over to another adult i.e. when the teacher has non-contact time or when the midday supervisors or LSAs are in charge.
- 4.1.34 No child is to carry glass or crockery and are to be reminded to take care when using scissors, compasses, etc.

General safety

- 4.1.35 All staff should ensure that working areas are sufficiently ventilated.
- 4.1.36 No hot drinks are to be walked around the school or taken onto the playground.
- 4.1.37 Only staff trained in how to move and assemble P.E. apparatus may set up this apparatus. The apparatus should be stored after use.

- 4.1.38 All staff will be given a copy of the Staff Handbook and the Health and Safety Policy at the commencement of their contract.
- 4.1.39 Parking within the school grounds is not allowed during term time or when children are in school.

Lone working

- 4.1.40 A specific risk assessment will need to be carried out in order to establish specific hazards and control measures required to reduce the risk.
- 4.1.41 Lone working may occur in the case of a member of staff working late in the evening or where staff e.g. the Premises Manager or Business Manager is required to work during a weekend or school holiday.
- 4.1.42 Locking and unlocking the school should also be considered and, wherever possible, suitable communications systems put in place to minimise the risk.
- 4.1.43 All lone working must be approved in advance by the Head Teacher. Lone Workers must report to their line manager at the end of their shift within 15 minutes of their scheduled finish time unless an alternative arrangement has been agreed in advance in writing by the Head Teacher.

Safeguarding – Access to school

- 4.1.44 Parents and guardians are expected to deliver their children to the main playground. Nursery children are taken to the nursery entrance. Parents should collect their children from the main playground or nursery playground.
- 4.1.45 Parents must not take late children into the classroom but deliver them to the school office where their late arrival is recorded.
- 4.1.46 In order to make this easier for parents, all teachers and the Senior Leadership Team are available to speak to parents after school – on the playground from 3.30pm to 3.40pm, thus giving all parents the opportunity to pass on brief messages.
- 4.1.47 The main gate is opened before school at 8.45am and closed at 8:55am. After which late children must go to the school office. The gate is opened at 3:30pm and locked again at 3:40pm. Any children left will be taken inside the building by their teacher. Office staff will phone parents who are not collected at this time and their late collection is recorded.
- 4.1.48 All visitors and contactors will be instructed to report to the school office and sign in on the visitor management system before being handed a identity badge. All visitors must read the Safeguarding for Visitors leaflet on their first visit to the school.

Mandatory Identity Badges

- All members of staff must wear their identity badges at all times + a **BLUE** lanyard
- Governors wear an identity badge on a **PURPLE** lanyard
- Visitors wear an identity badge on a **YELLOW** lanyard
- Visitors without a DBS wear an identity badge a **RED** lanyard.
- Visitors with a **RED** lanyard must not be left unaccompanied with children.

- 4.1.49 All staff, both teaching and support, have their police record checked before they begin work in the school, with spot checks every three years. The agencies that are used for supply staff vet their own staff. The school only uses agency staff who have been vetted in this way.

Safeguarding – Collection of children

- 4.1.50 Parents who wish to collect their children during the school day are requested to advise the school in advance with a reason for their absence and come to the school office. A member of the office staff will collect the child from the classroom and their early departure recorded. No child will be allowed to leave school during the day unaccompanied or with a parent, friend or relative who is not known to staff.
- 4.1.51 If a member of staff is unsure as to whether an adult has the legal right to collect a child, they should check with the Head Teacher, Deputy Head Teacher or member of the office staff.

Safety on school visits

- 4.1.52 The Deputy Head Teacher is the trained Education Visits Coordinator (EVC).
- 4.1.53 The EVC of an outing is responsible for all aspects of health and safety when off the school premises. A specific risk assessment must be completed for each outing. (A generic risk assessment may be used provided all aspects are the same).
- 4.1.54 When taking children out of school, a mobile contact number must be available be taken so that in an emergency the school can be contacted and contact can maintained between groups when travelling.
- 4.1.55 All residential visits and those where dangerous activities are involved must be authorised by the Local Authority and the Governing Board.

Cash handling

- 4.1.56 We are a cashless school. All payments to the school must be made through the school payment app..

- 4.1.57 There is a separate procedure for the collection and handling of cash donations e.g. sponsored activities, Christmas jumper day etc.

Manual handling

- 4.1.58 All staff involved in the lifting, pushing, pulling or carrying of equipment must receive training before carrying out such duties.
- 4.1.59 A specific risk assessment must be carried out for all manual handling operations.

Tree safety

- 4.1.60 All trees in school playgrounds of a particular age and height must be checked for disease and checked to guard against falling branches on a regular basis.
- 4.1.61 Similarly all low level bushes etc. should be checked to ensure that they do not present a risk to pupils, either of scratches or skin or eye penetration by sharp twigs.

Asbestos

- 4.1.62 A copy of the Asbestos Register is to be kept in the school office. All staff must be made aware of the dangers of disturbing asbestos, for example they must be instructed not to use drawing pins in asbestos board.
- 4.1.63 The Premises Manager should be familiar with the location of asbestos within the premises and must ensure that contractors access the Asbestos Register prior to commencing work in school.
- 4.1.64 The Asbestos Management Plan details how any asbestos containing material on the premises is to be protected and monitored.

Hirers, contractors and others

- 4.1.65 When the premises are used for purposes not under the direction of the Head Teacher then the principal person in charge of the activities will ensure that measures are taken to ensure the health and safety of those taking part in that activity. These measures must be of an equal or better provision to those stated within this Health and Safety Policy. When the activity is a school sponsored event the organiser, even if an employee, will be treated as a hirer and will comply with the requirements of the Health and Safety Policy.
- 4.1.66 When the premises are hired to persons outside the employ of the Governing Board it is a condition that all such hirers, contractors, and others using the school facilities or premises, are familiar with the requirements of the Health and Safety Policy. They will comply with all safety directives of the Governing Board and will not, without the prior consent of the Governing Board:
- introduce equipment for use on the school premises
 - alter fixed installations

- remove fire and safety notices or equipment
- take any action that may create hazards for persons using the premises or the staff or pupils of the school

4.1.67 Immediately prior to use the Premises Manager should meet and greet the user, ensure welfare facilities and emergency procedures are understood. Special requests e.g. rearranging classroom furniture etc are only actioned if they form part of the Lettings agreement. Any alterations to the environment e.g. alterations to the heating, ventilation including opening/closing of windows can be actioned by the Premises Manager at the beginning of the session. These alterations should be carried out by the Premises Manager and it should be made clear to the user that if any further changes are required during the hire they must summon the Premises Manager. As proof of due diligence the arrangements should be signed off by the user.

4.1.68 All contractors working on the site are required to ensure safe working practices by their employees and must pay due regard to the safety of all persons using the premises. In instances where, in the opinion of the Head Teacher, a dangerous situation or hazardous condition arises that a contractor fails to eliminate or make safe, the Head Teacher must take such actions as are necessary to prevent persons in his/her care from risk of injury. In extreme circumstances this may be by instructing the contractor to cease work until the condition is remedied.

Staff consultative arrangements

4.1.69 The Governing Board, through the Head Teacher, will make arrangements for an open door policy for staff to discuss and report health and safety issues.

Emergency Planning

4.1.70 The Head Teacher will ensure that a suitable and satisfactory Emergency Plan is prepared to cover all foreseeable situations which may place staff or pupils at risk. The Plan will be agreed by the Governing Board and regularly reviewed.

4.1.71 Procedures to deal with fire, bomb, gas leaks, electricity supply failure and natural disasters, for example, flooding should be included in the Plan.

4.1.72 Evacuation points need to be established as far from the building as possible and consideration must be given to an off-site assembly point in the event of the school not being immediately re-accessible following an emergency evacuation, for example in the case of major fire damage. This will provide shelter whilst parents are contacted to collect children.

Monitoring

4.1.73 The Health and Safety Policy is put into practice and monitored on a daily basis and the results of any monitoring carried out will be reported to the Governors. Termly Health & Safety monitoring inspections will be carried out, by means of a

walk around by the Premises Manager and Business Manager and on occasion by the Health and Safety Link Governor.

- 4.1.74 An annual health and safety audited by the local authority will take place annually. This report will include actions with allocated with deadlines and will be shared with governors. Items rectified will remain on the report for everyone to note and any items not rectified by the next inspection will be carried forward and documented in the next health and safety audit.

Codes of safe working practice

- 4.1.75 The Health and Safety Policy will be supplemented by WBC's codes of safe working practice – see Appendix 1. These codes will be followed by all staff and will assist in the application of this Policy.

Review

- 4.1.76 This policy will be reviewed by the full governing body annually or earlier if a significant change has occurred.

APPENDICES

Appendix 1 Codes of safe working practice (extract from WBC H&S handbook)

5.1 Aims

The aim of these Codes of Practice is to establish and maintain a safe and healthy environment throughout the school.

5.2 Classroom safety

5.2.1 Class teachers have a duty to assist in maintaining order and cleanliness within their teaching area and should ensure the avoidance of injury to users of that area. Periodic checks should be made of the contents and fabric of the area and any defective equipment, fittings and furniture reported immediately to the Head Teacher.

5.2.2 Examples of items to be checked include:

- doors unlocked and free from obstruction
- floors kept clear of obstructions
- sinks will be kept clear to enable effective cleaning
- electrical equipment unplugged when not in use (report frayed or damaged flex)
- edged or pointed tools (scissors, compasses) should be regularly checked for damage and safely stored when not in use
- orderly sensible movement within the teaching area should be maintained
- always ensure children are not left unsupervised

5.3 Playground safety (including lunch and breaks)

5.3.3 Duty staff and break supervisors should check that playground equipment and climbing apparatus is safe for use and that in general the play areas are free from any obstruction likely to cause injury.

5.3.4 Examples of items to check include:

- climbing equipment should not become overcrowded and children should be wearing suitable clothing, in particular footwear
- no child should leave the play areas without the permission of the staff on duty
- at the end of the lunch break supervisors should ensure an orderly return into the school and teaching staff should be ready to receive their pupils

5.4 Large playground equipment

5.4.1 Duty staff should check that playground equipment and climbing apparatus is safe for use and that in general the play areas are free from any obstruction likely to cause injury.

5.4.2 The following rules relate to all play equipment:

- Equipment must only be used under the direct supervision of a member of staff
- Children must only be allowed to use age appropriate equipment
- Numbers of pupils at any time must be limited such that overcrowding is avoided

5.5 Staff and pupil safety

5.5.1 Teaching and support staff should exercise effective supervision of the pupils and should integrate all relevant health and safety aspects into the teaching process and, if necessary, give special lessons in safety. Staff should always follow safe working procedures personally, giving clear instruction and warnings as often as necessary.

5.5.2 Aspects to be considered include:

- children should observe standards of dress consistent with safety and/or hygiene and the reasons should be made clear to the pupils, examples include:
 - suitable footwear for PE
 - wearing of ear-rings not permitted for PE
 - knives and other dangerous items are not allowed
- children should be taught to exercise personal responsibility for safety of self and classmates
- children should be taught to observe all school safety rules and in particular those relating to evacuation and procedures to be observed in the case of fire or other major emergency

5.5.3 Specific guidance, which is to be followed by all staff, is given in DfE and CLEAPPS documents on safe working in:

- art and craft activities
- physical education
- electrical equipment
- science activities
- animals in schools
- swimming
- work at height

5.6 Manual Handling

5.6.1 Movement of heavy materials and equipment should only be undertaken by trained staff and, wherever possible, should be undertaken using some mechanical assistance e.g. a trolley. Procedures should be developed and recorded for the movement of items that frequently require such movement:

- PE equipment - erection and dismantling of such apparatus must only be undertaken by staff.
- Piano - this must only be moved by the Premises Manager.

5.7 Work at height

5.7.1 The Work at Height Regulations 2005 extend to work at any height where there is a risk of a fall liable to cause personal injury. The mounting of displays and reaching for items from a high shelf are thus covered. Staff must ensure that:

- Only the correct equipment is used to work at height, e.g. step ladders may be used by those staff training in working at heights. The use of chairs, desks etc. to gain height is expressly forbidden. Staff must not stand or kneel on desks to open or close windows.
- Step ladders must be placed at right angles to the task to be carried out and must themselves be in a place of safety. If on a circulation route work must not be carried out if pupils are passing by.
- Step ladders must be fully open and locked into position and the top step is not to be used unless the supports extend higher. They should only be used on a firm, level surface.
- Step ladders must be examined prior to use to ensure that they are safe to use. If there is any doubt the step ladders are not to be used. Step ladders must be inspected by the Premises Manager on a 6 monthly basis. Step ladders are to be marked with a unique identifier and a record kept of inspections.

5.8 Staff training and information

5.8.1 The Head Teacher has delegated the role of being the Health and Safety focal point to the Business Manager who should obtain such information as is required to successfully discharge the requirements of the Health and Safety Policy. Information and training should be available to all staff, in particular those with specific duties which involve a higher than normal risk e.g. the Premises Manager.

5.8.2 Where information and/or advice is not locally available the Head Teacher should seek such information from the Council Health and Safety Team.

5.9 Staff and workplace safety

5.9.1 In order that the school can be maintained in a safe condition it is essential that all staff are fully aware of their responsibilities under health and safety legislation. In particular the following should be borne in mind:

- staff should know and apply any special safety measures and arrangements that exist in their working environment e.g. use of ICT equipment, etc.
- staff should observe standards of dress consistent with their duties e.g. maintaining hygiene when teaching cooking by wearing apron and tying back hair
- staff should exercise good standards of hygiene and housekeeping
- staff should know and be able to apply the emergency procedures which relate to evacuation, e.g. in a fire, and to first aid
- staff must use and not interfere with any measures provided to ensure their continued health and safety e.g. staff should not remove protective covers on powered plant or electrical equipment
- staff must co-operate with each other, teaching, non-teaching and support staff as well as contractors (cleaners, school meals service, etc.) in promoting improved safety measures
- staff must report any perceived health and safety failings and any defective equipment to the Head teacher and Business Manager immediately such defect is discovered

Appendix 2 Maps of fire-fighting equipment and alarm call points



Map of alarm call points and fire-fighting equipment