



## **Wilby CE VA Primary School Health and Safety Policy**

This policy was approved by the Governing Body on 30<sup>th</sup> April 2003. It was last reviewed in August 2021 and will be reviewed annually.

## **SECTION A STATEMENT OF INTENT**

### **1. GENERAL POLICY STATEMENT**

- 1.1 It is, and will remain the Schools commitment under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, to conduct its activities in such a manner as to prevent adverse effects on the Environment and the Health, Safety and Welfare of Staff, Pupils and others as far as reasonably practicable, in particular:
- 1.2 To maintain the school in a condition that is safe and without risk to health, with safe means of access and egress.
- 1.3 To provide and maintain a safe working environment for staff and pupils without risk to health with adequate facilities and arrangements for their welfare at school.
- 1.4 To provide plant and equipment that are safe, without risk and are adequately maintained.
- 1.5 To provide staff and pupils information, training and supervision as is necessary to promote health and safety.
- 1.6 To ensure the use, handling, storage and transportation of articles and substances are safe and without risk.
- 1.7 To carry out risk assessments and continuous monitoring to ascertain potential risk to the environment and health and safety

## **SECTION B ORGANISATION**

### **Governing Body: Roles and Responsibilities**

1. The Governing Body is accountable and responsible for ensuring:
  - 1.1 That arrangement exists for the school to comply with its Health and Safety responsibilities.
  - 1.2 That the Governing Body adopts reviews periodically and amends, as appropriate, the School Health and Safety Policy in line with the Children's Services/Employer and Corporate Health and Safety Policy.
  - 1.3 That adequate funds and materials required to meet all statutory and Employer Health and Safety requirements are budgeted for.

- 1.4 A Health and Safety Governor is elected to liaise with the Head Teacher and Site Supervisor to carry out termly (6 times per year) Health and Safety walks.
- 1.5 That periodic monitoring inspection is carried out to maintain and enhance the school safety performance.
- 1.6 The effectiveness of the policy is periodically appraised and any necessary changes made.
- 1.7 They take a direct interest in the policy and publicly support all those carrying it out.

### **Head Teacher's Roles and Responsibilities**

2. The Head Teacher is accountable to the Governing Body for implementing and monitoring the School's Health and Safety Policy by:
  - 2.1 Ensuring that responsibility is assigned and accepted at all subordinate levels.
  - 2.2 Taking day-to-day responsibility for all health and safety matters in the school.
  - 2.3 Liaising with school governing bodies and local authorities where appropriate on policy issues.
  - 2.4 Ensuring that staff has sufficient information, instruction, training and supervision to enable them to comply with departmental safe systems of work, established rules and working practices.
  - 2.5 Ensuring that where unsafe working practices or unsafe conditions are identified then remedial measures to eliminate or reduce the hazards are introduced.
  - 2.6 Ensuring that temporary or new staff are fully instructed on all aspects of safe working within their area of control.
  - 2.7 Ensuring that all accidents, incidents and near misses are fully investigated, recorded, reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 where appropriate and remedial action implemented.

### **Staff Responsibilities**

3. Members of staff are responsible and accountable to maintain a safe area of work by:
  - 3.1 Ensuring that classrooms / work areas are safe.
  - 3.2 Ensuring that all equipment and materials are safe before use.
  - 3.3 Ensuring safe procedures are followed.

- 3.4 Ensuring that protective equipment is used when required.
- 3.5 Complying with the school's safety policy at all times
- 3.6 Reporting all health and safety hazards to senior members of staff.

### **Trade Union Representatives Responsibilities**

- 4. Trade Union Representatives are appointed by their Trade Unions or elected by their colleagues to develop (together with the Governing Body) safe working practices and to promote and monitor these measures to ensure their effectiveness. Their role encompasses the investigation of health and safety-related complaints and identification and reporting on all matters relating to health and safety in schools.

### **Pupil's Responsibilities**

- 5. Pupils have a duty to take reasonable care of themselves and others and to co-operate in the implementation of the School Health and Safety Policy by:
  - 5.1 Complying with the school's safety rules and requirements at all times.
  - 5.2 Complying with safety instructions given by members of staff.
  - 5.3 Wearing the protective equipment provided and making proper use of safety devices at all times.
  - 5.4 Reporting all safety hazards to members of staff.
  - 5.5 Reporting all accidents, incidents and near misses to members of staff

## **SECTION C ARRANGEMENTS**

### **General Practices Applying to all Staff, Pupils and Visitors**

The School is committed to the implementation of policies, procedures and arrangements for safety as detailed in part C our Health and Safety Policy, Safety Arrangements, which is not exhaustive but includes the following:

- C.1.1 Fire Evacuation Procedures
- C.1.2 Bomb Alert Procedures
- C.1.3 First Aid Arrangements
- C.1.4 Accident Reporting and Recording Procedures
- C.1.5 Risk Management Procedures
- C.1.6 Manual Handling Arrangements
- C.1.7 Administration of Medicines / Medical Treatment to Pupils
- C.1.8 Playground Safety
- C.1.9 The Working Environment
- C.1.10 Control and Monitoring of Contractors

C.1.11	New and Expectant Mothers
C1.12	Display Screen Equipment
C.1.13	Plant and Equipment Safety
C.1.14	Control of Substances Hazardous to Health 2002
C.1.15	No Smoking Policy
C.1.16	Lone Working Procedures
C.1.17	Slips Trips and Falls
C.1.18	Electricity
C.1.19	Ladder Safety
C.1.20	Work Equipment
C.1.21	Asbestos

### School Specific Arrangements

C.2.1	School Transport – Mini Buses
C.2.2	Design Technology
C.2.3	Food Technology
C.2.4	Transport of Cash
C.2.5	Physical Education and Games
C.2.6	Alcohol, Drug and Solvent Abuse
C.2.7	School Trips / Educational/Offsite Activities
C.2.8	School Security
C.2.9	Violence & Aggressive Behaviour Towards Staff
C.2.10	Jewellery in Schools
C.2.11	Sun Safety
C.2.12	Temperatures in Classrooms
C.2.13	Safety Policy Review Procedure
C.2.14	Health and Safety Committee
C.2.15	Health and safety Training
C.2.16	Contact Information
C.2.17	General Classroom Safety Checklist

### C.1.1 FIRE SAFETY/PRECAUTIONS/PROCEDURES

Although instances of fire within schools during the day are relatively rare, fire can pose a serious potential hazard when it does occur. The main danger posed by fire is smoke because it obscures vision, is toxic and can induce panic. Although the main aim of fire precautions is to protect human life, they have the additional purpose of avoiding or minimising disruption to the education process which can arise through loss or damage to school buildings and contents. Preventative measures against fire are important and form the basis of rules to reduce the likelihood of fires occurring e.g. restrictions on smoking, special precautions concerning flammable liquids and gases and maintenance of electrical appliances. To this end the whole school and grounds is designated a “no smoking” site at all times.

#### FIRE PRECAUTIONS

**The Alarm:** Your **first** action if you discover a fire must be to activate the nearest alarm point. You should only attempt to extinguish a small fire if you have the assistance of a colleague and

the necessary fire fighting equipment to hand. You should never put your own or your colleagues safety at risk in attempting to fight a fire.

**Evacuation:** Immediately you hear the alarm, stop what you are doing and leave the building by the nearest escape route taking the “Numbers present” card with you. Do not stop to collect personal items.

Keep your pupils together in an orderly line, moving swiftly to the fire assembly point. Walk in single file, do not run. Close doors behind you as you leave. If you have visitors with you, conduct them out of the building. Study the fire plan escape routes located in every room; make your pupils aware of the correct escape routes.

**Assembly:** Arrange your class in an orderly line, complete a head count and check against numbers on “Numbers present” card. If you know or think someone is still missing report this to your manager, telling them the identity and the last known location of the missing person. Do not go back into the building until you have been given permission.

**Equipment Maintenance:** A fire specialist will check extinguishers every 6 months. Any extinguishers that have been tampered with must be reported to the Head Teacher, please do take these extinguishers away from the location.

**Fire Drills:** Fire drills are carried out at least once every term (6 times per year). Records are kept detailing a general assessment of each drill.

**Means of Escape:** Regular inspections are made of escape, to ensure that they are kept free from obstruction at all times. If staff find any means of escape blocked, for example, furniture or rubbish, immediate action must be taken to clear the obstruction – if you have any difficulty in moving the items, contact the Site Supervisor immediately. Other checks are made to ensure all fire safety signs e.g. direction of escape routes, are in place and clearly visible.

**Fire Fighting Equipment:** All fire fighting equipment should only be used if you are confident in your ability to douse a small blaze and have a colleague to help you. **Never tackle a fire on your own.** In most cases you should leave the area immediately by the nearest escape route, setting off the alarm call point.

Checks are made on a weekly basis on all fire fighting equipment. **If you know that an extinguisher has been tampered with please leave it in the location and inform the Head Teacher.**

**Fire Alarm Systems:** The Site Supervisor arranges for each fire alarm system to be tested every week, this is done by setting off a different call point each week, and records are kept.

**Fire Doors:** Fire doors play an essential role in prohibiting the spread of smoke and fire, **but** only if they are closed and stay closed during a fire. Fire doors **must not** be propped open with fire extinguishers or anything else. Weekly test are carried out to ensure the all fire doors and furnishings are in good order.

### **C.1.2 BOMB ALERT PROCEDURES**

If the office receives a written bomb threat, the note should be handled as little as possible in order to preserve fingerprint, handwriting, postmarks, typewriting and other evidence. The person receiving it should save all items connected with the note, such as the envelope and its contents. The note and other items should be placed in a bag and delivered to the police.

More commonly, bomb threats are received over the phone. When this occurs, the person taking the call should try to give someone nearby a note about the call and ask him or her to call the local emergency number.

The following procedures can help the person taking a bomb threat call respond appropriately:

1. Remain calm. Be courteous and don't interrupt the caller.
2. Note whether the caller is male or female, an adult or a child.
3. Keep the caller on the phone as long as possible. Don't hang up until the caller does. It may be possible to trace the call if you stay on the line long enough.
4. Write down the caller's phone number if it is displayed.
5. Ask questions to get information write all the answers down.  
Try to find out:
  - a. The location of the bomb
  - b. The time of detonation
  - c. What kind of bomb it is and what it looks like
  - d. Where the caller is
  - e. How the caller knows about the bomb
  - f. If the caller is familiar with the building
  - g. When the bomb is set to explode
  - h. Whether other bombs have been placed and where
  - i. Why the bomb was placed
6. Listen for any background noises and any caller mannerisms, voice characteristics or accents.
7. After the caller hangs up, call your local emergency number. Explain the situation.
8. Do not use mobile phones during a bomb threat. Some bombs can be set off by their use.

Evacuate the building by using internal telephones or word of mouth. Assemble at the usual assembly point or one designated by the Head Teacher or Assistant Head.

### **C.1.3 FIRST AID**

The School will provide and maintain suitable first aid equipment as required by law and ensure that there are sufficient numbers of staff trained in first aid. Each class has their own first aid bag and there is a first aid box outside the Head Teacher's office. The first aid bags and boxes are checked regularly and the contents updated and ordered when needed. In the event of any serious injury/accident the first aider must request the assistance of other site first aiders to attend. Members of staff who organise any activities, including sports fixtures, and field trips, which take pupils away from school premises must consider and provide appropriate levels of first aid equipment and first aiders.

**Emergency Situations:** Where pupil/staff member requires hospital treatment the procedure is to call for an ambulance by ringing 999. Give the full address including postcode and wait for them to repeat the address back to you.

Have all relevant information about the person/illness. Send a member of staff to the front gate to meet and direct the ambulance – saving valuable time. Staff must not take pupils to hospital when it is a serious incident, unless directed to do so by the emergency services

#### **Dealing with Health and Safety Emergencies:**

- Ensure you are safe – do not put yourself in danger
- Access the situation
- Summon help/First Aid/Raise any alarms/inform key staff
- Make area safe
- Contact emergency services
- Ensure access is clear for emergency vehicles
- Keep in contact with emergency services if required
- Make a report soon after the event

All first aid incidents are seen by a first aider and all incidents/injuries must be initially recorded on Medical Tracker <https://www.medicaltracker.co.uk> . This automatically emails parents to inform them of the incident. Paper copies of letters will be provided when there is no email address provided.

Parents/Carers will be contacted at home or work if:

- A pupil has received an injury that causes concern – for example a hard knock to the head and body.
- A pupil is complaining of being unwell
- A pupil has a rash of unknown origin
- A pupil requires hospital treatment
- A pupil is vomiting (children suffering from vomiting/diarrhoea should be kept away from school for a period of 48 hours after the last episode).

Parents/Carers of students entering the school are asked to provide health information, this information should be passed to all staff. Staff should be aware of problems which might be caused by students medical problems and what action to take.



**First Aiders:** Carys Dowling, Samantha Green, Sarah Lee

**Pediatric First Aiders:** Zehra Dergin, Samantha Green, Hannah Holland

### **First Aid and AIDS**

The voluntary aid societies (St. John Ambulance, St. Andrews and The British Red Cross) have stated that there are no grounds for recommending changes in the resuscitation techniques (mouth to mouth) or procedures for arresting bleeding, as described in their first aid manual, because of AIDS or the virus associated with it.

### **C.1.4 ACCIDENT REPORTING AND RECORDING PROCEDURES**

If anyone should become ill or suffer injury as a result of an accident the procedures below should be followed:

- First Aid treatment by first aid staff. The patient should be given all possible reassurance and if absolutely necessary, removed from danger.
- First aiders should be summoned immediately to tend to the patient.
- Emergency treatment – see previous page.
- In cases where hospital treatment is required or where first aider believes child is too ill to be in school, then the parents/carers should be informed. If the advice is for a parent to take their child to hospital, parents will be asked to sign a form acknowledging what they have been told by the first aider.
- The online accident form (<https://www.reportincident.co.uk/North-Northants/1>) is to be completed as soon as possible; any serious incidents/accidents should be reported to the Head Teacher immediately.
- All accidents/incidents will be investigated by the Head Teacher.

### **Dangerous Occurrence**

A 'Dangerous Occurrence' or 'Near Miss' incident is one which had the potential to cause injury, but fortunately did not do so, although damage to equipment or property may have occurred. Nevertheless all 'Near Misses' or 'Dangerous Occurrences' should be reported and recorded on the online accident form (<https://www.reportincident.co.uk/North-Northants/1>) and Head Teacher informed.

All 'Near Misses' will be fully investigated so that any preventative action can be identified and taken. Failure to do this could allow the circumstances to be repeated but with significant consequences including injury and/or serious damage to property.

### **C.1.5 RISK MANAGEMENT PROCEDURES**

This School is committed to ensuring that all risks and hazards associated with its operations are clearly identified and eliminated or reduced in order to maintain a safe environment for its pupils, employees and any person that may be affected by its activities.

## **Risk Assessment**

The school is obliged by law to apply risk assessment process to all its activities and situations and then take action where appropriate. A risk assessment is a careful systematic examination of a work task, situation or premises which identifies any hazards, assesses the risk they could present and thereby assist in the identification of appropriate preventative and protective measures.

Copies of risk assessments are located in the Head Teacher's office or on StaffShare, please see the Head Teacher if you would like assistance in completing a new risk assessment.

Generic risk assessments may be used when the risk factor is low. However, when the risk factor is medium or high a specific assessment must be completed by the person in charge in conjunction with the Head Teacher and brought to the attention of all people involved with the task prior to work commencing. Procedures to eliminate or control hazards must be specified on each risk assessment. The requirements of a risk assessment for hazard elimination or control are to be adhered to at all times.

## **New and Expectant Mothers**

In assessing risks to employees, the employer must consider new or expectant mothers. The phrase 'new or expectant mothers' means a worker, or pupil, who is pregnant, or who has given birth within the previous 6 months, or who is breastfeeding. All new or expectant mothers should have a risk assessment carried out.

## **Pupil Risk Assessment**

At times, there may be a requirement for a risk assessment to be undertaken on individual pupils. This is a detailed report on the hazard each pupil presents. They are scored as high, medium or low risk. All staff must ensure they read all pupils risk assessments to be aware of the dangers a pupil could present. All incidents must be updated on their risk assessments, and share with all staff.

The pupils risk assessments are ongoing and must be updated and be an important tool to managing pupils. The risk could be towards staff, other pupils or themselves. It will record known triggers, and what sort of actions will help to calm the pupil down. All pupil risk assessments can be found in the Head Teacher's office.

## **C.1.6 MANUAL HANDLING ARRANGMENTS**

Manual handling operations (MHO) are the transportation or support of any load by hand or bodily force- including lifting, putting down, pushing, pulling, carrying or moving. This would include restraining/moving/holding pupils. Where hazardous MHO cannot be avoided, a thorough assessment must be undertaken, with measures introduced to reduce the risk of injury to the lowest level reasonably practicable. Monitoring must then take place to ensure the effectiveness of those measures, and reassessment carried out where necessary. If your work involves tasks, which regularly or occasionally require you to move, lift or carry persons or awkward shaped or heavy objects, you could be vulnerable to back injury and other muscular-skeletal problems. Such problems can result in considerable pain and discomfort and are difficult to cure. Any heavy lifting should be passed to the Site Supervisor as they are trained in

manual handling and have the relevant equipment for moving/lifting heavy awkward bulky loads.

### **Kinetic Lifting Method**

- Approach the load in an upright and relaxed manner, looking down only by lowering the head from the neck. DO NOT lean forward from the hips or the small of the back. Get as near to the load as possible.
- Relax the knees slightly and make a good base movement-feet well apart and one foot slightly forward of the other so that the load is as near as possible under the crotch. Face the direction you intend to travel.
- Lower the body by bending the legs, not the back.
- Get the good grip of the load by palm or finger base, not fingers tips. Considerable damage can be caused by using the sensitive finger tips – continued use of them leads to strained fingers and/or strained forearm muscles.
- Take a deep breath. Look up and keep the chin in whilst straightening the legs. Let the legs do the lifting and not the arms while using body weight as a counterbalance.
- Use the rear foot to thrust off. As the legs straighten pull the load into the abdomen keeping the elbows in to the sides.
- Ensure the load does not restrict your view. Loads which extend to head height and obscure vision are highly dangerous both to the carrier and anyone else who happens to be near.

**New members of staff are not expected to handle pupils until they have received adequate training in correct techniques (Team-Teach)**

### **C.1.7 ADMINISTRATION OF MEDICINES/MEDICAL TREATMENT TO PUPILS**

#### **Pupils Taking Medication**

No medicines are given without the written consent of his/her parents/carers. Before any member of staff gives medicine to a child they should check the child's name, the prescribed dose, the expiry date and the instructions given on the label or container. If there is any doubt about any procedure, confirmation should be sought from the parents/carers or health professional before taking further action. A child who refuses to take medication should not be forced to do so but the refusal should be noted and the parents/carers informed. There should always be two members of staff present when medication is administered. Any administration of medication should be recorded on Medical Tracker <https://www.medicaltracker.co.uk/> .

**Please refer to the Medicine policy for full information**

### **C.1.8 PLAYGROUND SAFETY**

The majority of injuries occurring at school are the result of a playground incident. Schools and parents are increasingly expressing concerns regarding children's safety in the playground, especially while playing active outdoor games.

There are four main areas of playground risks :

**1. Suitability of equipment** – This generally refers to specialist play equipment such as climbing frames, but it applies equally to smaller game playing equipment such as skipping ropes, hoops and balls that the school may supply for use at playtimes. All equipment used in the playground by children should be assessed for its suitability for age and use e.g. length of skipping ropes, types of ball for particular games etc.

**2. Use of space** – Is the space available suitable for particular games? Do game players encroach on other children's space so that more sedentary games, or children sitting, become obstacles for those playing chasing or running games?

**3. Inadequate supervision** – More than half of all playground injuries result from children falling down, tripping and running into objects (e.g. other children) in the course of playing. Good supervision can prevent many injuries, if you are supervising playtimes please ensure you are paying full attention to the pupils.

**4. Inadequate maintenance** – Playground surfaces, litter, fencing and general maintenance issues can all become a danger to our pupils. The Site Supervisor is very proactive in ensuring high levels of maintenance and health and safety are carried out. If a problem arises concerning the maintenance or health and safety of the playgrounds (or any part of the buildings/grounds) please contact the Site Supervisor immediately.

### **Safety Rules for Playground**

- All games should be approved and played in appropriate areas.
- Any danger areas in the playground should be so designated. These danger areas may include areas where ball games such as football are played.
- All games should be appropriate to the age of the participants.
- All playground activities must be supervised.

### **Playground Supervision**

- Everyone should follow the same safety rules
- Pupils should understand playtime safety rules and these should be reviewed occasionally to take account of new playground equipment or guidelines that are to be implemented
- Playtime supervisors should –
  - **Stay alert and attentive** – move through the playground area, stay involved with all the children in the playground, use direct eye contact to help prevent inappropriate behaviour and ensure you have an adequate number of adults supervising for the number of children.
  - **Be aware of age-appropriate equipment** – Ensure equipment is suitable for use by its planned users, direct children to equipment appropriate to their ages and development and ensure children are aware of appropriate use of equipment.

- **Teach safe playground rules** – Teach children the safety rules of the playground, agree on the rules before children are allowed to use equipment and enforce rules firmly and consistently.

### **C.1.9 THE WORKING ENVIRONMENT**

Through a system of safety audits, inspections and defect reporting, the School will maintain the provisions necessary by legislation for a safe workplace, suitable access and egress, a healthy environment and the required welfare facilities.

#### **Maintenance**

This applies to workplaces, equipment and devices where a fault is liable to result in non-compliance with regulations. In all cases the workplace, equipment, devices and systems must be maintained (including cleaning) in an efficient state, efficient working order and good repair.

#### **Reporting Defects:**

- Staff are expected to report all defects to the premises or equipment whether or not they are likely to cause a hazard.
- A serious defect (such as a major leak), which is likely to require immediate attention should be reported immediately to the Head Teacher and/or Site Supervisor. The person finding the defect may have to evacuate people in the area of the defect before calling the relevant personnel.
- Less serious defects, which nonetheless would render the room unable to be used for teaching (e.g. heating failure) should be reported to the Head Teacher.
- If an item of equipment is defective and is a possible hazard, the member of staff discovering this should mark the item clearly as defective and make sure it is not used by others, inform the Site Supervisor, via email [bhales@wilby.northants.sch.uk](mailto:bhales@wilby.northants.sch.uk) who will remove the item from the system.

#### **General Storage:**

- Consider how much material, particularly paper, that needs to be stored. Order at intervals through out the year rather than ordering in bulk.
- Consider how long the used paper needs to be stored, and refer to the School Bursar for further information on archiving files etc.
- Large stores of paper should be stored centrally and only a minimum of stock should be in classrooms
- Materials which burn easily like paper and wood should be stored away from substances which could easily catch fire such as glue and thinners.
- Materials such as paper and wood must not be stored close to heat sources like electric fires, light bulbs etc.
- Materials which burn easily must never be stored in corridors
- Paper and other heavy materials must be stored so they can be moved safely. This would generally mean at a height where they can be picked up without stooping or stretching.
- Heavy items should never be stored at height, as there is a very real risk of injury when trying to lift them down, or heavy items falling onto staff.
- Consider the stability of cupboards, filing cabinets – do not overload the top section, as there is a risk of falling.

- Consider the strength and stability of fixed shelving in store rooms.
- Boxes of paper or similar should not be stored on the floor where they become a trip hazard. This is particularly important on escape routes.

#### **Pupils:**

- You must be informed that some pupils can be aggressive towards staff, and other pupils. This is a hazard and all staff should be aware of this.
- Staff may have received training in Team Teach skills to increase your knowledge and to help you calm an angry pupil, and even restrain or positively handle.
- There are policies on 'positive handling' for all staff to read. All pupils must be risk assessed and all staff are to ensure they read these, as it gives you relevant information on each pupil.
- All incidents must be recorded on the online reporting form.
- When positively handling/restraining pupils please be very cautious of your safety and that of the pupil, and use all the Team Teach skills you have been taught.
- Remember that restraining should always be the last resort. When holding a pupil you should keep calm and always talk to them, remember it's their behaviour that you are not happy with, and not the person.
- Please speak to your manager if you have any concerns about any issues involving the pupils.
- If you have to hold a pupil, think about what that pupil is capable of, i.e. biting, head butting etc. (this should all be on the pupil risk assessment) and do not give him/her the opportunity of inflicting any of these injuries on you.
- If at any stage of holding you become unwell ask for someone to take over from you. New Staff and Supply Staff must seek help from trained staff if pupils are becoming dangerous, you are reminded not to restrain unless permission and training/guidance has been given from the Head Teacher. There are systems in place for dealing with pupil behaviour, for example it is not acceptable to receive verbal abuse from a pupil, if you are unsure of the systems in place for dealing with difficult pupils please speak to your manager.
- The Education Act 1997 Section 550A and Further guidance published by DfE in 2012 – Use Of Reasonable Force, clarifies the use of physical force by teachers and others authorised by the Head Teacher, to control or restrain pupils. Teachers and other authorised staff are expected to use reasonable force to prevent a child or young person from doing or continuing to do any of the following;
  - Committing a criminal offence (including behaving in a way that would be an offence if the pupil were not under the age of criminal responsibility)
  - Injuring themselves or others
  - Causing damage to property (including pupils own property)
  - Engaging in behaviour prejudicial to maintaining good order and discipline at school or among any of its pupils, whether that behaviour occurs in a classroom during a teaching session or elsewhere.

Where the aim of physical intervention is to maintain good order it is essential that the member of staff takes into consideration the extent to which any such action might exacerbate the situation. The age and understanding of the pupil must be taken into account. Physical intervention should not be used to replace good behavioural management.



In determining what constitutes reasonable force the following factors need to be taken into account;

- The use of force can be regarded as reasonable only if the circumstances of the particular incident warrant it. The use of any degree of force is unlawful if this is not the case. Therefore the use of force to prevent a pupil from committing a trivial misdemeanour or where resolution of the issue could be achieved without the use of force cannot be justified.
- The degree of force employed must be in proportion to the circumstances of the incident and the seriousness of the behaviour or the consequence it is intended to prevent. Any use of force must always be the minimum required to achieve the desired result.
- Where force is applied it should be done in a manner that attempts to reduce rather than provoke a further aggressive reaction.
- The number of staff involved should be the minimum necessary to control/restrain the child or young person, whilst minimising the risk of injury to all parties.

#### **C.1.10 CONTROL AND MONITORING OF CONTRACTORS**

The Governing Body will only use contractors who have proved that they are able to discharge their primary responsibilities to safeguard their employees and any other persons who may be affected by their undertakings.

The selection of contractors will be on the basis of their “competence” in health and safety, including details of responsibility, experience, safe systems of work and training standards. Contractors are required to provide the following: Safety Policy document, Safety Method statement, and Risk Assessments.

Contract work can create temporary hazards in areas where hazards are not normally present. Thus contractors can pose a risk for school staff and pupils, and also be at risk themselves from staff or students. Therefore before any contract work begins, the proposed work, including times, locations and precautions involved must be considered and approved by the Safety Manager.

Although the school aims to inform you beforehand of significant contract works, there will be occasions when transient work e.g. a repair to a broken window, cannot be notified and may briefly cause some noise and disruption. Contract staff will be required to wear some form of identification. All relevant staff will be informed of scheduled work and the arrival of any maintenance staff must be relayed immediately to the Head Teacher. Staff are reminded not to visit any construction area on site, until the works have been complete.

#### **C.1.11 NEW AND EXPECTANT MOTHERS** (see also C.1.5 Risk Management Process)

The School will:

- Assess the risks with regards to the health and safety of both new and expectant mothers, particular attention will be made where the pupil or employee may come into contact with any hazardous substances.

- Ensure they are not exposed to an identified risk which would present a danger to the pupil or employee.
- Review the risk assessment as conditions change so that the differing factors can be taken into account for pregnant pupils or employees, those who have given birth and those who are breast-feeding.

### **C.1.12 DISPLAY SCREEN EQUIPMENT**

Under the Display Screen Equipment Regulations 1992 (DSE) (as amended 2002) the School will ensure that the following is carried out:

- Perform an assessment of each workstation taking into account the DSE, the furniture, the working environment and the worker.
- Take all necessary measures to remedy any risks found, as a result of the assessment.
- Take steps to incorporate changes of the task within the working day in order to prevent intensive periods of on-screen activity.
- Arrange for employees, who habitually use DSE as a significant part of their normal work, to have eye and eyesight tests.
- Advise existing employees, and all persons applying for work with DSE of the risk to health and how these are to be avoided.

The main potential hazards associated with this equipment include;

- Work related upper limb disorder e.g. temporary fatigue or soreness in the hands, shoulders etc. occupational cramp, chronic soft tissue disorders such as peritendinitis or carpal tunnel syndrome.
- Prolonged static posture or awkward positioning.
- Temporary visual fatigue-poor positioning, poor legibility of screen or documents, lighting, poor screen images.
- Fatigue or stress.
- Photosensitive epilepsy
- Environment factors e.g. humidity, heating, ventilation, and static electricity.

For full information on ICT and DSE including Control Measures, Workplace Design, Environmental Factors please refer the Health & Safety Executive DSE guidance on the regulations, a copy of which is located in the Health and Safety folder on StaffShare.

### **C.1.13 PLANT AND EQUIPMENT SAFETY**

Details of equipment that requires periodic inspection, examination, testing is as follows;

- Ladders
- Steps
- All other extraction systems
- Fire Alarm Systems
- Emergency Lighting



- Fire Extinguishers
- Electrical equipment
- Fixed electrical systems
- Gas boilers and Water Heaters
- Fan convactor cleaning
- Water tanks and systems
- Heating control systems
- Intruder alarms
- PE equipment

The person responsible for the above is the Head Teacher; the type of check and frequency is different for each. Records are kept on all of the above.

#### **C.1.14 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH**

The School acknowledges that no substance can be considered completely safe and will protect all employees and other persons potentially exposed to hazardous substances, so far as is reasonably practicable, by eliminating or use of correct control measures. The control of substances hazardous to health (COSHH) regulations is in place to protect people from substances that can be hazardous to health.

A **COSHH** assessment must have been carried out in order to justify the purchasing and use of any substances hazardous to health. This assessment will include recording findings with regard to application of the following hierarchy:

- Elimination of hazard
- Substitution of alternative less hazardous materials/substances
- Risk reduction by using engineering controls
- Provision of sufficient information, instruction and training
- Use of personal protective equipment – as a last resort

The COSHH assessment will have identified the control measures that must be in place and followed. All employees have a duty to ensure their own safety as well as the safety of others, and must apply and follow the control measures required – and must have had the necessary training and instruction to do this. Usually a material safety data sheet will be readily to hand. **Substances not assessed or authorised must not be brought into or used in any area.** All staff responsible for having any chemicals is to ensure they have a safety file with all the safety data sheets. Any member of staff wishing to purchase any chemicals must seek authorisation from the Head Teacher.

#### **Maintenance and Retention of Records**

The COSHH Register and a master log of generic assessment/data sheets are to be maintained. Any staff responsible for chemicals must ensure they supply the Head Teacher with copies of assessments and data sheets.

The Head Teacher will ensure that COSHH Registers, assessments, Data sheet files are fully maintained.

## Safe Systems of Work

- Ensure you are in possession of the assessment/data sheet required Personal Protection Equipment (PPE) and understand the requirements before using the substance
- Follow the manufacturer instructions.
- Use PPE as instructed.
- Avoid contact with the skin.
- Do not breathe the fumes.
- Wash thoroughly before eating.
- If the substance is flammable, do not smoke or use with naked flames.
- Do not mix substances unless instructed to do so by the manufacturer.
- Clean all spillages in accordance with the manufacturer's instructions, as per safety data sheet.
- Dispose of waste products in accordance with the manufacturers instructions.

## COSHH in the Classrooms

- Lessons involving chemicals must have a **Safe System of Work** in place before the lesson takes place. This includes a **Risk Assessment**.
- Local Authority, CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services [[www.cleapss.org.uk](http://www.cleapss.org.uk)]), DFE, HSE publications all give advice on safe working practices.
- Product Safety Data Sheets must be filed in an accessible manner after being read as they may be needed quickly if an accident occurs.
- Teachers must ensure that pupils are properly instructed in the safe use of any hazardous substance.
- Teachers are to ensure that they are vigilant and that pupils are following all safety precautions and instructions. Also to check at the end of class that all items are accounted for.
- Hazardous materials must be issued in suitable marked containers, containing appropriate small quantities of the material.
- Any containers used must contain the same hazard markings as the original. Only suitable containers must be used.

## Disposal of Hazardous Materials

As well as the safety implications in the disposal of hazardous materials, there may also be environmental risks. There may be legal restrictions as to how certain hazardous materials may be disposed of. The Site Supervisor can make suitable arrangements for the safe disposal of hazardous materials in accordance with legal requirements.

## Disposal of Glass and other Sharps

Cleaners empty general waste bins into plastic bags/sacks. If glass (especially broken) or other sharps are present, then there is a risk of injury.

**All Staff** must ensure that glass and other sharps are put directly into the outside bins. **All teaching staff** must ensure all pupils are also aware of this procedure.

### **Disposal of other Waste**

It is important that quantities of paper, furniture and other general waste are not allowed to accumulate in or outside buildings. Larger items such as old furniture could become a security risk if stored outside. Broken concrete, metals etc may be used to smash windows.

**All Staff** have a responsibility to ensure they do not cause accumulation of waste inside or outside buildings. They should report any such concerns to the Site Supervisor who will make arrangements for the quick disposal of items. Contractors should ensure they remove their waste materials from site as soon as possible.

### **C.1.15 NO SMOKING POLICY**

The School operates a no smoking policy. See Smoke Free School policy.

### **C.1.16 LONE WORKING PROCEDURES**

There is no specific legislation in relation to lone working; however the Management of Health and Safety at Work Regulations 1999 require employers to carry out a risk assessment in relation to all significant hazards faced by their employees.

All staff that carries out lone working must ensure there is a risk assessment in place.

Any staff that carry out home visits to student houses must ensure they speak to the Head Teacher who will carry out a Risk Assessment. See Home Visit policy.

Employees who are required to work alone are to be given clear instructions concerning communication and emergency procedures and what they can or cannot do in the workplace. The Head Teacher will provide all copies of risk assessments and make staff aware of and understand the risks involved with lone working, but all staff must ensure they inform the Head Teacher of any changes to their lone working.

### **C.1.17 SLIPS, TRIPS AND FALLS**

Slips, trips and falls are the most common cause of major injuries in the workplaces and the second highest cause of over three day injuries. They occasionally cause fatalities, for example from head injuries.

#### **Preventative Measures:**

- All floors should be regularly checked. Potential and known trouble spots, such as kitchens and wet floor areas, should receive closer attention.
- Spilled liquids which cause slippery floors must be cleaned up and the affected area thoroughly dried **immediately**. Warning signs to be put out.
- Any concerns regarding slipping and tripping hazards must be promptly reported to the Head Teacher.
- Electrical leads should not trail across walking routes if this can be avoided.

- Furniture, especially low tables and chairs must be arranged so that a clear and safe walkway is provided.
- Boxes of paper and other equipment must **not** be stored on the floor or in any place where an obstruction is likely to cause an accident.
- Good Housekeeping is **essential**. Boxes, papers, files etc. must not be placed on the floor.
- The **drawers of filing cabinets, desks**, etc. must be kept closed whenever they are not being used – **do not leave these items open and unattended**.
- All carpets, rugs must be fixed
- When working at height, only approved access equipment must be used, never use furniture or makeshifts. Staffs are advised to seek the help of the Site Supervisor in regards to working at height.
- All areas are to be adequately lit at all times
- On wet days, ensure to use the mats in the front entrance as these mats are water absorbing barrier mats, this will reduce the slipping hazard.

### **C.1.18 ELECTRICITY**

On average 1000 accidents and 25 fatalities at work are reported to the Health and Safety Executive each year – **all caused by electricity**.

#### **Sockets and Plugs:**

- Only use one plug to one socket
- Do not overload sockets
- Do not use adapters
- If you need extra sockets use a fused multi-plug adapter
- Never plug one extension lead into another

#### **Cables and Flex:**

- If a cable is damaged in any way do not use it. Frayed or damaged cable increases the risk of electric shock, and is also a fire hazard.

#### **Good Practise:**

- Always turn off the power before inserting into or removing a plug from a socket
- Never handle electrical equipment with wet hands
- If you suspect that something is faulty – report it, do not try to fix it yourself.

All electrical appliances must be maintained in a safe condition, to achieve this the school will keep an inventory of all appliances and arrange for them to be tested at appropriate regular intervals by qualified electrician. Staff are not allowed to bring in appliances without the permission from the Head Teacher.

#### **Fixed Electrical Equipment**

All repairs, maintenance, modifications and additions to fixed electrical wiring and equipment will be undertaken by qualified electricians as arranged by the Head Teacher. No other interference with the fixed electrical wiring and equipment is to take place.

### **Use of Adapters and Extension Leads**

Generally, the use of extension leads of any sort should be avoided where possible. Leads can be damaged and cause a shock or fire hazard and they also provide a serious trip hazard. When they are used they should be inspected regularly for damage and care should be taken to avoid trip hazards.

### **Audio Visual Equipment**

- In addition to the hazards of electrical shock, projectors can become very hot. Many contain bulbs which can be damaged if touched with the fingers even when cold.

### **Portable Electrical Appliances**

Arrangements will be made for the testing of such appliances by qualified electricians. No appliances are to be used on the school premises unless they have been checked.

### **Regulations**

*The Electricity at Work Regulations 1989* apply to school premises and place a duty on the employer to ensure so far as is reasonably practical that, electrical installations and all electrical appliances are constructed, maintained and used so as to prevent danger.

### **General Guidance:**

- No appliance will be used within the school if it has been deemed unsafe by the maintenance team or an approved contractor.
- Any defective equipment must be recorded in the job book – located in the admin office of all buildings
- All staff must carry out a visual check of any electrical appliance prior to use.
- No repairs will be carried out by any staff
- Electrical equipment used by pupils will be restricted to close supervision only.

### **Visual Inspection Check List**

- Check equipment casing/body for signs of damage i.e. cracks, holes, etc
- Check mains supply cable for signs of damage or wear.
- Check mains supply plug for damage to the pins cover or cable clamp
- Check the point of cable entry to the equipment, i.e. grommet or clamp
- Check on/off switch for signs of damage

### **C.1.19 LADDER SAFETY**

Working at height (any height) is a high risk activity and must be subject to a risk assessment.  
**Remember – you should only use a ladder if you have been trained.**

The Site Supervisor will do all work at height if assessment agrees it is safe to do so, as they have been trained in the use of ladders.

The ladder or step ladder to be used must be checked visually before each use to confirm it is still safe to be used. Annual checks should be recorded on a ladder plate attached to the ladder or steps.

### C.1.20 WORK EQUIPMENT

*The Provision and Use of Work Equipment Regulations 1998 (PUWER)* covers the suitability of work equipment in the workplace. The regulations are there to ensure the provision of safe work equipment and its safe use. Work equipment should not give rise to risks to health and safety, irrespective of its age or place of origin. Three aspects cover the choice of equipment:

- **The initial integrity:** This means that when an employer provides equipment they should make sure that it has been produced for the work to be undertaken. The equipment should be used in accordance with the manufacturer's instructions and specifications.
- **The place in which it will be used:** Employers must assess the location in which the work equipment is to be used to take into account any particular risks presented by the working environment.
- **The purpose for which it will be used:** Employers must ensure that the equipment is suitable for the job in hand.

### C.1.21 ASBESTOS

Asbestos is a naturally occurring fibrous mineral. It can be hazardous to health if fibres are inhaled. Asbestos is safe in normal circumstances where it is encapsulated and the encapsulating material is not damaged or likely to be damaged. Where asbestos is known to be present this will be indicated by labelling. This School has an asbestos register detailing any asbestos on site. No structural work is to be carried out by any of the staff.

### C.2.1 SCHOOL TRANSPORT – MINIBUSES

The school sometimes hires a Minibus to transport children. Only members of staff who have passed the MiDAS (Minibus Driver Awareness Scheme) training are allowed to drive a minibus transporting pupils. A minibus is classed as having more than 9 and less than 17 passenger seats. Checks are to be made on the minibus by the driver. The check list is left in each vehicle for drivers to carry out their pre-use checks. The completed forms must be given to the Head Teacher. If there is a fault found when carrying out the checks then the vehicle must not be taken out until rectified. If you feel unwell and are due to take pupils out you are to inform the Head Teacher.

### C.2.2 DESIGN AND TECHNOLOGY

All risk assessments for all activities relating to Design and Technology should be done and filed in the safety folder in the room. **No Activities** should be carried out unless there is a **risk assessment** and **safe system of work** in place. All copies must be given to the Head Teacher.

General guidelines:

- All tools to be locked away securely whilst not in use.

- Ensure that all pupils are familiar with safety rules
- Check all tools on regular basis to make sure they stay in good condition.
- Large groups can heighten the risk of accidents
- Monitoring of pupil's behaviour to ensure they can be trusted to partake with the lesson.
- Emergency procedure in place for dealing with aggressive/dangerous pupil, please give copy to Head Teacher.
- Have safety folder in place and update

When planning and conducting design and technological activities the teacher in charge must give due regard to the health and safety of their pupils, themselves and other adults. They must be aware of current relevant health and safety responsibilities and legislation.

Teachers must demonstrate both personal and professional competence, have the ability to undertake risk assessments and ensure that the environment is not a health and safety hazard.

### C.2.3a FOOD TECHNOLOGY

Teacher in charge **must ensure** that a general area risk assessment is carried out on the for the activity of food preparation and cooking **before** any activity begins. A **safe system of work** should then be developed from the risk assessment, and should include the following:

- Equipment should be robust and single purpose
- Equipment should only be used for the purpose they are intended for, in accordance with the manufacturer's instructions
- Any power leads should be the correct length to avoid tripping or accidental disconnection
- Power equipment should be positioned where the user will be least distracted
- All machines to be checked before use
- Long hair, loose clothing should be secured – jewellery should be removed
- Students should be trained on the use of all tools and equipment before using them
- Safety and behavioural rules should be in place and everyone aware of them
- Safety signs and notices to be displayed

#### Slips, Trips and Falls:

- Floor surfaces should be maintained in a good condition.
- All spillages should be cleaned up immediately they occur, and wet floor signs positioned if appropriate, e.g. spillage in main walkway.
- Students should be made aware of the rules for moving safely around the food tech room.
- Appropriate foot wear to be worn by staff and students.

#### Hot Food and Containers

- Students to be warned that hot ingredients can cause burns and scalds
- Wear appropriate protective clothing, e.g. oven gloves
- Open lids/remove film or foil away from face
- Check temperature of food before service/consumption



### **Microwave Ovens**

- Prevent hot spots developing in foods and liquids being heated by stirring halfway through heating time.

### **Cuts and Lacerations**

An adequately equipped first aid box should be nearby and it is recommended that at least one member of staff is trained in first aid.

### **Blades**

- Knives and scissors should be kept sharp.
- Students should be taught a safe knife drill.
- Students using knives and sharp implements should be supervised.
- Knives should be stored safely and securely when not in use.
- Knives should never be left in sinks or washing up bowls.

### **Broken Glass/Crockery**

Students must be instructed to report all breakages immediately, sweep breakages up and place in the metal bin in such a way that injury can not occur.

### **Frying**

- Ensure when frying that the oil does not overheat.
- Ensure a fire blanket of adequate size is available and that staff are competent in using these.

### **Food Allergies**

The most common foods to cause allergic reactions (allergens), either directly or in their derivatives are, peanuts, tree nuts such as walnuts, almonds, brazil nuts and hazelnuts, milk and milk products, egg, fish, shellfish, soya, sesame seeds.

It therefore important to avoid, where possible, the use of allergenic foods that are more likely to have life-threatening consequences, and those that affect a higher proportion of people with allergies. Checks must be made to investigate if any of students suffer from allergies.

### **Food Poisoning**

- Exclude any student suffering from sickness or diarrhoea
- Ensure everyone works hygienically
- Ensure utensils, equipment and work surfaces are maintained in a clean and hygienic condition, that they are washed between touching raw and cooked/ready to eat food, and all equipment is put away clean and dry at the end of the lesson
- Ensure ingredients are within their use-by date and in good condition
- Store all high risk foods, e.g. meat, poultry, dairy products, in refrigerators at or below 5c
- Keep raw and cooked food separate, raw food below cooked/ready to eat food
- Ensure food, particularly meat and poultry, is thoroughly cooked all the way through
- Cool hot food quickly prior to storage
- Store perishable food in refrigerators
- If appropriate advise students about re-heating the food at home.



### **C.2.4 TRANSPORT OF CASH**

The school encourages parents to pay via the online payment system Tucasi. However, if it is necessary, it is advisable that large amounts of cash are transported by a team of at least two persons. The purpose of this being to discourage attempts of theft by numbers alone. However, no resistance should be offered to persons who threaten violence in any way. Where and when possible, transport routes and times should be varied.

### **C.2.5 PHYSICAL EDUCATION AND GAMES**

This School recommends that all staff involved in Physical Education should refer to the “Safe Practice in Physical Education, School Sport & Physical Activity”.

All equipment and facilities should be inspected on a regular basis. Risk Assessments should be carried out on all activities **before** taking place and passed to the Head Teacher.

#### **Clothing and Footwear**

This must be appropriate to the activity. Watches, jewellery, rings, earrings and belts with buckles should not be worn and long hair should be secured (as appropriate to the activity). Wherever possible clothing allowing freedom of movement should be worn.

### **C.2.6 ALCOHOL, DRUG AND SOLVENT ABUSE**

People who work under the influence of alcohol, drugs or solvents are a hazard to themselves and the people they work with.

**Staff must not attend work under the influence of drugs or alcohol.**

If there is a suspicion of staff or pupils involved in any of the above you should inform the Head Teacher.

### **C.2.7 SCHOOL VISITS/EDUCATIONAL/OFF SITE ACTIVITIES**

Off-site activities may include Outdoor Education Visits, field trips, residential visits and all types of adventurous activities. These activities place a great deal of responsibility on staff and volunteers who may become involved. School visits are an essential part of the wider education of our children and young people. Pupils can experience places, cultures and activities that would otherwise be difficult for them to reach, and visits help in the development of confidence and independence.

However, it is crucial that visits operate under the strictest safety controls. Tragedies in the past have highlighted the need for the stringent procedures both before and during the visit. No activity or situation can ever be made totally safe but it is possible to control risks and to minimise the potential harm that can arise. This School has appointed the Head Teacher and Assistant Head as the Educational Visits Co-ordinators (EVC). It is the EVC's role to:

- Liaise with external agencies to ensure that visits meet Employer and National Guidancer equirements, including those relating to risk assessment.
- Assess the competence of leaders and other adults taking students on visits.
- Organise training and induction of adults taking students on visits.
- Ensure that Disclosure and Barring Service enhanced disclosures are in place.
- Provide parents with suitable information so they make a reasoned decision as to whether or not they will permit their child to take part in the visit.
- Organise emergency arrangements and ensure that there is an emergency contact for each visit.
- Keep records of individual visits, including accidents and near misses.
- Review systems and practices periodically.

The organising teacher who is planning for an off site visit is responsible for the following:

- Making preliminary checks to ensure visit meets school and curriculum requirements.
- Carry out preliminary visit to the site to assess suitability.
- Obtain any necessary documentation (such as licences, certificates etc) from activity providers (EVC to ensure all relevant documents are obtained).
- Carry out accommodation check (EVC to ensure this is carried out where possible).
- Carry out initial risk assessment (EVC to ensure risk assessment carried out is satisfactorily).
- Obtain approval for Category C visits by filling out the Off-site Visit Approval Form and giving this and all the above to the EVC who will then forward to the schools contracted Outdoor Education Adviser ASAP before planned date of visit
- Obtain parental consent for visit, ensuring that information on identified risks is provided (EVC to ensure all consents obtained)
- Review risk assessment in light of information provided by parents (EVC to ensure review carried out)
- Ensure emergency procedures and contact lists are up to date (EVC to ensure procedures and contacts have been checked)
- Monitor and review arrangements throughout course of visit
- Carry out review of the visit afterwards and ensure that any learning points are built into future plans and/or assessments (EVC to ensure that information is stored for future use)

**Note:** Failure to carry out suitable risk assessments is a criminal offence.

Risk Assessments will need to be reviewed during the course of the visit. Staff should take paper copies of risk assessments and blank assessment form with them. Any incidents/accidents must be written in a detailed report and given to the EVC as soon as possible.

### **C.2.8 SCHOOL SECURITY**

- To identify good practice in maintaining and improving school security in and around school.
- To ensure a whole school approach to Risk Management.

- To encourage participation from the local community and raise general awareness in respect of Crime Prevention.

At Wilby CE VA Primary School the matter of security is regarded as one of paramount importance. The school and Governing Body are committed to Risk Management. The Leadership Team regularly reviews security matters and consults staff.

### **Personal Safety and Security**

- Do not leave personal belongings on view.
- Do not leave keys out anywhere on display.
- If you find or see anything suspicious report it immediately.
- If you are working out of hours inform the Head Teacher.
- If you are working on your own make sure others know where you are and that a lone working risk assessment has been completed.
- If you are going off site or out of the office ensure you sign out and leave details of where you are going.
- If your plans change let someone know.
- Do not carry large sums of money or valuables.

### **C.2.9 VIOLENCE AND AGGRESSIVE BEHAVIOUR TOWARDS STAFF**

At Wilby CE VA Primary School a small number of pupils may often exhibit violent or challenging behaviour. This may relate to aggressive or disruptive behaviour patterns. Violent and disruptive behaviour can lead to physical injury and/or emotional stress. This School has developed strategies for dealing with violent and disruptive pupils, which include:

- An appropriate curriculum design, taking account of individual pupils abilities
- Suitable behaviour and discipline policies
- Consideration of the layout and supervision levels in classrooms, particularly those where hazardous activities are undertaken (e.g. Design and Technology)
- Staff Training – Team Teach
- Good systems of communication
- Good incident reporting systems
- Suitable arrangements for ensuring affected staff receive appropriate supervision/counselling
- Systems in place for reviewing and learning from incidents

This School will assess the risk of violence and ensure suitable control measures are implemented.

### **Traumatic Stress**

Working at this type of school dealing with violent and disruptive behaviour may be accepted as part of every day life. It can be easy to feel that staff become hardened to such behaviour and so do not suffer the emotional effects. Likewise affected staff may feel that it is a weakness to exhibit the signs of guilt, fear or anger, which commonly follows such incidents.

However it is clear that anyone can suffer emotionally from the effects of either one, or the accumulation of many, traumatic incidents, however often they normally encounter such incidents in their work. What may be considered a minor incident by the school could be the “final straw” for that member of staff, leading to signs of traumatic stress.

Such effects can be avoided if staff believe they are in an environment where they feel they have the support of their colleagues. At this School we believe it is particularly important that:

- Staff are encouraged to talk about incidents and their feelings arising from them, either openly with colleagues, or in confidence with your line manager, or trained counsellor.
- Staff do not make judgements or assumptions about how a member of staff should react to an incident.
- All staff are encouraged to feel that the incidents they have to deal with are the teams problems not their alone.

### **C.2.10 JEWELLERY IN SCHOOL**

This School recommends that the only jewellery pupils wear is one stud earring in each ear and a watch. No jewellery should be worn during physical education. Staffs are advised to not wear jewellery or to limit the amount they wear. As you could hurt a pupil, yourself and/or damage your item when restraining a pupil.

### **C.2.11 SUN SAFETY**

A Sun Safety policy is being drawn up in conjunction with Cancer Research UK’s Sun Smart guidelines.

### **C.2.12 TEMPERATURE IN CLASSROOMS**

Temperatures in the workplace are covered by the Workplace (Health, Safety and Welfare) Regulations 1992, which place a legal obligation on employers to provide a “reasonable” temperature in the workplace.

The approved code of Practice suggests a **minimum** temperature in workrooms should normally be at least 18 degrees Celsius – or 15 degrees Celsius if much of the work indoors involves severe physical effort. These temperatures are not absolute legal requirements; the employer’s essential duty is to determine what reasonable comfort will be in the particular circumstances.

If you are concerned about the temperature of your room then speak to the Head Teacher.

### **C.2.13 SAFETY POLICY REVIEW PROCEDURE**

The monitoring of health and safety systems is required by law. Our Health and Safety Policy will be monitored and review closely by the Head Teacher and Health and Safety Governor.

Termly reports will be made to the Governing Body by the Health and Safety Governor. Outside consultants will also be used to audit our health and safety.

Reactive monitoring systems uses data which is collected after an incident or hazard has been reported. It is used to prevent further reoccurrence.

Active monitoring is proactive and is intended to prevent injuries etc. from happening at all.

### **Reactive Health and Safety Monitoring**

#### *Incident/Accident Reporting:*

There are a number of reasons why incidents must be reported:

- To comply with legal requirements
- We have systems in place to enable you to report incidents
- Certain incidents must be reported to the Health and Safety Executive so that causes can be investigated in order that action can be taken to prevent recurrence
- In order that statistics can be compiled to help direct the accident prevention effort

#### *Incident Investigation*

- Incidents should be investigated in order to determine what action needs to be taken to prevent a recurrence.
- The main aim of an incident investigation is to highlight the causes of an incident and to take prompt and effective steps to prevent its recurrence. The investigation will look at the immediate causes and the underlying causes. It will consider both 'unsafe acts' and 'unsafe conditions'. Was there adequate supervision? Was the staff adequately trained?

The Head Teacher will assess all accidents and incident and will then carry out either a full in depth investigation or an informal investigation.

### **Active Health and Safety Monitoring:**

#### **Inspections**

These will be carried out by the Site Supervisor on a weekly basis, termly (6 times per year) by the Site Supervisor and Health and Safety Governor, inspections do not only check safety standards, they promote a health and safety culture and demonstrate a commitment to health and safety.

### **C.2.14 HEALTH AND SAFETY GOVERNOR**

This School has a Health and Safety Governor which meets with the Head Teacher and Site Supervisor as and when necessary, usually once a term (6 times per year) to review the schools health and safety performance and to consider significant issues and problems which cannot routinely be resolved.

### **C.2.15 HEALTH AND SAFETY TRAINING**

As well as being a statutory requirement under current health and safety regulations, training is an important way of achieving competence and helps to convert information into safe working practices. The risk assessment will help determine the level of training needed for each type of work as part of the preventive and protective measures. This can include basic skills training, specific on the job training and training in health and safety emergency procedures.

New staff are to have Health and Safety Induction training from the Head Teacher, which includes:

- The Health and Safety Policy
- Fire and Emergency Procedures
- First Aid procedures
- Staff responsibilities
- How to report hazards
- Incident reporting
- Hazards associated with work and risk assessment
- Local rules

### **C.2.16 CONTACT INFORMATION**

Health and Safety Governor: Lynette Dudley [Imdudleyuk@yahoo.co.uk](mailto:Imdudleyuk@yahoo.co.uk)

Head Teacher: Lisa Pearce [head@wilby-ce.northants-ecl.gov.uk](mailto:head@wilby-ce.northants-ecl.gov.uk)

Site Supervisor: Brad Hales [bhales@wilby.northants.sch.uk](mailto:bhales@wilby.northants.sch.uk)

### C.2.2.17 GENERAL CLASSROOM SAFETY CHECKLIST

**GUIDANCE:** The following points are intended to act as a quick safety checklist for classroom teachers, and to help with risk assessments

	Yes/No
Are all exits and emergency routes free from obstruction?	
Are Fire Action notices clearly visible and up to date?	
Are all fire extinguishers free from obstruction?	
Are all fire exits clearly marked?	
Is the classroom free from trip hazards?	
Are all trailing cables removed and secure?	
Are desks and chairs in a safe condition?	
Is storage kept to low level?	
Are there any dangers from high level storage?	
Is the use of scissors and other sharp instruments controlled?	
Is all displays safe? Away from light fittings, heat source, no protruding sharp ends	
Are all cleaning products kept in a locked cupboard?	
Are risk assessments available for products labelled as being Harmful, Irritant, toxic or corrosive?	
Is all classroom equipment checked on a regular basis?	
Are heaters free from obstruction and secure?	
Are all windows and doors in a safe condition?	
Is all combustible material removed on a regular basis?	
Are rooms and store rooms kept in a safe a tidy condition?	