



# Health & Safety Policy

Fenstanton and Hilton Primary School

March 2017

Fenstanton & Hilton Primary School  
'Passionate about Learning'

Governors and the Senior Management Team recognise that it is important that everyone in the school, full or part-time, temporary or permanent and in particular new-starters, are made aware of the policy and instructed on its contents and understand it. It is important also that this policy is not considered finality but that it is regularly reviewed, and where necessary amended to reflect all changes likely to alter its effectiveness

**POLICY FOR HEALTH & SAFETY**

*CONTENTS:*

**PART 1**

*Statement of Intent*

**PART 2**

**1) Organisation**

**2) Responsibilities**

**PART 3**

*Arrangements and Procedures*

- I. Control*
  - II. Risk Assessment*
  - III. Fire*
  - IV. Emergency*
  - V. Critical Incidents*
  - VI. Accidents & First Aid Provision*
  - VII. Basic First Aid Supplies*
  - VIII. Incident Reporting*
  - IX. Medication*
  - X. Safety Training*
  - XI. Waste Disposal*
  - XII. Maintenance*
  - XIII. Playground Safety*
  - XIV. Contractors – reference to the county council 5Cs system of controlling contractors on site.*
  - 5. School Trips**
  - 6. Safety**
    - I. Vehicle Movement*
    - II. Bicycles*
    - III. Personal Protective Equipment*
    - IV. Conduct on the Premises*
  - 7. Curriculum**
    - I. PE Activities*
    - II. Swimming*
    - III. Science, Design & Technology and Art Activities*
  - 8. The Kiln**
  - 9. Food Tasting**
  - 10. Supervision of Children during Non-Curriculum Time**
  - 11. Staff Safety**
- Fenstanton & Hilton Health & Safety Policy  
Approved by Governors: March 2017  
Review again in March 2019

March 2017

- 12. Security and Visitors*
- 13. Health and Well-Being*
- 14. Performances and Events*
- 15. Monitoring*
- 16. Summary*

Fenstanton & Hilton Primary School  
'Passionate about Learning'  
**HEALTH AND SAFETY**

## **1. Policy Statement**

We the Governors and Management of Fenstanton and Hilton School recognise and accept our responsibilities to provide and maintain a safe and healthy working and learning environment for staff, pupils and visitors. We believe that the prevention of accidents, injury or loss is essential to the effective operation of the school and is part of the education of its pupils.

We accept the Health and Safety at Work Act 19745 and in particular the duty of every employer to conduct their business in such a way as to ensure, so far as is reasonably practicable, the health, safety and welfare of all staff and pupils and anyone who may come into contact with the school and its undertakings.

The arrangements outlined in this policy statement and the various other safety provisions made by the governing body and management cannot in themselves prevent accidents or ensure safe and health working conditions. This can only be achieved through the commitment of \health and Safety and through the adoption of a Safety Management System by every individual.

The responsibility of the day to day implementation and monitoring of this policy rests with the Headteacher who will; work in collaboration with their staff and appointed Safety representative to ensure compliance.

We, guided by management and the School's Health and safety committee will; review this policy statement annually and update, modify or amend it as considered necessary to ensure the health, safety and welfare of staff and pupils and others.

Signed.....Chair of Governors

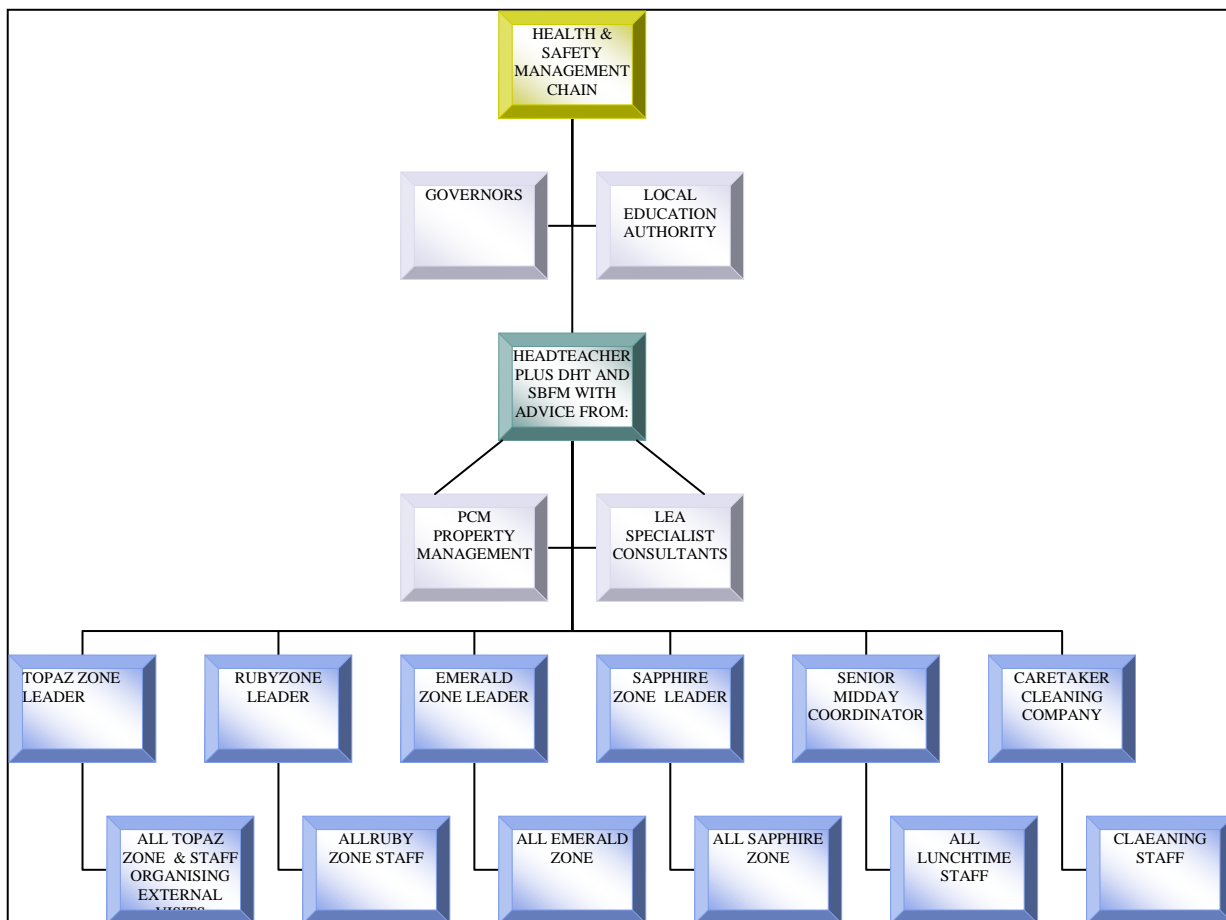
Date.....

Signed.....Head teacher.

Date.....

Fenstanton & Hilton Primary School  
'Passionate about Learning'  
**2. Organisation and responsibilities.**

**Health & Safety Management Chain**



Everyone has a role to play in keeping the Health & Safety Policy and appropriately reporting Health & Safety issues. Staff must use the Health and Safety Reporting Form for any issues.

Governors expect that good practice with respect to health and safety will provide learning opportunities for the children.

A copy of this policy will be displayed in the Policies Book in office and on school ICT server, and given to all employees.

### **3. Responsibilities**

Health and Safety functions and responsibilities at each level are outlined as follows.

**The Head teacher (in his/her absence the deputy)** as well as having general responsibility for all members of staff, the Head Teacher, as manager, also has responsibility for ensuring that the requirements of all relevant legislation and guidelines are met in full for the day to day maintenance and development of a Safety management System.  
Head teacher will, as far as is reasonably practicable;

- Be aware of and ensure compliance with the requirements of the Health and safety at work Act 1974 and any other health and safety legislation.

## Fenstanton & Hilton Primary School 'Passionate about Learning'

- Implement the policy throughout Fenstanton and Hilton school
- Ensure that all staff, including those with delegated health and safety responsibilities, understand and fulfil their obligations and are provided with suitable support to undertake their role
- Communicate health and safety issues with all staff, the Governors and CCC where appropriate, including the reporting of accidents, incidents and near misses.
- Ensure that all tools, machinery, plant and equipment is fit for purpose, adequately installed, guarded, appropriately used, received planned maintenance, sign posted as appropriate
- Ensure hazardous substances are handled, stored and used in the manner they were intended and accordance with the labelling, data sheet and risk assessment,
- Ensure that appropriate protective clothing and equipment is provided and used whenever necessary
- Identify health and safety training needs, ensuring that all employees are competent to undertake their work safely and are aware of limitations
- Ensure that adequate instruction and supervision are provided for pupils as required
- Ensure that sufficient First Aid cover and facilities are provided
- Carry out accident/incident investigations and report as appropriate to CCC using the recognised incident reporting system
- Ensure that emergency procedures including those for fire are in place, communicated and tested regularly
- Monitor the standard of health and safety and the effectiveness of the implementation of this policy.

### Senior Management Team

Members of the Senior Management Team will have responsibility for all school staff, for ensuring that safe methods of work are properly devised, put in place, and are fully implemented. They should also, in ensuring that Health and Safety rules and procedures are applied effectively, give personal leadership to impart to their colleagues and to pupils an understanding that accidents are preventable.

**The Caretaker** is responsible to the Head teacher for reporting and monitoring health and safety matters relating to grounds and premises, including security and fire risk.

#### Duties include

- Arranging for the removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe
- Taking appropriate action when necessary to prevent injury to others on site who might be exposed to unnecessary dangers eg erect barriers around manhole covers etc
- Participate [ate in the bi annual health and safety checklist
- Paying particular interest to the building structure
- Services, access to/egress from the school, main circulation areas etc
- Ensuring that other site supervisory staff are adequately supervised
- Identify any particular health and safety training needs of supervisory staff in the group
- Ensuring that all staff within the group are not involved in activities outside their limitations
- Ensuring that any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of equipment
- Ensuring that all staff work in accordance with safe working practices issued by the school, the LEA etc

# Fenstanton & Hilton Primary School

## 'Passionate about Learning'

**The Clerical Assistant** is responsible to the Head teacher for the regular (at least termly) checking of first aid materials, and any necessary stock replacement.

**The Health and Safety Representative** - Antonia Drysdale.

Safety Representatives shall be nominated and shall comply with general duties for any employee and are entitled to reasonable facilities to allow them to carry out their function, including facilities to meet and discuss issues.

In addition they shall

- Attend Health and Safety Committee meetings
- Assist management in the investigation of accidents, potential hazards and dangerous occurrences at the workplace
- Carry out regular formal inspections of the workplace
- Represent employees

**The Cook-in-Charge** is responsible to Cambridge Catering Services for health, safety and hygiene in respect of the kitchen area and food preparation, storage, serving and waste disposal.

### All staff

- All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with others who might be affected by their actions
- Employees must also cooperate with the governing body and senior management of the school so that they may fulfil all legal requirements placed on them as employers and /or persons in control of premises. All employees are required
- To participate in risk assessment and comply with findings
- To report all defects in condition of the premises or equipment to which they become aware
- To report all accidents according to the procedures included in part 3 of the document
- To be familiar with the procedure to be followed in the event of a fire or other serious emergency (see Part 3)
- To make use of all necessary personal protective equipment provided for health and safety reasons
- To where necessary make use of control measures made available to them eg fume cupboards
- Follow all relevant codes of safe working practices and local rules
- Report any unsafe working practices to the head teacher

### Safety Committee

The School Health and Safety Committee will meet termly and discuss issues affecting staff, pupils, visitors and others affected by the undertakings of Fenstanton and Hilton School and identify and implement so far as is reasonably practicable, ways in which to rectify these issues.

### Staff Consultative Arrangements

Employers must consult with employees on matters that may affect their health and safety. This can be achieved by establishing a school health and safety committee. Employees have the legal right to be consulted about health and safety matters and can make significant contributions towards achieving safe conditions at work

The main function of a health and safety Committee is to consult with employees on health and safety matters that may affect them, formulate and encourage implementation of Health+Safety arrangements and bring to light deficiencies in Health and Safety which arise with a view to resolving them and to review measures taken to ensure health and safety of employees. This is often done by analysing accident figures. Monitoring safety arrangements and making appropriate safety recommendations to the employer

### Health and Safety Committee

Fenstanton & Hilton Health & Safety Policy  
Approved by Governors: March 2017  
Review again in March 2019

March 2017

# Fenstanton & Hilton Primary School 'Passionate about Learning'

Head – A Drysdale

Governor – Jenny Volp

Caretaker- Les Ward

Other Governors to be nominated each year by governing body

Health and Safety is a standing item on all Governing Body meeting agendas.

## 4. Arrangements and Procedures

The Governing Body will plan for the school to be able to implement the Health and Safety Policy by setting Health and Safety objectives and performance standards for the school. This is to promote a positive safety culture within the school and to assist in the identification, control and management of all risks.

### I. Control

- ❖ Governors will ensure that individual members of staff are meeting County Council and LEA Health and Safety standards and objectives. Relevant staff should be engaged in identifying likely problems and in assessing the associated risks in order to be able to formulate satisfactory Health and Safety arrangements.
- ❖ Risks must be assessed at local level, be quantified and action taken, on the basis of qualified priority, to control or reduce the likelihood and/or severity of any consequential occurrence. They will rely upon appropriate published standards, Codes of Practice, Guidance and Recommendations produced by the LEA to assist them in this task.
- ❖ The Governors must also ensure that the School Management Team has made sufficient and satisfactory arrangements and procedures for achieving safety in the following key areas:

### II. Risk assessment

- ❖ Risk assessment is a requirement upon all staff where risks have been identified.
- ❖ Head teacher and/or governors will consult the LEA's safety advisor team as 'the competent person' when necessary.
- ❖ Where there is a change in working conditions, in the condition of the employee (e.g. pregnancy), or a new member of staff recruited, the Head will carry out a risk assessment and record details.
- ❖ The Premises Committee carries out an annual safety audit.
- ❖ At least one person being 'competent' to make assessments concerning the activity or process will be involved.
- ❖ The purpose of the assessment is to: -
  - Identify hazards.
  - Assess the nature and seriousness of the hazard and subsequent risks.
  - Avoid risks by elimination.
  - Control any remaining risks by:
    - Selection of control measures.
    - Maintenance and use of controls.



**Fenstanton & Hilton Primary School**  
**‘Passionate about Learning’**

- Monitoring and surveillance.
- Supervision, information, instruction & training.

### **III. Fire**

#### **General fire safety, emergency evacuation procedure and fire precautions.**

- ❖ If a naked flame is necessary, take sensible precautions. Matches should not be stored in school, excepting one box available from the office.
- ❖ Fire exits are clearly marked. Access to these and the exits themselves must be kept clear, and fire and door glass must not be covered. We have fire marshalls.
- ❖ The fire alarm system is to be tested and recorded on a weekly basis and quarterly by an approved contractor. A copy of the fire evacuation procedures should be clearly displayed in the entrance lobby, classrooms (next to whiteboards) and circulation areas.
- ❖ Fire practices should be carried out and recorded each term; the staff are to ensure that the practices are held properly.
- ❖ All visitors are to be made aware of the fire/evacuation procedure upon entering the premises via the back of the visitors' badges.
- ❖ The record of annual checking of fire appliances, training, practices etc. is maintained by the Head teacher in the fire log book. – Mr Ward keeps these.
- ❖ Use of the hall for entertainment must conform to the fire regulations on the public license.
- ❖ Extinguishers are maintained in all designated areas. (see appendix for map)

### **IV. Emergency**

- ❖ An emergency, such as a bomb threat, should activate the same procedure as for fire. Once the premises have been evacuated, and children and adults moved to a position of safety, the Head teacher will seek advice from the police through a 999 call, and from the local authority.
- ❖ Staff should be prepared to move the children further from the building if the need arises. (Primary provision is the church or churchyard, the church is unlocked during term times).

### **V. Critical incidents**

- ❖ A critical incident is an unexpected event that would have a serious impact on the well being of members of the school community. This policy should be read alongside the school's own Critical Incident Policy (copy in office),

### **VI. Accidents and First-Aid provision (including the number and location of first-aid facilities and trained first-aid personnel)**

## Fenstanton & Hilton Primary School 'Passionate about Learning'

- ❖ Accidents will, whenever possible, be attended to by one of those with experience of first aid.
- ❖ Any accident involving injury on the premises must be recorded in the accident book in the medical room. Where a child is involved, the parents must be informed immediately, unless the accident is of a very minor nature. Head injuries will be reported to the parents through a standard letter available in the First Aid Room
- ❖ Where a person has to be taken to hospital, a member of staff will accompany that person in addition to the driver, unless another adult is available.
- ❖ Emergency contact numbers for all children and staff are kept in a file on the office desk.
- ❖ In the event of an injury form IRF96 will be completed by the Head teacher. An accident report pad is kept in the office (an on line version can be accessed via the Cambs Portal)
- ❖ The Head teacher of Fenstanton and Hilton Primary School will, through the nominated person responsible for First Aid, ensure that provisions conform to the Health & Safety (First Aid) Regulations 1981 and the revised approved code of practice issued by the HSE in 1990.
- ❖ The responsible person will ensure that first aid boxes are available and fully stocked and replenished with approved standard items only.
- ❖ We aim to have at least 1 designated first aider available. Where this is not possible emergency services will be called, if necessary.
- ❖ The Head teacher, together with the responsible person, will also ensure that special emergency treatments, which may be required following an accident involving any hazardous substances, are available and that sufficient staff are trained to deal with such treatments.
- ❖ Where pupils, or employees, require specific medication or have particular medical requirements, these shall be noted and kept in a specific log. Such records shall be maintained and their contents made known to those people appointed to deliver first aid treatment.
- ❖ The responsible person will ensure that any special notices will be posted to advise on emergency procedures, the location of first aid and emergency facilities and the identity of those persons appointed to dispense such facilities.

### **VII. Basic First Aid Supplies are located at the following points:**

- ❖ **Full first aid kits are located in:**
- ❖ First Aid Room next to staff room (designated cupboard), DT area, cooking area (Y5+Y6 corridor) and school office.
- ❖ Injuries requiring the attention of a named first aider must be recorded in the accident book the same day.
- ❖ **The accident book is kept in:**
- ❖ The First Aid Room next to staffroom on top of the designated cupboard or inside the top drawer.
- ❖ **Accidents to contractors on site will also be written in the First Aid Appendix in the 5Cs folder kept in the school office**
- ❖ The Head teacher is responsible for conforming to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (1995) by completing form IRF(96) and sending to the appropriate LEA department.

## **VIII. Incident Reporting (Near Misses)**

- ❖ \*All incidents, or 'near misses' involving personnel or property will be reported and logged under the procedure set in place by the school. This involves weekly reporting on Health and Safety matters at Staff Meetings or in person to Health and Safety representative or Head teacher.

## **IX. Medication**

- ❖ Fenstanton and Hilton Primary School recognises that there is no general contractual requirement for any teacher to administer medication to a pupil.
- ❖ Fenstanton and Hilton Primary School will undertake to administer medication only with consent forms/letter returned by parents, at the discretion of the Head teacher and adults concerned.
- ❖ All persons/teachers administering medicines shall be appropriately trained and qualified to undertake that task and have access to qualified medical advice when needed.
- ❖ There is a separate Medicines in School Policy which should be read alongside this policy. Reviewed 2016

## **X. Safety training**

- ❖ The Head teacher must be trained in health and safety matters. Routines and procedures must then be made clear to all staff.
- ❖ The caretaker must be trained in specific matters e.g. electrical safety, ladder use, and care of substances hazardous to health.
- ❖ Records of training are kept in the school office

## **XI. Waste disposal**

- ❖ The Head teacher must ensure that a contractual arrangement is made to dispose of waste.
- ❖ The caretaker must ensure that the waste is prepared for collection, and that any glass, chemical, or clinical waste is safely and correctly disposed.

## **XII. Maintenance**

### **Electricity.**

- ❖ Care must be taken with the use of appropriate leads, sockets, etc. Extension leads etc. should be securely and neatly stored in the AV room.
- ❖ Wherever possible the use of trailing electrical extension leads should be avoided, the length of trailing leads is to be kept to a minimum and protected from accidental damage by an approved system or secured to wall, skirting boards or furniture.
- ❖ All electrical appliances on the premises are electrically tested annually. Other appliances, which might be brought into the premises, should only be used with an RCD in the hall where possible. Any damage to equipment must be reported to the Head

## Fenstanton & Hilton Primary School 'Passionate about Learning'

teacher, who will remove the equipment from use until either suitable repair is carried out, organise for the removal and disposal of the damaged equipment.

- ❖ Staff must ensure that appliances used during the day are disconnected at night. The outlet is to be switched off prior to the removal of the plug.
- ❖ The working document will include details of: control of substances hazardous to health; lifting and working at height; electricity; conduct on the premises; hygiene; fire; smoking; office work; risk assessment; accidents; emergency; children at risk; health; community use; safety training; waste disposal; playground safety; school trips; vehicle movement; and contractors on site.

### **Machinery and Equipment**

- ❖ Each item will be permanently marked with a unique identification number or identified by a manufacturer's serial number.
- ❖ A competent electrical engineer will check electrical items at least once annually.
- ❖ All machinery and equipment within the Fenstanton and Hilton Primary School will be maintained in good working order at all times, or otherwise clearly marked by provision of suitable and securely fixed notices, to indicate when such machinery or equipment is unfit for use.
- ❖ It is the responsibility of staff when using and/or issuing equipment to check for obvious signs of damage and report any defects found.
- ❖ Where necessary, risk assessments will be undertaken for the use of all machinery.
- ❖ Due consideration will be given when acquiring new equipment to ensure that it complies with current legislation and best practices. Care will be taken over the use, installation and/or siting of such equipment.

### **Lifting and working at height.**

- ❖ Lifting can be injurious; care should be taken. Lift only what can be managed at ease. Guidance note 21 of the Health and Safety Management in Schools Manual gives details about lifting regulations.
- ❖ Care should be exercised when working at height. Ladder or steps must be safety approved and used by trained persons only. They may only be used with another person on the premises. Shelves at stretching height are potentially hazardous.
- ❖ Training in proper handling techniques will be given as appropriate and only those persons so trained should be asked to move heavy weights. Under no circumstances will pupils be allowed, in the judgment of the responsible member of staff, to lift or move heavy or awkward weights.
- ❖ Consideration will be given to pregnant workers in line with the EC Directives.
- ❖ Only staff, appropriately trained in manual handling will be asked to move heavy weights. As a guide, for an adult, 20 kg will be the maximum weight (held close to the body). If the load is held at arms length then this limit will be reduced by 50%. If the lifting involves twisting then the limit will be reduced by 20%. Loads lifted above shoulder height or below knee level will be reduced by 50%.
- ❖ For more comprehensive details refer to the Manual Handling Regulations 1992.
- ❖ Kick stools should only be used by adults on a level surface, the user is to ensure that they are fully conversant with the

## Fenstanton & Hilton Primary School 'Passionate about Learning'

manufacturer's instructions prior to use.

- ❖ Heavy goods should not be stored at height. See Guidance note 21, prior to the moving of potentially heavy objects

### **Contractors on site**

- ❖ Contractors are responsible for their own health and safety, whilst the Head teacher is expected to make clear the safety requirements upon contractors for the health and safety needs of children, staff and visitors.
- ❖ Office staff are to ensure that all contractors are issued with a visitors badge and sign in both the desk register and the schools 5C's register which they must sign prior to any work being carried out on the premises.
- ❖ Office staff are to ensure that all visitors sign in at the reception desk and are issued with a visitor's badge.
- ❖ Work experience arrangements are coordinated by the Head teacher

### **Control of substances hazardous to health (COSHH)**

- ❖ Such substances may not be kept on the premises except in designated places. This includes medicines, chemicals, and cleaning materials.
- ❖ Chemicals for photocopying, and occasionally medicines, are kept out of sight and reach of the children in a secure cupboard within the school office.
- ❖ Doctors are encouraged to prescribe doses that avoid medication during school hours. Where there are special circumstances, medication should be stored during daytime only, in the secure first aid cupboard and clearly labelled with the child's name and dosage. Inhalers should be named and kept in the child's class in a clearly labelled box. Children who have specific allergies and conditions that may require emergency attention e.g. epipen, have their photographs in the medical room.
- ❖ All cleaning materials are to be securely stored in the cleaners', caretakers or kitchen cupboards.
- ❖ Spray mount, fixative, etc. should not be used in the classroom with children present. They should only be used in an empty and ventilated area by adults only.

## **XIII. Playground safety**

### **Recreational Areas, Outdoor Climbing Frames, Safety Surfaces**

- ❖ The deputy head teacher organises staff duty rotas for supervision of children. A midday coordinator organises supervision at lunchtime under the guidance of the Head teacher. These staff are responsible for the oversight of safe play until the children enter/re-enter the school, and in classes during wet playtimes.

## Fenstanton & Hilton Primary School 'Passionate about Learning'

- ❖ All access and use of the following areas, activities and equipment will be controlled through appropriate risk assessments.
- ❖ Any 'control measures/procedures' resulting from these risk assessments will become part of this policy and will be adhered to at all times.

### **Playgrounds**

- ❖ Playgrounds will only be constructed by specialist companies.
- ❖ All apparatus will be kept in good working condition.
- ❖ Pupils will be reminded that while using the facility they should respect the needs of others and give them enough space, especially when making swinging movements. They should also be alerted to the need to recognise faulty equipment and report it immediately.

### **Climbing frames**

- ❖ Climbing frames will only be constructed by specialist companies.
- ❖ All apparatus will be kept in good working condition.
- ❖ Long low frames are preferred to high ones.
- ❖ Work surfaces should offer good grip for feet and hands (except slide and roll areas).
- ❖ Any tube that is to be gripped should be of an appropriate diameter.
- ❖ Frames should be situated away from other structures.

### **Safe Surfaces**

- ❖ Safe Surfaces, which are impact absorbent, will be installed below and around all climbing frames, and other equipment from which pupils could fall.
- ❖ It is, however, recognised that no surface currently available will prevent serious injury if falls are greater than 750mm.

### **Supervision (during School hours)**

- ❖ Whenever pupils have access to climbing frame or adventure playgrounds they will be supervised by teachers or ancillary staff appointed for the purpose.
- ❖ Volunteer helpers will not be placed in sole charge.

### **General requirements for all areas/equipment**

- ❖ All apparatus/equipment will be kept in good working condition
- ❖ All apparatus/equipment will be constructed by specialist companies.
- ❖ All apparatus/equipment will be inspected on a regular basis.
- ❖ A log of these inspections is kept in the School Office.

## 5. School trips

- ❖ The school has a separate policy statement covering aspects of safety on educational visits and journeys. Staff must be aware of this policy statement and their considerable responsibilities when taking children off site.
- ❖ Staff are expected to consult the LEA manual 'Educational Visits and Journeys', and to adhere to the recommendations.
- ❖ The school has an Educational Visits Coordinator who receives specific training regarding the management of school visits. The coordinator must be consulted prior to any visit and copies of risk assessments undertaken should be given to the coordinator in advance of any proposed visit.
- ❖ All school visits should be preceded by the appropriate risk assessment

## 6. Safety

### I. Vehicle movement

- ❖ The cul-de-sac of School Lane, and the front parking areas are potential hazards. Staff, visitors and contractors should exercise caution as motorists, and when supervising children e.g. to and from the bus. (see Travelling to School Policy)
- ❖ All visiting drivers (as appropriate) will report to the main office to 'sign-in' (see visitors and security section of the policy).

### II. Bicycles

- ❖ Children travelling to school by bicycle are advised to wear a safety helmet and use the bike storage shelter.
- ❖ Cycling is not encouraged as the cul-de-sac of School Lane becomes congested. Safer Cycling takes place for year 6's who opt in.
- ❖ (see Travelling to School Policy)

### III. Personal Protective Equipment (P.P.E)

- ❖ Protective clothing and equipment will be issued and used whenever processes and systems at work present a hazard which cannot be satisfactorily controlled by other reasonably practicable means, or where it is required by certain specific legislation.
- ❖ All PPE used will be of a type approved for the purpose and conform to the relevant British or European standards.
- ❖ All PPE will be regularly inspected and kept in good order.
- ❖ It is the responsibility of all staff and pupils to wear such PPE as required, to use it in the proper manner, and report any defects immediately.

#### Eye Protection

- ❖ It is a statutory requirement under the Personal Protective Equipment Regulations 1992 to wear eye protection when an assessment shows that a risk of injury, which cannot be otherwise eliminated, exists.

#### Gloves

## Fenstanton & Hilton Primary School 'Passionate about Learning'

- ❖ Suitable hand protection shall be worn whenever the relevant risk assessment indicates e.g. rubber gloves will be worn when washing items in hot water or when using certain cleaning agents.

### Protective Clothing

- ❖ During food based activities aprons/overalls will be made from synthetic, 'wipe down' materials.
- ❖ Wet processes will require aprons/overalls made from water resistant materials (PVC).
- ❖ All aprons and overalls will be cleaned regularly.

## IV. Conduct on the premises

- ❖ Orderly conduct is conducive to safety. All staff should be committed to a calm and orderly environment, and the implementation of good practice, e.g. walking inside.
- ❖ General tidiness; keeping work areas and corridors clear, clearing spillages, closing drawers, and organising stock cupboards.
- ❖ Staff, children and others must be suitably trained and fully conversant with any equipment prior to its use and ensure that all safety devices are fitted; e.g. guard on cutter, safety compasses, technology and cooking tools, kiln, P.E. equipment.

## 7. Curriculum

### I. P.E. Activities

- ❖ All equipment used by staff, pupils or visitors must be safe to use, and instruction provided where appropriate to ensure safe usage.
- ❖ It is especially important that P.E. apparatus in and out of doors is annually checked, and that any safety recommendations are acted upon immediately.
- ❖ Before any activities are undertaken a full risk assessment will be carried out and appropriate control measures put into operation.
- ❖ Only those staff who have been appropriately trained will offer pupils the full range of P.E. activities.
- ❖ Staff will check that all equipment is in a safe working condition before engaging pupils in P.E. activities.
- ❖ Staff will ensure that individual pupils are physically and medically able to participate before engaging pupils in P.E. activities.
- ❖ All P.E. equipment will be stored in such a way so as to reduce any potential hazards that may occur from pupils gaining unauthorised access and will be checked regularly with any defective equipment removed from service until maintenance has been completed.
- ❖ All P.E. stores will be arranged in such a way as to minimise possible manual handling injuries and be kept in a safe and tidy manner. Care will be taken to ensure that any access/egress routes are kept clear. Refer to P.E. policy

### II. Swimming



## Fenstanton & Hilton Primary School 'Passionate about Learning'

- ❖ When children are taken off-site they are at all times the responsibility of the teachers, even when a recognised and qualified instructor is teaching them.
- ❖ Swimming lessons will only take place at pools with adequate life saving personnel and facilities. As a minimum at least one person will hold an appropriate life saving proficiency certificate. The location of an alarm and telephone will be noted.
- ❖ Before any swimming takes place teaching staff, supervisors and pupils must be aware of what to do in an emergency. At regular intervals this emergency procedure must be practiced.
- ❖ The above recommendations are in addition to any local rules laid down by the Pool in use.
- ❖ See PE policy and Educational Visits and Journeys Policy

### **III. Science, Design & Technology and Art Activities**

- ❖ Hazards associated with working the range of materials will be reduced to an acceptable level recognising that many of the tools and materials used by the pupils and staff can be found in many domestic environments.
- ❖ All Staff will be given relevant medical/emergency information on those pupils who are likely to suffer allergic reaction to any of the materials or processes used in these areas.
- ❖ Fenstanton and Hilton Primary School will make sure that children know how to use the tools/equipment available to them and that they keep the working areas tidy. Where appropriate pupils will be required to wear the provided personal protective equipment (P.P.E.) The school will monitor the safe working practices of pupils and staff.
- ❖ The following tools, materials and processes are considered by Fenstanton and Hilton Primary School to have the potential to cause injury. Appropriate risk assessments will determine, in each case, safe working procedures. All activities will be monitored accordingly.

#### **Knives/Saws**

- ❖ Sharp food technology or craft knives and saws are stored in locked cupboards and will only be used under teacher supervision.

#### **Low melt glue guns**

- ❖ Pupils will only use these under adult supervision.

#### **Hot Melt Glue guns**

- ❖ These are dangerous and are not allowed.

#### **Wood/plastic/metal/clay/modelling materials**

- ❖ All materials used will be checked for suitability.
- ❖ Pupils involved in activities, which produce excessive quantities of dust/particles/chippings, will be required to wear facemasks and goggles.
- ❖ When working with wire, facemasks or goggles will be provided.

# Fenstanton & Hilton Primary School

## 'Passionate about Learning'

### **Dirty Activities**

- ❖ Whenever pupils are involved in activities where clothing could be soiled or damaged, some form of protective clothing may be worn.

### **Heating**

- ❖ All heating activities will only take place under close adult supervision.

### **Animals in School**

- ❖ Before any animal is kept in the school reference will be made to appropriate documentation and the RSPCA.
- ❖ Pupils will be taught how to maintain personal hygiene while handling animals.
- ❖ Any animal bite will be treated by trained staff and then referred to a medical practitioner.

### **Plants, fruits and seeds**

- ❖ Staff will ensure that any plant, fruit or seed used in an activity is safe.

### **Hygiene**

- ❖ Hygiene standards must be observed, for instance insisting that children wash before lunch and after using the toilet.
- ❖ The caretaker is responsible to the Head for ensuring that all areas are clean, warm and ventilated.
- ❖ CCS is responsible for the kitchen and is inspected independently by the local authority Public Health Officer.
- ❖ Guidelines for hygiene standards must be observed when making food as a part of the curriculum.
- ❖ Parents are to be advised when there is an outbreak of head lice or communicable disease in the school or a class.

### **Music Hygiene**

- ❖ All mouthpieces will be suitably sterilized e.g. Recorders, etc.

## **8. The Kiln.**

- ❖ There are county council regulations particular to the kiln, which include fire, safe use and ventilation. These regulations are to be strictly adhered to, with the art coordinator ensuring the safe use of the facility.

## **9. Food tasting.**

- ❖ Tasting food is deemed part of the school curriculum. Signed copies of the parents permission/exclusion forms are to be kept in the main office. Parents are to ensure that any allergies/medical condition is noted on the forms prior to signing.
- ❖ Copies of the exclusion/allergies/medical forms are to be kept in each classroom to help minimize accidents.

## **10. Supervision of Pupils**

### **During Non-Curriculum Time**

#### **Arrival, dispersal and break times**

It is recognised by Fenstanton and Hilton Primary School that it has a 'duty of care' at all times.

Suitable and sufficient Risk Assessments will be carried out to establish the correct levels of supervision necessary to fulfill this statutory requirement.

The staff of Fenstanton and Hilton Primary School will take responsibility for pupils/students' health and safety whilst on the school premises and during the following times: -

Pupils are **supervised** on the school premises from **.8.50 a.m. until 3.20.p.m.** For after school activities, run by the school, the period of supervision is extended. Suitable arrangements are in place to supervise pupils arriving and departing by taxi.

- ❖ **SEE APPENDIX 1 for details regarding this supervision and also Travel to School Policy.**

## **11. Staff Safety**

#### **Dealing with violence to staff**

- ❖ Violent, abusive or threatening behaviour, whether physical, verbal or otherwise towards any employee from whatever source will not be tolerated
- ❖ Violence, or the risk of violence to any employee is considered a very serious matter, and management will give all support necessary to any member of staff who reports any such incident, actual or perceived whatever the circumstances.
- ❖ All reports of violent or abusive conduct will be fully investigated, and the necessary disciplinary action taken.
- ❖ Any employee who has been the subject of violent or abusive behaviour during the course of their employment will be offered legal advice and representation, and counselling as appropriate.
- ❖ Following due consultation with any employees affected, persons making threats or verbally abusing staff may be sent a formal letter of warning, indicating that legal action may be taken should the behaviour continue. In cases of actual physical abuse or property damage, then the matter will be referred to the local police for investigation and action.
- ❖ In order to combat violence at source, teaching staff and others who may be placed in situations where violence may occur, (e.g. lunchtime supervisors), will be offered advice and training in pupil management, and guidelines for dealing with fighting and abusive behaviour will be issued and revised as necessary.

#### **Working alone on School Premises**

- ❖ Staff are aware of potential hazards of working alone on site and will make suitable arrangements if they place themselves in this vulnerable position.

#### **Workplace Stress**

- ❖ Workplace stress is recognised by the management of Fenstanton and Hilton Primary School as a legitimate problem affecting staff, which needs careful and sympathetic management.
- ❖ It is recognised and accepted that undue stress can lead to adverse effects on the emotional and physical well being of staff and consequently to the efficiency of the organisation as a whole.

## Fenstanton & Hilton Primary School 'Passionate about Learning'

- ❖ Whilst individual reactions to stress vary widely, the need to recognise and act upon potentially stressful situations is essential. Regular consultation with members of staff and discussion groups is to be encouraged in order that a pro-active approach may be taken on a continuing basis, in order that such situations may be avoided or their effects upon staff reduced.
- ❖ It is accepted that major changes in working practices or management structures within any organisation can be stressful and it is, therefore, the policy of Fenstanton & Hilton Primary School that, where appropriate, members of staff will be kept informed of any major changes in so far as they may affect their own activities in the workplace, and additional training made available as necessary.
- ❖ Members of staff shall be encouraged to seek advice from management regarding any situation they feel is causing them undue stress; such consultations will be treated without prejudice and in the strictest confidence.
- ❖ Through the LA there is a facility to access a confidential Staff Counselling Scheme. Confidential Staff Counselling is also available through the Teachers Support Network.

### Community use of premises

- ❖ All users must be issued with a copy of this health and safety policy, and a lettings agreement which must be signed by the responsible person and returned to the office prior to the date of the activity.
- ❖ There must be emergency access to the office telephone at all times when the premises are occupied.
- ❖ There must be emergency access to first aid equipment in the school office.

### Smoking

- ❖ The school is a no smoking area. Persons wishing to smoke have to leave the premises.

### Office work

- ❖ The secretary will exercise discretion over the time length usage of display screen equipment. Long intensive periods are to be avoided, the secretary is to familiarise themselves with the current guidelines for working with display equipment and take breaks accordingly. Adjust seating position, posture and ensure a varied work pattern to eliminate the treat of a repetitive strain injury.
- ❖ Anybody spending long periods working with display equipment must have regular eye tests.

## 12. Security and Visitors.

- ❖ A stranger may be a potential threat to person/property. Staff should politely challenge any person not known to them without putting themselves or others at risk. The welfare of children is vital.
- ❖ There are procedures for visitors to the school to report to the office, sign in, and display a visitor badge. The office is poorly sited to enforce this practice, although the main entrance door has now been fitted with an intercom system, all staff/supervising adults are to be extra vigilant to ensure paragraphs 29.2 and 29.3 are adhered too, to limit any possible access from other entrances/exits..
- ❖ If any person is seen on or adjacent to the school site or the children, staff must be prepared to challenge him / her politely and to refer him / her to the visitor procedures.

## Fenstanton & Hilton Primary School 'Passionate about Learning'

- ❖ All staff and helpers who have contact with children at the school, in any capacity and at any time, must have been checked against 'list 99' by EPM. All new staff will have a CRB check. The **only exception** to this rule is a visitor for a specific purpose working under the direct supervision of a teacher e.g. an adult speaking to the children about the work of a particular organisation such as RNIB.
- ❖ For fire and security purposes, visitors during school hours should wear a visitors badge available from the office, and sign the visitor's book in and out.

**Every visitor will be provided with the following information.**

### SAFETY GUIDELINES FOR VISITORS TO FENSTANTON AND HILTON PRIMARY SCHOOL

1. All unaccompanied visitors must wear security identification at all times.
2. All visitors must be familiar with the Fire Procedures which can be found in the front of the visitors book.
3. The school operates a no smoking policy.
4. All accidents must be reported to the school office.
5. Visitors must sign out at the school office before leaving the premises.

## 13. Health and Well-Being

### Health

- ❖ Any child or member of staff with a condition that might need attention on the premises should be listed on the medical list appended to the special needs list and known to the staff, e.g. diabetes, epilepsy, asthma, etc..
- ❖ Inhalers etc. are kept in a labelled box by the class teacher in the classroom so that they can be taken to games, on trips, and always be available to the child.
- ❖ A list of communicable diseases is displayed in the office so that appropriate action can be taken when necessary

# Fenstanton & Hilton Primary School

## 'Passionate about Learning'

### Effects of the sun.

- ❖ Children should be watched so that they are not exposed to heat and sun to the extent that they suffer from sunstroke.
- ❖ Protection is needed to avoid sunburn. Parents are encouraged to apply the sun tan lotion that will give all day protection. Staff will not apply lotion, and we discourage children from bringing lotion to school, as there are potential difficulties with allergies. Children will not be allowed to remove clothing to expose themselves. In the event of concerns about sunburn, the children may be brought inside.
- ❖ Staff need to be vigilant to children suffering heat exhaustion. Children should be discouraged from tiring games, encouraged to 'stay cool' and use the limited shade available. Access to water after breaks is essential and should be encouraged.

## 14. Performances and Events organised by the School

- ❖ For events and activities involving members of the public Fenstanton and Hilton Primary School will: -
  - Establish whether any specific Health & Safety requirements exist appertaining to said activity or event.
  - Act upon any appropriate recommendations in the light of the above.
- ❖ For all activities requiring these arrangements a suitable and sufficient risk assessment will be carried out and the appropriate enforcing agencies notified.

## 15. Monitoring

- ❖ The Health and Safety Committee is responsible for monitoring the achievement and effectiveness of the Health and Safety arrangements and their overall performance to the full Governing Body. Methods of monitoring and checking performance include:
  - Collecting accident/incident data (check, categorise and analyse accident reports).
  - Carrying out Health and Safety inspections of the premises and presenting a report for analysis and discussion.
  - Examining and acting upon specialist LEA Audit Reports and, where appropriate, OFSTED Reports where these relate to Health and Safety issues.
  - Checking maintenance records/reports (ie: efficiency of fume or dust extraction systems and the integrity of electrical appliances).
- ❖ Governors should ensure they are also kept informed of any reports resulting from Health and Safety Executive (HSE), Fire Authority or Environmental Health Officer visits or inspections and of any LEA or DFE guidance or advice which may affect this policy.

## APPENDIX 1

### Pupil Supervision During Non-Curriculum Time

During arrival and dispersal at the beginning and the end of the school day the school will provide supervision as follows:

Time	Location	Individual on duty
8.50am to 9.00am 8.50am to 9.00am	Classrooms – children can come into classroom from 8.50 – unsupervised before then.	Teacher Teacher

During morning / afternoon break times the school will provide supervision as follows:

Time	Location	Individual on duty
Morning break Morning break	Juniors Playground/field Infants Playground/field	Teacher+TA Teacher+TA

**DURING LUNCH BREAKS THE SCHOOL WILL PROVIDE SUPERVISION AS FOLLOWS:**

Location	Individual on duty
KS1 Playground/field/Dining Hall KS2 Playground/field Dining Hall	6 Midday Supervisors with a minimum of one in all areas at all times.

Pupils are expected, at all times to comply with the standards of behaviour outlined in the school's Positive Behaviour Policy.

**During wet or inclement weather the following procedures apply:**

Refer to Midday Supervisor Job Description

#### Supervision of pupils arriving and leaving by bus

- ❖ A daily register of pupils travelling by bus is taken and kept in the school office
- ❖ Staff should ensure that names are checked on the register before pupils get onto the bus to account for any missing pupil.
- ❖ Seat belts must be worn and teachers should support the bus escort in ensuring these are fastened before the bus departs.
- ❖ Children should be escorted to the bus at the end of the day and from the bus into school in the morning by the duty staff and bus escort.
- ❖ Pupils should walk calmly and sensible to and from the bus. There is a bus code of conduct - (see travel to school policy)

***Fenstanton and Hilton Primary School***

**"Passionate about Learning"**

**LOGGING AN HEALTH AND SAFETY CONCERN (FACILITIES/PREMISES/PEOPLE)**

While the Head teacher and Governors take overall responsibility for Health and Safety matters in school, ***all members of the school community*** must remain vigilant and notify the Head and Office of any matters that could be an Health and Safety ***immediately they notice anything that causes concern***. Please use the form below and put in the Head's in tray in the reprographics room.

Date of Concern/incident		Time of concern/incident		Location of concern/incident	
Your Name: (pls print)			Your signature		
Your role					
If your concern affected people in school, note who was involved or affected; state role eg parent, staff member, child, contractor etc.					
Injury/Accident caused?	Yes/No	If Yes, please give details and subsequent action taken eg. First aid, report to HT etc			
Describe your concern as clearly and factually as possible.					
Received by				Date:	
Action taken					
Signed				Role: eg HT, SBM, DHT, MDS	