

WIX PRIMARY SCHOOL HEALTH AND SAFETY POLICY

Date Reviewed: 11 October 2016

Next Review Date: 11 October 2017

Executive Headteacher: John Grove

Acting Headteacher: Rebecca Osuntokun

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| Version | Date | Summary of Changes |
|----------------|-----------------|--|
| 1.0 | April 2014 | Initial Issue |
| 1.1 | 23 Feb 2015 | Reviewed and Updated to WBC format. |
| 1.2 | 11 October 2016 | Reviewed against new Child Protection and Safeguarding Policy October 2016, Supporting Children with Medical Conditions Policy |

1. Introduction

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

2. Statement of intent

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

3. Organisation

3.1 The Governing Body

- 3.1.1 The Governing Body has overall responsibility for ensuring compliance with this Health and Safety Policy document. In particular the Governing Body is responsible for:
 - ensuring a health and safety policy is in place;
 - monitoring the application of the health and safety policy including consideration of inspection reports;
 - prioritising actions where resources are required;

- ensuring actions are taken;
- including health and safety on governor's meeting agenda;
- producing an annual report on health and safety;
- ratifying the local health and safety policy.

3.2 The Executive Head Teacher

3.2.1 The Executive Head Teacher has day to day responsibility for ensuring compliance with the policy statement and that all staff endeavour to ensure the safety of others; be they staff, pupils, parents, visitors or contractors. Specifically he/she will be responsible for:

- ensuring that the Health and Safety Policy is prepared and, together with the Governing Body, is regularly reviewed;
- ensuring that an emergency evacuation procedure is in place and is regularly tested;
- day-to-day management of all health and safety matters in the school in accordance with the health and safety policy;
- passing on information received on health and safety matters to appropriate people,
- chairing the school health and safety committee;
- liaising with governors and Wandsworth Council Health and Safety Team On policy issues and any problems in implementing the health and safety policy;
- co-operating with and providing necessary facilities for trades union safety representatives.

3.3 Acting Head Teacher

3.3.1 The Acting Headteacher is responsible for:

- carrying out accident and other health and safety investigations and ensuring that accidents are reported under arrangements established by Wandsworth Council;
- ensuring regular inspections are carried out;
- submitting inspection reports to the Governing Body and Wandsworth Council Health and Safety Team;
- ensuring remedial action is taken where appropriate,
- arranging for any unsafe item of furniture, fitting or equipment to be withdrawn, repaired or replaced;
- that where parental/guardian's assistance is required when keeping children away from the school when sick, all communication will be followed up in writing;
- ensuring liaison with parents over children who are, or may be ill, so that medical help can be summoned if necessary and the child or staff member be excluded from the school to prevent the spread of infection;
- ensuring that records on children in the school's care are maintained and updated regularly and where appropriate, that staff are made aware of health histories, special needs, diet and risk (see also the School's Child Protection and Safeguarding Policy and Supporting Children with Medical Conditions policy);
- ensuring staff are provided with protective clothing and safety equipment, which must be properly maintained and reviewed when required; and
- identifying staff safety training needs.

3.4 Senior Leadership Team

3.4.1 The Senior Leadership Team is responsible for:

- day-to-day management of health and safety in accordance with the Health and Safety Policy and the direction of the Headteachers;
- exercising effective supervision over those for whom they are responsible;
- being aware of safe working practices and setting a good example personally;
- carrying out regular inspections and making reports to the Headteachers;
- ensuring remedial action is taken where appropriate;
- passing on information received on health and safety matters to appropriate people;
- acting on reports from the Headteachers or subordinate staff.

3.5 Premises Officer

3.5.1 The Premises Officer is responsible for:

- inspecting the buildings and site access on a daily basis ensuring that all fire escape doors are unlocked, escape routes are clear of obstruction and that access to the site is safe (for example by removing snow and ice in the winter);
- inspecting the buildings and equipment on a termly basis (during the last week of every term) and submitting a report to Wandsworth Borough Council and to the Acting Headteacher;
- recording all defects noted and, if minor, effecting immediate repair,
- reporting major defects to be repaired by outside contractors/authorities to the Executive Headteacher or Acting Headteacher;
- ensuring that the fire alarm system is kept in a serviceable condition and for testing the system each week at 8.30am on Tuesdays by operating a manual call point;
- assisting with the termly fire drill and recording the date of the drill, the evacuation time and the number of persons evacuated in the Fire Log Book;
- ensuring fire appliances are properly maintained, checked and kept in designated positions and that fire signage is correctly displayed;
- all external contractors working within the school, reminding them of their obligations under this Policy and notifying them of any existing hazards;
- notifying the Executive Headteacher and/or Acting Headteacher of any hazards introduced by contractors on site, the correct storage of all equipment, tools, etc.;
- annually undertaking a risk assessment relevant to his/her work environment; and
- annually checking all stock with the stock book; adding new items on receipt and ensuring all electrical appliances are Portable Appliance Tested as required and a record of testing is kept.

3.6 First aiders

3.6.1 First aiders are responsible for:

- the first aid equipment found in boxes in the main hall, nursery and in rooms where first aiders Work;
- recording when medicines are given to any person;
- recording any accident and subsequent treatment in the appropriate accident book

- located in the medical room;
- immediately informing the Executive Headteacher and/or the Acting Headteacher of accidents involving bumps to the head and face, fainting fits, severe cuts, bruises, broken teeth and bones, etc.;
- Completing an Accident Form for all accidents which involve hospital treatment and passing this form to the Executive Headteacher, copy to the Acting Headteacher. Completion must be within one day of the accident; and
- notifying parents of any case recorded in the accident book.

3.7 Teaching staff

3.7.1 Teachers must ensure that their areas of responsibility are checked on a daily basis to ensure that no health and safety hazards are present. Teachers are responsible for:

- checking fire exits in the classroom area are working, unobstructed and are unlocked during the school day;
- not issuing medication to any child except in accordance with the School's policy on Supporting Children with Medical Conditions;
- implementing policies and procedures within their classroom; being aware of location of nearest first aider, fire exits and evacuation procedures,
- under no circumstances leaving a child on their own, and ensuring that there is sufficient adult to child ratio in classroom/areas at all times;
- reporting any signs of illness, or potential illness, in themselves or in any child in their care to the Acting Headteacher immediately;
- reporting any accidents involving children in the classroom or areas for which they are responsible making sure all incidents are recorded in the accident book and where appropriate the First aider, Executive and Acting Headteachers, parents and emergency services are contacted;
- checking equipment for damage or hazards that could potentially harm a child or adult, i.e. broken furniture or toys and supervise children when using equipment that could cause harm, scissors, and knives. Where possible making safe or removing; and
- not bringing in any electrical goods from home as this will affect the annual Health and Safety reporting audit as they will not have been PAT tested and therefore not authorised for use.

3.7.2 Should a teacher identify hazards then they are required to ensure that the risk of injury is eliminated or reduced to an acceptable level. If the teacher cannot resolve the issue because it is beyond their remit, affects other areas of the school, or requires financial support, then the Executive and Acting Headteachers should be advised of the hazard/issue.

3.8 All Staff

3.8.1 All staff are responsible for:

- taking care of themselves and others who may be affected by their acts or omissions;

- co-operating with the Executive and Acting Headteachers and Wandsworth Council to ensure that statutory requirements are met;
- not interfering with or misusing anything provided in the interest of health, safety or welfare;
- checking classrooms and work areas are safe and that fire exits are unlocked and unobstructed;
- checking equipment is safe before use;
- ensuring they are aware of safe procedures and that these are followed;
- ensuring protective equipment is used when needed;
- participating in inspections and the health and safety committee as appropriate;
- bringing problems to the attention of the relevant manager;
- reporting any accident involving children in classroom areas for which they have responsibility.

3.9 Health and Safety representatives

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

4. Arrangements

4.1 Risk assessments

4.1.1 The Executive Headteacher will ensure that suitable and sufficient risk assessments are carried out where appropriate. Risk assessment will follow the following steps:

- Identify hazards;
- Evaluate the risk that these hazards present and to whom;
- Identify suitable measures to reduce and control the risks;
- Record the significant findings;
- Monitor the effectiveness of the Control measures;
- Review the risk assessment on a regular basis.

4.1.2 Specific risk assessments are required for violence, lone working, etc. where Such a risk exists.

4.1.3 Full information, including the agreed proforma, is contained within the Health and Safety Manual, Chapter 5.

4.2 Training

4.2.1 Safety induction training must be given to all staff on commencement of work at the school. The proforma in Annex A to Chapter 11 of the Health and Safety Manual may be used for this.

- 4.2.2 All staff must be competent to perform their duties thus specific training is required where, for example, additional hazards exist or if specialist duties are required. Fire Wardens, those working swimming pools and Premises Officers are among those staff requiring specific training.
- 4.2.3 A record of all training courses attended by staff should be maintained, preferably in their Personnel File.

4.3 Specific responsibilities

- 4.3.1 The following staff have been nominated to be responsible for the following areas of health and safety within the school:

| | |
|----------------------------|--------------------------------|
| Fire safety | Jonathan Jefford |
| First aid | Vicki Holt |
| Administration of medicine | Vicki Holt |
| Chemical safety (COSHH) | Jonathan Jefford |
| Electrical safety | Jonathan Jefford |
| Asbestos | Jonathan Jefford |
| Display Screen Equipment | Paolo Zuchini and Lauren Green |

4.4 First Aid

- 4.4.1 The Executive Headteacher will ensure that a suitable number of staff are qualified to administer first aid in an emergency. Whilst a first aider is a voluntary position staff should be encouraged to undertake relevant training. The Executive Headteacher will ensure that a pediatric trained First Aider is always working in Early Years.
- 4.4.2 First aid bags are situated throughout the school and are clearly identified. The contents will be checked on no less than a monthly basis by a nominated first aider and all deficiencies made good. Midday Meal Supervisors carry first aid bags with them whilst on duty.
- 4.4.3 A record will be kept of every occasion when any member of staff, pupil or other person receives first aid treatment whether on school premises or as part of a school-related activity. The Record Book is kept in the locked cupboard in the First Aid Room.

4.4.4 List of first aiders

| Name | Location | Certificate Expiry Date |
|-----------------|---------------------------------|-------------------------|
| Linda Hardy | Early Years (Reception) | 10.10.19 |
| Dianne Friday | Early years (Nursery) | 10.10.19 |
| Darota Zurowska | KS1, KS2 & Breakfast Club | 10.10.19 |
| Joanne Shepherd | Breakfast Club and Midday Meals | 28.2.19 |
| Vicki Pearl | KS1 | 28.2.19 |

| | | |
|-------------------|--------------|---------|
| Denise Marlow | KS2 | 4.3.19 |
| Kim Tunesi | KS2 | 28.2.19 |
| Sue Doyle | KS2 | 28.2.19 |
| Michael Brown | Sports Coach | 28.2.19 |
| Vicki Holt | Reception | 28.2.19 |
| Kerry Dunford | Leadership | 28.2.19 |
| Rebecca Osuntokun | Leadership | 28.2.19 |

4.5 Administration of medicine

- 4.5.1 Medicine can only be given to children in accordance with the Supporting Children with Medical Needs Policy when their parents complete a Medicine Consent Form and when the medicine has been prescribed by a doctor or other medical professional and has to be administered four times a day or more. Children with special needs will be accommodated in accordance with written medical recommendations.
- 4.5.2 Medicines must not be in the possession of children, they must be handed to the secretary or a first aider and kept securely (see para 4.5.4 for exceptions). Throat Sweets are medicine and should be treated like other medication.
- 4.5.3 Medicine must only be administered by a first aider or their nominate representative. All medicine given must be noted in the medicine book in the School Office.
- 4.5.4 Children who suffer from asthma need to have access to their medication at all times. For this reason their medication is kept at Reception and in their classrooms, where the child has been trained to administer the medication themselves.

4.6 Accident reporting

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

occurrence, must be reported immediately by telephone to the Council Health and Safety Team to enable a report to be submitted to the Health and Safety Executive in compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

4.7 Fire precautions

4.7.1 Every employee must ensure that:

- they know what to do in the case of fire;
- they are familiar with the sound of the alarm;
- all classrooms and other areas are vacated immediately on hearing the fire alarm;
- hazardous electrical appliances are disconnected and all doors shut; and
- when vacating the premises, and they always check for any potential fire hazard at the end of the day.

4.7.2 Further, every employee must:

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

4.7.3 In the event of a fire, children will be escorted from the buildings by the nearest exit, in silence, and line up in the playground.

4.7.4 Alarm sounding points (manual call points) and fire extinguishers ((W) = water, (F) = foam; (C) = CO₂; (P) = powder) can be found at **Appendix 1**.

4.7.5 All staff should know where the nearest fire fighting appliances are and the alarm sounding points around the school. The fire alarm is tested weekly every Tuesday morning at approximately 8.30 am by the Premises Officer. He then tours all rooms in the school and checks that occupants have heard the bell. Fire drills take place termly.

4.8 Smoking and fire hazards

4.8.1 The Governors and the Executive Headteacher have agreed that there will be a no smoking policy adopted throughout the school premises.

4.8.2 Smoking is not allowed in the school grounds.

4.8.3 Cigarettes and matches should not be left where the children can have access to them. If teachers light candles for any reason (e.g. religious services, scientific experiments, etc.) they should not be left unattended.

4.8.4 All school staff and parents have been informed, signs will be on display at the main entrance to the school and in the receptions waiting areas including the staff room.

4.9 Use of machinery

- 4.9.1 Care should be taken when using all machines. If anyone does not know how to use a particular machine they should ask for help and advice before attempting to use it.
- 4.9.2 If there is a fault with any electrical equipment, the staff member who notices the defect should complete a "Work Order Maintenance Form" which is in the school office. If the appliance is dangerous then the Premises Officer should be contacted immediately. The appliance should be marked so that other staff do not attempt to use it.
- 4.9.3 All staff members must visually check all appliances prior to each use. If staff members are in any doubt as to whether the appliance is faulty or not, they should not use it.
- 4.9.4 Staff should not use their own electrical appliances unless they have been checked by the Premises Officer. All electrical appliances are checked periodically by the Premises Officer.
- 4.9.5 Computers - No adult or child should work with a computer for more than 20 minutes without a short break. The school office has appropriate lighting for employees to work with computers.
- 4.9.6 Photocopying machine - Instructions as to how toner is to be replaced in the machine are to be followed exactly. The machine should be switched off each evening.
- 4.9.7 Solvent abuse - Children should not be allowed to use corrections fluids, Copydex and other solvent based products. They must be used only by an adult and stored with care.

4.10 Personal safety

- 4.10.1 All staff are to be aware of the contents of Chapter 25 of the Council Health and Safety Manual.

4.11 Pupil safety

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

4.12 General safety

- 4.12.1 All staff should ensure that working areas are sufficiently ventilated.
- 4.12.2 No hot drinks are to be walked around the school without a lid, or taken onto the playground at all.
- 4.12.3 All staff should be aware of the procedure for moving and assembling P.E. apparatus. The apparatus should be stored safely in the cupboard after use.
- 4.12.4 Health and Safety notices will be sent to appropriate staff on arrival in school and then

stored in the Health and Safety box in the staff room.

4.12.5 All staff will be given a copy of the Staff Handbook and the Health and Safety policy at the commencement of their contract.

4.12.6 Parking within the school grounds is for staff and official visitors only. In order to ensure the safety of children extreme care must be taken at all times. Parents should not drive in the school grounds unless it is to collect a sick child or it is outside the school day and with the prior consent of senior leadership or the site manager. The speed limit of 5 mph must be adhered to at all times.

4.13 Lone Working

4.13.1 A specific risk assessment will need to be carried out in order to establish specific hazards and control measures required to reduce the risk.

4.13.2 Lone working may occur in the case of a member of staff working late in the evening or where the site manager is required to work during a weekend or school holiday.

4.13.3 Locking and unlocking the school should also be considered and, wherever possible, suitable communications systems put in place to minimise the risk.

4.14 Safeguarding - Access to school

4.14.1 Parents and guardians are requested to deliver their children to the main playgrounds. Nursery children are taken to the nursery entrance. Parents should collect their children from the nursery or the assembly area.

4.14.2 Parents must not take late children into the classroom, but deliver them to the school office. If the children are young or new to the school a settling-in period should be allowed. However, all staff should frequently remind adults of the correct procedures. Any persistent problems should be reported to the Acting Headteacher who will speak to the individuals concerned.

4.14.3 The pedestrian gate is opened from Monday to Friday from 8.30am and closed at 9.00am . From that time onwards it is only unlocked by a visitor pressing a button and alerting a member of the office staff. The gate is opened at 3.10pm and locked again at 3.45pm. It is open again from 4.20pm to 4.45pm for the collection of children attending after school clubs. On Wednesdays, the gate is unlocked from 11.50am to 12.10pm and again at 12.50pm to 1.10pm to enable the collection of Lycée registered children. This collection of children takes place under the strict supervision of both Lycée and Wix registered staff to ensure the safety of all children on the school site.

4.14.4 The drive gates are closed at all times.

4.14.5 All visitors and contactors must be instructed to report to the Wix Primary School reception and will be given a photo badge to wear whilst on the premises. Therefore, anyone without a badge has not conformed with this request. **All staff understand that they must challenge any person they do not recognise in the school who is not wearing a badge to ensure that this policy is complied with.**

4.14.6 All staff, both teaching and support, have their police record checked in accordance with the School's Child Protection and Safeguarding Policy before they begin work in the

school, and then every three years. The agencies that are used for supply staff vet their own staff and confirm to the school in writing that this vetting has taken place. The school only uses agency staff who have been vetted in this way.

4.15 Safeguarding - Collection of children

- 4.15.1 Parents who wish to collect their children during the school day must come to the school office where a member of the office staff will contact the teacher to send the child to the office. No child will be allowed to leave school during the day unaccompanied unless a request has been made in writing to the class teacher or a telephone message given to a member of the office staff.
- 4.15.2 Teachers must ensure only an adult with a legal right to collect a child collects a child from school. If any teacher is unsure as to whether an adult has the legal right to collect a child, they should check with the Executive Headteacher, Acting Headteacher or member of the Office staff before the child is collected.
- 4.15.3 Special arrangements apply to Looked After Children (please see the School's Child Protection and Safeguarding Policy). The designated teacher for Looked After Children, Designated Safeguarding Lead or Designated Member of Staff must confirm whether the adult has the legal right to collect the child.

4.16 Safety on school visits

- 4.16.1 The trip leader is responsible for all aspects of health and safety when off the school premises. A specific risk assessment must be completed for each outing. (A generic risk assessment may be used provided all aspects are the same).
- 4.16.2 When taking children out of school, mobile telephones should be taken so that in an emergency the school can be contacted and contact maintained between groups when travelling.
- 4.16.3 All trip leaders and staff taking pupils on school trips must follow the school's and the local authority's guidance. Visits to outdoor sites where water activities are part of the theme will require approval from the local authority. Contact Peter Gaskin 0208871 7974.
- 4.16.4 The School has detailed guidance on School Trips in the School Journey Policy and the Day Trips Policy, as well the Day Trips Guidance for Adults and the Trips Briefing Checklist for Children.

4.17 Cash handling

- 4.17.1 The amount of cash entering and being handled on the premises should be kept to a minimum. Cash must be kept in the school safe and should be banked on a regular basis, as a minimum either weekly or when a certain amount has accumulated.
- 4.17.2 Cash should be counted out of sight, for example in an inner room. Where staff necessarily need to take staff to the bank this should be carried out at random times and, in the instance of a member of staff being subjected to a robbery, should hand over the cash and report the incident immediately to the Police.

4.18 Manual handling

- 4.18.1 All staff involved in the lifting, pushing, pulling or carrying of equipment or pupils must receive training prior to being asked to carry out such duties.
- 4.18.2 A specific risk assessment must be carried out for all manual handling operations (see H&S Manual Chapter 15).

4.19 Tree safety

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

4.20 Asbestos

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

4.21 Hirers, contractors and others

- 4.21.1 When the premises are used for purposes not under the direction of the Executive and/or Acting Headteacher then the principal person in charge of the activities will ensure that measures are taken to ensure the health and safety of those taking part in that activity. These measures must be of an equal or better provision to those stated within this Health and Safety Policy. When the activity is a school sponsored event the organiser, even if an employee, will be treated as a hirer and will comply with the requirements of this Policy.
- 4.21.2 When the premises are hired to persons outside the employ of the Governing Body it is a condition that all such hirers, contractors, and others using the school facilities or premises, are familiar with the requirements of this policy. They will comply with all safety directives of the Governing Body and will not, without the prior consent of the Governing Body:
- introduce equipment for use on the school premises;
 - alter fixed installations;
 - remove fire and safety notices or equipment;
 - take any action that may create hazards for persons using the premises or the staff or pupils of the school.
- 4.21.3 Immediately prior to use the Premises Officer should meet and greet the user, ensure welfare facilities and emergency procedures are understood and ask if they would like any alterations made. This would include any alterations to the environment (e.g. alterations to the heating, ventilation including opening/closing of Windows etc.), manual

handling tasks (e.g. rearranging classroom furniture etc.) and any other task which may pose a risk to the user. These alterations should be carried out by the Premises Officer and it should be made clear to the user that if any further changes are required during the hire they must summon the Premises Officer. As proof of due diligence the arrangements should be signed off by the user.

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

4.21.5 All contractors working on site must either be supervised at all times by a staff member holding an Enhanced DBS check and Children's Barred List, or must provide evidence of an adequate Disclosure and Barring Service Check satisfactory to the Designated Safeguarding Lead or Designated Member of Staff.

4.22 Staff consultative arrangements

4.22.1 The Governing Body, through the Executive Headteacher, will make arrangements for the establishment of a Safety Committee. Representatives of each accredited trade union and staff association will be offered places on the committee which will comprise staff across representative areas of work across the school.

4.23 Emergency Planning

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

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

4.24 Monitoring

4.24.1 The Policy is put into practice and monitored on a daily basis and the results of any monitoring carried out will be reported to Governors. Termly Health & Safety monitoring inspections will be carried out, by means of a walk around by the Executive Head Teacher, Premises Officer, Union representative and if possible a member of the Governing Body.

5. Codes of safe working practice

5.1 Aims

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

5.2 Classroom safety

5.2.1 Class teachers have a duty to assist in maintaining order and cleanliness within their

teaching area and should ensure the avoidance of injury to users of that area. Periodic checks should be made of the Contents and fabric of the area and any defective equipment, fittings and furniture reported immediately to the Acting Headteacher.

5.2.2 Examples of items to be checked include:

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

5.3 Playground safety (including lunch and breaks)

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

5.3.4 Examples of items to check include:

- climbing equipment should not become overcrowded and children should be wearing suitable clothing, in particular footwear
- no child should leave the play areas without the permission of the staff on duty (teacher or controller)
- the field should only be used if the conditions are suitable
- at the end of the lunch break controllers should ensure an orderly return into the school and teaching staff should be ready to receive their pupils

5.4 Large playground equipment

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

5.4.2 The following rules relate to all play equipment:

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

5.5 Staff and pupil safety

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

5.5.2 Aspects to be considered include:

- children should observe standards of dress consistent with safety and/or hygiene and the reasons should be made clear to the pupils, examples include:
 - suitable footwear for PE.

5.6 Review

5.6.1 This Policy will be reviewed annually or when a significant change has occurred.

Signature..... Chair of Governors

Date.....

Signature..... Executive head teacher

Date.....

Appendix 1
WIX PRIMARY SCHOOL
Alarm systems and Fire Extinguishers

