



# Lings Primary School

## Health and Safety Policy

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## **1 STATEMENT OF INTENT**

The **Governing Body** of Lings Primary School will meet its responsibilities under the Health and Safety at Work Act and other health and safety legislation to provide safe and healthy working conditions for employees, and to ensure that their work does not adversely affect the health and safety of other people such as pupils, students, visitors and contractors. Details of how this will be done are given in this Health and Safety Statement.

The **Governing Body** will ensure that effective consultation takes place with all employees on health and safety matters and that individuals are consulted before allocating particular health and safety functions to them. Where necessary the **Governing Body** will seek specialist advice to determine the risks to health and safety in the establishment and the precautions required to deal with them. The **Governing Body** will provide sufficient information and training in health and safety matters to all employees in respect to the risk to their health and safety.

The **Governing Body** requires the support of all staff to enable the maintenance of high standards of health and safety in all the Schools activities. This Statement includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

Other sources of Health and Safety Information:-

- Health and Safety Handbook
- Risk Management Handbook
- Policy on Visits and Journeys
- Asbestos Log
- Regulations for the Use of Vehicles

## 2 ORGANISATION

## 2.1 Responsibilities of the Governing Body

The **Governing Body** is responsible for:

- Complying with the DfE's Health and Safety Policy and Arrangements;
- Formulating and ratifying the establishment's Health and Safety Statement and Health and Safety Plan;
- Regularly reviewing health and safety arrangements regularly (at least once annually) and implementing new arrangements where necessary;
- Ensuring that the site and premises is maintained in a safe condition and that appropriate funding is allocated to this end from the School's delegated budget;
- Ensuring that risk assessments are made and recorded of all the School's work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons;
- Ensuring that the statement and other relevant health and safety documentation from the DfE is drawn to the attention of all relevant employees;
- Prioritising action on health and safety matters where resources are required from the establishment's budget, seeking further advice where necessary and ensuring that action is taken;
- Reporting to the DfE any hazards which the establishment is unable to rectify from its own budget;
- Seeking specialist advice on health and safety with which the establishment may not feel competent to deal;
- Promoting high standards of health and safety within the establishment;
- Active and reactive monitoring health and safety matters within the School including health and safety inspection reports and accident reports;
- Ensuring that a risk assessment is completed for all work activities which present a significant risk to the health and safety of employees or other persons.

## 2.2 Responsibilities of the Head Teacher

The **Head Teacher** is responsible for:

- The day to day management of health and safety matters in the establishment in accordance with the health and safety policy and ensuring the health and safety arrangements are carried out in practice;
- Ensuring that risk assessments are made and recorded of all the School's work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons;
- Ensuring that termly health and safety inspections are carried out and a copy of the report is presented to the Governors.
- Ensuring that remedial action is taken following health and safety inspections;
- Ensuring that accidents, incidents, dangerous occurrences and near misses are reported to the Health and Safety Executive when appropriate.
- Ensuring that information received on health and safety matters is passed to the appropriate people;
- Identifying staff health and safety training needs and arranging for them to be provided;
- Ensuring that accidents, incidents, dangerous occurrences, violent incidents and near misses are investigated and reported to the DfE and where appropriate to the Health and Safety Executive and are investigated and remedial action is taken;
- Drawing up the establishment's annual health and safety action plan;
- Co-operating with and providing necessary facilities for trades union safety representative;
- Participating in the DfE's health and safety auditing arrangements and ensuring audit action plans are implemented;
- Monitoring purchasing and maintenance of equipment and materials and ensuring that it complies with current health and safety

standards;

- Monitoring contractors and ensuring that only competent, approved contractors are engaged to work on the School site;
- Seeking specialist advice on health and safety matters where appropriate.

**Note:** in the absence of the **Head Teacher** these responsibilities fall to his/her **immediate Deputy**.

### **2.3 Responsibilities of the Health and Safety Co-ordinator**

The **Health and Safety Co-ordinator** is responsible for:

- Attending appropriate Health and Safety Training Courses including IOSH Managing Safely to enable him/her to discharge his/her duties effectively;
- Promoting health and safety matters throughout the School and assisting the Head Teacher in the implementation of the DfE's and School's Health and Safety Procedures;
- Ensuring that Health and Safety Handbooks and Asbestos Log are kept up to date;
- Ensuring that Health and Safety notices are kept up to date;
- Ensuring that the correct accident reporting procedures are followed and that where appropriate accidents are investigated;
- Arranging termly health and safety inspections and ensuring follow up action is completed and that completed reports are presented to the Governing Body;
- Ensuring appropriate procedures for authorisation of School visits is followed;
- Participating in any Health and Safety Audits arranged by the DfE;
- Providing health and safety induction training for all staff;
- Keeping staff health and safety training records up to date;
- Ensuring that all statutory inspections are completed and records kept;
- Ensuring that the Health and Safety file is kept up to date;
- Ensuring that emergency drills and procedures are carried out



regularly and monitored for effectiveness;

- Monitoring contractors on site and ensuring they consult the asbestos log.

## 2.4 Responsibilities of Leaders and Subject Leaders

**Leaders and Subject Leaders** are responsible for:

- The day to day management of health and safety within their department in accordance with the health and safety policy;
- Drawing up and reviewing departmental policies, procedures and risk assessments regularly (at least once annually);
- Carrying out regular health and safety monitoring inspections of the department and making reports to the **Head Teacher** where appropriate;
- Ensuring follow up and remedial action is taken following health and safety inspections
- Arranging for the appropriate subject specific health and safety training to be provided to all staff within the department;
- Passing on health and safety information received to the appropriate people;
- Acting on health and safety reports from above and below in the hierarchy

## 2.5 Responsibilities of all staff

**All staff** employed at the establishment have responsibilities to:

- take reasonable care for the health and safety of themselves and others when undertaking their work;
- check classrooms/work areas are safe;
- check equipment is safe before use;
- ensure safe working procedures are followed;
- co-operate with the **DfE, School Governors** and **Head Teacher** on all matters relating to health and safety by complying with the health and safety policy;
- not intentionally or recklessly interfere with or misuse any

equipment or fittings provided in the interests of health safety and welfare;

- report immediately to their **Head Teacher/line manager** any serious or immediate danger;
- report to their **Head Teacher/line manager** any shortcomings in the arrangements for health and safety;
- ensure that they only use equipment or machinery which they are competent to use or have been trained to use.

### **3 Emergency Procedures**

Emergency procedures covering fire (bomb, gas leaks and critical

incidents) can be found in the classrooms/public areas. The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the reception desk is informed immediately and that where appropriate the emergency services are summoned. The **Head Teacher/Deputy Head Teacher** will liaise with the emergency services when they arrive and take advice from them.

The **Head Teacher and Deputy Head Teacher** are the designated **Fire Marshals** and are responsible for :-

- the controlled evacuation of people from the building or on the site to a place of safety
- summoning of the emergency services
- ensuring that a roll call is taken at the assembly point
- and that no-one attempts to re-enter the building until the all clear is given by the emergency services.

The **priorities are as follows:**

- to ensure the safety of all persons people, their removal from danger, their care and the application of first aid and medical treatment where appropriate;
- to call the emergency services when appropriate;
- to safeguard the premises and equipment, if this is possible without putting persons at risk.

The **Head Teacher** is responsible for arranging, recording and monitoring fire drills at least once per term. Details of the locations of all hazardous and flammable substances on site in case of emergency are kept in the **Emergency File**.

### **3.1 Fire Prevention and Detection Equipment Arrangements**

The **Site Manager** is responsible for initiating the testing of the fire call points and completing the record sheet.

**Termly and annual inspections** are carried out.

The **annual test** of fire fighting equipment inspection and maintenance is carried out by a contractor.

**See NUT fire regs and fire safety in school**

**See FPA [www.thefpa.co.uk](http://www.thefpa.co.uk) fire safety at work**

**See procedures for SMSAs**

**See fire extinguisher locations**

**See fire alarm call points**

### **3.2 Locations of Main Service Isolation Points**

Details of the locations of the positions of all main service isolation points are kept in the emergency file in the School Office and the Site Manager's office.

## **4 Accident, Dangerous Occurrence, Violent Incident and Near Miss Reporting and Investigation**

Any employee who witnesses an accident, dangerous occurrence, verbal abuse or actual or threatened violence or near miss, or to whom one is reported, will make an entry in the accident report book as soon as possible after the event: This is kept in the school office. Accident reports should be drawn to the attention of and counter-signed by the **Head Teacher or Deputy Head Teacher** before being sent to the Health and Safety Team at the DfE. Where accidents are found to be caused by faulty plant, equipment, premises or unsafe systems of work action must be taken to remove or isolate the hazard and warn people until the necessary modifications or repairs can be made.

#### **4.1 Accident Reports relating to Children**

**First Aiders** report incidents to the **Deputy or Head Teacher** and complete the Accident Report Form.

A risk assessment form is completed by the Headteacher.

See [www.hse.gov.uk/pubns/edis1.htm](http://www.hse.gov.uk/pubns/edis1.htm) reporting School accidents

See Accident report form

See Accident Risk Assessment form

See Risk assessment form

See A standard note which informs parents about the accident

## **5 First Aid**

## 5.1 First Aiders

**First Aiders** who have been trained to First Aid at Work are publicised within the School. See also Section 21, page 34.

When an employee's first aid certificate is about to expire or when an employee who has been trained as a first aider or appointed person leaves the school, arrangements for another person to be trained to replace them will be made by the **Staff INSET Co-ordinator**. First aid boxes and first aid record books are kept in the first aid room. Travelling first aid boxes are kept in the First Aid Room. A **termly check** on the location and contents of all first aid boxes will be made by a **First Aider**. Deficiencies in the boxes should be reported to the **Office Manager**.

## 5.2 First Aid for Kitchen Staff

The **Kitchen Staff** through **Nourish** are responsible for maintaining equipment and a log.

## 5.3 Administration of Medicines and Controlled Drugs

The persons responsible for dealing with the administration of medicines in accordance with the Administration of Medicines Code, including keeping records of parental permission, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required are the **First Aiders**.

The persons responsible for dealing with the administration of controlled drugs in accordance with the Administration of Medicines Code, including keeping records of parental permission, liaising with the providing pharmacist, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required are **First Aiders**.

**See Administration of Medicines Booklet**

#### **5.4 Serious Medical Incidents**

If a serious injury occurs in the school, the designated **First Aider** takes charge of the situation. All other children should be removed from the area to minimise panic. The decision to call an ambulance is made by the **First Aider** in conjunction with a member of the SLT. A member of the SLT is responsible for ensuring that an ambulance is called and then that the parents are contacted. In the absence of a parent or carer, a member of staff will accompany the child to the hospital and wait for the arrival of the parents.

#### **5.5 Asthma Inhalers**

Children in Nursery, Reception Year 1 and 2 should keep their inhalers in the first aid room.

Children in Years 3-6 should keep their inhalers in their classrooms.

Large Ventolin units should be stored in the first aid room.

All children must take their inhalers to PE, games, swimming lessons and all off-site school visits.

Children should be encouraged to have two inhalers which can be kept and stored in school.

In the event of a serious attack medical staff should be immediately called and a diagnosis made.

#### **5.6 Children with special medical conditions**

Upon admission the parent must notify the School of the condition. The school will take advice as to whether it warrants a statement of SEN. The School will secure training for key personnel as required. Medication is stored according to the policy. Each teacher will need to be aware of the need and procedures required. The designated persons for medication will compile a list of special medical needs and will ensure that relevant key staff are aware. An assessment of *need to know* will

be made by the **Head Teacher/Deputy Head Teacher or Inclusion Manager** and a record kept on the pupil's file.

## **5.7 Infectious Diseases**

A central list is kept by a **First Aider** in the medical room with detailed information on diseases. If it is suspected that a child has an infectious disease a **First Aider** speaks to the parent and recommends they visit the Doctor. Once the child is checked and a disease is confirmed, a **First Aider** checks if it is notifiable and alerts the relevant authorities. (S)he discusses with the parents the procedures for re-admitting the child.

**See Booklet on Reporting Infectious Diseases**

## **5.8 HIV/AIDS**

It is every parent's right to expect confidentiality regarding their child's medical condition. It is accepted that there may be staff or children who are HIV+. It is every person's responsibility therefore to show caution when dealing with body fluids. Appropriate personal protective clothing should always be worn.

## **5.9 Exposure to Sun**

There is limited shade in the playgrounds and children should not be exposed to excessive sun. Children are encouraged to apply sun cream and bring hats to school. When temperatures are high (SLT to make decision) children should be given indoor time. Children should wear long sleeved clothing to minimise exposure.

## **6 Risk Assessment**



**The Head Teacher** is responsible for carrying out a general survey of the School's work activities including extra-curricular, work carried out by contractors or volunteers on site, identifying hazards and ensuring risk assessment are produced and appropriately communicated.

Members of staff have a duty to complete risk assessments for activities which are not in the normal day to day routine of the School e.g. visits, extra curricular activities, visitors bringing animals onto the site.

**See sample copy of Risk Assessment form**

It is the responsibility of the Welfare Assistant to report serious incidents to the **Head Teacher or Deputy Head Teacher** allowing a risk assessment to be immediately conducted.

**New Risk Assessments are created as and when required. Old and current Risk Assessments are kept up to date as appropriate. Whenever necessary, a Risk Assessment is reviewed for fitness for purpose,**

## **7 Maintenance of Site, Premises, Housekeeping and Hazard Reporting**

**All Employees and Governors** must report any hazards that could be a cause of serious or imminent danger, eg damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors immediately to the **Head Teacher, or Site Manager**.

### **7.1 Housekeeping and Disposal of Waste**

Rubbish for awaiting collection must never be left where it obstructs escape routes or could aid the production and spread of fire and smoke. The **Site Manager** should be contacted if circulation routes are obstructed by rubbish. All staff are responsible for ensuring the good house keeping of their own workrooms e.g. offices, classrooms and related storage areas. When rubbish needs to be disposed of it should be reported to **Site Manager** via the Site Manager reporting book held by the **Site Manager**.

### **7.2 Waste Management**

Waste will be collected daily by the **Cleaner and Site Manager**, who is also responsible for ensuring the safe storage of waste in appropriately sited secure containers and that the containers are locked away to prevent them being moved and set on fire by arsonists. **All members of staff** are responsible for reporting accumulation of waste, or large items of waste that require special attention

### **7.3 Cleaning Arrangements**

**All members of staff** are responsible for ensuring that spillages, which occur whilst they are in charge of the area concerned, are cleared up. Other spillages, leaks or wet floors should be reported to the **Site Manager** who will arrange for them to be dealt with.

**All members of staff** are responsible for ensuring that hazardous substances or substances requiring special procedures for disposal are

disposed of safely and in accordance with the appropriate risk assessment sheet. Advice may be sought by a member of SLT from the LA.

**Any member of staff** who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to the **Head Teacher**.

#### **7.4 Display Screen Equipment**

Regular users of display screen equipment may seek an assessment of the use of DSE from the **Head Teacher/Deputy Head Teacher**. If deemed **appropriate** they will be entitled to a regular eye test.

#### **7.5 Personal Protective Equipment (PPE)**

The **Governing Body** will provide free of charge suitable PPE, where identified as necessary in a risk assessment. All employees are responsible for informing their manager as soon as they become aware of a need to repair or replace PPE which they use. A register of PPE will be kept which displays expiry dates.

#### **7.6 Hazardous Substances**

The **Site Manager** maintains inventories of hazardous substances used in the school. The record is kept in the premises file in the School Office and in the Site Manager's office.

**See COSSH leaflet**

**See COSSH file in site manager's office.**

#### **7.7 Asbestos**

The Asbestos log is held by **Amey**.

## **7.8 Noise**

**Any employee** concerned about the noise levels at work should report the matter to the **Head Teacher** who will arrange for remedial action or for an assessment to be made.

## **8 Health and Safety Inspections**

The Governors Sub-Committee is responsible for organising and carrying out termly safety inspections, including planning, inspection and reporting to the **Governing Body**. A report will also be provided to the **School Governors** for consideration at their next meeting.

The person responsible for ensuring follow up action on the report after it is completed is the **Head Teacher**.

### **8.1 Portable Electrical Appliances**

**Amey** is responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded and for ensuring that the formal visual inspection is carried out by a competent person.

**Staff** must not bring onto the premises any portable electrical appliances unless they have been authorised and the appliances have been portable appliance tested. The person responsible for authorising their use on the premises is the **Site Manager**.

### **8.2 Repairs and Maintenance**

A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to **Site Manager** via the Site Manager reporting book held at the reception desk.

Defective furniture should be taken out of use immediately and reported to the **Site Manager**.

### **8.3 Premises Security**

**Locking & Unlocking the building - The Site Manager and Cleaner in Charge** are responsible for unlocking and locking the building, arming and disarming security alarms.

### **8.4 Severe Weather**

During periods of severe weather, arrangements for maintaining safe access to, from and within the premises (eg clearing snow and ice) will be determined by the **Head Teacher**. The **Site Manager** may be requested to attend out of hours to assist.

## **9 Health and Safety Training**

The person responsible for drawing to the attention of all employees the following health and safety matters as part of their induction training is the **Deputy Head Teacher**.

- Health and Safety Policies: DfE, Departmental, School.
- Health and Safety Handbook
- Policy on Visits and Journeys
- Risk Assessment
- Fire and other Emergency Arrangements
- Accident Reporting Arrangements
- First Aid Arrangements
- Safe Use of Work Equipment
- Procedures for Hazardous Substances
- Good Housekeeping, Waste Disposal and Cleaning Arrangements
- Hazard Reporting and Maintenance Procedures
- Special Hazards/Responsibilities Associated with their Work Activity
- Special Needs of Young Employees (e.g. Work Experience Placements)

The **Deputy Head Teacher** is responsible for:

- co-ordinating the provision of the health and safety training needs of **teaching and non-teaching staff**
- compiling and implementing the School's annual health and safety training plan
- reviewing the effectiveness of health and safety training
- keeping records of training and certification for the use of hazardous machinery
- employees who feel that they have need for health and safety training of any kind should notify **the Deputy Head Teacher**

## 9.1 Manual Handling

The **Head Teacher** is responsible for:

- identifying hazardous manual handling activities involving objects and arranging for their elimination or risk assessment
- monitoring the safety of manual handling activities
- identifying hazardous manual handling activities involving people and arranging for their elimination or risk assessment.

It is the responsibility of the **Deputy Headteacher** to ensure the relevant staff are trained.

## **9.2 Work Equipment, Caretaking and Cleaning Equipment**

The **Site Manager** is responsible for the selection, inspection and maintenance of caretaking equipment.

The **Cleaner in Charge** is responsible for the selection, inspection and maintenance of cleaning equipment.

The **Site Manager** is authorised to use stepladders, power tools and hand tools.

Assessments of individual training needs for use of powered cleaning equipment will be made by **Amey**. A record of authorised users will be kept.

## **9.3 Design and Technology Equipment (Resistant and Compliant Materials, Food Technology and Textiles)**

The **Design & Technology Leader** is responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment.

**Class teachers or LSAs** are responsible for instructing pupils in the safe use of equipment before they use it and checking they use it correctly.

## **9.4 Art and Design Equipment (Fine Arts)**



**The A&D Leader** is responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment.

**Class teachers or LSAs** are responsible for instructing pupils in the safe use of equipment before they use it and checking they use it correctly.

## **9.5 PE Equipment**

**The Head Teacher** is responsible for the inspection, maintenance, risk assessment and training for PE equipment.

**Class teachers** are responsible for the supervision and safe use.

**The PE Leader** is responsible for the selection and ordering of equipment.

The Contractor responsible for annual full inspection and report is **Universal Services**

## **9.6 Pianos and Other Musical Instruments**

**The Head Teacher** is responsible for inspection, maintenance, training, supervision, safe use and risk assessment.

**The Music Leader** is responsible for the selection and ordering of equipment.

# **10 Arrangements for Communicating H&S Information to staff**

The content of the policy will be brought to the attention of all members of staff and copies will be made available in the following locations.

The Head Teacher's office

The main School Office

The staff room

Health and Safety information is communicated to all members of school staff as follows.

- Urgent information through the daily whiteboard
- Training information through the staff room notice board .
- Direct mailing into pigeon holes

Information will also be made available to the *Governing Body* via the *Sub Committee* of all relevant health and safety information as part of the induction process.

Risk Management documentation will be kept in the Risk Management Handbook.

**The Health and Safety Law Poster is sited in the School Office and in the Site Manager's office.**

## **11 Educational Visits and Journeys**

The person responsible for ensuring that the appropriate risk assessment and approval is obtained for all off-site visits is the **Head Teacher**.

## **12 Work Experience**

**The Induction Tutor** is responsible for co-ordinating work experience placements, ensuring risk assessments are completed, ensuring students have visited prior to their experience. All are made aware of the basic safety procedures. All work experience placements register with the reception desk and sign in and out daily: each has a member of staff to act as a mentor.

## **13 Physical Restraint**

The use of physical restraint is not advocated but is accepted that in some situations it is the only action to avoid others or yourself getting hurt. It should be remembered that physical restraint is the positive application of force with the intention of overpowering a child. It should only ever be used as a last resort when other strategies have failed. As soon as it is safe the child should be released and a record made of the incident. The Physical Restraint file is held in the school office. The **Deputy Head Teacher** is responsible for arranging training and monitoring its effectiveness.

### **13.1 Dealing with Aggression**

If confronted with behaviour which makes you feel uncomfortable the situation should be immediately assessed. Leaving the situation is often the best action, but in all circumstances staff should stay calm, speak slowly, do not be drawn into the argument, placate. Staff should immediately inform the **Head Teacher** who will then take the appropriate action.

### **13.2 Violence to Staff**

Violence, 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, is considered a very serious matter.

All reports of violent or abusive conduct will be fully investigated and the necessary action taken.

Verbal abuse is serious and where it is deemed necessary the perpetrator will be banned from the premises.

Staff member subject to abuse will be offered legal advice, representation and counselling as appropriate.

Following consultation with the effected employee, the persons making threats may be sent a formal letter of warning. In matters of actual physical abuse or property damage, then the matter will be referred to the local police for investigation.

Staff who feel they have been subject to abuse must inform the **Head Teacher** without delay.

### **13.3 Behaviour Incidents**

The School's policy on behaviour (including anti-bullying) is kept in the **Head Teacher's** office and by **Teachers**. Records of serious incidents (including bullying) and actions taken are kept in the **Head Teacher's** office.

## **14 Use of Premises Outside School Hours**

The **Head Teacher** is responsible for co-ordinating lettings of the premises in accordance with the lettings procedure.

The **Site Manager** is responsible for checking that the premises are left in reasonable order by other users before locking up

**See Lettings Policy**

#### **14.1 Visitors**

On arrival all visitors should report to the reception desk where they will be issued with:

- an identification badge
- relevant health and safety information
- detailed information is logged in the **Visitors Book** or the **Contractors Book**

#### **14.2 Adaptations or Improvements to Premises (Buildings and Grounds) - Self Help Schemes**

The person responsible for submitting proposals to the LA/DfE for approval through the self help scheme procedure is the **Head Teacher**. The file is kept in the School office.

#### **14.3 Contractors**

**Amey will normally use contractors on the LA's approved list.**

The LA is responsible for liaison with contractors, and for matters set out in the document Procuring Construction Works, which is in the school office.

#### **14.4 Supplies (Purchasing/Procurement and Deliveries)**

The **Head Teacher** will ensure that all equipment and material purchased or procured for use in the School complies with current legislative requirements and standards. **Bursar and the Head Teacher** are authorised to place orders for supplies and/or to accept gifts or donations to the School. They must satisfy themselves that the supplies and arrangements for their receipt and use do not compromise the health and safety of employees, pupils and visitors or others.

The **Governing Body** has prohibited smoking in the School and in vehicles under its control. **Employees** are not permitted to smoke when teaching or supervising pupils or when they may otherwise come into contact with pupils. The policy applies equally to all people who have business in the premises including, **employees, pupils, parents and other visitors**. All job applicants will be informed of the no smoking policy.

## 16 Vehicles

**The Head Teacher** is responsible, in conjunction with **the driver**, for ensuring that vehicles kept or hired by the school are operated in accordance with the law and the policy contained in: *"Regulations for the Use of Vehicles 2000"*

This is filed in the School Office.

**Employees/Staff** who are required to use their private vehicles for official business are responsible for gaining authorisation. He/she will ensure that the driver has a valid licence and appropriate insurance and that the vehicle is roadworthy and fitted with a suitable seat belt for each passenger. The insurance must state that the vehicle can be used for **business use**.

## 17 Pregnancy at Work

The School will take every reasonable precaution to ensure that staff who are pregnant are not exposed to unnecessary risk. The School will adhere to union recommendations. As soon as a member of staff requests it, she may be taken off playground duty where there is a risk of being hit with a football or colliding with a pupil. The necessary time will be granted to attend ante natal check ups.

## 18 Workplace Stress



This is recognised as a legitimate problem affecting all staff. Undue stress can lead to adverse effects on emotional and physical well being. Members of staff should be encouraged to seek advice from the **Head Teacher**.

## **19 Drugs on Site**

Suspected possession of illegal drugs will be immediately referred to the police.

Alcohol may only be bought on to site for official School functions where permission has been granted by the **Head Teacher**.

Staff should consider refraining from alcohol beverages at lunchtime. Any member of staff whose performance may be impaired through the use of alcohol will be open to disciplinary procedures, which may result in dismissal.

## **20 Audit, Review, Performance Measurement and Action Plan**

The persons responsible for carrying out an annual review of the Health and Safety Policy are the **Head Teacher/Deputy Head Teacher**.

The **Committee of the Governing Body** is responsible for monitoring its implementation in the School.

## **21 Designated Persons of Responsibility**

<b>Accident Reports</b>	Leigh Wolmarans
<b>Advice on Health &amp; Safety</b>	Leigh Wolmarans
<b>Aggression/violence to staff</b>	Leigh Wolmarans
<b>Site Manager</b>	To be appointed by Amey
<b>Child Protection</b>	Leigh Wolmarans, Christina Hodges, Nicola White
<b>Cleaner in charge</b>	Pat Walden
<b>Educational Visits</b>	Leigh Wolmarans
<b>Fire call point testing</b>	To be appointed by Amey
<b>Fire Marshalls</b>	Leigh Wolmarans, Paul Fenton
<b>First Aid (inc. boxes)</b>	Carol Crane
<b>Govs H&amp;S Committee</b>	Tony Covington
<b>H&amp;S Training</b>	Leigh Wolmarans
<b>Hazardous Substances</b>	To be appointed by Amey
<b>Medication</b>	Julie Goodswen
<b>Portable Electric Testing</b>	To be appointed by Amey
<b>Premises Security</b>	To be appointed by Amey, Leigh Wolmarans
<b>Repairs &amp; Maintenance</b>	To be appointed by Amey
<b>Risk assessments</b>	Leigh Wolmarans
<b>Staff Induction</b>	Carolyn Fairbrother
<b>Support Surveyor</b>	To be appointed by Amey
<b>Waste disposal</b>	To be appointed by Amey
<b>Welfare of staff &amp; pupils in emergency</b>	Julie Goodswen
<b>Work experience</b>	Christina Hodges
<b>First Aiders</b>	Helen Fox
	Nichola White
	Rachael Sullivan
	Carol Crane
	Tanya Corden
	Anne Davis
<b>First Aiders continued</b>	Channelle Moreton

**Health & Safety Reps**

Avril Sharpe  
Kirsty Powell, Tony Covington

**Confirmatory Signatures**

Signed.....**Head Teacher**

Signed.....**Governor**

Approved on.....

To be reviewed on.....