



Abberley Parochial V.C. Primary School

Inspiring Hearts & Minds

Health and Safety Policy

Written on: May 2017

Ratified by Governing Body on: May 2017

Review date: May 2020

1. THE STATEMENT

1.1 General Requirements

The Governors of Abberley Parochial V.C. Primary School recognise their responsibility under the Health and Safety at Work (HSW) etc. Act (1974), so far as is reasonably practicable, to:

- a) provide safe systems of work, plant and equipment;
- b) provide for the safe use, handling, storage and transport of articles and substances;
- c) provide such information, instruction, training and supervision as is necessary for staff and pupils to undertake their work safely;
- d) provide a safe place of work with safe means of access and egress for all persons using the premises;
- e) provide a safe and healthy working environment with adequate welfare arrangements;
- f) provide for the health and safety of persons not employed by the school, but who may be affected by its activities;
- g) encourage all staff to take reasonable care for their own health and safety and to co-operate with the management of the school in the carrying out of their statutory duty;
- h) require all staff to report through the appropriate channels, any problem, defect or hazard likely to lead to a lack of safe or healthy conditions for themselves or others.

Agreed/Ratified by:	Signature	Date
Chair of Governors		
Health and Safety Governor		
Head teacher		

1.2 Staff Responsibilities

The HSW Act also puts a responsibility upon employees to take care of their own health and safety, within the limitations of the training, instructions and equipment provided for them. This is acknowledged by clause (g) above.

1.3 Staff Rights

The Governors recognize the need to consult staff on matters of health and safety and will recognize the right of the staff to appoint Safety Representatives, through their recognised trade unions or professional associations. The Governors will accommodate the establishment of a School Safety Committee on which the staff Safety Representatives, amongst others, may serve, should it be requested by staff or their representatives. The H&S Committee consists of HT, Tony Pullen (H&S Governor), Jim Pawson (Chair of Governors) and Sarah Yeadon (staff representative).

1.4 The Role of the Local Authority

The Governors recognise the Statement of Safety Policy of Worcestershire County Council Directorate of Children's Services, together with its organisation and arrangements and undertake to comply with its requirements and procedures in respect of maintaining safe and healthy places of work for the staff and pupils of the school.

The Governors recognise that it may on occasions be necessary to seek advice on specialist matters pertaining to health and safety and will consult the Health and Safety Advisor (Christine Birch) of Worcestershire County Council Directorate of Children's Services or such other persons as may be necessary.

1.5 Local Management of Schools and Delegated Funding

The Governors recognize the need to ensure that sufficient funds are reserved for safe practice throughout the school and in particular the inspection and maintenance of those items of premises and equipment where financial responsibility has been delegated to them.

1.6 Risk Assessment

The Governors recognize their responsibilities to ensure that any significant risks arising from work activities, equipment or premises are assessed, as required under:

the Management of Health and Safety at Work Regulations 1999 amended 2006,
the Control of Substances Hazardous to Health (COSHH) Regulations 2002,
the Manual Handling Operations Regulations 1992 as amended,
the Provision and Use of Work Equipment Regulations 1998 and
the Display Screen Equipment Regulations 2002).

1.7 Acknowledging Responsibility

The whole statement is signed by the Chair of Governors and the Head Teacher.

A copy of the statement is given to every employee (both teaching and non-teaching) by law, and the whole policy can be found on the staffroom noticeboard.

2. THE ORGANISATION

2.1 This section of the policy describes the roles of anyone who has responsibilities for any aspects of health and safety within Abberley Parochial V.C. Primary School.

The Local Authority: Worcestershire Local Authority

The Governors

The Head Teacher:

Subject Leader for PE:

Other Teachers and Teaching Assistants:

Cleaners:

School Administrator:

First Aiders:

Lunchtime Supervisors:

2.2 Employer's Responsibilities

Worcestershire County Council

- a) has overall responsibility as employer for all aspects of health and safety of employees, pupils and other persons at Abberley Parochial V.C. Primary School (under sections 2 and 3 of the Health and Safety at Work Act 1974).
- b) has responsibility for appointing competent principal contractors where building or plant maintenance work is done which is the financial responsibility of the Local Authority under its Scheme for Financing of Schools.
- c) has responsibility for appointing a competent person as Planning Supervisor in those works which fall within the scope of the Construction (Design and Management) Regulations updated 2015, unless the school has initiated the building work, in which case this will be the responsibility of the Governing Body.

2.3 Governors' Responsibilities

The Governing Body, through the Head Teacher, is responsible for:

- a) ensuring that the school's safety policy is implemented, monitored and regularly reviewed and revised as necessary.
- b) ensuring that sufficient funds are reserved for meeting their responsibilities for Health and Safety, in particular for the maintenance of those items of premises and equipment for which they have financial responsibility under the Scheme for Financing of Schools.
- c) monitoring the (health and safety) need for building maintenance in the school and implementing repairs as necessary.
- d) the safe condition, storage and maintenance of equipment, vehicles and plant at the school, and ensuring that such equipment can be used safely in the normal running of the school.

- e) ensuring that the premises, the means of access and exit, and any plant or substance on the premises are safe and without risks to health.
- f) ensuring that safety rules concerning the use of premises and equipment are displayed at appropriate locations in the school and are enforced.
- g) the adoption of safe working practices by staff and pupils, and by contractors on site.
- h) acting to deal with potential hazards to health and safety, liaising where appropriate with representatives of the County Council and contracting organisations.

2.4 Head Teacher's Responsibilities

The Head Teacher is responsible for:

- a) The implementation of the school safety policy.
- b) Advising the Governing Body of the need to review the school safety policy.
- c) The day to day responsibility for health and safety in the school.
- d) Ensuring that risk assessments are carried out in accordance with the Management of Health and Safety at Work Regulations 2006 in all areas of significant risk, as well as those required under the Control of Substances Hazardous to Health (COSHH) Regulations 2002, the Manual Handling Operations Regulations 1992 as amended the Provision and Use of Work Equipment Regulations 1998 and the Display Screen Equipment Regulations 2002.
- e) Ensuring that staff receives appropriate health and safety training.
- f) Carrying out the six-monthly safety audit required by the LA.
- g) Ensuring that all problems or defects affecting the health and safety of staff, pupils or other persons in the school are dealt with.
- h) Notifying the LA Health and Safety Adviser of any serious accidents to pupils or **any** accidents to staff or other persons and any "near miss" situations, in accordance with the the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations.
- i) Notifying the LA Health and Safety Adviser of any hazards or problems affecting the health, safety or welfare of staff, pupils or others that cannot be resolved by appropriate local action. The school will contact PR Associates.
- j) Emergency procedures, including evacuation in case of fire or bomb threats.
- k) Ensuring that adequate provision is made for the administration of First Aid.
- l) Ensuring that all new material on health and safety matters, supplied by the LA or the Health and Safety Executive, is brought to the attention of any relevant persons promptly.
- m) Facilitating the meeting of a School Safety Committee, if it is requested by staff or approved trade union safety representatives, and for attending such meetings.
- n) Consultation with approved trade union safety representatives on matters affecting the health, safety or welfare of any members of staff and for facilitating the carrying out of their duties, including safety inspections and attendance at training courses. Sarah Yeadon is the staff representative.

2.5 Subject Leaders, if applicable, are responsible for:

- a) all matters of health and safety in their subject area.
- b) bringing to the notice of the Head Teacher (or the School Safety Officer) any problems or defects affecting the health, safety or welfare of staff, pupils or other persons in their subject area.
- c) having a working knowledge of regulations, guidance materials and codes of practice in their subject areas.
- d) producing a subject safety policy and revising it as necessary.
- e) ensuring that staff have received adequate training on health and safety aspects of their specialist areas (particularly where use of potentially hazardous equipment or substances is undertaken).
- f) ensuring that necessary personal protective equipment (ie eye protection or protective clothing) is available and kept well maintained.
- g) ensuring that any risks specific to their area of work are adequately assessed (eg risk assessments for the use of tools or equipment, COSHH assessments for the use of hazardous substances).
- h) ensuring that relevant safety signs and notices are displayed (eg signs requiring use of eye protection, restricting use of teacher only machines to named individuals, positions of gas, water or electrical isolators etc.).

2.6 Other Teaching, Teaching Assistant are responsible for:

- a) ensuring that they are familiar with and comply with the school and, where applicable, the departmental or subject safety policy. (This includes staff working in the Arts, Drama, Music Design and Technology, Environmental Education, Physical Education or Science)
- b) reporting any defects or problems affecting the health and safety of themselves, their pupils, other staff or any other person, through Subject Leaders to the Head Teacher (or School Safety Officer/ Governor).
- c) co-operating with their employer (LA or Governing Body) to enable them to comply with the requirements of the Health and Safety at Work etc. Act 1974).

2.7 Handyman (Andy) is responsible for:

- a) Ensuring that he/she is familiar with and complies with the school safety policy.
- b) Bringing to the attention of the Head Teacher any problems or defects affecting the health and safety of any person on the school premises.
- c) Ensuring that safe procedures are laid down and used when work of a potentially hazardous nature is undertaken by themselves or others working under their direction

(NB. This will include such things as working at heights on steps, ladders or scaffolds, use of electrically powered cleaning machines, use of chemicals (including correct use of protective clothing), carrying out of repair or maintenance work).

- g) Ensuring that due warning is given of any caretaking/cleaning operations that could constitute a hazard to other users of the premises (eg use of signs to warn of slippery floors, clearance of leaves, ice or snow etc.).

2.8 School Administrator

- a) Informing the Head Teacher (or School Safety Officer as appropriate) of the arrival (or expected arrival) of contractors for maintenance work (no matter how minor).

2.9 The First Aider / Appointed Person is responsible for:

Maintaining the First Aid box(es) in line with the guidance given in the LA's Handbook of Safety Information and controlling and maintaining any other First Aid supplies as may be kept separately. (See: Handbook of Safety Information, p. 2.45).

2.10 Safety Representatives (Appointed by Trade Unions / Professional Associations)

Safety representatives have the right to:

- a) Carry out termly inspections of the premises and submit a written report to the Head Teacher.
- b) Receive any reports of inspections or accident investigations made by the Health and Safety Executive.
- c) Represent their membership to the Head Teacher (as representative of the employer) on matters affecting the health, safety or welfare of staff.
- d) Represent the staff / union membership on school safety committees.
- e) Receive such training as may be necessary for them to perform their duties.

3.1 Cleaning of the School / Waste Disposal

All cleaning is managed by a contractor (CS Cleaning Services UK Ltd) Policy kept in School Office.

3.2 Accident reporting, recording and investigation

All serious accidents that occur on the site, including violence and aggression, should be notified to the head teacher who will record the information via the WCC County Council accident/incident reporting system and in the Accident Book which is stored in the office.

Accidents to pupils (assault by another person, fractures or suspected fractures, medical/hospital treatment, head injuries giving rise for concern (e.g. concussion or unconsciousness) and defects in equipment should be recorded on Medgate Portal. Accidents involving death or very serious injury should be notified to the LA's Health and Safety Adviser immediately by telephone.

Accidents to adults should be reported on the Medgate Portal.

All minor accidents should be recorded in the minor accident book. Where necessary, parents / guardians or other persons should be notified of the accident.

If the accident is serious, senior management should be made aware and immediate action taken to ensure the location of the accident is still safe to use. The head teacher is responsible for conducting an investigation following the accident. Necessary action should be taken and where possible details recorded in the accident book for an accident investigation. If members of the public are involved, names and addresses should be taken (including any witnesses).

Accident Reports and investigation records will be kept for 3 years and 4 months if the accident involves a member of staff, if the accident involves a pupil / student they should be kept until they

reach the age of 21 years and 4 months and if the accident involves a person/ pupil with a cognitive impairment, the records will need to be kept for the duration of the individuals life.

Accidents to pupils - head bumps.

In addition to the information on the Health and Safety checklist, the first aider will send a letter home, which the class teacher must hand to the parent at the end of the school day. The parent should sign and return the receipt either at the time or send to the school secretary the following day. Minor accidents are recorded in school by the first aider issuing first aid and reported to parents and carers at the end of the day. If the first aider has any concerns about an injury to a child, parents and carers are informed immediately.

Accident Investigations

It is important to investigate serious accidents as soon as possible after it has happened. The following guideline should be followed as appropriate:

- Deal with immediate accident first e.g. ensure any medical assistance is provided, make safe any equipment.
- Isolate the accident area
- Take photographs
- Take individual witness statement as soon as possible
- Complete any paper work as soon as possible
- Inform LA
- Investigations should be carried out by the Head Teacher or Senior Teacher.

3.3 Contractors (Management of)

The Head Teacher is responsible for managing the contractors and their relevant qualification or competency e.g. IOSH Managing Contractors certificate.

Contractors are selected following the guidelines set out by the Local Authority.

The Head teacher will provide induction of contractors to exchange information and agree safe working arrangements including discussion of the school Health and Safety policy. The head teacher will check method statements and risk assessments prior to commencement of work. In the event of reports/ concerns related to contractors and sub-contractors, staff should report to the Head teacher or the Senior Teacher in their absence.

Contractors are to sign in and out of school on a daily basis and wear a school visitors badge at all times.

In the event that children need to be segregated from contractors, the Head Teacher or senior leader will provide alternative arrangements to ensure children's safety.

The Head Teacher or in their absence the school administrator will be the daily source of communication for outside contractors.

3.4 Contractors (Management of Asbestos)

The Asbestos Register and is kept in the school office and is to be shown to all contractors and handymen prior to work commencing. Contractors/handymen must sign to state they have seen and understood the relevant sections of the asbestos register. It has to be ensured that there is no asbestos in the building structure prior to intrusive work being carried out, i.e. putting up shelving.

In the event of asbestos being detected, immediately inform the Head Teacher or Senior Teacher in their absence. The Head or Senior Teacher will immediately contact Clive Werrett (Corporate Health & Safety Manager) and the Diocese. For further guidance, the WCC asbestos policy can be referred to.

3.5 Control of substances hazardous to health (COSHH) – including radiation

When considering the purchase of hazardous substances, less hazardous alternatives are used wherever possible.

The COSHH file is maintained by the cleaner in charge, the science subject leader and D&T subject leader and kept in the school administrator's office.

The purchase of COSHH products is authorised by the Head teacher. Safety data sheets are obtained for all COSHH products and kept within the COSHH file. Risk Assessments are carried out for tasks using hazardous substances.

The cleaner in charge, science subject leader and D&T subject leader are responsible for the safe storage of these products. The Head Teacher provides staff training on how to identify COSHH materials and their safe use.

All COSHH substances that are decanted must be clearly labelled with the product name. All hazardous substances are stored in a locked cupboard/ shed. Spillages of hazardous substances are cleaned up immediately. The spillage site is isolated until safe. Empty COSHH containers from hazardous substances are disposed of in the outside bins.

3.6 Defect reporting procedures

Any defects should be reported to the office and the details recorded in the defect recording book. The School Administrator, after consultation with the Head Teacher will be responsible for arranging for the defect to be repaired.

Defective equipment will be taken out of use immediately and an 'out of use' label will be displayed on any defective item that cannot be removed.

A report is produced for governors at termly intervals. The report is discussed at governors' meeting/ management committee where recent defects are identified and outstanding works discussed.

3.7 Display screen equipment (DSE)

Staff and pupils should not use computers intensively for long periods. There should be a short change of activity after every 20 – 25 minutes of continuous computer use. Any workstation user (i.e. a worker who has a work station allocated for their sole use) is entitled to a free eyesight test on request (every three years). This will be arranged by the Head Teacher.

The Head Teacher will monitor and arrange for any problems relating to display screen equipment and its use to be resolved.

3.8 Electricity at work

All electrical equipment is to be sited to avoid trailing leads or other hazards.

All damage, wear or overheating to leads must be reported to the Health and Safety Coordinator.

Portable Electrical Appliance Testing is carried out annually by a suitably qualified person on all equipment. The PAT registers are kept in the school office.

All hardwired equipment is checked (this should be every 5 years by an external competent contractor).

This is the responsibility of the Head Teacher.
(See 3.6 for further guidance).

3.9 Fire precautions and Emergency Plans – see separate plans

3.10 First aid and Medication

First Aid

First Aider details are displayed around school and the secretary keeps a check on when the staff require refresher training. Refresher training is undertaken every 3 years.

First Aid kits are available from various points around the whole school and there is always one hanging in the staffroom.

If an ambulance is required, it will be summoned by the Head Teacher or secretary. The children will be accompanied by a first aider in the ambulance to hospital if parents or legal guardians not available.

All staff are encouraged to be first aiders if they wish to undertake the training.

Health Procedures

Gloves - must be worn whenever blood or other bodily fluids are involved. Any waste materials should be sealed in a plastic bag and disposed of as normal. Hands should be washed before the gloves are removed.

Medication - no medicines are to be kept in the classroom with the exception of children with specific Health Care Plans. All other medicines are kept in a high cupboard in the staffroom, and accessed only by staff who administer them.

Administration of Medicines – in line with local authority advice we can administer prescribed medicines. The medication will be administered by a first-aider. In the case of an epi-pen, any staff who have received training in its' use can administer it. Medication will be stored in the medicine cupboard in the staffroom unless it requires refrigerating in which case it will be stored in the staffroom fridge.

A signed consent form from parents must be provided in order for medication to be administered. All medicines will be signed in and out by a parent and two members of staff will sign to say that they have given the dose.

Children with acute medical needs are considered separately and should be discussed with the Head teacher. We do not administer non-prescribed medicines such as cough mixtures. Cough sweets and throat pastilles should not be brought into school.

Special Medical Conditions - Health Care Plans are written for those children with special medical conditions

Asthma - Inhalers are named and parents should ensure that they are replaced regularly so that the use by date is not exceeded. Inhalers are stored in the staffroom.

Stress - The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health. In order to manage stress levels staff are provided with adequate and achievable demands in relation to the agreed hours of work; people’s skills and abilities are matched to the job demands and jobs are designed to be within the capabilities of employees. Where possible, members of staff are encouraged to develop new skills and CPD is the entitlement of all employees. Any member of staff suffering from stress should be referred to Occupational Health for support and advice.

Head Lice - When cases are reported a letter is sent to all pupils in the school with the relevant instructions for treatment. Information of the treatment of head lice is also frequently included in the

weekly newsletter.

3.11 Health and Safety Advice

See WCC Health and Safety Advice and Guidance

3.12 Information dissemination procedure

Information and instructions on health and safety matters are available / given to teachers / non-teaching staff / pupils, governors and visitors as follows:

Employees

Staff are informed about all existing information held on site during the induction procedure. Staff sign to say they have read the information eg Evacuation plan. The documents are posted on the staff noticeboard and are stored electronically on the shared area.

Health and Safety is a regular feature of staff meetings which are minuted.

Pupils

It is the responsibility of teachers to ensure that pupils are made aware of existing and new health and safety information eg through lessons and assemblies.

Visitors/Contractors

The secretary will inform visitors and contractors of any safety arrangements which may affect them during their visit (including any Asbestos on site). The information will be disseminated verbally and by reading information provided by secretary.

Governors

The head teacher will ensure that governors are informed of any existing and new health and safety information. This will be done regularly at Full Governing Body Meetings and Building and Finance meetings.

3.13 Lone Working and Personal Safety

It is recommended that lone working should be avoided. However in some circumstances this may not be possible. For example:

- Cleaner in charge or member of staff opening and closing the building.
- A member of staff travelling in a car.
- A member of staff visiting the home of a pupil.

A risk assessment has been carried out for all lone working to ensure procedures are in place to minimize any risks. This is made available to all members of staff. Staff have access to the LA lone working guidelines. Staff need to inform the head teacher and one other adult if they will be working alone, giving date and times. A risk assessment should be carried out and stored electronically on the shared area.

3.14 Maintenance/Inspection of Equipment

The following equipment is checked annually to ensure it is fit for purpose. Fire alarm systems (inspected by Fire Safe Services Ltd) , Fire check points and extinguishers (Inspected by Chubb) , Burglar alarm systems (Inspected by Crime Stop), Boiler room and school heating systems (Lords / PR Associates), Portable Appliances (PAT), PE and sports equipment (Inspected by Sport safe) and Emergency Lighting (inspected Fire Safe Services Ltd). Access equipment for working at height is formally inspected annually and a record kept and filed. All records of maintenance and inspection of school equipment are held in the school administrator's office.

3.15 Manual handling

Staff will undertake training on a regular basis.

3.16 Monitoring arrangements

The governing body will ensure that regular reports of accidents and dangerous occurrences are provided by the Head Teacher and that any necessary alterations to working practices and procedures are implemented.

The governing body recognises the importance of monitoring health and safety matters. Monitoring will be carried out in a number of ways:

The governors will call for annual/termly reports on accidents/ incidents;

- results of internal or external health and safety inspections;
- maintenance reports;
- complaints, hazards and defects reports; and
- reviews of any procedures carried out by the Head Teacher.

To help this process, the governors and Head Teacher will ensure that all reasonable inspection facilities and information are provided on request to officers of the LA, inspectors of the health and safety executive (HSE), Trade Union health and safety representatives and any other bona fide health and safety officials.

3.17 Offsite and Educational Visits

See Offsite Visit Manual, which is stored in the school office. Jo Gregory is the school's Educational Visits Co-coordinator (EVC).

EVOLVE offsite visit management system is used by visit leaders to set up visit requirements and this information is forwarded onto the school EVC. The EVC monitors requests for visits using EVOLVE.

The Head Teacher sanctions visits once Visit Leader and EVC have completed necessary arrangements and checks. Before a school trip, a pre-visit is recommended but if this is not possible, close liaison with the venue is essential.

The visit leaders should obtain the venues generic risk assessment, to enable them to carry out visit/ children specific risk assessments. These should be signed by the Head Teacher before the visit. All trips and visits will require parental permission, first-aid provision and adequate supervision measures..

Insurance for the trip/visit will be in place.

3.18 Outdoor play equipment

Daily visual inspections of the outdoor play equipment are carried out by members of staff on morning playground duty, lunch time duty and afternoon playground duty. Generic risk assessments for the outdoor play equipment are in place.

The LA will carry out annual inspections and this will be recorded and held in the health and safety file in the school administrator's office.

3.19 PE Equipment

School PE equipment is inspected annually to ensure it is fit for purpose by "Sports Safe". In addition staff make visual checks prior to each P.E session involving equipment.

The PE subject leader has carried out generic risk assessments associated with the school equipment and these are made available in both paper and electronic form on the school curriculum server.

The school follows the Association for Physical Education (afPE) guidance on safe use of the equipment is followed/adopted published 2008; this is referenced in the school PE policy.

3.20 Risk assessments

This is undertaken by the Health and Safety working party, including the Health and Safety Coordinator, Head Teacher and teachers. The subject coordinators will also be included in the risk assessments for their subject area. Copies of risk assessments are to be kept in the staff room and on the staff curriculum server. Educational visit risk assessments are carried out by visit leaders and are subject to pre-visits.

Risk assessments are verified by the Head Teacher or Senior Teacher.

3.21 Smoking on site

The site is a 'NO SMOKING SITE'. Signage is displayed on all main external doors used by the public/staff.

3.22 Sports pitches / playing fields

Maintenance of the grass area and surrounding shrubbery is carried out through contracted landscapers / gardeners "Creative Gardening Solutions Ltd". Daily visual inspections and sweeps of the area are carried out by members of staff on playground duty and teachers will complete visual inspections and sweeps prior to PE sessions and Forest School sessions.

3.23 Staff Consultation

Health and Safety issues are raised as part of the Buildings and Finance Committee meetings. Staff can raise issues of concern with the Head Teacher and make suggestions for health and safety improvements at staff meetings and can also record in the 'Problems, Defects and Repairs' book in the school office. The Head Teacher will liaise with staff if any risks to employees health and safety arise. The health and safety law poster is situated in the staffroom.

3.24 Swimming lessons

School swimming lessons take place at Abberley Hall School. Lessons are supervised by Abberley Hall's school swimming teacher, our class teacher and a class teaching assistant. The pool provides a qualified lifeguard for the duration of the swimming sessions.

Risk assessments for swimming sessions are carried out by the class teacher in conjunction with the school PE subject leader.

3.25 Training and Development Health and Safety Related

The head teacher and governing body are responsible for establishing minimum health and safety competencies for certain activities eg use of hazardous substances, manual handling, work at height.

The Head Teacher will organise new staff inductions and briefings and is responsible for establishing minimum health and safety competencies for certain roles (e.g. cleaner in charge).

Training records are kept in the Health and Safety folder which is stored in the head's office. The Head Teacher will ensure refresher training is undertaken.

3.27 Violence to staff /School Security

The school takes the safety of its pupils and staff seriously and external doors are shut throughout the day except for drop off and pick up times when staff monitor the doors.

All visitors must report to reception and sign in the visitor book, logging their time of arrival. They wear a visitor badge and on leaving school, visitors should sign out.

The secretary will check the ID of all visitors. A key pad is fitted to the entrance door by the office; the secretary has a release button for the door inside the office.

3.28 Water Hygiene

See the WCC Legionnaires and Water Hygiene Policy

The water hygiene log book is kept in the school office. Andy (Handyman) is responsible for carrying out water hygiene sampling. He does monthly checks.

3.29 Work experience pupils

The Senior Teacher will provide induction for all Work Experience Pupils.

While Work Experience Pupils are on-site they are monitored / supervised by their class teacher / mentor.

3.30 Working at Height

Work at height means work in any place where, if precautions were not taken, a person could fall a distance liable to cause personal injury. You are working at height if you:

- work above ground/floor level
- could fall from an edge, through an opening or fragile surface or
- could fall from ground level into an opening in a floor or a hole in the ground

Work at height does not include a slip or a trip on the level, as a fall from height has to involve a fall from one level to a lower level, nor does it include walking up and down a permanent staircase in a building.

Ladders should only be used in situations where they can be used safely, eg where the ladder will be level and stable, and where its reasonably practicable to do so, the ladder can be secured.

3.31 School Uniform

It is our policy that all children wear the school uniform when attending school, or when participating in a school-organised event, even if outside normal school hours. We agree the requirements for school uniform with parents, and we review these requirements regularly.

We always take a sensitive approach where regulations regarding uniform conflict with a child's religious or cultural beliefs. We have drawn up regulations regarding the recognition of cultural diversity in this respect, and these stipulate that we do not discriminate on grounds of race, creed or gender.

It is the responsibility of the Head Teacher to ensure that the school uniform policy is enforced. It is however not our school policy to exclude children from the school if they, for whatever reason, do not have the proper school uniform.

We ask parents to equip their children with the necessary uniform and school equipment. If a child repeatedly attends school without the correct uniform, we will inform parents and request that they make sure their child leaves home with the proper uniform on. If a parent is in financial difficulties, and this results in a child not having the correct uniform, or not having adequate equipment, our school will do all it can to support the parent. We ask parents not to send their child to school with 'extreme' hairstyles, or the sort of appearance that is likely to draw attention. We ask parents to discuss their child's appearance with us if there are any religious issues involved that we might be unaware of.

On grounds of health and safety we do not allow children to wear jewellery in our school. An exception is earring studs in pierced ears. We ask children either to remove these during PE or to cover them with a plaster..

3.32 Health and Safety Checklist (Appendix A)

3.32 Playground Arrangements (Appendix B)

APPENDIX A

Health and Safety Checklist

1. **ALL** major accidents, including violence and aggression to be recorded in the Accident Book in the office **Accidents to pupils** (assault by another person, fractures or suspected fractures, medical/hospital treatment, head injuries giving rise for concern (e.g. concussion or unconsciousness) and defeats in equipment should be recorded on form PAF 01 and sent to the LA within two days. Accidents involving death or very serious injury should be notified to the LA's Health and Safety Coordinator immediately by telephone.

Accidents to adults should be reported on Medgate Portal.

Minor accidents are recorded in the office and retained as part of the school records.

2. Disposable gloves must be worn when administering first aid when bleeding or any body fluids are involved. Hands should be washed before removing gloves and any waste materials sealed in a plastic bag before being disposed of in the normal way.
3. All employees to bring to notice of Head Teacher any health and safety problems that cannot be dealt with personally. The Head Teacher will record details in the incident book.
4. All staff to display **FIRE EXIT** signs and procedure for evacuating building in classroom.
5. All employees must be aware of **EMERGENCY EVACUATION PROCEDURES**, which is included in the staff handbook.
6. Faulty office electrical equipment should **NOT** be used and should be reported to the Head Teacher immediately and a record made in the incident book.
7. Guards on equipment are **NOT** to be removed and equipment is **NOT** to be used if guard is faulty.
8. Ladders over 3 metres in length must be either: - (a) secured near to upper resting place; (b) at base; or (c) a person to be stationed at foot of ladder when in use. For more information see Working At Height Regulations.
9. A trolley for moving heavy objects is available from the store room.

HANDBOOK OF SAFETY INFORMATION, giving further information and guidance, is available in the Head Teacher's office for all staff to read. A copy of the school Health and Safety Policy will be found in the Policy folder in the head's office, in the H&S folder and another in the Policy folder on the staff shared area.

12. **Legal Implications.** The Health and Safety at Work Act 1974 places a general duty and responsibility on **ALL EMPLOYEES** of the Authority. Any employee who behaves in a way which endangers the health or safety of others may be prosecuted.

13 It is the responsibility of all staff to ensure the tidiness of the school in order to avoid accidents.

Abberley Parochial V.C. Primary School

I have received copies of Abberley Parochial V.C. Primary School's:

- Health and Safety Policy with Arrangements
- Educational Visits Policy
- Fire Procedures Policy

I have read and will adhere to these policies.

Name (capitals please):

Position:

Signed: Date: