



# Health and Safety Policy

**The Status of the policy: WORKING DOCUMENT**

**Purpose:** This policy explains the school's responsibility for establishing and maintaining a safe and healthy working environment for its pupils and staff and provide a safe environment for visitors to the school.

**Links with other policies:**

Supporting Children with Medical Conditions  
Child Protection and Safeguarding Policy  
School Visits Policy  
Behaviour Policy  
Acceptable Use and E Safety Policy  
Managing Staff Sickness Absence  
First-Aid Policy  
Critical Incident Plan  
Staff Handbook  
Staff Code of Conduct

**Monitoring and evaluation:**

This policy is reviewed annually or more frequently should health and safety legislation require it and is monitored by the Safety and Community Committee.

**Date of approval by Safety and Community Committee: March 2018**

**Date of next review: March 2019**

If you require a copy of this document in large print, Braille, audio format, or paper, please contact the School Office.

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## Statement of Intent

### 1. St Mary's C of E Primary School Safety Statement

St Mary's C of E Primary School (the School) is committed to establishing and maintaining a safe and healthy environment for its pupils, staff and visitors and to achieving a positive and effective health and safety culture throughout the School. The Governing Body of the school recognises and accepts its duty as employer under the [Health and Safety at Work Act 1974](#) (s2/3/4 and 37), and its supporting regulations. The Governing Body aims for a level of health and safety excellence that is above minimum compliance to legal standards and to comply with the Local Authority's policy statement, in so far as is reasonably practicable.

The Governors will meet their responsibilities by ensuring:

- That strategic decision making takes into account, and supports the School, in meeting legal obligations under the health and safety legislation.
- A health and safety policy is formulated and developed setting the direction for the School by communicating its values, beliefs and commitment to health and safety.
- So far as reasonably practicable, occupational sickness absence, accidents, injuries and loss are reduced to a minimum, and good health is promoted every day.
- An organisational structure which allocates clear and accountable health & safety duties to those who have responsibilities to plan and implement the policy.
- The School develops a health and safety plan that is both measurable and achievable.
- The provision of a safe and healthy place of work, with safe access to it.
- The provision of safe and properly maintained Plant and Equipment.
- The safe storage of articles and substances.
- Appropriate engagement and consultation with staff and pupils on Health and Safety matters.
- That sufficient information, instruction, training and supervision is given to enable employees to understand the principles of risk management, to identify the risks inherent in their roles, to carry out their duties competently and positively contribute to the health and safety of themselves, and others, and to avoid hazards in the workplace.

The contents of this document will be made available to all staff and others as deemed appropriate and will be reviewed at least annually or sooner should health and safety legislation change.

## 2. Organisation

### Health and Safety - Key Personnel

**Key Manager is:** Mrs A. Abrahams (Headteacher)

**Person designated to act in the Key Manager's absence is:** Mr D. Cadman or a member of the Management Team.

**Local Contact (day to day resp.) is:** Mr S. Minty

**Person designated to act in the Local Contact's absence is:** Mrs J. Konach

**The Staff Health and Safety Representative is:** Mrs J. Konach

**The Management Team are:** Mrs A. Abrahams/ Mr D. Cadman/Mrs R. Knight

**The First Aid Officers are:** Mrs E Beagley / Miss O Brown / Mrs S Mackernan / Mr J Madden / Mrs P Maytham / Mrs N Mulligan / Mrs L Power / Mrs B Riedlinger / Mr S Riedlinger / Mrs J Konach

**Person designated to monitor PE Equipment is:** 14Forty and Mr M. Chebaro (Middle Site)

**Person designated to monitor AVA Equipment is:** Miss S. Hiu and Gaia Technologies

**Designated Fire Controller is:** Mr P. Moore

**Designated Teacher for Child Protection is:** Mrs A. Abrahams

**Designated Visits Co-ordinator is:** Mr D. Cadman

**The Emergency Management Team is:** Mrs A. Abrahams/Mr D. Cadman/Mrs R. Knight /Mr S. Minty

**Incident Manager:** Mrs A. Abrahams

**On Site Co-ordinator:** Mrs A. Abrahams/Mr D. Cadman /Mrs R. Knight / Senior Leadership Team

**Parent Liaison Officer:** Chair of FoSM or person nominated by Chair

**Communication & Media Officer:** Mrs A. Abrahams

**Premises Managers are:** Mr T. Murzhiro (Infants) / Mr M. Chebaro (Middle) / Mr M. Radaoui (Juniors)

**School Administrators:** Mr S Minty / Mrs C. Cronin / Mrs J. Konach / Mrs G. Hopkins / Mrs D. Donald / Mrs J. Tomlinson

#### **The Official Addresses for the above staff are:**

**Infants:** St. Mary's C of E Primary School, Amyand Park Road, Twickenham, TW1 3HE

Telephone: 020 8892 5840 Fax: 020 8744 9027

**Middle:** St Mary's C of E Primary School, Strafford Road, Twickenham, TW1 3AD

Telephone: 020 8249 6836 Fax: 020 8891 1904

**Juniors:** St Mary's C of E Primary School, Richmond Road, Twickenham, TW1 3BA

Telephone: 020 8892 7849 Fax: 020 8607 0420

Email address: [info@st-marys.richmond.sch.uk](mailto:info@st-marys.richmond.sch.uk)

**The Local Authority Health and Safety Officer is:** Graham Harrison

Official Address: Department of Education, City Hall, 64 Victoria Street, London SW1E 6QP

Telephone Number: 020 7641 2451 Fax: 020 7641 2281

Email: [eandrews@westminster.gov.uk](mailto:eandrews@westminster.gov.uk)

#### **Safety and Community Committee:**

**Nominated Governor for Health and Safety on Behalf of the Safety and Community**

**Committee:** Ms Victoria Busby

**Nominated staff members are:** Mrs A. Abrahams/Mrs J. Konach

**The Health and Safety Executive Local Representative:**

Official Address: Health and Safety Executive, Westminster Office,

## **2.1 Specific Responsibilities**

### **2.1.1 The Governing Body**

The Governing Body has ultimate responsibility for the health, safety and welfare of their employees and pupils and to provide a safe environment for visitors to the School.

The Governors have designated that members of the Safety and Community Committee are to have particular awareness of Health and Safety responsibilities and to review and revise the Policy as necessary at regular intervals, no less than once a year.

The Governors are committed to driving forward a positive culture of health and safety management performance and continuous improvement.

There will be an annual review of the School's health and safety which will be shared with the full Governing Body.

The Governors may authorise benchmarking exercises with other schools, so that information on accident statistics and best management practice in health and safety can be exchanged.

The Governors will authorise termly health and safety audits of each site of the School.

The Governors will ensure that children are given sufficient information to understand the nature of and avoid hazards, and to have due regard for their own Health and Safety and that of others.

Health and Safety will be a regular agenda item for full Governors meetings.

### **2.1.2 Responsibilities of the Headteacher (Key Health and Safety Manager)**

The Headteacher is responsible for the day to day management of the School and is the designated Key Health and Safety Manager responsible for all matters relating to health and safety in the School.

The Headteacher is responsible for ensuring the effective development and implementation of the general policy statement and for the effective planning, organisation, control, monitoring, review and auditing of preventative and protective measures of the management system on health and safety.

The Headteacher will maintain a close working relationship with the Health and Safety Officer of Richmond local authority and, in conjunction with the Governors, oversee the implementation of the School's Health and Safety policy and the fulfilment of statutory requirements.

The Headteacher is also responsible for:

- Being available to the nominated Health and Safety contacts to discuss and seek to resolve health and safety problems and to co-operate with them in carrying out inspections of the workplace and to ensure an up-to-date list of all Safety Contacts.

- Judging whether the steps which need to be taken to remove hazards are “Reasonably practicable” and lie within her executive authority and take action as appropriate.
- Ensuring hazards are identified and regular and random health & safety tours of the School sites are carried out.
- Receiving written reports from Safety Contacts following an inspection of the workplace and replying and discussing points made with the relevant person(s)
- Monitoring standards, the effectiveness of health and safety policies and procedures and the achievement of the annual Health & Safety plan and to providing regular reports on health and safety matters to the Governing Body.
- Ensuring the School’s Health and Safety Policy is read by all employees and that employees are made aware of their health and safety obligations, and that the policy is made available for parents and other interested parties.
- Taking note of Health and Safety Bulletins and Instructions issued from time to time by the Director of Education, the Chief Executive, the Health and Safety Executive or other statutory bodies.
- Ensuring all Health and Safety Bulletins and other safety advice are circulated throughout the establishment as appropriate. A body of Health and Safety information will be maintained by the Key Manager, and will be accessible via the School Business Manager.
- Ensuring all accidents, assaults, dangerous occurrences, occupational ill health, near misses and unplanned events are investigated, recorded and prompt action is taken to eliminate or control the immediate and underlying causes.
- Ensuring all staff have access to competent advice on health and safety matters.
- Ensuring periodic reviews of accident investigation reports are undertaken to check that appropriate actions have been implemented.
- Setting a good example with regards to health and safety by developing and promoting a health and safety culture throughout the School.

### **2.1.3 Responsibilities of School Business Manager (nominated Local Contact)**

Will be the designated Local Contact for Health and Safety issues and has the day to day responsibility for ensuring this policy is put into practice.

They will be expected to deal with matters as they arise and to liaise closely with the Headteacher or Deputy (in their absence) and with the staff Health and Safety representative.

In conjunction with the Headteacher he is:

- To be responsible for the overview and management of all health and safety matters on site and to report to the Governors, Headteacher and Local Authority on matters relating to health and safety.
- To eliminate potential hazards and health risks and monitor that health and safety audits that take place every term, participating on a rota basis.
- To ensure that adequate signing is in place and information on fire procedures is available to visitors
- To ensure all Fire Action posters are up-to-date and visibly distributed around the school.
- To take note of Health and Safety Bulletins and Instructions issued from time to time by the local authority or other statutory bodies.
- To ensure that new staff receive essential Health & Safety Induction on the first day of employment and that the Health & Safety Induction Check list is completed and filed on the employee’s file within a week.
- To ensure the Governors’ Health and Safety Policy is read by all employees and made available for parents and other interested parties.

- Set a good example with regards to health and safety.
- To carry out short briefing to new staff during induction

#### **2.1.4 Responsibilities of nominated Health and Safety Staff Member**

A Health and Safety Representative from the Teaching/Support Staff will be appointed.

Under the guidance of the Key Health and Safety Manager they are to advise on the prevention of accidents and to assist in monitoring that all reportable accidents in the school are recorded according to regulations.

To receive comments from the staff on potential hazards and to take steps to remove or reduce the hazards, so far as is reasonably practicable.

At times they are to assist in periodic inspections which ensure that safe practices and methods of work are being followed, using adequate and appropriate equipment.

#### **2.1.5 Fire Controller**

The Premises Manager on site is the designated Fire Controller and is generally responsible for the day-to-day oversight of the condition of the buildings and furnishings.

He/she is also to:

- Ensure regular testing of Fire Alarms and that the proper maintenance of alarms, extinguishers and Fire Doors are maintained
- be responsible for Site services and Security.
- monitor the safety of all work carried out by Contractors.
- check that action has been taken to rectify any reported hazards or defects.
- be responsible for the correct use and maintenance of mechanical, electrical and heating services on site.
- Ensure all maintenance contractors are overseen by the Premises Manager who will ensure that a copy of the company's risk assessment of their activities is available at the School's request.

#### **2.1.6 All Staff Members**

All employees are to understand that they have a duty to take reasonable care for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work. They will ensure that:

- They familiarise themselves with the relevant health and safety arrangements of the School and should be aware of the communication channels both within the School and within the LA for Health and Safety matters
- They co-operate so far as is necessary to enable that duty or requirement to be performed or complied with as required by health and safety key personnel and the Governors
- They do not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare
- They are aware that failure to comply with the codes of practice for health and safety either by their actions or inactions may result in further investigation by the School, local council and may even result in criminal prosecution
- They report any accident, dangerous occurrence, incident or near miss to their line manager or health and safety officer so it can be reported onto the Council's reporting system
- When any member of staff notices an unsafe situation, the facts should be reported to the School Business Manager and the Premises Manager who will take the

necessary steps to ensure that all persons are kept away from the area/equipment until the danger is removed/resolved and will keep the Headteacher informed.

All new staff must be fully briefed on Health and Safety arrangements as part of their Induction process and the briefing noted in their record. All staff receives a copy of the Code of Conduct and Staff Handbook.

Visitors (including Contractors and Premises services personnel) are expected to report to Reception where a lanyard is given outlining appropriate Health and Safety information.

### **2.1.7 The Management Team**

Will play a key role in the identification of Hazards; and with the implementation of the Health and Safety Policy in the School.

## **3 Local Authority Powers**

The local authority provides advice to community, voluntary aided, community special schools and maintained nursery schools, it may give a direction concerning health and safety of persons (including pupils) on the school's premises or taking part in any school activities elsewhere. Under Section 29(5) of the Education Act 2002, governing bodies of such schools must comply with any such direction from the local authority.

## **4 Arrangements**

### **4.1 Security of pupils and staff**

The Governors and School are committed to combat and eliminate the risks of violence to both pupils and staff. The occurrence of physical attacks is fortunately rare, but there is growing awareness of the diversity of forms that violence can take. The School has multiple procedures and physical measures to safeguard Pupils, Staff and Visitors many of which are referenced in the staff handbook and code of conduct; volunteers are provided with a safeguarding booklet.

All staff should be familiar with the LA's Violence and Aggression prevention policy (reissued Jan 2012) and the procedure for reporting incidents.

The School has a Critical Incident Plan which provides separate guidance specifying the action to be taken in the event of a bomb threat or emergency evacuation. The School has an Emergency Management Team and follows the guidance issued by the London Borough of Richmond upon Thames (LBRuT) – Critical Incidents. A Critical Incident Plan is located in each of the Emergency Management Team's offices, as well as in each site's reception office.

Lone working is discouraged as far as possible, but where it is unavoidable (e.g. Premises Manager in the school holidays), a Risk Assessment must be carried out and the need for security, raising the alarm etc must be considered and measures put in place.

Staff seeing parents after school must inform another member of staff working on the same floor and the Front Reception Office and report in afterwards. A risk assessment must be carried out for any known difficult parents/visitors.

Staff should be familiar with the guidelines for using the Internet set out in the Acceptable Use and E-Safety Policy. Any breaches of Security should be reported to the I.T. Leader immediately.

**Home Visits by staff should not take place and are discouraged** unless specifically authorised by the Headteacher e.g. Pre-School visits to Nursery/Reception Pupil's homes.

**A Risk Assessment must be completed prior to any Home Visit.**

## 4.2 Pupil Safety

The School has a legal duty to work with other agencies in protecting children from harm. The School follows the Child Protection Guidelines for schools issued by LBRuT, taking into account the guidance issued in the DFEE Circular 10/95 and the LBRuT Inter Agency Child Protection procedures. The Child Protection Policy is issued to all staff.

The School's Behaviour Policy, Staff Code of Conduct, Staff Handbook, and Child Protection and Safeguarding Policy outline the precautions taken to ensure the welfare of Pupils. These guidelines are issued to all staff and are regularly reviewed with staff and the children.

Collectively and individually the teaching staff are in 'loco parentis' and therefore are legally responsible for the safety and welfare of the pupils.

Classes must be supervised appropriate to the age, maturity and usual behaviour and with reference to the known behaviours of individuals within the class. Children should not be left unsupervised. Children should not be put outside the classroom. The Behaviour Policy is implemented across the school.

Pupils' behaviour should be sensible and restrained and to that end all school staff should be alert at all times.

The Management Team implements a supervision rota for before school, morning and afternoon breaks and for when pupils are picked up late after school.

A member of the senior leadership team is responsible for the supervision at lunch-time and will make the necessary arrangements through the Midday Supervisors. A Playtime Supervision Handbook is issued to all Staff. The School has a Playground Risk Assessment for each site.

Before school, children should wait with their parents or guardians outside the building. The playground is not supervised before school.

### 4.2.1 Emergency telephone numbers for pupils/staff

A list of emergency telephone numbers for parents/guardians of pupils and next of kin for staff is maintained by the School Business Manager.

## 4.3 Prevention of Occupational Stress

Generic risk assessments, or where appropriate, individual risk assessments are completed and subsequently reviewed with staff.

LBRuT provides an in-house Occupational Health Department service, operated from Kingston Guildhall.

They, alongside the human resources department, provide a range of medical services for all staff including: work health assessments, sickness absence management, medical referrals, health surveillance and health promotion which the school has procured. If/when necessary the School may refer staff to OH for support and guidance.

Staff receive guidance notes as part of their induction and are aware of the need to carry out a duty of care to themselves and their colleagues.

#### **4.3.1 Reporting sickness absence**

The procedure for reporting sickness absence is outlined in the staff handbook. All sickness absence is recorded on the school's database as well as on a separate document. Sickness absence is monitored and dealt with according to the Managing Staff Sickness Absence policy.

#### **4.4 Fire and Evacuation Procedures**

All staff and pupils are expected to be familiar with the School's Fire and Evacuation procedures, which are displayed on each site and are reviewed and updated annually. Procedures are discussed to new staff during their induction following their appointment.

If staff are unfamiliar with these procedures they should speak to the School Business Manager for guidance.

Staff are expected to familiarise themselves with where the fire extinguishers are located around the School and how to use them (instructions are on the extinguishers). Staff should also be aware that fire fighting equipment is to only be used to aid escape from the premises.

Fire Drills are carried out on each site at least once a term. They are at irregular times and will vary as to whether they are announced to staff in advance or not.

The School maintains an Emergency and Critical Incident Plan in the case of the School being uninhabitable.

#### **4.5 First Aid and Reporting Accidents/Incidents/Injuries/Near Misses**

The School follows the procedures specified by LBRuT for reporting accidents and/or dangerous occurrences as the requirements set in the RIDDOR 2013.

The School has a First Aid Policy which is shared with all staff and specifies the procedures for reporting accidents and gives details of the school's first aid procedures.

There is also a separate guidance and procedures on managing and administering medicines. – see the Supporting Children with Medical Conditions Policy

#### **4.6 Safety Audits**

It is the responsibility of all staff to inspect the areas in the school for which they have general oversight and report to the School Business Manager/Premises Manager any safety hazards which they observe. If neither person can be found, staff are to report the issue to the office.

A Health and Safety Audit of each site will be completed termly.

The Premises Manager has the general responsibility for the day-to-day oversight of the condition of the buildings and furnishings. Specialist equipment is under the general oversight of the appropriate curriculum Leader/Administrator/Support staff in whose department the equipment is located.

All staff have a collective responsibility to report to the School Business Manager or Premises Manager any faulty apparatus, furniture, fittings etc. of any kind anywhere in the school. This shall then be taken out of use until repaired or disposed of.

#### 4.7 Electrical Equipment

Only unmodified electrical equipment carrying BS, BEAB, IEE, and/or EEC(UK) electrical safety approval may be used on the premises. A visual inspection must be carried out by the member of staff before using a portable appliance.

Appropriate electrical equipment will be tested annually by a qualified electrician(PAT Testing). A 5 year fixed-wiring electrical check is also arranged for each site.

The electrical equipment staff are intending to use should be suitable for the electrical supply to which it is connected. The voltage should be checked to ensure it is correct and that the supply can deliver the current required by the equipment (the power requirements of the equipment will be shown on its rating plate).

Staff **must not** attempt to carry out any repairs. This work must be carried out by a 'competent' person. Any faulty equipment must be taken out of service and passed to the Premises Manager who will label it accordingly.

**All Staff need to be aware that should a person be suffering from an electric shock they should not be touched, but pushed away from the electrical source with e.g. a wooden pole/stick.**

#### 4.8 Guidelines for the safe use of Plant and Equipment

The Premises Managers/Caretakers are responsible for identifying all equipment needing maintenance. The Premises Managers (along with either the School Business Manager or 14Forty) will ensure that both planned and reactive maintenance procedures are drawn up and implemented. Any problems found with equipment should be reported. The Premises Manager, Headteacher and School Business Manager will check that new equipment meets appropriate health & safety standards before it is purchased.

As part of their Health and Safety induction, staff will be informed about any guidelines for the safe use of equipment (e.g. Staple Guns, DSEs, A.V.A. equipment etc.)

If new staff are not familiar with any items of equipment, they should ask an appropriate member of staff for instruction/assistance. There needs to be sensible use of electrical equipment within the classroom environment at all times.

**The use of Drawing Pins is not permitted in any areas frequented by pupils. Hot Glue Guns are to be used by adults only and as well as Staple Guns; they must be stored securely away from pupils.**

The school administrators are the designated photocopier operators to be contacted if there is a jam etc. and to report faults.

Care must be exercised by staff moving large or heavy equipment to take proper care of themselves and have due regard for the safety of others and with special regard for children. A manual lifting/handling risk assessment must be undertaken with such staff.

#### 4.8.1 Display Screen Equipment (DSE)

The School adheres to LBRuT's DSE Policy. All teaching and office based staff who regularly use display screen equipment (i.e. computers, laptops and Promethean smartboards) as a significant part of their normal work (daily and for continuous periods of an hour or more) are considered DSE users and will complete a workstation assessment under the Health & Safety (Display Screen Equipment) Regulations 1992 within four weeks of starting their position at the school.

A workstation self-assessment checklist which includes information on workstation set-up and use, and will be reviewed by the Head or the Health & Safety officer, or the online DSE self-assessment tool will be completed by all staff DSE users; the Health & Safety officer will advise which assessment will be carried out. Any issues arising from the assessment will be reviewed with a certified DSE Assessor.

Staff should be re-assessed if there are significant changes in their workplace (i.e. location, furniture, DSE, software, signs of discomfort/pain or personal circumstances: – pregnancy, illness or disability).

Staff who require a more comprehensive assessment (i.e. due to a health condition or disability) will have their workstation assessed by the Council's Health & Safety team or equivalent.

The School will contribute to the cost of an eyesight test and corrective eyewear (basic pair of frames and lenses) if the test shows that the user needs glasses specifically for DSE work. Staff should check with the Health & Safety officer before booking an appointment with an optician.

#### 4.9 Safe working at Heights

##### Roof Access

No members of staff must have access to roof areas, with the exception of the Premises Manager who, following a risk assessment is only permitted on roof areas that are secure. The Premises Manager must inform another member of staff and have another person(s) present when going up on to the roof.

**Ladders** used in the school are inspected formally by the Premises Manager every six months and the inspection recorded. Ladders must be visually inspected by staff eachtime before use. Staff putting up high displays must use either a step stool (one provided on each floor) or a Step Ladder. Another member of staff should always be present when a ladder is being used. **Lone working when using a ladder is banned.** Display boards should be positioned at an appropriate level, with high level boards kept to a minimum. There is a Risk Assessment for Ladder usage.

**Scaffolding Towers** must be visually inspected following assembly and must be in resting on firm, level ground with the locked castors or base plates properly supported and not erected to a height above that recommended by the manufacturer.

The tower is **never** to be used in strong winds; as a support for ladders, trestles or other access equipment; with broken or missing parts or with incompatible components.

When moving the tower **always** check that there are no power lines or other obstructions overhead; check that the ground is firm, level and free from potholes; and push or pull using manual effort from the base only.

**Never move a tower while people or materials are on the tower, or outside in windy conditions.**

The tower is visually inspected by the Premises Manager periodically and stored in the basement.

A risk assessment must be carried out every time the tower is used.

**High level storage** should be kept to a minimum in all rooms and store cupboards. Heavy materials should be stored between waist and shoulder level where possible.

#### **4.10 Contractors on Site**

Procedures for assessing and selecting competent contractors must be followed.

The safe working practices of contractors on site should be set and agreed before the start of any works. No contractor is allowed unaccompanied on school premises, unless the School has evidence of a current DBS check (except during school holidays). A pre-contract meeting must be held.

When there are 5 building workers or more in the School, a Construction Design and Management leader must be designated from the firm. Unsafe practices are to be stopped by the Premises Manager/School Business Manager and confirmed by the Headteacher or by all acting together.

#### **4.11 Physical Education**

Staff are to ensure that the School's guidelines on safe PE Practice are followed. An annual PE Equipment Inspection will take place on each site.

#### **4.12 COSHH Regulations – Safe Handling and Use of Substances**

COSHH Regulations apply to all inks, paints, solvents, fixatives, cleaning materials etc. In the absence of specific guidance from the LA and HSE, the manufacturers' directions should be followed.

The School Business Manager and the Premises Managers will be responsible for identifying all substances which need a Control of Substance Hazardous to Health (COSHH) assessment. The Premises Managers/Caretakers will hold and maintain the COSHH records in their offices. Along with the School Business Manager, they will be responsible for ensuring that all relevant employees are informed about COSHH assessments. The Premises Managers/Caretakers and School Business Manager will check that new substances can be used safely before they are purchased. Materials should only be purchased from approved suppliers and should be supplied with sufficient information either on the container or by a data sheet from the manufacturer to ensure proper instruction to staff to safe-guard their Health and Safety and to protect others. Materials should not be used unless this condition is met.

All staff using COSHH products must ensure that they have read the instructions and have received any training necessary. **Pupils are not permitted to use COSHH labelled products.**

#### **4.13 Science lessons /Food preparation in Curriculum**

Teaching staff are to ensure that the School's guidelines on food preparation are followed and should refer to CLEAPSS Guide L241 – Teaching Health & Safety in Primary Schools – Science lessons.

Additionally, there is guidance on the Food Standards Agency (FSA) website which has links on Food Safety and codes of practices, with good hygiene rules of food handling which should be followed.

#### 4.14 Disposal of Rubbish

Classrooms, corridor, office and toilet bins are to be used for small and safe items only. Larger items should be placed into bin bags provided and put out for collection. All items with sharp or jagged edges must be wrapped or otherwise made safe before disposal and be clearly marked. Cleaning /other appropriate staff should be informed. The Premises Managers/Caretakers will ensure that the Paladin is emptied regularly, to avoid build-up of rubbish, and that the bins are secured at the end of the school day.

The Premises Managers/Caretakers are responsible for the safe disposal of items such as paint, chemicals; fluorescent light strips etc. by contacting the LBRuT or an approved Refuse team. The School has contracts for the disposal of medical waste and sanitary bin collection. The School uses a contractor for the safe disposal of IT Equipment.

#### 4.15 Vehicles

Parents are requested not to bring their cars on to the school sites – the gates are manned on the junior site between 3:15pm and 3:45pm and access is only allowed for those parties that have been given approval by the Headteacher. Delivery vehicles are expected to request entry; entry will only be allowed when children are in class; entry will be refused until the grounds are clear. Other trade vehicles should park safely and not block doorways, disabled parking or delivery areas.

#### 4.16 Animals

Any animals kept in school must be pathogen free and only supplied from suppliers able to provide certification to that effect. The Headteacher's authorisation must be obtained, prior to bringing any animals on to the premises.

The School encourages families to walk to school and understands that this is an opportunity to walk dogs. Dogs, however, are not permitted in the School, or in the playground. Dogs should not be left in the care of a child or children near School. An adult should remain with the dog at all times. Dog owners are asked to respect the feelings of families that may be wary of, or unaccustomed to, dogs and to stand a fair distance away from the gates with the dogs and to always clean up after them.

**Pupils and staff should not bring pets into school without authorisation.**

#### 4.17 School Outings

Staff are expected to be familiar with the DfE, LA, HSE and School's guidelines and policies on school outings. The school has a trained designated school visits co-ordinator, Rhys Williams (in his absence the Headteacher). Risk assessments must be completed with the school visits co-ordinator around **3 weeks prior** to any school outing. Further information is contained in the School Visits Policy

#### 4.18 Risk Assessments

Health & Safety risks arising from work/school activities will be assessed by using the approved Risk Assessment format.

#### **4.19 Training**

Health & Safety Training Records are maintained by the School Business Manager. Training needs are identified, arranged and monitored by the Headteacher with assistance from the School Business Manager.

Following discussions with the School Business Manager, General Health & Safety Induction training will be provided to all employees by their assigned mentor, with job specific training provided by the appropriate member of the management team or by attending external courses as necessary.

#### **5. School Policies**

All School Policies are available to all staff; copies are kept in a folder in each site office. Often following advice from the Clerk to the Governing Body, school administrators periodically check this folder is up-to-date. If staff notice any of these policies are missing they are to inform the School Business Manager. Originals are kept in the school office.

### **EQUALITIES STATEMENT**

St Mary's CE School is committed to valuing diversity and to equality of opportunity. We aim to create and promote an environment in which pupils, parents and staff are treated fairly and with respect, and feel able to contribute to the best of their abilities.

The Governing Body recognises that it is unlawful to take into account anyone's gender, marital status, colour, race, nationality, ethnic or national origin, disability, religious beliefs, age or sexual orientation. Full consideration has been given to this during the formulation of this policy as it is the governors' aim that no-one at St Mary's school should suffer discrimination, either directly or indirectly, or harassment on any of these grounds.