

A cartoon illustration of a brown owl wearing a blue graduation cap and yellow shoes, standing with its wings spread. The owl has large yellow eyes and a yellow beak, and is standing on a light gray oval shadow.

Record of Policy Amendment / History

[illegible]



HEALTH & SAFETY POLICY

Brookfield Primary School aims to provide an educational environment of the highest quality in which we will strive to:

- To keep every pupil safe
- Develop effective and enthusiastic learners
- Value the self esteem and maximise the potential of every child
- Promote constructive attitudes and values
- Foster caring relationships in a secure environment
- Work in equal partnership with parents and carers and involve them in their children's learning

The Governors of the above school agree to adopt and implement the Health and Safety and Welfare guidelines as laid down in the Personnel Handbook and the Health and Safety manual. The are situated in the General Office/Heads Office.

The named representative for Brookfield Primary School is Mrs N Walker at this time. The daily routine practices are laid out in the following Summary.

Health and Safety at Work etc Act 1974
Health and Safety policy of:

SECTION A

GENERAL STATEMENT OF POLICY

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.

The policy will be kept up to date, particularly as the business changes in nature and size. To ensure this, the policy and the way in which it is operated will be reviewed every year.

Signed Headteacher

Date

RESPONSIBILITIES

1. Overall and final responsibility for health and safety in the school is that of:
Mrs N Walker, Headteacher
2. Mr A Brickles
Chairman of Governors, Is responsible for this policy being carried out at the premises at:
Burlington Avenue
Langwith Junction
Mansfield
Notts
NG20 9AD
3. All employees have the responsibility to co-operate with supervisors and managers to achieve a healthy and safe workplace and to take reasonable care of themselves and others.
4. Whenever an employee, supervisor or manager notices a health or safety problem which they are not able to put right, they must make the hazard safe and straight away tell the appropriate person named above. They must also report it on the document on the staff notice board. The Site Manager and Headteacher will check the folder at least weekly. They may also tell a safety representative if there is one.
5. Consultation between management and employees is provided by:
Health and Safety Representative (Site Manager)
6. Other people (if any) responsible for:

Staff Training	Senior Management Team
Carrying out safety inspections	Site Manager/Caretaker
Investigating accidents	Headteacher/SMT
Monitoring maintenance of plant and equipment	Site Manager/Caretaker

GENERAL ARRANGEMENTS

ACCIDENTS

First aid boxes are located in all classrooms.

Appointed person responsible for First Aid (Box)

Mrs N Walker - Headteacher

Mrs Laura Wray - Deputy Headteacher

Delegated on a day to day basis to:

All Teachers and Teaching Assistant Staff

Trained/qualified first aiders are:

All permanent Teachers and Teaching Assistant Staff.

Person responsible for reporting incidents:

Clerk	Cleaners
TA's	Caretaker
Mid-day Supervisors	Site Manager
Teachers	Parents
Headteacher	Pupils

Accident records are located with the first aid files

A serious incident file is kept in the headteachers office

1. PERSONAL HEALTH AND SAFETY

All staff have a duty of care both to themselves and to others in the building. Individuals have a responsibility to ensure their personal safety at all times. Health and Safety procedures must be followed to ensure the safety of everyone. Specific staff group guidance can be found in staff handbooks.

1.1 Lone working

Whenever possible employees should try to work where others are around. If this is not possible the following guidelines should be followed:

- Only work at floor level
- Keep in contact with other adults at regular intervals – no longer than 2 hours
- If you are in an isolated place please ensure someone knows where you are.

1.2 Smoking

- The Governing Body of Brookfield Primary School operates a No-smoking policy for the benefit of staff health and to promote a positive image in the eyes of children.
- Visitors will be asked to refrain from smoking on the entire school site (both during the school day and outside school hours).

1.3 Healthy Eating

- The Governing Body operates a healthy eating policy during breaktimes for pupils.
- The GB supports DCC in their operation of a healthy eating menu at lunchtimes.

1.4 Violence at work

Incidents of violence rarely occur, but staff need to take precautions to protect themselves. Suggestions are:

- When interviewing a parent / adult in a confined space / office let another member of staff know.
- Staff should position themselves to ensure escape routes are behind them and are easily accessible.
- Staff should cease the interview if they feel intimidated.
- Avoid aggressive actions likely to challenge and confront anyone.
- Discuss concerns with SLT.

1.5 Cash handling

When **banking money** ensure:

- Routes and times are varied
- Headteacher/ senior teacher is informed - when/where you are going, the expected time of the journey and arrival back in school.
- In situations where safety is threatened help should be sought immediately.
- In the event of attack – the money should be handed over immediately and personal safety of the utmost importance.

When **counting money** please ensure

1. The main door to the entrance hall is closed and secure.

2. Money is not counted until after 9:15am and before 3:00pm
3. All money is kept in the safe.

2. SECURITY

2.1 Visitors

It is necessary to monitor the number of people in our building at any one time. To ensure this happens the following must be followed:

- Classroom doors are not to be used to let anyone in. Visitors/Parents should be directed to the main entrance where they will be welcomed.
- Visitors must sign in on the Sign In App device.
- Visitors must be escorted to the person they wish to see. No-one should be left unsupervised unless they are DBS checked.

Strangers on site should be challenged politely.

Ask how can I help you? If no response – follow the person / signal to another adult to fetch SLT.

2.2 Signing in/out

All staff should sign in / out on the Sign In App device in the school foyer.

2.4 School Gates

- All gates should be locked by staff member on duty by 8.45am, being unlocked at 3.00pm.
- The main gates are now secured with an access barrier.

3. USE, MAINTENANCE, STORAGE AND DISPOSAL OF EQUIPMENT

3.1. Physical Provisions

- A scheme of maintenance for specified equipment is established.
- This Planned Preventative Maintenance (PPM) Scheme ensures that specified equipment is systematically examined and tested to prevent breakdown and possible injury associated with such a breakdown.
- A log of all mechanical and electrical equipment will be generated by the clerk and maintained by the site manager, with each piece of equipment itemised so as to be easily identified.

3.2 Electrical Equipment

- All electrical equipment shall be listed on the school inventory by the school clerk upon purchase and receipt.
- All electrical equipment shall be visually examined before use. The person using the equipment should satisfy themselves that it is in working order and can be used safely checking for signs of wear, damage, and taped joints and fraying to the cable.
- If an appliance is found to have fault it should be labelled 'out of order' and reported in the hazard book.
- Extension leads should only be used for non-permanent installations.

- Care should be taken that they do not cause a trip hazard to other people.
- Cables should be taped to the floor if there is a danger of trip hazard.
- Use of adapters, which enables 2 or more plugs to be supplied from one socket, is not safe and should not be used.
- All portable appliances will be tested according to the electricity at work regulations 1989.
- Individuals must only use equipment they are authorised to use – i.e. burnishing machine (buffer), power tools.
- Children should be trained and supervised in the correct use and safe handling of equipment, in particular the plugging in of equipment.
- All items brought in to school must be plugged into the separate pre-tested multi-block lead provided by the school. One is available in each classroom.
- All electrical cables must be fully unwound before use.
- The equipment shall be visually inspected and logged on the PAT testing sheet on a termly basis. This log shall contain all relevant information appertaining to the inspection and be signed and dated by the Site Manager.
- The equipment shall be electrically tested by a competent electrician on an annual basis. All the relevant details of the tests shall be logged along with signature and date and the date of the next test. This test and examination may be done by a contractor.

3.3 Mechanical Equipment

- The above tests and inspections also apply to all mechanical equipment.
- Mechanical equipment at brookfield includes – hand tools used in DT / by the premises staff, adhesives, portable power tools.

3.4 Use and control of chemicals and substances

Chemicals and substances are defined as things such as glue, paint, sprays, household cleaning materials etc.

- All these substances must be Risk Assessed and listed before use in school. Those ordered from usual school suppliers can be assumed to be safe since they are COSHH tested at source.
- Under no condition should individuals bring in any substance for use in school.
- Any unmarked containers used for storing substances must be clearly labelled. e.g. glue.
- Labelled containers must contain what the label indicates.
- All substances referred to in the COSHH advice/guidelines shall be correctly controlled as stated in the above. (See COSHH advice).
- All substances with harmful properties shall be COSHH assessed and securely kept avoiding unauthorised access.
- All flammable substances shall be kept in a steel “flammables cabinet” to ensure no contact with any ignition sources.
- The above requirements and relevant COSHH information shall be distributed to all persons involved with the usage of such substances, as required by DCC guidelines.
- COSHH advice is kept:

1. Risk assessment file – HT Office,
2. In Site Manager's Office

3.5 Display Screen Equipment

The governing body recognises its specific duties as an employer with regard to the use of DES and will endeavor to follow the guidance in the DCC Health and Safety Handbook.

3.6 Manual Handling

This involves any human effort by hand or bodily force to transport or support a load. Undue heavy loads are not a part of every day but good working practices must be stressed.

- A trolley is provided for movement of heavy items.
- Team handling must be used when a load is unsafe to be handled by one person.
- PPE must be worn where appropriate.
- Correct body posture must be used to prevent serious injury (see DCC guidance)
- Suitable clothing / footwear must be worn.
- Heavy items should be stored below shoulder height.
- Staff should report concerns to the SLT.

3.7 Procedures for Procurement and Disposal of Equipment

- The procurement of equipment will follow DCC guidelines and advice as set out in Technical Services Manuals and Central Purchasing Advice and shall be suitable and sufficient for the designed task.
- Disposal of equipment shall follow similar guidance and shall be through the correct channels as stated in the above guidance/advice so as to avoid any claim upon the school.

3.8 Records of Inspection and Testing

- There should be a record of all inspections and tests kept on site to enable the PPM scheme to be monitored. It is important to ensure comprehensive records are kept to allow analysis of the test results. The records will be kept by the Site Manager.
- The types of equipment which require test and inspection records are listed below. This list is not exhaustive and there may be others you would wish to add.
 - Fire extinguishers, fire alarms, evacuation practice, PE equipment, electrical equipment, mechanical equipment, ladders/step ladders, and personal protective equipment.

4. **EMERGENCY ESCAPE AND FIRE PROVISIONS**

4.1 Fire evacuation

- A fire evacuation practice shall be carried out at least once per term.
- The time of the practice shall vary to take account of employees working at different times of the day.
- The escape routes should also vary to encourage staff and pupils to think for themselves in an emergency situation and not to merely use the same exit each time.

4.2 Fire alarm system

- The fire alarm system shall be tested on a weekly basis.
- The call points shall be numbered and tested in rotation to ensure all call points are in working order and available when required.

- The test should be carried out at the same time on the same day each week. This should be recorded along with the length of time the test will be carried out, e.g. 5 seconds on Monday morning at 8.00 a.m.
- Any person who is in the premises at that time will know that this is the alarm test.
- If the alarm rings for longer than the specified time, then people should evacuate the premises as this will indicate a real emergency.
- All alarm tests and evacuation practices shall be logged on the appropriate form. (appendix 1)

4.3 Emergency Isolation of Mains Services

- All staff shall be familiar with the isolation of mains services - Gas, Electricity, Water
- To avoid any confusion in an emergency situation such an act shall **only** be attempted where no danger exists in the execution of any such procedure.

4.4 Fire Evacuation Practice

In the event of **fire** breaking out **in any part of the school** the whole school must be evacuated **IMMEDIATELY**. The primary aim is the safety of **all** children and adults on the premises – not the building.

TO RAISE THE ALARM

The **alarm points** are **situated as follows**:

1. All classrooms by outer door
2. Y5 by Y6 outdoor
3. Main Entrance – by inner door
4. Hall – by outer door
5. Year 1 classroom – by outer door
6. Kitchen – by outer door

EVACUATION OF BUILDING

1. Leave the room that you are in **immediately** through nearest exit to outside of building, walking calmly and quietly with all children.
2. Assemble on the top playground.
3. On arrival children line up in classes.
4. Teacher/mid-day supervisor count heads and calculates number.
5. Headteacher / Senior Mid-day Supervisor / DH will have fire registers.
6. Headteacher / person in charge will check all present and correct.
7. If, for some reason, your way out through a normal door is blocked use other door if possible. If not children must be got out by way of a window. If glass has to be smashed great care must be experienced. Use a chair for smashing the glass. Take out all jagged pieces of glass and lay some clothing on sill before allowing children out.

No one will stay to fight any fire – the CHILDRENS / STAFF PERSONNEL / ADULTS SAFETY IS PARAMOUNT

4.5 General fire safety

Escape Routes:

Site Manager - check daily

Fire Extinguishers:

Site Manager - monitor - Checks subject to annual D.C.C.
Fire Regulations

5. FIRST AID PROVISION

To comply with the 'Health and Safety (First Aid) Regulations 1981'. It is the duty of management to ensure that there is a minimum of an "Appointed Person" on duty at all times whilst employees are at work. The basic duties of an "Appointed Person" are as follows:

- a) To take charge of the injured person(s) and summon the appropriate help, Doctor, Nurse or transport to hospital if necessary.
- b) To take charge of the first aid box and maintain stocks and contents, and make available the necessary contents for treatment of minor injuries.
- c) To ensure a record is kept of each incident and that appropriate forms are completed. (Appendix 2)
- d) To maintain notices of first aid arrangements.
- e) To inform new employees of the first aid arrangements at the work place.

The Governing Body will attempt to comply with the recommendations that at least one member of the permanent staff obtains a full First Aid at Work qualification by attending a HSE recognised course. This qualification should allow for the administration of first aid treatment. If however, this is not possible the most qualified person available will carry out the administration of First Aid.

5.1 First Aid Boxes and Kits

- First aid boxes and travelling first-aid kits should contain a sufficient quantity of suitable first aid materials and nothing else.
- Contents of the boxes and kits should be replenished as soon as possible after use in order to ensure that there is always an adequate supply of all materials. Items should not be used after the expiry date shown on packets.
- First aid equipment should be checked by the named first aider and the sheet next to the boxes signed to make sure there are sufficient quantities and all items usable.
- First aid boxes shall be made of suitable material designed to protect the contents from damp and dust and shall be clearly identified as first aid containers: the marking used shall be a white cross on a green background in accordance with the Safety Signs Regulations 1980.
- First aid boxes which are to form part of the school's permanent first aid provision shall contain only those items which a first aider has been trained to use.
- Other items should be kept in a plastic container alongside the first aid box.
- Sufficient quantities of each item shall always be available in every first aid box or container.
- Contents lists are kept next to the boxes in most cases these will be:
 - a) One guidance card;
 - b) Twenty individually wrapped sterile adhesive dressings (assorted sizes) appropriate to the work environment (which may be detectable for the catering industry);
 - c) Two sterile eye pads with attachment;

- d) Six individually wrapped triangular bandages;
 - e) Six safety pins;
 - f) Six medium sized individually wrapped sterile unmedicated wound dressings (approx 10 cm x 8cm);
 - g) Two large sterile individually wrapped unmedicated wound dressings (approx 13 cm x 9 cm); and
 - h) Three extra large sterile individually wrapped unmedicated wound dressings (approx 28 cm x 17.5 cm).
- Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided.
 - Each container should hold at least 300 ml and should not be reused once the sterile seal is broken. At least 900 ml should be provided. Eye baths/eye cups/refillable containers should not be used for eye irrigation.
 - Sterile first aid dressings should be packed in such a way as to allow the user to apply the dressing to a wound without touching that part which is to come into direct contact with the wound.
 - That part of the dressing, which comes into contact with the wound, should be absorbent. There should be a bandage or other fixture attached to the dressings and consequently there is no reason to keep scissors in the first aid box. Dressings, including adhesive ones, should be of a design and type which is appropriate for their use.
 - Where an employee has received additional training in the treatment of specific hazards, which require the use of special antidotes or special equipment, these may be stored near the hazard area or may be kept in the first aid box.

5.2 Traveling First Aid Kits

The contents of travelling first aid kits should be appropriate for the circumstances in which they are to be used. At least the following should be included:

- a) Card giving the general first aid guidance;
- b) Six individually wrapped sterile adhesive dressings;
- c) One large sterile unmedicated dressing;
- d) Two triangular bandages;
- e) Two safety pins;
- f) Individually wrapped moist cleaning wipes.

5.3 Supplementary Equipment

- It is recommended that blankets are provided; they should be stored alongside the equipment and in such a way as to keep them free from dust and damp.
- Disposable plastic gloves and aprons and suitable protective equipment should be provided near the first aid materials and should be properly stored and checked regularly to ensure that they remain in good condition.
- Blunt-ended stainless steel scissors (minimum length 12.70 cm) should be kept where there is a possibility that clothing might have to be cut away. These should be kept along with items of protective clothing and equipment.
- Plastic disposable bags for soiled or used first aid dressings should be provided.
- Employers should ensure that used dressings etc are safely disposed of in sealed bags and deposited in the peddle bin kept in the ladies toilet.

5.4 Accident and Incident Reporting Procedures

- All accidents, incidents and first aid treatments must be recorded in the accident file kept alongside the first aid boxes.(appendix 3)
- Any accidents of a serious or “reportable” nature must be reported to the headteacher by the first-aider so that DCC Reporting Procedures / RIDDOR Regulations 1985 can be followed. A serious accident is defined as one where the pupil is taken directly to hospital and consequently remains over-night, or where a limb is severed.
- It is recommended that all head injuries are recorded and the parents informed (Appendix 4).
- All staff shall communicate the circumstances and site of any accidents on the premises to other members of staff by word of mouth (and reporting in the accident book), so monitoring can take place and lessons learned from mistakes to avoid future reoccurrence of the accident.
- The accident recording folders are maintained x2 yearly by the HT/SLT to ascertain areas of high risk times.

5.5 Head lice

Primary Care Trust Advice -

- If head lice are noticed, inform parent at earliest convenience, parent should collect all children ASAP or should agree to treat at the end of the school day. Regular newsletters/school nurse/workshops.

6. MANAGING MEDICINES

The Governing Body has adopted the DCC guidelines regarding the administration of medicines in school. Details can be found in the Medicines Policy.

A staff summary below gives details of school procedures:

- The only medicines kept in school are those required for asthma.
- Parents complete a consent form before administration is allowed. (Appendix 6)
- They are stored in a locked box in the office along with details of dose / type / administration of medication and a record form of use.
- If other medication is required a signed letter from the GP with a treatment plan is required. Training will be undertaken by staff who voluntarily agree to be involved.

6.1 Asthmatics

- If a child should require his / her inhaler.
- A ‘trained’ friend should fetch the class box.
- The class teacher will supervise the child in taking the inhaler.
- All children can administer their own medication, but will need supervising to do so.
- A record form is kept in the box for all children which must be completed when medication is administered. (Appendix 7)

6.2 Employee medicines

- All staff have a responsibility to ensure that their medicines are kept securely and that pupils and other employees will not have access to them e.g. locked drawer, staff room.

7. CURRICULUM PRACTICES

7.1 Science, Design and Technology, PE

- It is important to include the safety practices within these areas in the health and safety policy and with particular reference to health and safety in subject policies. There is obviously a professional decision to be made to ensure pupils' safety in these areas.
- Experiments and investigations should be risk assessed by the Health and Safety Representative and Site Manager in a generic way on a termly basis to ensure relevant standards are being maintained.
- Teachers should also risk assess individual investigations bearing in mind the findings from the generic ones.
- All technology machinery and tools should be regularly inspected and maintained with a planned preventative maintenance scheme as outlined in the relevant section of this policy.
- Relevant CLEAPSS information should be adhered to by all staff involved in this area and this should be included in the policy statement.
- Earrings will be removed by the pupils for P.E or by parents/carers in preparation for P.E day. Jewellery other than watches & religious items should not be worn by pupils for normal school activities

7.2 Swimming Pool Practices

All staff involved in swimming activities shall have read and understood the County Guidelines for Swimming and comply with them as a minimum standard.

8. OUT OF SCHOOL ACTIVITY AND VISITS

- All staff involved in out of school activities shall have read and understood the school guidance based on the County guidelines Outdoor and Education Handbook and comply with them as a minimum standard.
- Risk assessment should be completed as per requirements in section 15 of this policy.
- School guidance should be adhered to when booking coaches for pupil transport.
 - All pupils/adults should have seats.
 - Seat belts should be fitted as standard.
 - Coach companies should demonstrate health and safety regulations.
- Any employees using their own vehicle for work purposes must be covered by insurance for business use.

9. WELFARE FACILITIES

- The welfare facilities provided on site shall be maintained in a clean and hygienic state and available for use by all staff members.
- These facilities will include toilets for male and female staff, handwashing facilities with warm water, soap and paper towels or hot air dryer, facilities to make a drink and eat lunch, and may even include provision to hang a wet coat.

- Other welfare facilities available include the Occupational Health Department at County Offices
- The Governing Body recognizes the need for stress management and have adopted the LEA guidelines.

10. KEEPING ANIMALS

- If animals are kept or introduced into school at any time, the teacher/TA responsible is to ensure the health of any person who may come into contact with the animal is not jeopardized. A risk assessment will be carried out in the first instance.
- It may be that an asthmatic may be affected or even people with allergies or skin conditions.
- The supervision ratios need to be assessed, dependent upon the type of animal and the age range of the children involved.
- There is also the welfare of the animal to consider. Guidance will be taken from RSPCA with regard to animals in the school environment.

11. WORKPLACE SAFETY

11.1 Environmental Conditions

The management intend to ensure acceptable environmental conditions within the premises.

- There should be a suitable working temperature maintained at all times. This may mean the installation of temporary heaters in the winter or ventilating fans in the summer.
- Suitable and sufficient lighting shall be maintained where necessary, but regard shall also be given to the glare of lighting systems.
- The levels of noise and dust in areas such as boiler houses shall be considered and kept to a minimum. These levels may require monitoring from time to time.

11.2 Good housekeeping

The management sees good housekeeping as a prerequisite to ensuring a safe, attractive environment is provided.

- Areas should be kept clear of obstructions, especially walkways and fire escape routes.
- Rubbish should be disposed of and not allowed to accumulate.
- Items should be clearly stored and labelled at appropriate heights – heavy / breakable items should be stored on low shelves.
- Shelves / cabinets should not be over stocked.

11.3 Hazard Reporting

Safety inspections of the premises are carried out on a regular basis, but occasionally hazards occur unnoticed. If personnel see anything that may be dangerous the following should be acted upon:

- Make the hazard safe
- Report the hazard to headteacher, site manager or the teacher in charge.
- Enter on to the hazard report form kept in the staffroom or the notice board. (Appendix 8)

11.4 Personal Protective Equipment

PPE is provided for specified activities – first aid (gloves), cleaning (gloves, tabards), technology (aprons), lunchtime supervision (tabards).

The items must be worn during the necessary procedures.

11.5 Asbestos

The LEA have commissioned a full asbestos report of the school. The report can be found in the school office and should be referred to when building work is being planned / undertaken. A permit to work must be issued by the site manager or caretaker.

11.6 Glazing

The LEA have commissioned a full glazing report of the school. The report is held by the LEA. There were no high risk areas.

12. INSPECTIONS

12.1 Premises

The management intend that the building fabric is maintained in good condition.

- A formal inspection shall be carried out on a twice yearly basis. The inspection team should consist of a Governor with Health and Safety responsibility, a member of the senior management team / Site Manager and the staff health and safety representative appointed by an appropriate union if possible.
- The inspection should be carried out whilst the school is at work to take account of all work activities throughout the day. A critical eye is needed to undertake the inspection to ensure all hazardous operations and situations are identified.
- The inspection report shall be formally written with any actions identified with specified action by date included. The report should be available for all staff to comment and requires discussion at the Governors meetings.
- A tick sheet may be used to aid the inspection process, but this is only an aide memoir.
- The LEA inspection checklist should be completed in the summer term and returned to the LEA. (Appendix 9)
- Any items requiring action by Technical Services should be transferred to the appropriate forms.

12.2 Timetable

A checklist has been agreed to ensure all necessary inspections are completed. The SLT will monitor the requirements. (Appendix 10)

13. SAFETY TRAINING PROVISION AND PROVISION OF INFORMATION AND INSTRUCTION

13.1 Safety Training

- Management shall ensure employees are provided with relevant health and safety information, instruction and training. This training should be appropriate to the level of responsibility of the employee.

- All information received by the school shall be passed on to the employees where relevant. An example of this would be COSHH assessments. The Governing Body recognizes that COSHH assessments are a means of supplying employees with relevant information to ensure their continued health and safety whilst using substances at work.
- Training that could be provided for employees are:
 - General health and safety training, such as fire evacuation practice and general awareness training days etc.
 - Specific health and safety training, such as the use of a new machine or appliance that employees have not used or been trained on before.
- The Governing Body recognise the need for all permanent employees to undergo these types of training and it may be that some temporary staff should also require certain types of training, i.e. fire evacuation practice etc.
- It is the duty of the senior management to ensure that all staff, even temporary, receives relevant training before starting work. This shall be in the form of an induction package, which would be delivered to new employees upon appointment and would also include supply cover where relevant.
- All health and safety training received shall be entered into a log to enable management to assess, who has been trained, when, on what subject, and when any refresher training is due.
- Person responsible for training: Headteacher, Health and Safety Representative

13.2 Induction Package

- Any temporary/supply member of the teaching staff shall receive guidance from SLT responsible on the day.
- Parents and students shall be given information detailing health and safety advice.
- Any permanent staff (teaching or cleaning/maintenance) shall receive a copy of the relevant staff handbook detailing relevant H/S advice on the location and use of any relevant documents/equipment.

13.3 Contractors and Visitors on Site

- The Governing Body and management recognize that they have a responsibility to ensure the continued health and safety of all persons whilst on the premises, including contractors, visitors, parents, pupils etc.
- All visitors/contractors shall be requested to sign a visitor's book to enable a roll call to be made in the event of emergency evacuation.
- Before a contractor starts work on site a meeting shall need to be held between contractor and Headteacher or Site Manager to discuss where possible all eventualities concerning health and safety i.e. use of equipment or chemicals / personnel safety. Decisions can then be made as to the extent of school closure or segregation of staff and pupils from the work activities. The Governing Body recognise this type of dialogue will generally be undertaken with a large contract, but shall also be, undertaken with even the smallest contract wherever possible.
- If the work contract is awarded to an outside agency or business, then careful vetting shall take place and follow the contract management policy and company's health and safety policy and work statements. The level of insurance cover held by the contractor should also be taken into consideration.

14. **ADVICE AND CONSULTANCY**

14.1. Contact information

Local inspector's office and telephone number:

Maintenance Company:

Technical Services - Telephone

Equipment:

P.E. Equipment - subject to annual D.C.C. check.

Fire appliance / alarm - subject to DCC check

Gas boiler / heating system subject to DCC check

Electrical Equipment

Annual Checks by: DCC

DANEROUS SUBSTANCES

See COSHH Inventory risk assessment file HT office / Site Manager's Office

15. **RISK ASSESSMENTS**

Risk assessment is part of our every day life from the moment we wake throughout the whole day. We constantly assess the risks presented to us and act appropriately to reduce the possibility of harm.

Risk assessment is managed by:

1. Identifying hazards (something with the potential to cause harm)
2. Evaluating the risk (the likelihood event will occur due to the hazard)
3. Implementing measures to control the risk.

Risk assessments will be completed as per DCC regulations. In particular staff will complete risk assessments proforma for out-door activities as per DCC guidance. Master forms have been prepared for staff to follow. (Appendix 11)

Risk assessments are kept in a designated folder in the Headteachers office.

16. **CRISIS AND SECURITY MANAGEMENT**

The governing body fully supports the recommendations in the DCC Health and Safety manual kept in the Headteacher's office.

17. **MONITORING OF POLICY AND ITS PROVISIONS / AUDITING**

The policy and its provisions shall be constantly monitored to ensure continued compliance with legislation and best practice. The policy will require updates of a named person leaves or responsibility falls to another employee.

There shall be an annual audit of the policy to ensure any lapses in the continuous monitoring process are dealt with. The policy shall be rewritten after a period of approximately five years as practices have changed and bear no resemblance to the original policy.

Appendix Contents

1. Inspection forms – alarm, fire evacuation
2. First aid
3. Accident reporting
4. Head injury letter

5. Head lice letter
6. Medical administration consent form
7. Asthma record form
8. Hazard report form
9. Premises inspection
10. SMT monitoring form
11. Risk assessment proforma
12. Restraint policy
13. cleaning of bodily fluids
14. E-safety

SLT Monitoring - Inspections checklist

What	Who	How often	When	SLT	SLT	SLT	SLT	SLT	SLT
			Date	Date	Date	Date	Date	Date	Date
				Sign	Sign	Sign	Sign	Sign	Sign
Fire alarm	Stewart	Weekly							
First aid	All Staff	Weekly							
Playground	Stewart	Weekly							
Fire evacuation	Stewart	Termly							
Electrical appliances – visual	Stewart	Termly							
Premises	GB / Nicola / Stewart	Half yearly	Jan / June						
Step ladders	Stewart	Half yearly	Jan / June						
Electrical test	Stewart	Annual	Dec						
PE equipment	Stewart	Annual							
Fire appliance	Stewart	Annual							
H/S Inspection checklist	Stewart / Nicola	Annual	June						
Chairs	Stewart	Annual	Aug						
Fixed electrical equipment	Stewart	5 yearly	Dec						

Jewellery in School, Including Body Piercings

Introduction

As the fashion for body piercing becomes more prevalent the LEA is increasingly receiving calls relating not only to the wearing of earrings, rings, necklaces, bracelets and watches but also nose rings, eyebrow piercings and other more exotic piercings in schools.

Whilst the LEA would not wish to interfere with an individual school's policy on uniform and dress code, these guidelines are published to help individual schools make informed decisions on the above with safety considerations in mind and to provide individual Headteachers with LEA guidelines to back up their decisions. This has often proved useful in dealing with parents or guardians who may not be fully aware of the reasons behind decisions relating to the wearing of jewellery.

This guidance aims to extend the guidance previously sent out in August 1998.

Risk Assessment – General

In making any decision on whether or not jewellery and piercings are to be allowed in the school the following issues should be considered when carrying out a risk assessment.

1. Is there a potential for injury to the wearer due to inadvertent contact of jewellery with other people, clothing, machinery etc. The extent of the injury is likely to vary from potentially major if the contact leads to contact with machinery to minor e.g. tearing or piercing of flesh if the contact is with other people. Clearly the risk is greater with sleeper/ring type jewellery, and projecting/dangling jewellery.
2. Risk to other people. This is generally low except in activities such as PE or at break times where injury could occur due to contact with jewellery worn by another person.
3. Risk from Covering Jewellery. There is a potential risk of injury to the wearer from removing tape used to cover jewellery if the tape pulls the jewellery as it is removed. Some people have an allergic reaction to plasters and this would also need to be considered.

School Policy

It would be sensible for schools to have a written policy relating to dress code including a specific section on jewellery and body piercing. This policy should be clearly communicated to parents/guardians via the school prospectus and any other relevant communication e.g. parents/guardians newsletters.

If jewellery is not to be allowed or will need to be removed for certain activities it would be sensible to include the reasons why, including health and safety, in the policy. The policy should also state that staff will not under any circumstances be expected to or allowed to examine young people to see if the jewellery or body piercings are being worn. Neither will staff be expected to or allowed to remove any jewellery being worn by a young person.

The jewellery and body piercing guidelines should also be included in the school's Health and Safety Policy.

Specific Lessons

Technology and Ceramics

The major problem in Technology and Ceramics is the risk of jewellery becoming entangled with machinery. Clearly if this were to occur the resulting injuries are likely to be of a severe nature. The advice of the LEA therefore is that when operating machinery all jewellery which could become entangled within machinery should be removed. This would include for example: rings, watches, bracelets (metal, cotton, leather or other material), neck chains and pendants, brooches and certain types of earrings (those which dangle, sleepers etc).

Therefore the only jewellery which based on this guidance would be allowable would be studs in the ear/nose. However, many schools have decided that rather than make a judgement on whether or not jewellery is acceptable, the simplest way of removing the risk is to operate a 'no jewellery' policy in Technology/Ceramics lessons when machinery is to be used. This often makes the issue easier to 'police' and avoids arguments and ambiguity over what is and is not acceptable.

PE, Swimming and Drama

As with Technology and Ceramics, the wearing of jewellery in PE, Swimming and Drama constitutes a hazard as injuries can be caused to the wearer through the jewellery being accidentally caught or knocked. Similarly contact with jewellery can cause injuries to a third party.

The LEA would therefore advise that all jewellery and body piercings should be removed prior to PE

Where removal is not possible then taping up may be an option. Whilst this is not a major problem for items such as rings, there are certain drawbacks with other forms of jewellery, (e.g. earrings and other piercings) which need to be considered in any risk assessment of whether taping up is acceptable. Taping up would only generally apply to stud and small sleeper type earrings. If however the stud was caught hard enough it could still pierce the tape and penetrate the skin behind the ear. Removal of tape from either stud or small sleeper type jewellery, if not done carefully can cause an injury in itself and some pupils are allergic to 'elastoplast' type tape.

Taping up of jewellery for swimming is not considered an appropriate safeguard due to the risk of the tape coming off in the water and causing a choking hazard to other swimmers.

Lip and tongue piercings are considered high risk for PE and swimming activities due to the risk of swallowing the jewellery. These items cannot be adequately protected and must therefore be removed prior to the lesson.

Removal/Non Removal of Items

In certain circumstances it may not be possible to remove jewellery. Certain types of piercing can only be removed using specialist equipment. Also the removal and subsequent replacement of jewellery from a fresh piercing that has not fully healed can lead to infection.

Where it has been decided by a school that removal of jewellery for an activity is the safe option/school rule and removal of jewellery is not possible for the reasons above, then the pupil should sit out those activities or only be involved in the lesson in a way which avoids direct physical participation.

This option is clearly a last resort and if it is likely to lead to a long term problem (e.g. due to the time it takes for a piercing to heal) then a mutually acceptable resolution with the parents/carers should be sought.

This has proved to be a particular problem when pupils have piercings at times other than the summer break and so the piercing has not healed properly when they come into school.

Schools expecting pupils to remove jewellery for high risk activities will need to ensure parents/carers are clearly advised of this fact and the implications for the pupil in relation to these activities should they attend with jewellery that cannot be removed for whatever reason. It would be sensible to remind parents/carers of these requirements periodically using a letter to all parents/carers, school newsletter etc. It would also be sensible to advise all parents/carers thinking of allowing their children to have piercings to ensure these are done at the start of the summer holiday. This information could also be included in the school prospectus.

Other Issues

Linked body jewellery, i.e. chains linking different pieces of jewellery (e.g. nose to mouth and including links between finger rings) is not considered safe for any activities in school and should not be allowed.

It is recognised that certain religions/cultures wear certain types of piercing as part of their beliefs. Where this is known to be an issue the school will need to negotiate with the parents/carers an appropriate way forward. It would however be explained to parents/carers that safety is the paramount concern and therefore the school policy should be adhered to in relation to the wearing and removal where necessary of jewellery.

The school should not seek or accept as an alternative to the removal of jewellery, a parent's/carer's assurance that he/she will not hold the school liable in the event of an accident/incident. The parent/carer cannot accept liability for injury to the pupils during school activities. This is not allowed by UK or European legislation or Civil Law.