



HEALTH AND SAFETY POLICY

Building a life-long love of learning in a safe and happy school

APPROVED BY: Environment Committee

DATED: April 2014

REVIEW

Policy is to be reviewed annually and updated as and when changes occur. This is to be recorded in the minutes of the Environment Committee

LOUGHTON MANOR FIRST SCHOOL HEALTH&SAFETY POLICY

ABBREVIATIONS

The following are used in the policy:

AfPE – Association for Physical Education

ASE – Association for Science Education

COSHH – Control of Substances Hazardous to Health

DSE – Display Screen Equipment (Computers)

H&S – Health and safety

HSE – Health & Safety Executive (enforcing body for health and safety legislation in schools.)

NAAIDT – National Association of Advisers in Design & Technology

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PART A – GENERAL STATEMENT

PREAMBLE

This policy is produced in respect of Loughton Manor First School and is supplemental to the Council & Departmental Safety Policy Statements. (These are as contained in the LA H & S Handbook.)

STATEMENT OF POLICY

The school recognises its responsibility to promote a culture where H&S issues are discussed in an open and positive way to achieve improved standards and safe methods of work.

Without prejudice to the generality of the above the school will ensure, so far as is reasonably practicable, the following:

- 1 Plant, equipment and systems of work are safe and without risks to health.
- 2 The handling, storage or transport of articles and substances will be safe and without risk to health.
- 3 Information, instruction, training and supervision will be provided as necessary, to ensure the health and safety of employees, and those who are affected by the work of the school.
- 4 The site is maintained in a safe condition and without risks to health.
- 5 Access to and egress from the site is maintained in a condition that is safe and without risks to health.
- 6 A working environment is provided that is safe and without risks to health.
- 7 There are adequate arrangements for staff welfare at work and the welfare of pupils and other visitors.

The persons with specific responsibilities for H&S are identified in Part 2 of this policy and the arrangements implemented to meet the above requirements are as detailed in Part 3 of this policy.

Signed

Chair of Governors

Date.....

Signed

Headteacher

Date.....

PART B – ORGANISATION

GOVERNORS

(Note Governors and the Local Authority have a joint responsibility as employers at Loughton Manor First School.)

The School Governors will ensure that:

- a) The Head Teacher produces a school H&S policy for approval by the Environment Committee of the governing body and that this policy is regularly reviewed.
- b) Risk assessments of work activities are undertaken and a written record of the assessments kept.
- c) Sufficient funding is allocated for health and safety, e.g. in respect of training, personal protective clothing etc.
- d) Regular safety inspections are undertaken;
- e) A positive H&S culture is established and maintained.

HEAD TEACHER

The Headteacher is the day-to-day manager of the site and is responsible for H&S on that basis.

The Head Teacher will ensure that:

- a) A school H&S policy is produced for approval by the Environment committee of the governing body and that the policy is regularly reviewed and revised as necessary;
- b) Risk assessments of work activities are undertaken, that a written record of the assessments is kept and that the assessments are reviewed regularly and when they are no longer believed to be valid. (See the Management of H&S Regulations, H&S Handbook.);
- c) Safe systems of work identified via risk assessment or to comply with national standards/guidance, are monitored to ensure they are followed and effective;
- d) Information and advice on H&S is acted upon/circulated to staff and governors. In particular the H&S Handbook is kept in the Main Office, so that it is available to all staff and governors, and the Schools Safety News publication is circulated for the attention of staff and governors;
- e) A regular safety inspection is undertaken;
- f) That H&S is a standing agenda item at both the Environment Committee and Full Governing Body meetings;
- g) She cooperates with the Local Authority in meeting its legal requirements in respect of the monitoring of health and safety practice and procedures;
- h) Staff are competent to undertake the tasks required of them and that they have been provided with any necessary training, equipment or other resources to enable the task to be undertaken safely;
- i) If she delegates H&S duties to an individual, (normally the H&S Coordinator), she ensures that the duties are clearly defined, the person is competent to carry them out and that sufficient

resources are allocated to enable them to be carried out.

- j). Receive all H&S information other than *medical* (see H&S Co-ordinator below)

H&S CO-ORDINATOR

The H&S Co-ordinator is the person delegated with specific responsibilities by the Head Teacher in respect of the management of H&S.

The H&S Co-ordinator will:

- a) Receive all H&S medical information sent to the school and disseminate the information to staff/governors as necessary;
- b) Support the Head Teacher and Governors to ensure compliance with relevant H&S Legislation;
- c) In collaboration with Head Teacher/Governors, Office manager and Site Manager (Caretaker) set timescales/ensure work is carried out to meet the requirements of H&S Legislation;
- d) Carry out the regular safety inspection.

EMPLOYEES (ALL)

All employees must:

- a) Take reasonable care for their health and safety at work and that of other persons who might be affected by their acts or omissions at work;
- b) Report immediately or as soon as practicable, any defects with plant equipment machinery or the workplace generally to their line manager or other designated person;
- c) Not misuse anything provided for health and safety purposes;
- d) Report any accident, near miss incident, dangerous occurrence or case of ill health arising out of work and cooperate with management in investigating such accidents or incidents;
- e) Co-operate with management in respect of complying with H&S requirements.

SITE STAFF AND CLEANERS

Have the responsibilities indicated for all employees together with those indicated in supplemental safety policies.

VOLUNTEER HELPERS

Have the same duties as those indicated for employees

PUPILS

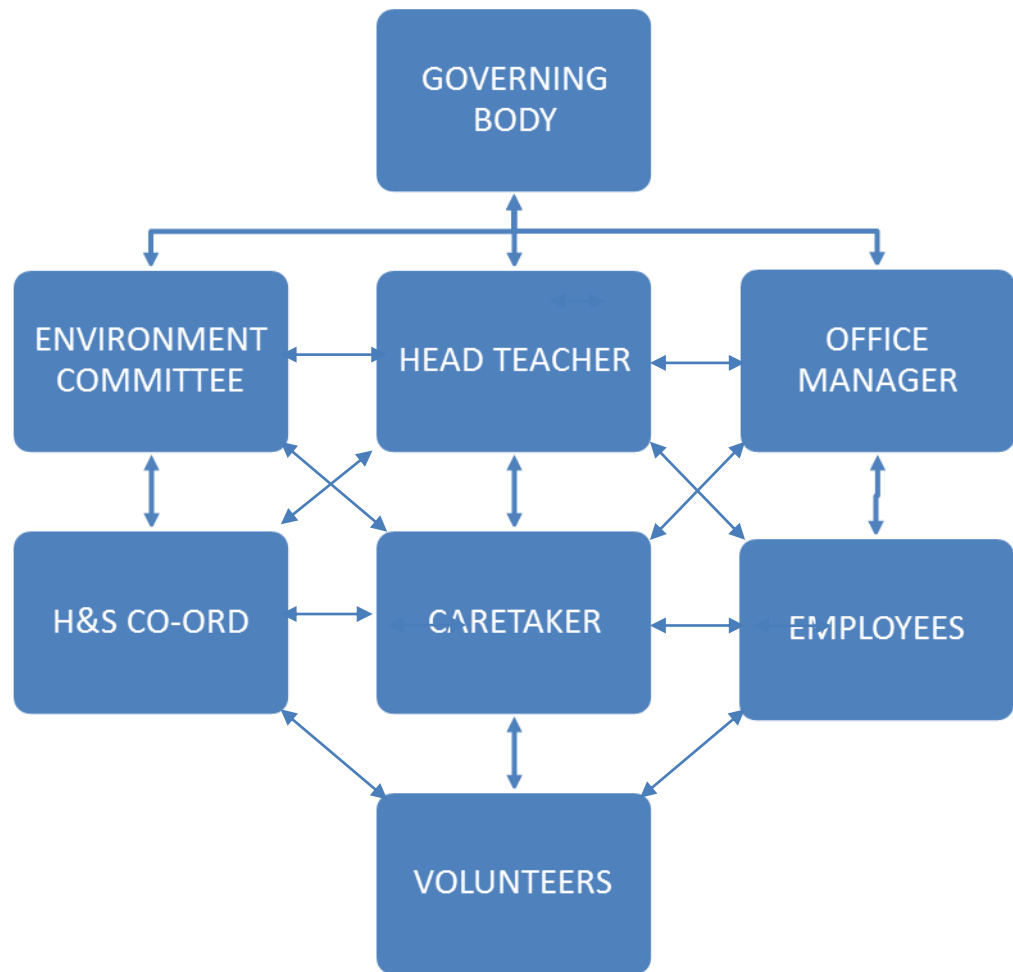
(Although pupils are not employed and have no specific responsibilities in legislation, other than the requirement on all persons not to interfere with items provided for H&S, schools will have expectations as to what is appropriate behaviour.)

Pupils are expected to:

- a) Comply with school rules relating to general behaviour;
- b) Take note of and comply with information provided for safety with regards activities undertaken;

- c) In cases of emergency to remain quiet, listen and obey instructions given by staff; and
- d) Not to misuse anything provided for H&S reasons.

SCHOOL HEALTH AND SAFETY STRUCTURE AND LINES OF COMMUNICATION



PART C – ARRANGEMENTS

The following arrangements have either been established through risk assessment at school level or are national standards. This section of the policy is split into two parts, part one is the school wide procedures, **general arrangements**, and part two is the more activity-based arrangements, **specific arrangements**.

GENERAL ARRANGEMENTS

1. ACCIDENT/INCIDENT RECORDING/REPORTING

1.1 PUPILS. All accidents to pupils involving injury are to be recorded. This will initially be by using the standard sheets in the school **Incident Book (medical file)**, which is kept in the Medical Room. In addition, any reportable incidents will be immediately logged on the Sentinel Incident Reporting System. Reportable incidents are any fatality and any major injury. A major injury is defined as a break/fracture of any bone with the exception of a toe or finger and any injury where the student is taken direct from site to hospital, whether by ambulance, member of staff or relative. Parents/carers of the pupil will also be notified

1.2 STAFF All accidents to staff are to be recorded following the same procedure as pupils.

1.3 VISITORS All accidents to visitors other than pupils are to be recorded and this will be done by inputting information onto the Sentinel Incident Reporting System.

Note: An accident/incident form is available to note relevant detail where there is likely to be a delay in formally recording information.

1.4 NEAR MISS INCIDENTS* For any near miss incident, the incident book is to be completed. The incident will be reported to the H&S Coordinator who will then decide if it needs to be forwarded to the Schools H&S Officer at Milton Keynes Council. This will be the case for any major structural collapse, any explosion or any fire which causes the closure of a room or more.

** Near Miss incident is defined as an incident with the potential to have caused injury to a person or damage to property.*

1.5 BEHAVIOUR INCIDENTS These include violence, bullying and harassment and are to be dealt with by following the specific behavioural policy.

2. ASBESTOS

There is no Asbestos on site, the school being constructed after the use of asbestos based materials had been prohibited.

3. CONTRACTORS ON SITE

There are two distinct types of contractors who will have access to site. These will be Service Contractors who regularly work on the site and building contractors who work on an 'as and when' basis.

3.1 SERVICE CONTRACTORS Service contractors have regular access to site as specified by a contract. Such contractors' visits can vary from an annual visit, e.g. to service boilers, check fire extinguishers etc., to those on site daily, e.g. cleaning or catering staff. The service contract specifying what work is expected of them and what they can expect from the school.

Their personnel will follow their own safe systems of work but their working methods do take into account how they will impact upon staff, pupils and other visitors on site. The school has/will provide details of its safe systems of work to the contractors where relevant and in the case of the

cleaning/catering contractors they have been consulted over emergency arrangements. A copy of this policy will/has also been provided to them.

3.2 BUILDING CONTRACTORS These are contractors who attend site to undertake building works, which can vary from simply replacing a broken window to remodelling a room or building a new block. The following is the general risk assessment on these activities that identifies the potential hazards and how these will be minimised/eliminated. **Hazards** associated with building work relate to personal injury or damage to health caused by:

- a) Slips/trips/falls as a result of contamination of surfaces by spillage, trailing leads or unprotected edges;
- b) Being hit by falling objects dropped by persons working above head height;
- c) Inhalation of smoke/fume through heating substances or use of same , i.e. paint/varnish/tar etc.
- d) Coming into contact with machinery or vehicles.

The above is only a brief outline of the hazards associated with this activity that may occur in areas where staff and pupils have access. Such hazards are controlled by the arrangements listed below and by the effective supervision of students.

3.2.1 SMALL SCALE BUILDING WORKS & GROUNDS MAINTENANCE – This will include day-to-day maintenance work and all work undertaken on site **where a pre site meeting has not taken place.**

- a) All contractors must report to the Main Office on their arrival and under no circumstances are they to commence work until given approval to do so by the Headteacher/Office Manager.
- b) Before any work is commenced, it is essential that the Headteacher/Office Manager is made aware of:
 - i) what work is to be undertaken,
 - ii) where the work is to be carried out,
 - iii) an indication of the likely timescale,
 - iv) what equipment is to be used,
 - v) what services are required.
- c) Before work is to commence, the contractors must be advised by the Headteacher/Office Manager,
 - i) where they can gain access to services,
 - ii) what the fire precautions are for the building, i.e. upon hearing the alarm, which is a continuous bell, they must exit the building immediately and report to the front playground;
 - iii) any particular problems with the work, e.g. access may still be required to the area.
- d) The contractors must be issued with a visitors pass and advised that it must be worn at all times whilst on site.
- e) The contractors must be advised who to contact on site if they have a problem.

3.2.2 LARGE SCALE WORKS This encompasses all work where a pre site meeting is required. In normal circumstances this will involve work where part of the site is completely handed over to the contractors. Such work usually coming under the requirements of the

Construction Design and Management Regulations and the school must exercise the duties of the Client as contained therein. (See advice given in the H & S Handbook sec 11.2.)

For all large scale works a pre meeting will take place and the Headteacher/Office Manager will attend the meeting. This meeting will identify timescales for work, methodology (e.g. noisy work done when school is unoccupied wherever possible), access requirements, emergency access requirements, etc.

4. CONSULTATION WITH EMPLOYEES

The school complies with the H&S (Consultation with Employees) Regulations 1996 by:

- a) having H&S as a standard item on the weekly news letter and through consultation with the H&S Co-ordinator.
- b) having H&S as a standard agenda item at the termly TA meeting.
- c) Teacher and TA representation on Environment Committee and Full Governing Body meetings.

5. COMPETENCY

All staff appointed are considered to be competent to perform the tasks they are given. Specifically with regards to Health and Safety competency is viewed as one of the key elements of risk management and is essential in respect of the control of dynamic work situations, e.g. teaching a class of students. For each job/role basic competency requirements are included in the job description but for health and safety there is additionally a competencies list for each role which identifies what H&S Competencies are required. Staff appointed to the roles will be assessed against this list and where competency requirements are not met how the person will be made competent will be identified, e.g. work shadowing, reading up of technical manual, attendance on training course.

6. E-SAFETY

The school has a separate policy for E-safety and a copy of this policy can be found in the Main Office. The policy indicates there is a whole school approach to E-safety and details the ways ICT facilities can and cannot be used by the networks users including *Think before you click* for pupils.

7. FIRST AID

The school exceeds the basic recommendation for first aiders but will ensure that:

- a) A minimum of two paediatric trained staff will be on site.
- b) The minimum requirement will be met for a *Medium Risk Site* in accordance with Schools H&S Manual.

A list of staff who hold a first aid at work certificate is on notices displayed around the school or available from the office.

7.1 FOLLOWING ACCIDENT In all cases where an accident involves a serious injury, e.g. broken bone, or where there is any doubt about the injury the injured person is not to be moved, unless in danger, until assessed by the first aider. The first aider will then decide what action is to be taken but where they are in doubt as to the severity of the injury the advice is to obtain immediate medical attention by dialling 999 and asking for an ambulance. In cases involving pupils, their parent/guardian should be contacted as soon as possible, but this should not result in a delay obtaining medical attention. For cases involving injuries that are less serious but still of concern, e.g. sprains, strains, cuts etc. the parents/guardians will be contacted and

advised of the situation and asked if they would like to collect their daughter/son or if happy for them to remain in school. In other cases, e.g. where no injury is visible, the pupil will be kept under observation. If concerns increase, medical attention may be obtained but in all cases the parents will be advised of the incident.

Note 1: In the event of a bump to the head it is essential that persons be monitored and not left alone or unsupervised as appropriate.

Note 2: Procedures are in place for accidents involving pupils with specific medical needs. Individual Care Plans will be followed where necessary or if appropriate.

7.2 RECORDING Any accident where first aid is administered to pupils is to be recorded initially in the *Pupil Accident Book* and in other cases recorded on the Sentinel system.

7.3 FIRST AID BOXES/MATERIALS First aid boxes are kept on site and these only contain approved materials. A list of approved materials is in the H & S Handbook, page 11.6. The boxes are available for use by all staff/adult visitors on site.

7.4 INJURIES INVOLVING BLEEDING Staff dealing with injuries involving bleeding must wear appropriate protective clothing. Disposable gloves and disposal aprons are provided for this purpose and kept in/next to the first aid box.

8 GENERAL MAINTENANCE CONTRACTS

All equipment on site will be maintained in efficient working order to ensure that it is safe to use. Without detracting from the generality of the above the following maintenance arrangements have been made.

8.1 FIRE EXTINGUISHERS

Fire extinguishers are subject to an annual check by contractor. They are also checked on a weekly basis by the Health and Safety Co-ordinator to ensure that they are in the correct position and that the safety pins are in place.

8.2 FIXED ELECTRICAL INSTALLATION

The fixed electrical installation is tested by maintenance contractors every 5 years as required by electricity at work legislation. Following this check a certificate is issued to confirm the electrical installation is safe.

8.3 PE EQUIPMENT All PE equipment is subject to regular visual inspection, carried out by staff prior to use. If defects are noted, the PE coordinator will assess whether the equipment can remain in use or whether it needs to be taken out of use pending repair.

On an annual basis an independent service contractor inspects the PE equipment.

8.4 PLAY EQUIPMENT All play equipment, which includes moveable play items as well as fixed external play structures, is subject to regular visual inspection by staff, prior to use. If defects are noted, the Head Teacher/Office Manager/H&S Co-ordinator will assess whether the equipment can remain in use or whether it needs to be taken out of use pending repair.

The fixed playground equipment is subject to a termly review of its condition and an annual check by the Environment Committee

8.5 PORTABLE ELECTRICAL EQUIPMENT

Portable electrical equipment is to be visually checked by staff before use and if any defects are

noted the item is to be put out of use. In addition the portable electrical equipment is subject to a regular check in line with guidance on the checking of electrical equipment supplemented by local experience. Currently Class 1 (Earthed) items will be tested within 14 months.

9. INFECTIOUS DISEASES

The school follows the national guidance produced by the Health Protection Agency, which is summarised on the poster, *Guidance on infection Control in Schools and other Child Care Settings*. This is displayed in the Medical Room. Supplemental information on local contacts is contained in the *Local Handbook for Schools on Infectious Diseases* kept in the Medical Room

10. MEDICAL NEEDS

The school will accommodate pupils with medical needs wherever practicable in line with the DfE Good practice Guide – *Supporting Pupils With Medical Needs*. This guidance is located in the Medical Room.

11. RISK ASSESSMENTS

The school risk assessment process is ongoing. It is based on generic information, whether in the form of model risk assessment, model procedures or national standards, which are then checked to ensure they are appropriate to the school or amended to make them site specific. This information is then included within point of use texts or schemes of work, or links provided therein to relevant documentation, as appropriate. This is supplemented by dynamic risk assessment which involves competent staff in supervision and problem solving. In all cases staff, pupils and other visitors may be affected by the activity. The following information is added to expand on the above where there is specific legislation.

11.1 COMPUTER WORKSTATION ASSESSMENTS Any member of staff who is a 'user' as defined by the Display Screen Equipment (DSE) regulations which lays down specific requirements for workstations incorporating computers etc, must complete a 'user audit' (See H&S Handbook), for the workstation(s) where they work. A 'user' being someone who is habitually employed to work on a computer and does so for more than an hour at a time more or less a daily basis. Such staff are also entitled to a free eye test, claim forms available from the Main Office, and payment for a basic set of glasses where they are required mainly for use with DSE.

Other workstations incorporating DSE have been assessed to ensure they meet the minimum requirements as contained in the DSE Regulations.(See H & S Handbook.)

If staff have any questions on DSE they should initially speak to their line manager.

11.2 FIRE A fire risk assessment has been undertaken in line with the requirements of the Regulatory Reform (Fire Safety) Order and this identified the physical fire precautions in place, the measures to prevent fires starting and the measures to ensure everyone can escape from the building in the event of a fire.

Fire order based on the outcomes have been produced and these are as displayed, whilst fire drills are carried out 3 times a year, termly. **Note: All staff are reminded that in the event of a fire the priority is to raise the alarm and ensure that everyone gets out of the building, fire extinguishers are provided to aid escape if required but are not otherwise intended to be used. The school has a clear evacuation procedure detailing arrangements.**

11.3 HAZARDOUS SUBSTANCES The requirement to assess hazardous substances either in use or created by school operations is a requirement of the Control of Substances Hazardous to Health (COSHH) Regulations. Hazardous substances are those identified as corrosive, irritant,

toxic, harmful and any with a Workplace Exposure Limit (WEL), which will include dusts e.g. pottery, wood etc. and biological hazards.

The school COSHH assessment is kept in the Main Office and summary information is kept where substances are stored/used.

If staff have any questions on hazardous substances they should initially speak to their line manager.

11.4 MANUAL HANDLING Manual handling legislation requires that any manual handling operation that is likely to cause a significant injury needs to be assessed. All staff will undertake an element of manual handling but any frequent operations and any involving even occasional movement of awkward or heavy items, those over 10 kgs, must be covered by a written manual handling assessment. All staff must ask themselves the question when considering undertaking any manual handling operation ***can I move the objects where I need to safely and without risks to health?*** Where staff feel the answer is no, or they are unsure, **they must not attempt the operation until they have obtained assistance.**

The written assessments are included as part of the School Risk Assessment held electronically with a hard copy in the Staff Room. Staff are required to sign as having understood on an annual basis or when there is a substantial change.

11.4.1 REGULAR OPERATIONS – EQUIPMENT/MATERIALS A summary of the regular operations undertaken has been produced which indicates what the manual handling operation is, frequency which it is carried out and whether viewed as a high, medium or low risk. All staff must make themselves aware of this list and follow the procedures indicated. Staff who undertake a significant amount of manual handling will be provided with training whilst basic information on safe practice is available.

11.4.2 MANUAL HANDLING - PUPILS – All pupils who may need to be lifted or supported are assessed using the manual handling assessment forms included within the H&S Handbook Sec 11.8.

The need for training will form part of the risk assessment but all staff with a significant involvement will receive basic awareness training, whilst instruction will be given on how to use equipment provided for the pupils use, e.g. standing frames, wheeled chairs and hoists.

11.5 NOISE The noise at work legislation identifies specific noise levels at which specified action is required and also a general duty to reduce noise levels. The noise review in school has not identified any areas or activities as likely to exceed the action levels.

If staff have any questions on Noise levels they should initially speak to their line manager.

11.6 SECURITY The school site has been assessed against the information contained in the H & S Handbook, and managed through the daily organisation. Security issues are regularly reviewed.

If staff have any questions on Security they should initially speak to their line manager.

11.7 WATER ASSESSMENT An assessment has been completed on the hot and cold water systems and measures have been introduced to manage the risk of legionnaires disease.

The school water assessment is kept in the Main Office.

11.8 WORKPLACE An annual inspection of the workplace, buildings/grounds, has been undertaken against the requirements of The Workplace (Health Safety & Welfare) Regulations 1992 as supplemented by the Education (School Premise) Regulations and informs the School's

Annual Risk Assessment

The school Workplace Risk Assessment is kept in the Main Office.

The Environment Committee also undertakes regular inspections, 3 times a year, to proactively identify defects with the workplace.

11.9 WORK AT HEIGHT Work at height legislation identifies work at height as any work where someone or something can fall a distance likely to cause injury. This will include putting up displays if not able to stand on the ground to do so, accessing high level storage if not able to reach when stood on the floor and any work where access equipment is needed, e.g. step ladder, ladders, scaffolds. Most staff will therefore undertake an element of work at height and any frequent operations and any involving use of equipment must be covered by a written work at height assessment. Within school the following written assessments are in place.

11.9.1 REGULAR OPERATIONS A summary of the regular operations undertaken has been produced which indicates what the work at height is, the frequency with which it is carried out and whether viewed as a high, medium or low risk. All staff must make themselves aware of this list and follow the procedures indicated.

11.9.2 SPECIALIST OPERATIONS These are where specific high level access equipment is to be used and where additional information will be required. This will include use of access scaffolding and any specialist ladders and would only be undertaken by specialist contractors.

12. SAFEGUARDING

The school has a separate policy dealing with the safeguarding of children and young people and a designated governor has been appointed. All staff need to be aware of the policy, a copy of which is kept in the Main Office, and also the leaflet *Safeguarding Guidance for Staff Working with Children and Young People*.

13. SCHOOL TRIPS

A separate Offsite Visits and Outside Learning Policy has been produced based on the council guidance and this is kept in the Head Teacher's Office.

14. TRANSPORT

The school has adopted the council guidelines for the transport of pupils. One of the following options will therefore be used.

- a. Staff transport pupil/equipment in their own cars or drive to other venues during the working day. Staff who use their own cars are covered by a special insurance policy purchased by the school.
- b. Transport and driver are hired in from a reputable source. This is the usual practice for school trips.
- c. The parent(s)/guardian(s) of the pupils are advised of the venue and time of activity and that their son(s)/daughter(s)/ward(s) are required to be there at that time.

15. WELLBEING

The wellbeing of staff is seen as an integral part of the schools H&S responsibilities. The Governing Body and Head Teacher have statutory obligations under a duty of care but also wish to promote an ethos of mutual respect and support across the staff team as a whole.

All staff have the right to a reasonable worklife balance and to expect appropriate support or intervention when they experience health or personal difficulties. Staff are encouraged to raise any concerns with the Head Teacher or line manager but also have access to a confidential counselling service. Sickness absence or health concerns will be dealt with under the schools absence policy

The Governing body endorses the principals set out in the HSE's Management Standards as a framework to support staff wellbeing

SPECIFIC ARRANGEMENTS

1. ART

The hazards associated with this practice are the creation of dust and damage to clothing. Chemical hazards are addressed by only using water-based paints and glues.

NB wallpaper paste containing fungicide is not to be used in school.

1.1 PRECAUTIONS/PRACTICE - The risks associated with damage to clothing and dust creation are managed by ensuring:

- a) only small quantities of powder paints are to be mixed at one time;
- b) that tables are covered with newspaper to protect the surfaces and ease cleaning;
- c) that cleanable aprons are worn by pupils involved in painting;
- d) that paint pallets and brushes are washed up/out after use.

2. FOOD ACTIVITIES

The following hazards have been identified with this activity:

- a) burns, scalds etc. from use of hot water/oven/dishes/food;
- b) electric shock relating to the use of electric equipment;
- c) fire associated with burning food or faulty equipment;
- d) cross contamination of food leading to food poisoning;
- e) slips trips or falls due to spillages/obstructions on floors/uneven surfaces;
- f) cuts through use of knives and other equipment, i.e. graters.

These are controlled by the following.

2.1 LOCATION - The risks associated with slips trips and falls are managed by ensuring that:

- a) the oven is positioned/used where pupils and staff do not have to pass close by it. (This will either be in a designated work area or by positioning the mobile unit away from walkways.);
- b) the table/tables on which food is to be prepared is/are positioned to allow easy access around it/them;
- c) the floor area where food activities are undertaken is level, easily cleanable and is kept free from obstructions;
- d) any spillages that occur are to be wiped up immediately. Pupils have been advised accordingly and will/can assist in mopping them up.

2.2 EQUIPMENT The risks associated with electric shock and cuts, associated with use of knives and other equipment, are managed by ensuring that:

- a) a visual inspection of all electrical equipment is carried out by staff prior to use. This includes mixers, kettles ovens, etc. All portable electrical equipment is also subject to an annual portable appliance test;
- b) equipment is used in line with manufacturers' instructions and/or training received;
- c) the prohibition on pupils using metal graters, portable electrical equipment and, dependant on age, sharp knives is enforced;

d) all equipment provided for food activities is kept in good condition and only used for food activities.

2.3 HYGIENE The risks associated with cross contamination are managed by ensuring that:

a) everyone, the adults in charge, helpers and pupils, wash their hands before and after handling food. Hands must also be washed after going to the toilet and prior to return if anyone leaves the room/area;

b) the table/(s) on which food is prepared are cleaned prior to and after use or that the table is covered with a cleanable cover that is cleaned prior to and after use;

c) staff and pupils wear the protective clothing provided and that the protective clothing is only used for food activities. All staff/pupils will wear aprons and use oven gloves when handling hot dishes.

2.4 EMERGENCY PROVISION - The following arrangements have been made to deal with emergency situations:

a) suitably stocked first aid boxes are to hand both in the Medical Room and on top of the refrigerator in the Food Technology Room. The names of appointed persons are displayed in the First Aid Room.

b) a fire blanket is provided in the Food Technology Room and a carbon dioxide fire extinguisher is kept just outside in accordance with Fire Officer direction. A carbon dioxide extinguisher and fire blanket is also kept in the Nursery kitchen. The fire blanket is used for smothering fires, i.e. burning pans or if clothing is set alight. The carbon dioxide extinguisher is safe for use with electrical equipment.

NB If a carbon dioxide extinguisher is used the room is to be evacuated because it can displace the available oxygen.

3. POTTERY

The hazards associated with undertaking pottery activities include:

- a) cross contamination of surfaces;
- b) inhalation of dust;
- c) damage to clothing;
- d) burns associated with use of kiln.

These are controlled by the following:

3.1 CLAY - The risks associated with creation of dust and cross contamination will partly be managed by ensuring that:

- a) only premixed clay is used by pupils and that the clay is to be cut into workable sizes;
- b) desks are protected from staining by covering with newspaper. Newspaper is to be disposed of at the end of the lesson;
- c) spillages of clay are cleared up immediately using wet mopping or sponging techniques. Brushing of dried clay is prohibited;
- d) only pre mixed 'paint on' glazes are used and ONLY following individual risk assessment. The risk assessment is the means by which it is identified whether pupils are

capable of understanding the risks associated with the use of the glazes, whether restrictions are required on the numbers using the glazes at one time and the degree of supervision required.

3.2 KILN The school does not possess or use a Kiln.

3.3 PERSONAL PROTECTIVE EQUIPMENT The risks associated with damage to clothing are managed by ensuring that all staff and pupils working with clay wear the aprons provided:

3.4 HOUSEKEEPING The risks associated with the creation of dust will partly be managed by ensuring that:
all staff and pupils wash hands and the equipment used with clay regularly and at the end of lesson. Equipment/hands are to be washed in separate buckets with the waste being disposed of outside in order to prevent the blockages forming in sinks.

4. SCIENCE

The school follows the guidance for safe practice in science as given in 'Be Safe' produced by the ASE and endorsed as a standard by the Council. The hazards associated with Science are controlled by following the guidance contained therein.

5. SPORT/PE

The school follows the guidelines contained in 'Safe Practice in Physical Education' produced by AfPE and endorsed as a standard by the Council. The main risks associated with this activity relate to personal injury as a result of falls, collisions and being hit by objects. These risks are controlled by following the practices indicated in the above standard. The general requirements are as follows:

- a) Before any lesson pupils will change into appropriate clothing/footwear and remove or cover with surgical tape any jewellery. (See page 2.701 of the H&S Manual for Schools for additional information on Jewellery.).
- b) Staff will remove jewellery and change into appropriate footwear. **Note: It is acceptable for staff to wear watches where necessary to time lessons.**
- c) Pupils assisting in setting out apparatus will be shown correct methods for lifting/moving equipment and the teacher in charge will check equipment prior to its use to ensure correct position/fitment.
- d) Staff must undertake a manual handling assessment on behalf of the pupils, i.e. ask themselves **CAN THE PUPILS MOVE THE OBJECTS WHERE THEY HAVE BEEN ASKED TO SAFELY AND WITHOUT RISKS TO THEIR HEALTH?** Before allowing them to undertake any manual handling task. In particular staff will ensure that where two or more pupils assist with a task the pupils are roughly similar in stature so that one individual does not carry a disproportionate part of a load.
- e) Mats are only to be positioned to identify landing areas or routes to be taken. They are not to be used to try and soften impacts from falls.
- f) Staff are only to use equipment they are familiar with and should get guidance if they are unfamiliar.

For specific activities the safety requirements are as contained in the Book 'Safe Practice in PE', which is kept in the Nursery Office with the PE Co-ord Literature

6. TECHNOLOGY

The school follows the guidance for safe practice in technology contained in 'Make it Safe' produced by the NAAIDT and endorsed as a standard by the Council. The hazards associated with

this activity include:

- a) Exposure to hazardous substances, e.g. glues/dusts;
- b) Damage to clothing.
- c) Personal injury, e.g. eye injury due to flying particles when materials being worked and cuts relating to use of equipment.

These are controlled by:

6.1 LOCATION Risks associated with personal injury are partly managed by ensuring that work is only undertaken on suitable or appropriate surfaces, i.e surfaces are those that are large enough to accommodate the work, and which are flat and stable.

6.2 PERSONAL PROTECTIVE EQUIPMENT –Risks associated with damage to clothes and partly those associated with personal injury are partly managed by ensuring that:

- a) Where appropriate, staff/pupils wear personal protective equipment in the form of aprons and goggles/spectacles.
- b) Personal protective equipment is stored to minimise damage and ensure easy availability. Aprons are to be hung up and goggles/spectacles stored in cloth pockets.

6.3 EQUIPMENT Risks associated with Personal Injury are partly managed by ensuring that equipment is kept clean and stored in labelled boxes so as to minimise damage/help pupils to find the correct tool. (

6.4 HAZARDOUS SUBSTANCES Risks associated with hazardous substances have been addressed as part of the school COSHH assessment. (See 11.3 above).

7. LONE WORKING In accordance with this policy Loughton Manor First School and the Governing Body has a legal duty to ensure the health, safety and welfare of its employees while they are at work. At any given time there may be a number of employees who work alone occasionally. The School and the Governing Body has a responsibility to assess the risks to lone workers and take steps to avoid or control the risks where necessary; and the employees have responsibilities to take reasonable care of themselves and others in lone working situations. To that end a detailed *Lone Working Policy* has been produced and is included at Appendix 1

8. SMOKING The school has prohibited smoking throughout the whole site.

9. DOGS Dogs are not permitted on the school site unless agreed by the head teacher in exceptional circumstance e.g. guide dogs or for curriculum related activities.



LOUGHTON MANOR FIRST SCHOOL

LONE WORKING POLICY FRAMEWORK CODE OF PRACTICE

School Aims

"Building a life-long love of learning in a safe and happy school"

1. INTRODUCTION

1.1 Loughton Manor First School and the Governing Body has a legal duty to ensure the health, safety and welfare of its employees while they are at work. At any given time there may be a number of employees who work alone occasionally. The School and the Governing Body has a responsibility to assess the risks to lone workers and take steps to avoid or control the risks where necessary; and the employees have responsibilities to take reasonable care of themselves and others in lone working situations. Lone working is not inherently unsafe and proper precautions can reduce the risks associated with working alone.

2. PURPOSE

2.1 The aim of this policy is to outline the School and Governing Body's responsibilities towards staff working alone by:

- Defining what "lone working" is
- Taking action to reduce risk to lone workers
- Ensuring that all employees are aware of their responsibility to notify someone else if they are working alone.

3. SCOPE

3.1 This policy applies to all LOUGHTON MANOR FIRST SCHOOL employees, including temporary workers, those employed on a casual basis, and volunteers.

3.2 This policy should be read in conjunction with the Health and Safety Policy, and reviewed whenever the Health and Safety Policy is reviewed.

4. DEFINITION

4.1 The Health and Safety Executive (HSE) defines lone works as those "who work by themselves without close or direct supervision". They may include:

- People working separately from others in a building
 - People who work outside “normal” hours
 - People who work away from their fixed base without colleagues, e.g. visiting people in their homes
 - People who work at home
- 4.2 The definition can cover employees in situations with varying degrees and types of risk. It is important to identify the hazards of the work and assess the risks involved before applying appropriate measures. This policy will refer to high risk and low risk activities.
- 4.3 Some employees may spend most of their working lives working with others, but find themselves working alone occasionally, for example, when working late. Others will work alone on a daily basis. This policy will refer to frequent lone workers and occasional lone workers.

5. POTENTIAL HAZARDS OF LONE WORKING

- 5.1 People who work alone will of course face the same risks in their work as others doing similar tasks. However, additionally they may encounter the following:
- Accidents or sudden illnesses may happen when there is no-one to summon help or first aid.
 - Violence or the threat of violence.
 - Fire.
 - Attempting tasks which cannot safely be done by one person alone, e.g. heavy lifting, or use of certain equipment.
 - Lack of safe way in or out of a building (e.g. danger of being accidentally locked in).
 - Steps can be taken to reduce the risks of all these events.
- 5.2 The perception of these hazards or the actual risks may be different for different people. For example the inexperienced or young workers may underestimate the risks of an activity; some workers may feel particularly vulnerable to violence away from the workplace or after dark; or a medical condition may make it unsafe for an individual to work alone.
- 5.3 The Headteacher must consider these factors when doing risk assessments. If there are lone workers within an area the Headteacher must take appropriate steps to reduce the risk, particularly for frequent lone workers or lone workers engaged in high-risk activities. They should consider:
- Does the workplace present any special risk to a lone worker?
 - Can all the equipment, substances and goods used on the premises be safely handled by one person? Is any manual handling involved safe for a single person?
 - Is there a risk of violence or the threat of violence? Is the nature of a visit or the person being visited likely to increase the risk? Will the employee be alone in a dark or remote location?

6. MEASURE TO REDUCE THE RISK OF LONE WORKING

6.1 SUPERVISION

Lone workers are by definition not under constant supervision. However, the Headteacher can ensure that employees understand the risk associated with their work and the relevant safety precautions. They can put into place arrangements for the individual to contact someone if they need additional guidance. Occasional site visits may be appropriate, particularly if there are high-risk activities. Regular contact by phone or radio may be appropriate. The Headteacher should assess what level of supervision is required.

6.2 REPORTING BACK

6.2.1 A system should be in place to ensure that a lone worker returns to their base or their home at the completion of a task away from the normal workplace.

6.2.2 For occasional lone workers or low risk lone workers, a system of telling a colleague where they are going and when they are expected back; arranging to ring the office at the conclusion of a visit or call; issuing a mobile phone to enable the office to contact the employee if the employee's return is overdue. Use of diary systems or notice boards to indicate whereabouts will perhaps form part of this system. However, the system should ensure that the return of the worker or a call from them is actively expected and waited for, and that action is taken to contact them if they do not return or the call is not made. All employees involved share a responsibility to maintain such informal systems for safe lone working.

6.2.3 The Headteacher should also consider the members of staff who meet with customers or clients on a one to one basis on school premises. Whilst they are not alone in the building, they may be alone with the client in a place where other colleagues cannot see them. Headteachers should consider systems for ensuring that they have emerged safely from such a meeting and systems for raising an alarm if necessary (e.g. panic alarms).

6.3 ACCIDENTS AND EMERGENCIES

Lone workers should be capable of responding correctly to emergencies. This should include being made aware of special arrangements for out of hours incidents. First aid may be available, or it may be prudent for an individual frequently working away from the base to carry a basic first aid kit if there is a foreseeable risk of injury. It is also necessary for employees working alone in a building or part of a building to let the building security know they are there, so they can be accounted for in case of fire.

6.4 TASKS NOT SUITABLE FOR LONE WORKING

Risk assessment will identify the hazards of work. When risk assessment shows that it is not possible for the work to be done safely by a lone worker, arrangements for providing help or back up should be put in place, or the

work reassigned to another worker or done in hours when the worker is not alone. For example, a worker who arrives before other colleagues may be instructed not to attempt heavy manual lifting until other colleagues arrive to assist.

6.5 VIOLENCE AT WORK

6.5.1 Employees who undertake home visits must use a system to check addresses they are due to visit so they can take advice on how to reduce the risk (e.g. not visiting alone, meeting the person at another location). Employees must ensure

that violent incidents are reported to ensure that the risk can be communicated to employees in other areas of the Council who may visit the same address for an unconnected reason.

6.5.2 The risk of violence may not be directly related to a particular property. It may be associated with environmental issues like working alone outside after dark, or a situation may arise where there was no previous history of incidents. Employees likely to be lone workers in such situations should be trained in dealing with difficult people, in ways to recognise a risk and in behaviours which may reduce the risk (up to and including terminating the visit).

7. CONCLUSION

Establishing safe working for lone workers is no different from organising the safety of other employees, but the risk assessment must take account of any extra risk factors. Headteachers must ensure that they have not only introduced measures to reduce any risk but must also ensure that they have communicated their expectations to lone workers and trained them appropriately. All employees, including lone workers, are responsible for following safe systems of work and all employees can take simple steps to reduce the risks associated with their normal working life.

MINIMUM ESSENTIAL REQUIREMENTS:

Any member of staff working alone should have access to a telephone and first aid equipment. Staff should be aware of accident reporting procedures and how to raise the fire alarm should the need arise. Any member of staff working alone should advise a relative, friend or neighbour of the time they expect to return home so that if they do not arrive further action can be taken.

EVACUATION PROCEDURE POLICY

Evacuating the Building

On hearing the fire alarm children calmly line up and follow their teacher out of the nearest shared area door onto the main playground or to be registered. An additional audible signal e.g. handbell will be given by Foundation Stage staff outside in back secure play area. This is to ensure any children playing at the back of the school have recognised the signal.

Particular care will be taken to ensure the safe evacuation of anyone with disabilities. In the case of SEN pupils with individual support, this will be their support worker's responsibility.

Any children not in their class (e.g. in the toilet, cloakroom or library) should exit the building by the nearest exterior door to where they are on hearing the alarm.

Any visitors in school should exit through the nearest exterior door, and if a volunteer helper working with the children, should take that group of children onto the main playground to join their class.

If evacuating the building during assembly on hearing the alarm all teachers should immediately go to the hall to escort their classes onto the playground. All three exits will be used simultaneously.

If evacuating the building during the lunch hours, those midday welfare assistants in the hall-homebases will take any pupils out by the nearest exit onto the playground. All available teachers will go to the playground to help pupils to make class lines and then register classes.

Checking the building, both to ensure that everyone has left the premises and to identify the site of the fire will be carried out by the Headteacher and nominated assistants. The Headteacher will normally make the decision whether to phone the emergency services. The Office Manager will go straight to the playground with the registers, the staff signing in book, the visitors book, the late book and the 'Pupil leaving or returning for part of sessions' in/out checklist.

During the lunchbreak, checking that everyone has left the premises, identifying the site of the fire and collecting registers will be done by a combination of the Headteacher, Assistant Heads and Office Manager.

Fire Drills

Two drills to practice the above evacuation procedure will be held termly, a.m. and p.m. In addition to this termly drill, evacuating the hall during an assembly will be practised annually during the summer term.

Fire Appliances

All fire appliances are checked annual by the fire service or the LA's representative, and any extinguishers replaced/renewed as necessary, in accordance with Milton Keynes Council's Statutory Premises Checklist for Schools