The Orchard Primary School

Nurture Learn Grow

Health and Safety Policy

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INTRODUCTION

(The Health and Safety at Work etc Act 1974)

This Act places a duty on all employers to safeguard, so far as is reasonably practicable, the health, safety and welfare of all their employees. In addition to this, duties extend to cover the health and safety of persons not employed but who may be affected by the work activities undertaken such as pupils, visitors, contractors, etc.

As the employer in community and voluntary controlled schools, the Local Authority retains overall responsibility for the above under the local management of schools. However, the Local Authority and governors have a joint responsibility for health & safety. It is important to realize that all employees have legal duties under the Health and Safety at Work Act, to co-operate with their employer to ensure, so far as is reasonably practicable, a safe and healthy place of work.

The local Statement of Health & Safety Policy is not intended to replace that of the London Borough of Hounslow's Children's Services Directorate, but to detail the schools' individual Arrangements and Organisation for Health and Safety.

1.0 Statement of Intent

1-1 The Governors and management of the school are committed to a safety management approach to Health & Safety, and thereby to an organised, well informed and pro- active approach to all health & safety and welfare related issues. All activities will be planned and executed with a systematic approach which includes an element of 'context sensitive' risk assessment, and where necessary control measures will be put in place to reduce to a safe level any significant foreseen risks.

1-2 This policy supplements and operates in conjunction with the policy statement on Health and Safety produced by London Borough of Hounslow's Children's Services and Lifelong Learning Directorate.

1-3 It is the policy of this school to operate at all times in a manner which ensures, so far as is reasonably practicable, the health, safety and welfare of all persons employed, visiting, working in or being taught at the school.

1-4 All school staff are reminded that they have a duty of care to carry out their work with due regard for the health and safety of themselves, other staff, pupils, contractors and visitors to the school, and to observe the health and safety requirements relevant to their activities.

1-5 A suitable assessment of all-foreseeable hazards and risks to staff, pupils and visitors will be carried out. Where significant risk is identified, appropriate measures to reduce or eliminate the risks will be taken and communicated to those concerned.

1-6 Consultation will take place with any Union appointed safety representatives and members of staff on matters that effect their health and safety. If required, specialist advice will be sought at the earliest opportunity from London Borough of Hounslow's Occupational Health, Safety and Wellbeing Adviser, Building Surveyors, Asset Managers or other specialist advisers, such as the local Fire Officer.

1-7 All staff are requested to support the school in achieving a safe environment for everyone. The necessary information, training, instruction and supervision will be made available by managers to achieve this, particularly to staff after recruitment, transfer or changes to their responsibilities.

1-8 Any member of staff, regardless of position or status, who is found to be deliberately or consistently negligent in the performance of their duty with relation to the Orchard Primary School's health and safety policy will be subject to disciplinary action.

1-9 A copy of this statement will be brought to the attention of all members of staff. It will be regularly reviewed and updated as necessary, or at least annually.

1-10 Additional information to implement this policy is contained in the attached Schedule of Duties. Further information is contained within the Corporate Health and Safety Manual. These can be found on the LBH Knowledge Hub.

Chair of Governors …….. Headteacher …….
(Print Name) (Print Name)

Signed …… Signed ……..

Date …… Date …….

2.0 Organisation of Health and Safety

2.1 Designated persons of responsibility

Designation	Staff name
Competent person appointed to advise on Health & Safety.	Adam Stonely London Borough of Hounslow Corporate Occupational Health & Safety Advisor
Health & Safety Co-ordinator	Lorna Bruce
Caretaker	Eric Ogundipe
Fire Responsible People	Lorna Bruce/Yolande O'Callaghan/ Marion Rowe/Eric Ogundipe
First Aid	Pritpal Dadiahla/Megan Trowell
Incident Reporting	Pritpal Dadiahla/Marion Rowe
Medication	NOT to be administered except for inhalers & epipens
Care & Welfare	Pritpal Dadiahla
Catering	Wilson Jones
SMSAs (non-teaching)	Lorna Bruce - Headteacher
Swimming	Under the supervision of staff at Lampton Leisure at Hanworth Air Park Leisure Centre, Feltham
Visits/activity holidays	Lorna Bruce – Headteacher Teacher in Charge of Trip/Outing
Playground Supervision	Staff on Duty

The school recognises the need to identify an organisational structure for implementing and controlling the health and safety of all persons who work within or visit the school.

To achieve successful implementation of the safety policy there should be clear lines of communication throughout the organisation.

The following is a summary of individual responsibilities, their consequent structure and accountability:

2.2 Responsibilities of the Governing Body / Health & Safety Committee

The Governing Body / management committee is responsible for health and safety matters at a local level and are responsible for:

• Formulating a Health and Safety Statement detailing the responsibilities for ensuring health and safety within the establishment.

• Reviewing the establishments Health and Safety Policy when necessary or at least annually.

• Regularly reviewing health and safety arrangements and implementing new arrangements where necessary.

• Providing appropriate resources within the establishment's budget for the implementation of the attached arrangements.

• Receiving from the Head teacher/Manager* or other nominated member of staff reports on health and safety matters and reporting to (LBH, or other body as necessary), any hazards which the establishment is unable to rectify from its own budget.
• Seeking specialist advice on health and safety which the establishment may not feel competent to deal with.
• Promoting a positive H&S culture and high standards of health and safety within the establishment.

2.3 Responsibilities of the Head Teacher

Overall responsibility for the day to day management of health and safety in the school rests with the Head teacher.
The Headteacher is responsible and accountable for the implementation of this policy and the compliance with all relevant legislation in every area and activity within the school. In order for this to be achieved, his/her operational duties include the following:
• Communicating the policy to all relevant parties.
• Ensuring there is an adequate system in place for undertaking risk assessments.
• The implementation and monitoring of the establishment's health and safety arrangements which form part of this policy.
• Ensure that adequate resources, financial and otherwise, are made available for the provision and maintenance of health, safety and welfare within the Orchard Primary School*.*
• Ensuring all staff are provided with adequate information, instruction and training on health and safety issues.
• Ensuring that the establishment has emergency procedures in place. *(NB. schools should follow the Schools' Emergency Response Plan (ERP) and have a Business Continuity Plan (BCP) in place for emergency and crisis situations)*.
• Reporting to LBH any hazards which cannot be rectified within the establishment's budget.
• Report and investigate all accidents, injuries and 'near misses', in accordance with school procedures and ensure that timely incident reporting on LA online system (https://hounslow.info-exchange.com/schoolincidents) for serious injury i.e. when an ambulance is called and/or person requires hospital treatment.
• Ensure that all manufacturers and suppliers provide information on any dangerous substances and hazardous processes used on the school site and that this information is made available to all users and persons exposed to the hazard and shared by the designated responsible person. All COSHH items are stored in locked COSHH cupboard.
• Ensuring there is no misuse of premises, plant and equipment etc.
• Ensuring that the premises, plant and equipment are maintained in a serviceable condition.
• The provision of appropriate health and safety information to governors.
• Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed).
• Providing an annual written report reviewing the H&S performance, including accident statistics, and the ability to meet the requirements of the arrangements within this policy.

• Designate and monitor the performance of staff with responsibility for supervision, training and the day to day implementation of this safety policy and the procedures contained herein.
The Head teacher may choose to delegate certain tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Head teacher from the overall day to day responsibilities for health and safety within the establishment.

2.4 Responsibilities of the Health and Safety Co-ordinators

• To be familiar with the Corporate Health and Safety Manual, the Education Department's Health and Safety Policy statement as well as the School's H&S Policy
• To pursue the aims of the School in respect of health, safety and welfare
• To undertake all reasonable Health and Safety requests from the Headteacher and Governors
• To be available to any member of staff to advise, discuss and to seek to resolve health and safety problems at the appropriate level
• To co-operate with the Headteacher in ensuring that staff are aware of the content of the School's H&S Policy and any other necessary health and safety information
• To ensure that employees new to the workplace are helped to perform their duties in a safe manner. In particular, to ensure that they have all necessary information on health and safety matters including a copy of the local arrangements and the opportunity to read and discuss this before starting work.
• To take note of Health and Safety bulletins, instructions, etc., issued from time to time, and to ensure that where required these are distributed.
• To maintain a file of all Health and Safety material which is kept readily accessible to all employees
• To be readily available to Health and Safety representatives and to co-operate with them so far as is reasonable in their efforts to carry out their functions
• To monitor health and safety performance through active and reactive monitoring procedures such as the inspections, audits and incident investigations described in this policy.
• To attend Health and Safety meetings
• To report to Staff and Governors' meetings on Health and Safety matters
• To advise on safe systems of work
• To help draft and advise on policy
• To attend pre-contract meetings in respect of Health and Safety matters
• To contribute Health and Safety to the curriculum.

2.5 Responsibilities of the Caretaker

The caretaker will have particular responsibility to ensure that:
• they are familiar with and comply with the health and safety policy, relevant risk assessments and codes of practice;
• access equipment should be inspected at least every 6 months and a central electronic record kept; and access equipment should be checked prior to use to ensure safety; in addition, a workplace inspection record recording any anomalies passed to the H&S coordinator the same day;
• access equipment must be used in accordance with HSE and Council guidelines;

• any monitoring required to control legionnaires disease is carried out and a central electronic record kept;
• asbestos is managed on the site and the condition of asbestos is checked regularly and a central electronic record kept;
• contractors, service engineers etc. are made aware of the asbestos survey and any records relating to the asbestos register and that they have signed the "Contractor pre-Start Declaration" form and a central electronic record kept;
• a Type 3 asbestos survey is carried out prior to any works to check no risk of damage or disturbance to asbestos.
• the caretaker receives a copy of the health and safety policy of the contractor;
• regular inspections of the boiler(s) by a competent person (eg: Gas Safe registered) takes place;
• they are trained in the operation of the boilers and are familiar with any action needed to be taken in an emergency;
• regular inspections of the boiler house are undertaken and that the sump pump (if present) is operating effectively; This area should be swept regularly and kept clean and tidy;
• COSHH assessments are kept up to date, and data sheets are obtained for any new hazardous substances and an assessment made. Also, that any such information be made available to relevant personnel (eg: contractors, service engineers and own staff);
• all cleaning staff are aware of any implications of the health and safety policy as it affects their work activities eg: storage arrangements for materials, equipment, substances etc;
• traffic is managed safely;
• hazards notified to them are passed onto the Head Teacher and/or School Business Manager by email, telephone or verbally before he goes off shift/duty;
• defects to the premises are dealt with in consultation with the Head teacher, and that interim measures are taken to make an area safe where the defect cannot be dealt with immediately.
• any items received from suppliers eg: machinery, equipment, substances are accompanied by adequate information, safety data and instruction prior to use; and that such items are stowed away safely in a timely manner so as not to cause injury or harm;
• testing of fire bells, fire doors, emergency lighting, intruder alarms etc. is carried out at appropriate intervals (both in-house and under contract) and a central electronic record kept;
• all fire alarm call points are numbered and tested every 13 weeks, with a record kept identifying the number tested and date etc., and a central electronic record kept;
• all door closers are checked, with records kept, to ensure that they are working properly once per term and that arrangements are made to rectify any defects immediately and a central electronic record kept;

2.6 Responsibilities of the Deputy Head / Assistant Head Teachers / Head of Department / Head of Year

Deputy Head/Assistant Head Teachers/Head of Department/Year Heads are responsible to the Headteacher for the health and safety of all staff, workplaces and activities under their control. To achieve this,
their duties include the following:

• Ensuring that all staff, probationers/young workers/work experience operatives/students/supply teachers and voluntary helpers are aware of the requirements of the Health and Safety Policy, and the safe working practices that apply to their area of activity.
• Actively encouraging the participation in health and safety and welfare matters of all pupils.
• Making known to the Headteacher any identified training needs.
• Establishing and regularly reviewing safe working practices for activities under their control.
• Ensure health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented, and that they are reviewed at least annually or if changes take place.
• Maintain or have access to an up to date library of relevant published health and safety guidance from sources including LBH Knowledge Hub etc., and ensure that all subordinate staff are aware of and make use of such guidance.
• Resolve health, safety and welfare problems that members of staff refer to, or refer to the Head teacher or Manager any problems to which they cannot achieve a satisfactory solution with the resources available to them.
• Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections by updating the H&S coordinator where required.
• Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
• Taking effective action and/or immediately referring to the Headteacher any health and safety problems brought to their attention. This includes the stopping of any practices or the use of any tools, equipment etc. which are considered unsafe. This is to be enforced until safety levels are adequate.
• Ensuring that all items of portable electrical equipment (including new purchases) are entered on the school inventory before use, and that visual inspections of all equipment take place on a termly basis. Defective or damaged equipment must be isolated and taken out of use until repaired or replaced, (repaired by a competent person only).
• Checking the adequacy of fire precautions and procedures in liaison with the Headteacher.
• If an accident/incident occurs, assisting in the accident investigation regarding any findings and recommendations to prevent a recurrence and recording the incident and passing the information to the H&S coordinator electronically.

2.7 Responsibilities of Teaching Staff (Including Supply Teachers)

Teachers have a duty of care under Health and Safety Legislation. In order to achieve this, their duties include the following:

• Ensuring that all students/probationers, supply teachers etc. assigned to help, are aware of the general health and safety requirements of the school and the detailed requirements for activities relevant to them.

• Implementing the health, safety and welfare procedures for pupils at a level appropriate for their requirements. Ensuring that these procedures are explained in terms that they can readily understand.

• Exercising effective supervision of pupils and maintain an awareness of emergency procedures in respect of fire, first aid, accident reporting etc. carrying them out as necessary.

• Seeking information on any special safety measures to be adopted in their own teaching areas and ensure that they are adhered to.

• Completing subject specific risk assessments where necessary.

• Setting an example by personally following safe working practices.

• Ensuring that where necessary, the appropriate protective clothing, guards etc. are available, in good condition and are used. All electrical equipment must be visually checked before use.

• Reporting to the Headteacher or Head of Department any defects in equipment or identified inadequacies in procedures. N.B Where any defect renders the equipment potentially hazardous, it should be isolated and clearly labelled 'awaiting repair', 'until repaired' or 'replaced'.

• Integrating all relevant aspects of health and safety into the teaching process and if necessary, giving special lessons - e.g. The use of equipment in technology lessons.

2.8 Responsibilities of All Employees

Under the Health and Safety at work Act etc 1974 all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees of the establishment have responsibility to:

• Take reasonable care for the health and safety of themselves and others in undertaking their work.

• Comply with the school's health and safety policy and procedures at all times.

• Report all accidents and incidents in line with the reporting procedure.

• Co-operate with school management on all matters relating to health and safety.

• Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.

• Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.

• Report immediately to their line manager any shortcomings in the arrangements for health and safety.

• Ensure that they only use equipment or machinery that they are competent to use and have been trained to use.

• Make use of all necessary control measures and personal protective equipment

provided for safety or health reasons.

2.9 Responsibilities of the Educational Visits Co-ordinator (EVC)

• Liaise with the employer to ensure that educational visits meet the employer's requirements including those of risk assessment.
• Support the head and governors with approval and other decisions.
• Assign competent people to lead or otherwise supervise a visit.
• Assess the competence of leaders and other adults proposed for a visit. This will commonly be done with reference to accreditations from an awarding body. It may include practical observation or verification of experience.
• Organise the training of leaders and other adults going on a visit. This will commonly involve training such as first aid, hazard awareness etc.
• Organise thorough induction of leaders and other adults taking pupils on a specific visit.
• Make sure that DBS (Disclosure and Barring Service) checks are in place as necessary.
• Work with the group leader to obtain the consent or refusal of parents and to provide full details of the visit beforehand so that parents can consent or refuse consent on a fully informed basis.
• Work with the group leader to ensure the purple medical form has been completed and signed to alert group leader of any medical issues; to give permissions for children to participate in trips/events during that academic year; to inform parents insurance claims are limited to the statutory required Employer's Liability insurance and neither the Local Authority nor the accompanying teacher is liable for any claim or claims of whatsoever nature arising during any trip.
• Organise the emergency arrangements and ensure there is an emergency contact for each visit.
• Keep records of individual visits including reports of accidents and 'near-accidents' (sometimes known as 'near misses').
• Review systems and monitor practice.

2.10 Responsibilities of Pupils

All pupils are expected, within their expertise and ability, to:
• Exercise personal responsibility for the safety of themselves and their fellow pupils.
• Observe standards of dress consistent with safety and/or hygiene.
• Wear personal protective equipment provided
• Observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency.
• Use and not wilfully misuse, neglect or interfere with things provided for safety purposes.
N.B. The Governors and Head teacher will make pupils (and where appropriate the parents) aware of these responsibilities through direct instruction, notices and the school handbook.

2.11 New and expectant mothers

New and expectant mothers must inform the Head Teacher as soon as possible when they are aware of the pregnancy so that they can be advised of any special precautions or changes to working practices.

2.12 Trade Union Safety Representatives

Any Trade Union Safety Representative will be encouraged by the Headteacher to fulfil his/her duties as well as being released for any appropriate training. The Headteacher will also consult regularly with the Safety Representative on Health & Safety matters. He/she will be entitled to inspect the school in accordance with the agreed Trade Union/Authority procedures.

The Regulations on Safety Representatives provide that they shall have the following functions:

• to investigate potential hazards and dangerous occurrences at the workplace (whether or not they are drawn to his/her attention by the employees (s)he represents) and to examine the causes of accidents at the workplace;

• to investigate complaints by any employee he/she represents relating to that employee's health, safety or welfare at work;

• to make representations to the employer about matters arising out of the above;

• to make representations to the employer on general matters affecting health, safety or welfare at work of the employees at the workplace;

• to carry out inspections in accordance with the regulations;

• to represent the employees he/she was appointed to represent in consultations at the workplace with Inspectors of the Health and Safety Executive or of any other enforcing authority;

• to receive information from Inspectors in accordance with the HASWA;

• to attend meetings of safety committees where he/she attends in his/her capacity as a safety representative in connection with any of the above functions.

2.13 Health & Safety Executive

The Health & Safety Executive (HSE) have many powers, including the right to visit the school and have sight of all relevant policies and documents.

They have the right to turn up for announced or unannounced visits, however they will **usually** visit in connection with an accident that has been reported to them.

If contact is made within the school by the HSE either by visit, phone or writing, the school will make contact with the Local Authority's Occupational Health & Safety Adviser to make them aware of the reason for contact.

3.0 Arrangements for Health, Safety and Welfare

3.1 Emergency Procedures

An emergency plan will be drawn up, based on the outcome of a risk assessment of fire and other conceivable emergencies which require the evacuation of the building, and will be reviewed and revised on a regular basis.

The aim of the emergency plan is to ensure that:

• in the event of a fire or other emergency everyone (including any contractors or visitors), is sufficiently familiar with the action they should take to ensure that the Orchard Junior School can be safely evacuated;

• all relevant information is made available to the emergency services;

• notices detailing the action to be taken in the event of an emergency are posted;

• those persons with specific duties are identified;

• those persons with specific needs or disabilities etc. are catered for.

The emergency plan is kept in the following location:

- Each member of staff has access to a copy in the staffroom and on the network.

The person responsible for ensuring that it is passed to the emergency services upon their arrival at the premises is the Head Teacher/School Business Manager at School Office Foyer.

An outline of the procedures for evacuation of the premises will be made available to all contractors and visitors to the school as necessary.

Where contractors activities on the school site may affect the implementation, or the information contained within the emergency plan, amendments will be made accordingly.

Procedures to be adopted in an emergency shall be displayed throughout the premises at suitable locations through the posting of notices.

When evacuating the building staff must ensure that they take with them their class emergency box which contains confidential, personal information on all pupils within the class.

It is the responsibility of the member of staff with responsibility for supply staffing to ensure that supply staff are fully aware of the schools' emergency procedures including the location of the class emergency box.

3.2 Fire Procedures

The Headteacher of Orchard Primary School has overall responsibility for ensuring that statutory fire precautions and the provisions, set out in the fire certificate for the premises, are adhered to. This will include formal certification, staff training, co-ordinating the actions of staff and pupils in the event of a fire and liaison with the fire service with respect to inspections etc.

The Headteacher of Orchard Primary School is also responsible for ensuring that all members of staff receive adequate and appropriate training including instruction in the following matters:

• The action to be taken on hearing a fire alarm;

• The action to be taken on discovering a fire;

• Raising the alarm and the location of alarm points;

• The location and use of fire fighting equipment;

• Knowledge of escape routes and the identity of those nominated as competent persons to supervise any evacuation of the premises

• Appreciation of the importance of fire doors and the need to close all doors and windows.
In addition they will ensure that suitable numbers and types of firefighting equipment are provided and regularly maintained in all areas of the school, and that records are kept.

3.3 First Aid

The head teacher of Orchard Primary School will, through the nominated person responsible for First Aid, ensure that provisions conform to the Health and Safety (First Aid) Regulations 1981 and the revised approved code of practice issued by the HSE in 1990.

The responsible person will ensure that first aid boxes are available and fully stocked and replenished with approved standard items only.
The responsible person will also ensure that the appropriate number of qualified first aiders, or their deputies, are available at all times.
The responsible person will also ensure that any special emergency treatments, which may be required following an accident involving any hazardous substances, are available and that sufficient staff are trained to deal with such treatments.
Where pupils, or employees, require specific medication or have particular medical requirements, these shall be noted and kept in a specific log. Such records shall be maintained and their contents made known to those people appointed to deliver first aid treatment.
The responsible person will ensure that any special notices will be posted to advise on emergency procedures, the location of first aid and emergency facilities and the identity of those persons appointed to dispense such facilities.
First Aid boxes are located at the following points:
Medical Room
Travelling First Aid Kits are located in the Medical Room.
All serious injuries must be reported immediately to the headteacher of Orchard Primary School and recorded in the accident book as soon as possible.
Incident Report: The accident book is kept in the Medical Room. The LA Accident Reporting System is used to record serious injury https://hounslow.info-exchange.com/schoolincidents
Reporting is normally completed by the responsible first airder so as to inform the LA asap.
'In house' medical slips are used to inform parents of accidents and treatment which has occurred in school. Further details are available in the Staff Handbook.
The head teacher is responsible for conforming to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 (RIDDOR).

3.4 Medication

The Orchard Primary School recognises that there is no general contractual requirement for any teacher to administer medication to a pupil.
The only medication which is kept on school premises and will be administered are children's' asthma inhalers and epipens.
The children have free access to inhalers as and when they need them.
The child should ensure that the date, time and number of puffs is logged in accordance with procedures.

3.5 Risk Assessment and Safety Audits

The Headteacher of Orchard Primary School is responsible for ensuring that risk assessments are carried out and reviewed, on a regular basis, as part of a safety audit. Audits and Health & Safety tours will be carried out as per the risk assessment review cycle and more frequently if there have been any significant changes to buildings, machinery, equipment, work practices or personnel.

The assessment team will consist of a number of staff, at least one person being 'competent' to make assessments concerning the activity or processes involved.

The purpose of the assessment is to:

- Identify hazards;
- Assess the nature and seriousness of the hazard and subsequent risks;
- Avoid risks by elimination;
- Control any remaining risks by:
- selection of control measures;
- maintenance and use of controls;
- monitoring and surveillance;
- supervision, information, instruction & training.

A record will be kept of the findings of the assessment team and kept in the School Business Managers Office.

3.6 Workplace Stress

Workplace stress is recognised by the management of Orchard Primary School as a legitimate problem affecting staff and one which needs careful and sympathetic management.

It is recognised and accepted that undue stress can lead to adverse effects on the emotional and physical well-being of staff and consequently to the efficiency of the organisation as a whole.

Whilst individual reactions to stress vary widely, the need to recognise and act upon potentially stressful situations is essential. Regular consultation with members of staff and discussion groups is to be encouraged in order that a pro-active approach may be taken on a continuing basis, in order that such situations may be avoided or their effects upon staff reduced.

It is accepted that major changes in working practices or management structures within any organisation can be stressful and therefore, it is the policy of Orchard Primary School that, where appropriate, members of staff will be kept informed of any major changes in so far as they may affect their own activities in the workplace, and additional training made available as necessary.

Members of staff shall be encouraged to seek advice from management regarding any situation they feel is causing them undue stress, such consultations will be treated without prejudice and in the strictest confidence.

As a Governing Body we acknowledge that workplace stress does exist and are committed to facilitating access to courses or speakers to support staff with this.

It is noted that Hounslow does offer a free and confidential counselling service to its employees.

3.7 Violence to Staff

The Governing Body and management of Orchard Primary School will not tolerate violent, abusive or threatening behaviour, whether physical, verbal or otherwise towards any employee from whatever source.

Violence, or the risk of violence to any employee is considered a very serious matter, and management will give all support necessary to any member of staff who reports any such incident, actual or perceived whatever the circumstances.

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

Any employee who has been the subject of violent or abusive behaviour during the course of their employment will be offered legal advice and representation, and counselling as appropriate.

Following due consultation with any employees affected, persons making threats or verbally abusing staff may be sent a formal letter of warning, indicating that legal action may be taken should the behaviour continue. In cases of actual physical abuse or property damage, then the matter will be referred to the local police and LA for investigation and action.

In order to combat violence at source, teaching staff and others who may be placed in situations where violence may occur, (e.g. lunchtime supervisors), will be offered advice and training in pupil management, and guidelines for dealing with fighting and abusive behaviour will be issued and revised as necessary.

All necessary precautions will be taken to ensure that unauthorised access is kept to a minimum.

3.8 Supervision of pupils during non-curriculum time (Arrival, dispersal and break times)

It is recognised by Orchard Primary School that it has a 'duty of care' at all times.

Suitable and sufficient Risk Assessments will be carried out to establish the correct levels of supervision necessary to fulfil this statutory requirement.

The staff of the Orchard Primary School will take responsibility for pupils/students' health and safety whilst on the school premises and during the following times;

School hours are from 8.55 a.m. until 3.30 p.m.

During arrival and departure at the beginning and the end of the school day staff will be available on site.

Time Person on duty Location

8.45 a.m. Teachers Main building

During morning / afternoon break times the school will provide supervision as follows:

Time Person on duty Location

Agreed times 3 members of staff in KS2 Playgound/main building

1member of staff in KS1 Playground

During lunch breaks the school will provide supervision as follows:

Time Person on duty Location

12 – 1.15 6 SMSAs in KS2 Dinner hall/playground/ building

7 SMSAs in KS1 Dinner hall/playground/ building

Pupils are expected, at all times to comply with the standards of behaviour outlined in the school's Pupil Behaviour Policy.

If pupils are registered as home dinners they will be required to be off site for the lunch time period. The earliest they can return is ten minutes before the end of the lunch break. Pupils are expected, at all times to comply with the standards of behaviour outlined in the school's Pupil Behaviour Policy.
During wet or inclement weather the following procedures apply: Children grouped in classes/hall with appropriate adult supervision.

3.9 Visitors and Security

Visitors must report to the Orchard Primary School Office Foyer immediately on arrival. They will be asked for photo ID and if they have one their DBS reference number and issue date will be recorded from the original DBS, a copy of which will be taken and kept for a limited time. They will be asked to sign in and given a security pass. Any person, (other than a member of school staff or pupil) on the school site and not in possession of a security pass will be challenged and, if necessary, asked to leave. Those who do not have a DBS will be accompanied by a staff member whilst on the site.
Every visitor will be provided with the following information in 3.10 (listed on the reverse of their security pass).

3.10 Safety guidelines for Visitors to ORCHARD PRIMARY SCHOOL

1. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share this commitment.
2. Health & Safety – Your safety and wellbeing during your visit are important to us. As visitors you have a legal duty to care for the health and safety of yourself and others.
3. Emergency – If the fire alarm should sound, please leave the building by the nearest exit and proceed to the assembly point. Do not re-enter the building until told it is safe to do so.
4. Personal Property – The school cannot be held responsible for any loss or damage to vehicles and /or personal possessions whilst using or visiting the premises.
5. Classrooms – Please do not enter classrooms unless escorted by a member of staff or by prior arrangement.
6. Safeguarding children – if you have any concern that a child has been harmed, is at risk of harm, or you receive a disclosure, please contact the school office foyer as quickly as possible and ask to speak to a member of staff with responsibility for child protection.
Visitors must sign out before leaving the premises.

3.11 Contractors and Trades People

All contractors, delivery person, inspectors and other trades people will be expected to comply with the 'visitors' section of the policy and its arrangements. In addition, all contractors and trades people involved in repair, maintenance or installation work which involves the building, grounds or other facilities will be asked to provide written or other evidence of their competence to complete such work.
In some instances it will be necessary for the contractor to deposit with the Headteacher a copy of the company's Health & Safety policy, and any risk assessments / method statements relevant to the work being performed by them, in so far as the work may affect the staff and / or pupils of the school.
When a contractor is likely to disrupt the teaching of pupils then prior notice will be

required before the work is commenced.
When a contractor is likely to disrupt, hinder or work in conflict with any element of the schools emergency plan then prior notice will be required before the work is commenced.
Certain activities carried out by contractors on site will require a 'permit to work'. This will include all work involving naked flame, confined spaces, electricity, gas, poisonous substances, structural repairs, working at height and construction plant and machinery.

3.12 Construction (Design & Management) Regulations

The Orchard Primary School recognises that the CDM regulations will apply to most building, civil engineering and engineering construction work on the school site.
The school or its agent will ensure that the HSE is notified in writing, on Form 10 of all instances involving construction work which is expected to last longer than 30 days or involve more than 500 person days of construction work.
The school will ensure that the HSE is notified in writing, on Form 10 of all instances involving demolition.
For all work to which the CDM regulations apply, the school, or its agent where applicable, will appoint a CDM Co-ordinator and satisfy itself that all designers and contractors are competent and that sufficient resources, including time, have been or will be allocated to enable the project to be carried out in compliance with all relevant health & safety legislation.
The school, or its agent, recognise their duties, as clients under CDM for Notifiable work and construction work involving more than 4 persons at any one time are to:

- Appoint the CDM Co-ordinator;
- Arrange for a competent designer to prepare a design;
- Provide the planning supervisor with any relevant information about the school;
- Appoint a principal contractor;
- Comply with health & safety legislation where the schools activities overlap with the construction work;
- Receive the Health & Safety file, making information contained in the Health & Safety file available, in the future, to any contractor involved in maintenance, renovation or demolition.
- The school, or its agent, recognise their duties, as clients under CDM for non-notifiable construction work involving less than 4 persons at any one time, are to:
- Ensure that when arranging for any designer to prepare a design, that they are competent and have made adequate provision for health & safety;
- Provide the designer with any relevant information about the school;
- Ensure that adequate regard has been made to avoiding foreseeable risks to health & safety of persons carrying out construction or cleaning work;
- Comply with health & safety legislation;
- Add all planning and design information to School Health & Safety file., making information contained in the Health & Safety file available, in the future, to any contractor involved in maintenance, renovation or demolition.

3.13 Machinery and Equipment

Each item will be permanently marked with an unique identification number or identified by a manufacturers serial number.
Electrical items will be checked by a competent electrical engineer at least once a year.

All machinery and equipment within the Orchard Primary School will be maintained in good working order at all times, or otherwise clearly marked by provision of suitable and securely fixed notices, to indicate when such machinery or equipment is unfit for use.
It is the responsibility of staff when using and/or issuing equipment to check for obvious signs of damage and report any defects found.
Full and suitable assessments will be made of the hazards and risks involved in the use of all machinery and these shall be recorded, along with arrangements for the scheduled servicing, lists of authorised users and training records.
Clear guidelines will be drawn up for the acquisition of new equipment to ensure that it complies with current legislation and best practices. Care will be taken over the use, installation and/or placing of such equipment.
All work equipment shall be maintained and used in accordance with the 'Provision and use of Work Equipment Regulations 1992'

3.14 Vetting Purchases and Gifts

All purchases and gifts will be considered in terms of them presenting a hazard to pupils and staff.
While the schools risk assessment and COSHH management procedures will identify the major hazards, the school will actively review, in terms of health and safety, each proposed purchase or gift.
To assist in this procedure persons ordering any substances for use in the workplace shall ensure that suppliers are able to provide all necessary product safety data sheets and any other relevant information as required by their duty as a supplier under the various relevant statutory provisions.
Each new purchase or gift will be monitored and its use reviewed in terms of its safe operation.

3.15 Control of Substances Hazardous to Health

The use of any material or substance within the Orchard Primary School will be subject to prior assessment and its consequent use will be in accordance with any controls and training requirements identified and recorded as part of a COSHH programme, the details of which will be kept for reference.
The Orchard Primary School recognises the requirement as a result of COSHH (Control of Substances Hazardous to Health Regulations 1994) to:
• Undertake assessment of all hazardous materials with respect to usage and risk:
• Assemble comprehensive Hazard Data information;
• Instigate control measures through:
• Hazard training records;
• Hazardous materials storage records;
• Methods for the elimination/reduction of risk;
• High standards of supervision;
• Issue of Personal Protective Equipment (PPE) (only as a last resort).
• Make arrangements for ensuring that copies of all relevant information are readily available to users of hazardous materials.
• Make arrangements for the issue and use of PPE, including checking, maintenance and training as appropriate.

3.16 Personal Protective Equipment (P.P.E)

Protective clothing and equipment will be issued and used whenever processes and systems at work present a hazard which cannot be satisfactorily controlled by other reasonably practicable means, or where it is required by certain specific legislation.

• It is recognised that certain processes and the use of certain substances within the Orchard Primary School activities will necessitate the use of personal protective equipment.

• Where statutory provision or detailed assessment of the task or substance involved indicates that such PPE will be required then the Headteacher will ensure that it is made available.

• All PPE used will be of a type approved for the purpose and conform to the relevant British or European standards.

• All PPE will be regularly inspected and kept in good order.

• It is the responsibility of all staff and pupils to

• wear such PPE as required,

• use it in the proper manner,

• report any defects immediately.

Eye Protection

• It is a statutory requirement under the Personal Protective Equipment Regulations 1992 to wear eye protection when an assessment shows that a risk of injury which cannot be otherwise eliminated exists.

• Staff and pupils (as indicated) will wear eye protection when involved in any of the following operations:

• Using or dispensing liquids which could cause injury;

• When breaking, cutting, dressing, carving, stone, metal and glass;

• Any other process involving the production of fine particles;

• Any work which involves the use of sharp pointed materials.

• Eye protectors must be readily available, well maintained and conform to EC standards and carry the relevant code for the type of protection offered. (1/2 = grade 1/2 Impact resistance, C = chemical, D= dust, M= molten metal etc.)

Gloves

• Suitable hand protection shall be worn whenever the relevant risk assessment indicates e.g. rubber gloves will be worn when washing items in hot water or when using certain cleaning agents.

• Ribbed or similar gloves will be used when a risk of injury from the handling of sharp or abrasive objects is present.

Protective Clothing

• Appropriate protective clothing will be worn by staff involved in activities which could lead to entanglement, be subject to harmful liquid spillages, or high temperatures including naked flames.

• In areas exposed to high temperatures and naked flames overalls will be of an appropriate type of material. Protective clothing made from synthetic fibres will not be used unless supplied specifically for the purpose.

• During food based activities aprons/overalls will be made from synthetic, 'wipe down' materials.

• Wet processes will require aprons/overalls made from water resistant materials (PVC).

• All aprons and overalls will be cleaned regularly.
• The premises officer and certain other caretaking staff will be required to wear protective shoes whenever the activity involves lifting and moving of heavy items.

Training

All relevant Staff and pupils must be trained in the correct selection, wearing and use of P.P.E.

3.17 Mains Electricity (240/110 volt)

It is strictly forbidden for any work to be conducted on any live electrical circuits by any member of staff or pupil within the Orchard Primary School.

Any work of an electrical nature on any conductors or circuit shall be carried out only by competent and qualified electricians.

All installations and electrically operated tools and equipment will be maintained in good order and subject to regular inspection and testing as appropriate by a competent person.

If any item of electrical equipment fails to function properly the user shall immediately report the fact to the Headteacher, Caretaker etc.

On no account will amateur fault-finding be attempted, even after switching off and disconnection from the power supply.

Under no circumstances will working on live circuits be allowed.

3.18 Food Safety - Catering and Kitchens

The food handling premises of the Orchard Primary School have been registered with the local food authority.

All staff working within the catering unit will be made aware of the following:-

• Knowledge of the ways and conditions that bacteria grow and multiply.
• Knowledge of the ways of preventing food poisoning and contamination.
• Knowledge of cleaning methods.
• Knowledge of the effect of Food poisoning.
• Knowledge of pest control.
• Knowledge of food handlers legal responsibilities.

Training will be through approved and certificated food hygiene courses such as those run by the Institute of Environmental Health Officers. Certificate at basic level will be regarded as the minimum standard.

Chartwells will oversee and monitor all aspects of health and safety in relation to catering and kitchens. This will include the training in the safe handling of food and will ensure that all aspects of their training with respect to health & safety are implemented.

3.19 Food Safety - Teaching

It is recommended that all staff working with Food will be made aware of the following:

• Knowledge of the ways and conditions that bacteria grow and multiply;
• Knowledge of the ways of preventing food poisoning and contamination;
• Knowledge of cleaning methods;
• Knowledge of the effect of Food poisoning;
• Knowledge of pest control;
• Knowledge of food handlers legal responsibilities.

Staff undertaking food based work with pupils should be mindful of the difficulties associated with the storage of completed work.
Pupils will not be allowed unsupervised access to equipment which could burn or scald.
At least one stage of the washing up procedure will involve items being exposed to temperatures in excess of 60 degrees. Suitable procedures will be put in place to ensure that this happens.

3.20 Display Screen Equipment (DSE)

Any assessments carried out pursuant to the Health and Safety (display screen equipment) regulations 1992 will be kept in the safety manual.
Staff using or involved in the use of VDU equipment must assist in the undertaking of workplace risk assessments, and upon request, will be offered a free eye test (in line with LA guidelines) for the purposes of working with display screen equipment.
Workstation risk assessments will include consideration of all users (staff, pupils and others), the working environment as a whole, the hardware and software and staff training.

3.21 Lifting and Manual Handling

The risk of injury due to the manual handling of loads is recognised by the Orchard Primary School and all measures will be taken as necessary to reduce such risks through individual risk assessments.
Training in proper handling techniques will be given as appropriate and only those persons so trained should be asked to move heavy weights. Under no circumstances will pupils be allowed to lift or move heavy or awkward weights.
Consideration will be given to pregnant workers in line with the EC Directives.
Guidelines for implementation will follow the 'ergonomic' approach which encourages assessment and quantifying of risk factors with the task in hand within an occupational setting. The lifter or handler will be seen as being at the centre of a system.
Only staff, appropriately trained in manual handling will be asked to move heavy weights.
As a guide, for an adult, 20 Kg will be the maximum weight (held close to the body).
If the load is held at arms length then this limit will be reduced by 50%. If the lifting involves twisting then the limit will be reduced by 20%.
Loads lifted above shoulder height or below knee level will be reduced by 50%.
For fuller details more comprehensive details refer to the Manual Handling Regulations 1992.

3.22 Cleaning and General Maintenance

Before any cleaning or maintenance work is undertaken a full risk assessment will be carried out and appropriate control measures put into operation.
All cleaning and maintenance staff will be provided with (PPE) personal protective equipment and clothing. Staff will be fully trained in the correct use of said PPE.
All users of the building will be alerted to the existence of wet floors, trailing leads and other unsafe temporary arrangements.
All cleaning and maintenance staff will ensure that at all times adequate exits are available in the case of an emergency.

3.23 Waste Disposal

The Orchard Primary School will ensure that all waste produced will be disposed off in accordance with the requirements of the Environmental Protection Act 1990 (Duty of Care) to a licensed waste disposal site via a registered carrier.
Waste storage area/s and the use of incinerators will be subject to a full risk assessment
All food waste will be put into polythene bags and sealed.
All sharp instruments, broken glassware and other sharp waste materials shall be deposited in special containers and labelled appropriately prior to disposal.
All laboratory waste will be disposed of in the approved manner and no chemicals etc. shall be allowed to enter the drains.
Any waste which may contain biological hazards will be kept separate from other waste and incinerated.

3.24 Arrangements for communicating H&S information to staff

The contents of the Orchard Primary School policy will be brought to the attention of all members of staff and copies are available in the staffroom and on the staff shared network.

3.25 Transport on School Property

Throughout the school day a number of vehicles will be entering or leaving the Orchard Primary School these include the following:
• Coaches/buses;
• Staff cars;
• Visitors vehicles;
• Contractors vehicles;
• Deliver/collection vehicles;
• Emergency Services:
All the above will be subject to the following guidelines:
• All visiting drivers (as appropriate) will report to the School Office Foyer to 'sign-in' (see visitors and security section of the policy).
• Where applicable all vehicles will have the relevant statutory documentation available for inspection.
• The speed limit within the school grounds is 4 mph
• Vehicles will be restricted to designated routes unless specific instructions have been negotiated with the Orchard Primary School and the relevant 'permit to work' has been issued.
• All vehicles will be driven in a safe manner taking into account the nature of the pedestrian population.
• Parking will only be allowed in the designated areas unless specific instruction to the contrary has been issued.
• It is recommended that delivery/collection vehicles be fitted with an audible warning reversing system.

3.26 Visits away from School Premises / Activity Holidays

An increasing number of pupils are likely to participate in visits and outdoor or adventurous activities off the school premises. During these activities much of the leadership and tuition is undertaken by staff employed by the organisation responsible for the management of the

centre being visited and/or the activity.
Before staff take groups of pupils on visits away from school premises they will undertake to establish answers to the following questions. Only when staff are confident as to the validity of the information received and are confident that sufficient resources have been made available to ensure that safe systems of work exist will further detailed planning take place.

• Does the organisation responsible for the management of the centre being visited and/or the activity have an up to date Safety Policy?
• Who is the person appointed as a competent person to assist the organisation in matters associated with health & safety? This person should be contacted if any doubts exist.
• Has the organisation responsible for the management of the centre being visited, and/or the activity, completed appropriate and sufficient risk assessment of all the activities in which pupils may be involved? This will include residential and social activities as well as those activities providing the focus of the visit or activity.
• Have safe systems of work been established and are copies of these available on request?
• These will include, not only, safe procedures for the activities, but also maintenance of any equipment, procedures for reporting accidents and the monitoring of safety standards.
• Has the organisation responsible for the management of the centre being visited and/or the activity produced an emergency plan?
• Are all members of staff who are likely to be involved in the training, tuition or supervision of pupils suitably qualified to do so?

For some activities it will be expected that certain staff have received appropriate training and hold formal qualifications. These will be checked and verified before any visit takes place.
All relevant documentation for a trip or visit must be submitted and approved before authorisation is given. Authorisation will be given by the Headteacher.

3.27 Recreational Areas, Adventure playgrounds, Outdoor climbing frames & Safety Surfaces

All access and use of the following areas, activities and equipment will be controlled through appropriate risk assessments.
Any 'control measures/procedures' resulting from these risk assessments will become part of this policy and will be adhered to at all times.

Playgrounds

• Playgrounds will only be constructed by specialist companies.
• All apparatus will be kept in good working condition.
• Pupils will be reminded that while using the facility they should respect the needs of others and give them enough space, especially when making swinging movements. They should also be alerted to the need to recognise faulty equipment and report it immediately.
• Parent/carers (dropping/collecting children to nursery during lunchtime play) are asked to walk around the edges of the playground (not traversing the centre whatsoever) to avoid collisions.

• Parents/carers are asked not to use their mobile phones on the site to limit risks to safeguarding and so they are not distracted from potential collisions.

Climbing frames

• Climbing frames will only be constructed by specialist companies.
• All apparatus will be kept in good working condition.
• Long low frames are preferred to high ones.
• Work surfaces should offer good grip for feet and hands (except slide and roll areas).
• Any tube that is to be gripped should be of an appropriate diameter.
• Frames should be situated away from other structures.

Safe Surfaces

• Safe Surfaces, which are impact absorbent, will be installed below and around all climbing frames, swings, slides and other equipment from which pupils could fall.
• It is, however, recognised that no surface currently available will prevent serious injury if falls are greater than 750mm.

Supervision

• Whenever pupils have access to climbing frame or adventure playgrounds they will be supervised by teachers or ancillary staff appointed for the purpose.
• Volunteer helpers will not be placed in sole charge.

General requirements for all areas/equipment

• All apparatus/equipment will be kept in good working condition
• All apparatus/equipment will be constructed by specialist companies.
• All apparatus/equipment will be inspected on a regular basis.

3.28 Performances and Events

For certain events and activities involving members of the public the Orchard Primary School will:

• establish whether any specific health & safety requirements exist appertaining to said activity or event;
• act upon any appropriate recommendations in the light of the above:

for all activities requiring these arrangements a suitable and sufficient risk assessment will be carried out and the appropriate enforcing agencies notified.

3.29 P.E. Activities

Before any activities are undertaken a full risk assessment will be carried out and appropriate control measures put into operation.

Only those staff who have been appropriately trained will offer pupils the full range of P.E. activities.

Staff will check that all equipment is in a safe working condition before engaging pupils in P.E. activities.

Staff will check that individual pupils are physically and medically able to participate before engaging pupils in P.E. activities.

All P.E. equipment will be stored in such a way so as to reduce any potential hazards that may occur from pupils gaining unauthorised access.

All P.E stores will be arranged in such a way as to minimise possible manual handling injuries and be kept in a safe and tidy manner. Care will be taken to ensure that any access/egress routes are kept clear.

All P.E. equipment will be checked regularly and any defective equipment removed from service until maintenance has been completed.

3.30 Swimming

Swimming lessons will only take place at pools with adequate life saving personnel and facilities. As a minimum at least one person will hold an appropriate life saving proficiency certificate and resuscitator, pole and ropes will be readily available. The location of an alarm and telephone will be noted.

To ensure the safety of pupils during swimming lessons the Orchard Primary School will provide trained observers capable of recognising and reacting immediately to any situation which they feel constitutes a danger to the well-being of any pupil. The observer must not be the instructor, however, he or she can be life saver or resuscitator.

Before any swimming takes place teaching staff, supervisors, observers and pupils must be aware of what to do in an emergency. At regular intervals this emergency procedure must be practiced.

When pools are being used by more than one school standardised emergency procedures must be established and practiced at regular intervals.

All observers must be in position before the pupils enter the pool and throughout their swimming session. Observers must take account of any reflected glare. This may necessitate the observer moving around the pool side.

All teachers, supervisors and observers will be provided with a whistle, horn or klaxon.

3.31 Science Activities, Design & Technology Activities & Art Activities

Hazards associated with working the range of materials will be reduced to an acceptable level recognising that many of the tools and materials used by the pupils and staff can be found in many domestic environments.

All Staff will be given relevant medical/emergency information on those pupils who are likely to suffer allergic reaction to any of the materials or processes used in these areas.

Staff will make sure each pupil is physically fit for any activity or experiment they may undertake.

Staff will avoid situations that could result in stress to pupils.

The Orchard Primary School will make sure that children know how to use the tools/equipment available to them and that they keep the working areas tidy. Where appropriate pupils will be required to wear the provided personal protective equipment (P.P.E.) The school will monitor the safe working practices of pupils and staff.

The following tools, materials and processes are considered by the Orchard Primary School to have the potential to cause injury. Appropriate risk assessments will determine, in each case, safe working procedures. All activities will be monitored accordingly

Craft knives

• These will only be used under teacher supervision by responsible KS2 aged pupils.

Low melt glue guns

• These will only be used under teacher supervision by responsible KS2 aged pupils.

Hot Melt Glue guns

• These are potentially more dangerous and will therefore only be used under the strictest teacher supervision.

'Super glues'

• These will not be used by pupils.

Power Hand tools
• These will not be used by pupils.
Wood/plastic/metal/clay/modelling materials
• All materials used will be checked for suitability.
• Pupils involved in activities which produce excessive quantities of dust/particles/chippings will be required to wear face masks and goggles.
• When working with wire face masks or goggles will be provided.
• When working with thin sheet metals, rough wood and certain other materials gloves will be provided.
Dirty Activities
• Whenever pupils are involved in activities where clothing could be soiled, damaged or entangled some form of protective clothing will be worn.
Testing Activities
• Pupils will be kept clear of experiments involving stretched materials, hanging loads and the releasing objects from a height.
Flying Things
• Staff and pupils will be extra vigilant when flying kites outdoors taking notice of roads, buildings, and overhead electricity cables.
• Any thrown, spinning or launched object will be directed away from spectators.
Food preparation equipment
• This should be carefully stored in a secure cupboard
• Strictest hygiene procedures will be followed at all times
Food Storage
• Only very small quantities of food will be stored in appropriate sealed containers maintained at the correct temperature.
• Sell by dates will be monitored.
Cookers and microwave ovens
• These will only be used under teacher supervision.
• Cookers and microwave ovens will be sited and maintained as per manufacturer's instructions.
Hot oil and boiling sugar
• These will not be used by pupils.
Personal Hygiene when working with food
• All pupils will be taught the need for personal hygiene, and encouraged to wear clean cookery aprons, wash their hands, cover any cuts and scratches with blue waterproof dressings and tie back long hair.
• They will also be taught to re-wash their hands after breaks or visits to the toilet.
Classroom Hygiene
• Work surfaces, cookery aprons, utensils and washing-up equipment will be maintained in a clean and hygienic condition.
• All unwanted food will be disposed of carefully.
• All mouthpieces will be suitably sterilized.
Heating
• All heating activities will only take place under close adult supervision.
Chemicals
• Before using any chemicals or process involving hazardous substances staff will refer to the appropriate COSHH data sheets (see materials and hazardous

substances)
• Chemicals will not be stored in any container other than that in which they were supplied.

Mains electricity

• This will **not** be used by pupils.

Battery power

• Pupils will be taught to use batteries correctly and know the differences between mains and battery power.

Caring for animals

• Before any animal is kept in the school, reference will be made to appropriate documentation and the RSPCA.
• Pupils will be taught how to maintain personal hygiene while handling animals.
• Any animal bite will be treated by trained staff and then referred to a medical practitioner.

Plants, fruits and seeds

• Staff will ensure that any plant, fruit or seed used in an activity is safe.

Out of Doors' activities

• Pupils will be adequately supervised at all times when working 'out of doors'.

Glazes

• The school's glazing process will have a risk assessment carried out, which will include suitable COSHH assessments on all materials used.

3.32 Arrangements for monitoring and reviewing the Health & Safety Policy Statement

The Headteacher (or governing body) of the Orchard Primary School will review the Health & Safety policy statement and the arrangements for the Health & Safety on an annual basis or more frequently should the need arise.
The form of this review will be by means of Audit, Inspections and Tours.
Particular attention will be given to:
• The Policy statement;
• Organisation;
• Training and competency;
• Safe systems of work;
• Safe place to work;
• Visits and activities holidays;
• Internal communications;
• Emergency Procedures;
• Fire;
• Medical facilities and welfare;
• Records;
• Monitoring at the workplace.

Following the review the policy statement will be signed and dated by the Headteacher , chair of the governing body.
The head teacher, through termly meetings, will keep the Governing Body informed, and up to date, with matters concerning health and safety at Orchard Primary School.

3.33 The Safe Management of Asbestos

The LBH guidance for Asbestos available from Robin Francis (mobile 079 7038 3732) – the LBH Asbestos manager and is followed by the school.
The asbestos register is held in School Business Managers Office, and will be made available to all staff and visiting contractors prior to **any** work commencing on the fabric of the building or fixed equipment.
The authorising officers shall ensure:

- The asbestos log is maintained and that any changes are notified to the Local Authority
- **All** work on the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- An annual visual (Type 1) inspection of asbestos containing materials on site is conducted by the Establishments' Asbestos Authorising Officer, and recorded in the asbestos log.

Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air.

Under no circumstances must staff drill or affix anything to walls without first obtaining approval from an Asbestos Authorising Officer

Any damage to materials known, or suspected to contain asbestos, should be reported to Head Teacher / School Business Manager who will contact Adam Stonely, LBH Health and Safetly Advisor on 020 8583 2610 and/or Robin Francis LBH Health Safety Asbestos Manager on 079 7038 3732
Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building should be reported to Head Teacher / School Business Manager.

3.34 The Control of Legionella and Water Quality

A legionella survey and risk assessment of the school has been completed.
The school complies with advice on the potential risks from Legionella as identified on the HSE website under the Health and Safety section, entitled "Policy for Water Hygiene and Control of Legionnaires Disease" and this can be found on https://www.hse.gov.uk/
The Caretaker will be responsible for identifying and flushing rarely used outlets on a weekly basis and after school holiday periods and that the required water temperature checks will be undertaken on a monthly basis and recorded in the electronic central record.
The Caretaker will ensure that the nursery shower and other areas where water droplets are formed are disinfected, de-scaled and flushed on a quarterly basis; the Caretaker disinfecting, de-scaling and flushing the shower on a quarterly basis (3 x quarterly checks) and ensuring this is done annually by a plumber in the fourth quarter and recorded in the electronic central record.

3.35 Slips, Trips and Falls

Slips, trips and falls are known to be one of the greatest causes of accidents and injury, accounting for over 50% of reported injuries in the LBH, therefore particular attention will

be taken to reduce, as far as is reasonably practicable, the opportunity for people to be affected by slips trips and falls.
This element forms part of the site self inspection audit. Specific notice needs to be taken of food preparation and serving areas, stairs and external play areas.
Winter provides extra opportunity for these hazards and precautions must be taken to reduce these risks. Such precautions should be written down and a specific person made responsible for ensuring that they are carried out.
Please refer to the risk assessment guidance on HSE website or email to Mrs Givens Rowe who can provide you with a risk assessment template – mgivensrowe.313@lgflmail.org

3.36 Working at Height

Work at height activities where a person could fall a distance liable to cause personal injury present a significant risk, all such activities should be avoided where it is reasonably practicable to do so.
Where this is not possible a risk assessment must be conducted and the risk reduced as far as is reasonably practicable.
A copy of the risk assessment will be provided to employees authorised to work at height.
The establishments nominated person(s) responsible for work at height is the Caretaker.
The nominated person(s) shall ensure:
• all work at height is properly planned and organised;
• the use of access equipment is restricted to authorised users;
• all those involved in work at height are trained and competent to do so;
• the risks from working at height are assessed and appropriate equipment selected;
• a register of access equipment is maintained and that ladders are checked every term;
• all access equipment is inspected and maintained;
• the risks from fragile surfaces are properly controlled and identified.
Guidance from HSE "Top tips for ladder and stepladder safety" can be found on the HSE website - https://www.hse.gov.uk

3.37 Health & Safety Training

Health and safety induction training will be provided and documented for all new employees by the School Business Manager
The Head teacher is responsible for ensuring that all staff are provided with adequate information, instruction and training and identifying the health and safety training needs of staff.
Employees will be provided with:
• Induction training in the requirements of this policy
• Update training in response to any significant change.
• Training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.).
• Refresher training where required (e.g. First Aid).
Training records are held by the School Business Manager who is responsible for coordinating
health and safety training needs and for including details in the training and development plan.

This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits.
The Head teacher will be responsible for assessing the effectiveness of training received. Each member of staff is also responsible for drawing the Head teacher's / line managers' attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

3.38 Sun Protection

Staff should be aware of the dangers of prolonged exposure to the sun, especially in young children. Shaded areas need to be available, if they are not, protection from the effects of heat exhaustion will need to be taken. These include wearing a hat and protecting the nape of the neck. Application of sun protection cream must be done with care as some creams contain nut extract and should not be used.

3.39 Smoking

Smoking has been banned in all enclosed public places since 1st July 2007 and as such, smoking is not permitted anywhere inside school buildings.
Smoking is deeply discouraged on school premises outdoors and in any case must not occur in plain sight of pupils and parents, smoking is permitted in your own vehicle provided it is not used for work purposes which involves the transport of other teachers, parents or pupils

3.40 New and Expectant Mothers

Assessments on new and expectant mothers will be undertaken by the Headteacher following guidance contained in the Corporate Health and Safety Manual.
It is the responsibility of staff to inform their line manager as soon as they know they are (or are no longer) pregnant.
The risk assessment will be reviewed on a regular basis as the pregnancy progresses.

3.41 Lone Working

Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the proposed lone working activity is necessary.
Work involving potentially significant risks (for example work at height) **should not** be undertaken whilst working alone.
Where lone working cannot be avoided staff should:
• Obtain the Head teachers/senior member of staff's permission and notify him/her on each occasion when lone working will occur.
• Ensure they do not put themselves or others at risk.
• Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc.
• When working off site, (e.g. when visiting homes), notify a colleague of their whereabouts and the estimated time of return. (It is good practice to obtain background information about the child/family being visited and also to pre-plan the route if the premises are unfamiliar.)

• Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.
• Report any incidents or situations where they may have felt "uncomfortable".
Good communication between colleagues, in terms of personal safety is essential

3.42 Gas Safety

All appliances should be checked annually by a Gas Safety Registered contractor. This includes all heating, kitchen, design and technology and laboratory equipment.
Equipment that is 'mobile' i.e. anything that has a flexible supply pipe and is moved from one place to another, should be checked by a teacher or technician before each occasion of use. Any apparent defect must be reported and the equipment must be taken out of use until inspected/repaired by a suitably qualified person.
Any gas cylinders must be secured to a fixed surface such as a wall or fixed partition, the valves and bagging (pipes) must be checked before use by a teacher or technician. Empty gas cylinders must be stored upright and in a suitable cage away from a heat source and the possibility of getting knocked over.

3.43 Bodily Fluids

LBH guidance on Protection from Blood borne viruses and basic infection control will be followed. The appointed First Aiders will ensure that the necessary equipment is readily available as prescribed in their training.

3.44 Testing and Maintenance of Fire Alarm System

Fire alarm call points will be tested weekly in rotation by the Caretaker and a record kept in the electronic central register.
Any defects on the system will be reported immediately to the maintenance surveyor or electrical engineer.
A fire alarm maintenance contract is in place and the system tested is annually by them.
Smoke and heat detectors are tested on a quarterly basis.

3.45 Inspection and Maintenance of Fire Appliances

Weekly checks that all firefighting equipment is available for use and operational and for any evidence of tampering. Records of these weekly checks should be recorded in the electronic central register.
Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to Head Teacher / School Business Manager

3.46 Inspection and maintenance of Emergency Lighting System

These systems will be checked monthly by the Caretaker and quarterly by the contractor under a service agreement.
Test records are recorded in the electronic central register.

4.0 References

Legislation (HMSO)

The Health and Safety at Work Act 1974
The Food Safety Act 1990
The Control of Substances Hazardous to Health regulations 1994
The Electricity at work regulations 1989
The Noise at Work regulations 1989
The Management of health and safety at work regulations 1992
The Provision and use of work equipment regulations 1992
The Workplace (health and safety) regulations 1992
The Personal Protective Equipment regulations 1992
The Manual handling operations regulations 1992
The Health and Safety (display screen equipment) regulations 1992
The Woodworking machines regulations 1974
The Abrasive wheels regulations 1970
The Health and Safety (first aid) regulations 1981
The Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1985

Health & Safety Executive/commission publications

Safety Policies in the Education Sector
A guide to the HSW ACT 1974 4th edition 1990
COSHH - Approved Codes of Practice 4th edition 1993
MHSAWR approved code of practice 1992
First aid at work ACOP and guidance on regulations 1990
Noise assessment. information and control. Noise guides 3-8
A step by step guide to COSHH assessments
Electricity at work: safe working practices 1993
Training woodworking machinists 1992
Electrical safety in schools 1990
Health and safety in kitchens and food preparation areas 1990
The storage of flammable liquids in containers 1990
Essentials of health and safety at work (rev 1994)

Further reference

https://www.hse.gov.uk
BS4163: 1984 Code of practice for Health & Safety in workshops of schools and similar establishments
Maintenance & testing of Dust Extract plant
Safety of Pressure systems