

Storth CE School

Health and Safety Policy

Issue No	Author/Owner	Date Written	Approved by Governors on
2	Mrs A Charlesworth/Gary Turner	Sept 2006	
3	Mrs A Charlesworth/Gary Turner	Jan 2009	
4	Mrs A Charlesworth/Gary Turner	Nov 2009	
5	Mrs A Charlesworth/Gary Turner	Feb 2012	
6	Mr S Brabant/Gary Turner	Nov 2013	
7	Mr S Brabant/Gary Turner	June 2015	

Date of Review: February 2017

Storth CE School

HEALTH & SAFETY POLICY

PART I - STATEMENT OF INTENT

1. This Policy is designed to complement the County Council's Health and Safety Policy and that of the Education Directorate and should be read in conjunction with those Policies.
2. The School and its Governors will abide by its duties and responsibilities as an employer under the Health and Safety at Work etc. Act 1974 and will seek to implement the Act in all activities within its control.
3. The School recognises that effective health and safety management can contribute towards organisational performance by reducing injuries, ill health, unnecessary losses and liabilities. To this end, it will seek to create and maintain a positive health and safety culture that secures the commitment and participation of all employees in attaining the highest standards of health and safety in the workplace.
4. The School identifies health and safety as a primary objective of its activities. To this end, it will endeavour, so far as is reasonably practicable, to conduct its activities without risk to health and safety of its employees and to those who may be affected by its activities.
5. This general statement **Storth CE School** Safety Policy will continue in force until amended.
6. The Policy of **Storth CE School** is to take appropriate steps to:
 - safeguard its employees, young persons, pupils, and visitors from injury or ill-health;
 - provide and maintain safe and healthy working conditions including a means of access to and egress from places of work under the Directorate's control, which are safe and without risk;
 - provide adequate welfare facilities;
 - provide sufficient information, instruction, training and supervision to enable employees to avoid hazards and contribute positively to their own safety and health at work and to that of others affected by their acts or omissions;
 - prevent or contain all forms of loss due to accident, fire or inadequate security.

To this end, the School and its Governors will aim to ensure, via an ongoing auditing, monitoring and inspection programme, that educational premises, plant and systems of work (for which it is responsible) are safe and do not pose risks to health.

Signed: _____ **(Chair of Governors)** **Date:** _____

Signed: _____ **(Head Teacher)** **Date:** _____

PART 2 – ORGANISATION (ROLES AND RESPONSIBILITIES)

Management chain for Health & Safety

	Governing Body	LA
<u>Level 1</u>	Headteacher	
<u>Level 2</u>	Health & Safety Co-ordinator	Cleaner -in -charge
<u>Level 3</u>	Teachers	Cleaners/Catering Staff/Contractors

How functions are allocated.

LEVEL 1

- Take day-to-day responsibility for all health and safety matters in the school.
- Liaise with Governors /LA on policy issues.
- Be a member of school building sub-committee and ensure policy is activated.
- Ensure that problems in implementing the health and safety policy are reported to the LA.

LEVEL 2

- Review procedures annually.
- Arrange for staff to be informed / trained.
- Check procedures are followed.
- Act on reports from Level 3 within agreed timescale and report problems to Level 1.

LEVEL 3

- Check classroom / work area is safe.
- Check equipment used is safe before use.
- Ensure safe procedures are followed.
- Ensure protective equipment is used.
- Report defects to Level 2.
- Carry out special tasks (e.g. first aid, membership of building sub-committee).

PLANNING FOR HEALTH AND SAFETY

The School Health and Safety Management Plan drawn up by **Gary Turner** each year, identifies various Health and Safety issues. Key dates, personnel and costs are identified in order to meet specific objectives. The plan includes issues such as equipment repairs and maintenance, planned Health and Safety training, safety policy reviews, risk assessments and actions required following audits, inspections and accidents. A copy of the Management/Development plan is found in the front of the Buildings register file.

The Health and Safety Governor and the HS Co-ordinator will undertake health and safety inspections of the school building and activities on an annual basis. Findings of inspections will be recorded, any corrective actions required following these inspections will be reported to the Head and either immediate action taken, or issues added to the Health and Safety Management Plan.

THE GOVERNING BODY

The Education Reform Act, 1988 gives Governing Bodies important powers and duties in controlling school budgets and premises and managing schools including health, safety and welfare responsibilities towards employees, pupils and visitors.

In particular, the Governors are responsible for ensuring a Health and Safety Management System is in place within the educational establishment. Such a system will ensure:

1. a clear written policy statement is created, and that the policy states the organisation and arrangements for implementing both this and the school Policy. A copy of the school Health and Safety Policy to be forwarded to the Health and Safety Team, Children's Services.
2. that they promote and monitor the execution and effectiveness of this Policy, within the resources made available to them, within establishments and operations for which they are responsible.
3. that a review of the school's Health and Safety Policy and performance takes place annually and action on the review's findings, including amending the school Policy, if necessary, takes place.
4. that Headteachers of the establishments and operations for which they are responsible are aware of and implement this Policy and that they are aware of their duties and responsibilities under the Health and Safety at Work etc. Act 1974 and its subordinate legislation.
5. that specific duties and functions for health, safety and welfare are allocated to individuals who should receive specific, relevant information and training in order to ensure competence.
6. that they ensure that all staff within the establishment for which they are responsible are given the opportunity to receive training on health and safety matters as part of a written staff development programme.
7. that all premises, plant and equipment at the establishment for which they are responsible are safe and properly maintained.
8. that information is displayed throughout the school confirming who has specific duties/functions for health, safety and welfare.
9. the involvement of everyone in making the Policy work.
10. that personnel have sufficient experience, knowledge and training to perform the tasks required of them.
11. that they specify who is responsible, and the arrangements for identifying hazards, undertaking risk assessments and implementing appropriate control measures.
12. that where resources are required in order to implement specific control measures, priority is given to those hazards presenting the highest risk.
13. that everyone has sufficient information about the risks they run and the preventative measures they should take to minimise the risks.
14. the visible demonstration of commitment to achieving a high standard of health and safety performance within the School and the development of a positive attitude to health and safety among staff and pupils.
15. that health and safety performance is measured by the use of inspections, checks and the recording of accidents.
16. that proper documented health and safety objectives are established at each relevant function and level within the establishment and that such objectives are quantified wherever practicable.
17. that they consult, in the first instance, with personnel in the Health and Safety Team, Children's Services and those in charge of establishments in resolving any health, safety or welfare problems.
18. that they consult with properly appointed Union and non-Union staff representatives on issues relating to their members' health, safety and welfare and communicate with such staff representatives the outcome of any safety audits, inspections and risk assessments which may affect the working conditions and/or practices of staff within the school.
19. that they receive and act appropriately upon reports from Headteachers, Property & Transport Services Unit and any other internal or external agencies.

HEADTEACHER (Mr Simon Brabant)

The day-to-day responsibility for all school health, safety and welfare organisation and activity rests with the Headteacher, who will:

1. implement this Policy within the establishments or undertakings for which they are responsible.
2. assist the Governing Body with the production of an internal Policy document stating the organisational and other arrangements for implementing this Policy.
3. ensure that all members of staff have sufficient information, instruction and training to enable them to effectively carry out their duties and responsibilities as required by this Policy, and the provisions of the Health and Safety at Work, etc. Act 1974, and its subordinate legislation.
4. ensure that newly appointed staff (as part of their Induction Programme), temporary staff and young workers receive sufficient information, instruction and training to enable them to effectively carry out their duties and responsibilities as required by this Policy, and the provisions of the Health and Safety at Work etc. Act 1974, and its subordinate legislation. Particular attention should be paid to staff who are contracted to work within an establishment but who are not directly employed by the school e.g. adult education providers, cleaning, catering and learning support staff.
5. be the focal point for reference on health, safety and welfare matters and give advice or indicate sources of advice. Any health and safety problems for which they are unable to provide a solution should be referred in the first instance to the Governing Body and/or the Health and Safety Team, Children's Services.
6. co-ordinate the implementation of the Governor's health, safety and welfare procedures in the school.
7. make clear any duties in respect of health and safety that are delegated to members of staff.
8. stop any practices or the use of any plant, tools, equipment, machinery, etc., he/she considers to be unsafe, until satisfied as to their safety.
9. put in place procedures to monitor the health and safety performance of the school.
10. make, or arrange for risk assessments of the premises and working practices to be undertaken, recorded and reviewed on a regular basis, and ensure that he/she is kept informed of accidents and hazardous situations.
11. put into place and actively monitor, risk assessments and resulting procedures relating to the identification and management of work-related ill-health with specific emphasis on the identification and reduction of work-related stress.
12. to receive and respond positively to health and safety problems reported to them by their staff and to generate co-operation from all employees under their direction.
13. ensure that all accidents are reported (in accordance with LEA requirements), investigated and any remedial actions required are taken or requested.
14. ensure that procedures and appropriate contacts with external services are established and are in place for all individuals to follow in the case of situations presenting serious and imminent danger e.g. fire, chemical explosion etc.
15. review from time to time:
 - the emergency procedures
 - the provision of first aid in the school
 - the risk assessments
16. review regularly, the dissemination of health and safety information in the school paying particular attention to newly appointed and temporary staff, volunteer helpers, students and other users of the premises.
17. ensure that all equipment used in the school is adequately maintained and inspected in accordance with the "Provision and Use of Work Equipment" guidance and procedures contained in the departmental Health and Safety Advice Manual.
18. report to the Governing Body at least annually on the health and safety performance of the school.
19. co-operate with and provide the necessary facilities for properly appointed Trade Union Safety Representatives.
20. consult, as appropriate, with staff on issues relating to their health, safety and welfare, and communicate the outcome of any safety audits, inspections and risk assessments which may affect the working conditions and/or practices of those staff.
21. ensure that contractors on the site for which they are responsible are made aware of this Policy and the establishment's internal Policy and that health and safety matters are formally discussed at any pre-contract site meetings.

22. ensure, as far as is reasonably practicable, that the health, safety and welfare of pupils/students, visitors and members of the public are safeguarded.

SCHOOL HEALTH & SAFETY CO-ORDINATOR (Mr Simon Brabant)

The School Health and Safety Co-ordinator has been trained in health and safety in order to ensure competence. The School Health and Safety Co-ordinator has the following duties:

1. To co-ordinate and manage the annual risk assessment process for the school, including assessments in order to meet the statutory requirements of the Control of Substances Hazardous to Health (COSHH) Regulations (2002), the Manual Handling Operations Regulations (1992), the Personal Protective Equipment at Work Regulations (1992), the Health and Safety (Display Screen Equipment) Regulations (1992) (as amended), the Noise at Work Regulations (1989), the Control of Asbestos Regulations (2006), and to ensure that where control measures are required, requests for funding are fed into the Management System.
2. To identify and manage via the risk assessment process, a whole school approach to work related ill-health, with a particular focus on stress related absence.
3. To ensure the annual general workplace monitoring inspections are carried out.
4. To make provision for the inspection and maintenance of work equipment throughout the school.
5. To ensure adequate records of the above processes are kept on the school premises
6. To advise the Headteacher on situations or activities which are potentially hazardous to the health, safety and welfare of staff, pupils and visitors.
7. To maintain continuing observations throughout the establishment and make relevant comment to the Headteacher, the Head of a Department or a member of staff, as appropriate, if any unsatisfactory situation is observed.
8. To ensure that staff are adequately instructed in health, safety and welfare matters in connection with their specific work place and the school generally.
9. To ensure that adequate records are kept of specific health, safety and induction training.
10. To ensure that health and safety advice and information received by the school is disseminated in such a way that all appropriate staff have access to such information.
11. Undertaking any other functions devolved to him by the Headteacher or Governing Body.

TEACHING/NON-TEACHING STAFF HOLDING POSTS/POSITIONS OF SPECIAL RESPONSIBILITY

These staff may include Deputy Headteacher(s), Curriculum Co-ordinators, Heads of Year, Heads of Departments, Clerical Managers/Supervisors, Technicians and Site Managers. They will:

1. have a general responsibility for the application of the school's Health and Safety Policy to their own department or area of work and are directly responsible to the Headteacher for the application of the health, safety and welfare procedures and arrangements.
2. establish and maintain safe working procedures including arrangements for ensuring, so far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances, (e.g. chemicals, boiling water and sharp tools).
3. resolve health, safety and welfare problems members of staff may refer to them, or refer to the Headteacher or Manager any problems for which they cannot achieve a satisfactory solution within the resources available to them.
4. carry out regular health and safety risk assessments of the activities for which they are responsible, ensuring that staff involved in such activities are made fully aware of the relevant control measures, and submit reports to the Headteacher or the School Health and Safety Co-ordinator.
5. in accordance with the school policy carry out risk assessments and monitor outcomes in relation to individual cases of work related ill-health as and when these are brought to the manager's attention or are identified in individual members of staff.
6. carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
7. ensure that all staff under their control are familiar with national and local guidance and Safety Advice Notes, if issued, for their area of work.

8. 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.
9. where appropriate, ensure relevant advice and guidance on health and safety matters is sought either from National Governing Bodies of particular subjects, the Health and Safety Team, Children's Services, or other Officers of the LEA.
10. investigate any accidents that occur within their sphere of responsibility, ensuring that the appropriate recording and reporting procedures are followed.
11. prepare an annual report for the Headteacher on the health and safety performance of his department or area of responsibility.

SPECIAL OBLIGATIONS OF CLASS TEACHERS

The health and safety of pupils in classrooms, laboratories, workshops and physical education areas is the responsibility of class teachers. If for any reason, a teacher considers he/she cannot accept this responsibility, he/she could discuss the matter with the Headteacher before allowing work to take place.

All employees have a duty under the Health and Safety at Work Act 1974 to take reasonable care for the health and safety of him/herself and of other persons who may be affected by their work, And to co-operate with his/her employer as regards any duty or requirement imposed on the employer under the relevant statutory regulations.

Class teachers are expected to:

1. exercise effective supervision of the pupils and to know the emergency procedures in respect of fire, first aid and other emergencies, and to carry them out.
2. follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant National Guidelines or Safety Advice Note, if issued, and to ensure that they are applied.
3. give clear oral and written instructions and warnings to pupils as often as necessary.
4. follow safe working procedures personally.
5. require the use of protective clothing and guards where necessary.
6. make recommendations to their Headteacher on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
7. integrate all relevant aspects of safety into the teaching process and, if necessary, give special lessons on health and safety.
8. avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation.
9. report all accidents, defects and dangerous occurrences to their Headteacher.
10. report any situations which are causing or are likely to cause work related ill-health (e.g. stress) and work with Senior Managers to bring about a successful resolution to issues raised.

SCHOOL HEALTH AND SAFETY REPRESENTATIVES

The Governing Body and Headteacher recognise the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives will be allowed reasonable opportunities to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time. They are also entitled to certain information, for example, about accidents, and to paid time off to train for and carry out their health and safety functions. They are not part of the management structure (unless officially invited to be so) and are not carrying out the duties on behalf of the Headteacher or Governing Body.

OBLIGATIONS OF ALL EMPLOYEES

Notwithstanding any specific duties that may have been delegated to them, all employees must:

1. make themselves familiar with the contents of this Policy.
2. keep up-to-date with all current safety requirements and/or safety advice that affects their particular area of work, and seek competent advice if required.

3. comply with any control measures put in place as a result of Risk Assessments carried out within the educational establishment.
4. act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
5. observe all instructions on health and safety issued by the LEA, School or any other person delegated to be responsible for a relevant aspect of health and safety.
6. take heed of any instruction and/or training received on the use of equipment, machinery, dangerous substance or safety device.
7. use and maintain correctly, in accordance with any instruction and/or training received, all personal protective equipment issued.
8. report every accident, injury and, where appropriate, near miss using the agreed procedures and the appropriate documentation.
9. co-operate with other persons to enable them to carry out their health and safety responsibilities and/or statutory duties.
10. inform the Headteacher of any shortcomings they consider to be in the School's health and safety arrangements.
11. exercise good standards of housekeeping and cleanliness.
12. know and apply the procedures in respect of fire, first aid and other emergencies.
13. co-operate with the appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive.

All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchase are considered.

Employees entrusted with responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities, as appropriate, are reassigned in their absence. Such re-assignments must be approved by the employee's immediate superior.

Failure to exercise reasonable care for the safety of oneself, fellow employees or members of the public; to co-operate with the Department on health and safety matters; or the misuse of safety equipment provided may justify disciplinary action being taken against the employee concerned.

PUPILS

Pupils, in accordance with their age and aptitude, are expected to:

1. exercise personal responsibility for the health and safety of themselves and others.
2. observe standards of dress consistent with safety and/or hygiene.
3. observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
4. use and not wilfully misuse, neglect or interfere with things provided for his/her health and safety.

CONTRACTORS, VISITORS AND OTHER USERS OF THE PREMISES

Contractors, visitors and other users of the premises should be required to observe the health, safety and welfare rules of the school. In particular, parents and other volunteers helping out in school, including those associated in self-help schemes should be made aware of the health and safety policy applicable to them by the teacher to whom they are assigned.

Where the school buildings are let/rented out to other users, those users should be informed of, and familiarise themselves with, emergency evacuation and accident reporting procedures.

HEALTH AND SAFETY ASSISTANCE

Without detracting from the primary responsibility of the LEA, governors and staff for ensuring safe conditions of work, and in compliance with the Management of Health and Safety at Work Regulations 1999, the School will provide or secure, competent assistance in applying the provisions of health and safety law where it is necessary to assist management in that task.

The Health and Safety Team personnel, Safer and Stronger Communities will be available to provide such competent assistance.

NAME	TITLE	TELEPHONE No's
Julian Stainton	Senior Health, Safety and Wellbeing Manager.	07500227793
Sharon McCubbin	Health, Safety and Wellbeing Manager – Lead Advisor for Children's Services and Schools.	07825340570
Joy Telford	Health, Safety and Wellbeing Manager – Lead Advisor for Health and Care Services.	07800627901
Gillian Huntington	Health, Safety and Wellbeing Advisor.	07976288014
Trevor Delap	HSE Manager – Environment, Highways, Construction and Fire.	07787888745
Judy Hutchinson	Assistant Health, Safety and Wellbeing Advisor – LA Radiation Protection Officer.	07825340473
Lynette Hamilton	Health and Safety Administrator.	01228221616
Becky Jefferson	Health and Safety Administrative Assistant.	01228221617
Rachael Gillgrass	Health and Safety Administrative Assistant.	01228221653
Matthew Ellis	Outdoor Learning and Educational Visits Adviser.	07971446229
Ian Skillen	Fire Safety Adviser.	07500577008
Melanie Dowdell	Construction HSE Adviser	07824473128
Stephen Clarke	Health, Safety and Wellbeing Adviser.	07876257506

Further Assistance and guidance can be sought from:

Health Protection Agency
 Cumbria & Lancashire Unit
 1st Floor
 Ackhurst Business Park
 Foxhole Rd
 Chorley
 PR7 1NY
 Tel No: 0844 225 1295 (Option 1-2)
 Fax: 01257 246451
 Email: candlHPU@hpa.org.uk

Health and Safety Fax No. 01228226291

Emergency (Out Of Hours) Pager: 0769911300 (ask for pager no. 786440)

Emails: name.surname@cumbria.gov.uk

Address: Carlisle Community Fire Station, Eastern Way, Durranhill, Carlisle CA1 3RA

Health and Safety Executive
 Redgrave Court

Merton Rd
Bootle
Merseyside
L20 7HS

THOSE WITH SPECIFIC HEALTH & SAFETY RESPONSIBILITIES IN SCHOOL

- The Health and Safety Co-ordinator is Mr Simon Brabant with consultancy provided by Mr Gary Turner.
- The Health and Safety Governor is Mr Anthony Scott
- The person responsible for identifying training needs and arranging for all necessary training is The Head teacher
- The Health and Safety Governor and the HS Co-ordinator will undertake health and safety inspections within school on an annual basis
- The person(s) responsible for undertaking accident investigations is the Head teacher.
- The person responsible for ensuring that all volunteers who may have significant unsupervised access to pupils are suitably Police Checked is the Head teacher.
- There are no ladders in school.
- First Aiders are Mrs Susan Barker, Mrs Helen Ireland, Mr Matthew Barker and Mrs Susan Goodfellow.
- Mrs Susan Barker is responsible for ensuring first aid boxes remain stocked
- Mr Gary Turner is responsible for testing/checking the fire alarm/emergency lighting/fire extinguishers etc. and maintaining the Fire Log Book
- Person Responsible for maintaining defect report book and ensuring defects are repaired, replaced removed etc. is the head teacher.
- The person(s) responsible for reviewing Risk and COSHH Assessments is Mr Gary Turner.
- Person responsible for arranging all necessary equipment/services repairs, maintenance and routine servicing is Mrs Susan Barker.
- The nominated Educational Visits Co-ordinator is Mr Matthew Barker.
- Person responsible for regularly checking PE and outdoor play equipment is Mr Simon Brabant
- Person responsible for Security and checking of external lighting is the Headteacher.

PART 3 - ARRANGEMENTS/PROCEDURES

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CONSULTING EMPLOYEES

References

Safety Representatives and Safety Committee Regulations 1977.
CCC Safety Procedures 3.

Procedures

Information/Advice

Information and/or advice on matters relating to the health, safety and welfare of employees will be circulated via staff meetings routes unless it is of immediate importance to any individual employee or group of employees.

Health and Safety Policy Document

The Health and Safety Policy document will be circulated to all staff. Staff will then be required to signify that they have read and understood the Policy and in particular the arrangements for ensuring that the detail of the general Policy statement is met.

Additions and alterations to the Policy, which is a working document, will be forwarded to staff via their Line Manager. Any issues or concerns can be raised at that time, either with the Head teacher or with a member of the Health and Safety Committee.

Risk Assessments and Control Measures

Risk assessments relating to known hazards within the School will be conducted annually (or as matters arise) using the Generic School Risk Assessments provided by the health and safety team, which will be adapted and personalised to reflect the actual activities within school. Although the Headteacher will be responsible for coordinating the completion of risk assessments, all staff within school will be involved in the risk assessment process. Risk assessments will be reviewed at least annually, or sooner, should circumstances change, and will be signed and dated by the person undertaking them. Completed risk assessment will be available at all times for staff to view and will be working documents.

Individual employees may make representation to any member of the Management Team on any issue concerning hazards and risks to their or anyone else's health, safety or welfare.

Consultation with recognised Union and Non-Union Health and Safety Representatives

Storth CE School will recognise, co-operate and consult with any Trade Union established Health and Safety Committee and properly appointed Health and Safety Representative, to enable them to fulfil their statutory functions.

At the present time, the school does not have an appointed Health and Safety Representative.

DEFECT IDENTIFICATION AND REPORTING

References

Workplace (health, safety and welfare) Regulations 1992

The Defect Book is kept in the Office.

Procedure

Defects to be put right using School resources

The Head teacher is responsible for ensuring that action is taken to rectify each such defect without delay. This is of particular importance where the defect concerned may cause personal injury or pollution of some kind. No defective electrical appliance or lead, and no defective mechanical device or tool that may give rise to danger may be used.

All defects to equipment, furniture and minor defects to doors, floors, walls etc. are to be reported to **the Headteacher** who will arrange repair/replacement.

Where the cost of repair or replacement can be borne by the School funds then the responsibility for arranging this will be dealt with by **the Headteacher**.

ACCIDENTS, INCIDENTS, ILL HEALTH & DANGEROUS OCCURENCES INCLUDING CONSEQUENTIAL DAMAGE TO PROPERTY.

References:

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995
Cumbria Schools SAN (G) 3 RIDDOR
CCC Safety Procedures 6

Accidents Involving Pupils:

- The 'Pupil's Accident Book' must be completed for all incidents /accidents involving children/pupils.
- The Pupil's Accident Book is held in **the office**.
- A P25 Form should be completed in all but the most minor case of injury.
- The P25, once completed should be copied and the original returned to the Health and Safety Team. The health and safety team will be responsible for notifying the Health and Safety Executive on our behalf of any incidents that are reportable to the HSE. It is important therefore, that P25 accident forms are forwarded to the Health and Safety Team within 7 days of the accident. If in doubt, telephone Health and Safety.
- The school reports all injuries to parents. 'Bump letters' are sent home with pupils following any accident involving head injuries.

Accidents Involving Adults (Staff, Visitors, Contractors etc.):

- The Official Social Security Accident Book (with tear out pages) must be completed for all incidents/accidents involving adults.
- The Official Accident Book is held in **the office**.
- A P25 Form should be completed in all but the most minor case of injury.
- A P25 must be completed in all cases involving work-related ill health and violence to staff.
- **The person who has sustained the injury must not complete form P25.** The form **must** be completed by the Line Manager and signed by the Head teacher.
- For adults - The Official Accident Book should be completed at the same time as the P25 but there are no restrictions on who completes the entry. After each entry is made, the page shall be torn out, placed in a sealed envelope and passed to **Mrs Susan Barker** who will file it in a secure/confidential location in line with the Data Protection Act.
- The P25, once completed should be copied and the original returned to the Health and Safety Team. The health and safety team will be responsible for notifying the Health and Safety Executive on our behalf of any incidents that are reportable to the HSE. It is important therefore, that P25 accident forms are forwarded to the Health and Safety Team within 7 days of the accident. If in doubt, telephone Health and Safety.

All Accidents:

The Headteacher/Health and Safety Co-ordinator is responsible for ensuring that the rules governing reporting of accidents, violence to staff in the course of their work and work related diseases are made known to all new employees during their induction training.

The Headteacher/Health and Safety Co-ordinator is responsible for ensuring that all cases of accidental injury, ill-health, violence or dangerous occurrences are properly investigated and that a report is made and returned in the manner described in Cumbria Schools SAN(G) 3.

It is important that near misses are also reported to the Headteacher and/or the Health and Safety Coordinator. Near misses may be the next injury and as such, particular attention should be paid to reporting them and undertaking any necessary action in order to prevent a further incident.

Accident statistics are reported to the governing body on an annual basis to enable any patterns to be identified and to determine, where necessary, measures to prevent recurrence should be implemented.

Occupational Ill Health and Notifiable Diseases

These are fully discussed in CCC Safety Procedure Chapter 6.

The Health and Safety Co-ordinator is responsible for ensuring this procedure is followed

Violence to Staff

Employees are reminded that all incidents of aggression, threat or actual violence that takes place either at work or as a direct result of their work, must be reported to their Line Manager. The LA and the Governors takes these matters very seriously and any evidence of problems will result in a review to seek better methods of elimination and control.

All incidents of aggression, threat or actual violence are to be recorded on Form P25 and dealt with in the first instance by the Line Manager.

FIRST AID

References:

H&S (First Aid) Regulations 1981
HSC ACOP 42 First Aid at Work
Cumbria Schools (SAN) G 2 First Aid in Schools
Cumbria Schools (SAN) G 3 Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 1995
Cumbria Schools (SAN) M 1 Administration of Medication
CCC Safety Procedures 7
DCSF-Standards for the Early Years and Foundation Stage.

Procedures

Qualified First Aiders

The qualified/certificated First Aiders are **Mrs S. Barker, Mrs S Goodfellow, Mrs H Ireland and Mr M Barker.**

Training for First Aid personnel is arranged by the Head teacher

The First Aid Box

First Aid container(s) are located in the Staff office, and Infants classroom and should contain as a minimum:

- One Burn Relief Dressing (10cm x 10cm)
- 40 – Washproof assorted plasters.
- 2 – eye Pad dressing with Bandage Sterile.
- 1 – Foil Blanket Adult size.
- 1 – Large Wound Dressing – 18cm x 18cm – Sterile
- 4 – Medium Wound Dressing – 12cm x 12cm – Sterile
- 6 – Pairs of Nitrile Gloves.
- 1 – Rebreathe Mouth-to-Mouth device with valve.
- 2 – Finger dressing with adhesive fixing 3.5cms.
- 1 – First Aid Guidance leaflet.
- 1 – Conforming Bandage 7.5cm x 4m.
- 1 – Microporous Tape – 2.5cm x 5m.
- 20 – Moist Cleansing Wipes (alcohol free).
- 6 – Safety pins assorted.
- 2 – Single Use Triangular Bandage – 90cm x 127cm.
- 1 – Universal Tuff Cut Shears small – 6”.

- If at any time these articles are missing or stocks are running low, please inform Mrs S Barker so that replacements can be made available for when they are needed. Mrs S Barker is responsible for stocking first aid containers.

Equivalent or additional items are acceptable. With regard to specific first-aid items which should/should not be used in schools, the following advice is strongly recommended:

Cotton wool	should never be used dry as fibres can become trapped in the wound causing infection. When used damp with soap and water, it can be a general wound cleaner.
Adhesive Dressings	can cause blisters on those allergic to it. Ask the pupil if (plasters) his/her parents use plasters at home on the child's cuts etc. In most circumstances, even a small child will know. If in any doubt, use a bandage. Hypo-allergic plasters are available from the County's suppliers.
Antiseptic Creams	do not use antiseptic creams or lotions. Some can cause allergic reaction. Soap and water is the simplest and most effective cleaner. Alcohol-free antiseptic wipes may be used in the absence of soap and running water e.g. on an off-site visit.
Aspirin/Paracetamol	should not be used. Any prescribed medication, i.e. tablets/medicine which a child may be required to have, must be administered by the headteacher/appointed member of staff only on the written instruction of the parent/guardian. Pupils who suffer from severe migraine or severe period pains may be given paracetamol following written/verbal consent from the parent/guardian. For further information, see SAN(M)1. A record should be kept of all medication administered.

- The Rest Area for a medical emergency is the office or library.
- First aid must be administered by ADULTS ONLY, i.e. teaching staff, non-teaching assistants, senior midday supervisor and assistant supervisors. Pupils are not permitted to give first aid.
- Travel first-aid kits are also available for off-site activities.

First Aid Procedures

- Minor bumps can be treated with ice packs or a cold water compress.
- Minor cuts or grazes can be washed with clean water.
- If a dressing is required a first aider must be consulted.
- Parents should be informed about all injuries/accidents to children.
- Parents should be informed about all bumps to the head in writing using the standard 'Bump Head Letter'.
- Teachers should use their professional judgement when reporting to parents in the cases of minor injuries.
- The person on duty must inform the class teacher/Headteacher of any accident that has occurred on duty.
- A certificated first aider must check any pupil that causes concern and in all cases to the bumps on the head (if possible two first aiders).
- If there are concerns, the parents/carers must be informed and the pupil sent home. If they are not available, a member of staff to take the pupil to A&E.
- All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff must wear single-use disposable gloves and make use of hand washing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings or equipment. In any event, it is good practice to ensure that individuals treating colleagues/pupils ensure that their own cuts/grazes are covered to reduce the risk of transmission of infection.

School will keep a record of any first-aid treatment given by first-aiders and appointed persons. This will include:

- the date, time and place of the incident;
- the name (and class) of the injured or ill person;
- details of the injury/illness and what first-aid was given;

- what happened to the person immediately afterwards (for example went home, resumed normal duties, went back to class, went to hospital);
- name and signature of the first-aider or person dealing with the incident.

Further Action

If the nature of the injury is serious enough to warrant further attention e.g. contact with parent during school time, use of out patients department, removed to hospital etc. or if the child has received a blow to the head, then a **P25 Accident Form** must be completed. They need to be completed in duplicate, one copy sent to the Health and Safety Team, Carlisle and the details entered into the relevant accident book.

Pupils with Specific Medical Needs/Conditions

A list of pupils with particular medical needs is kept in the office – See also Administration of Medication Policy.

Early Years ONLY

- We will notify OFSTED within 14 days of any serious accident, illness or injury to, or death of any child in their care, and of the action taken in respect of it.
- We will notify local child protection agencies of any serious accident or injury to, or death of any child in their care, and act on advice given.
- There is at least one person on the premises **at all times** with a current paediatric first aid certificate.
- There is at least one person on **all** outings with a current paediatric first aid certificate.
- We will keep a record of accidents **AND** first aid treatment.
- We will inform parents of any accidents or injuries sustained by the child whilst in their care and of any first aid treatment that was given.

DISEASE CONTROL

References

Health Protection Agency

Procedures

If a child is absent through illness, it is the responsibility of the parents to inform the school of the reasons for absence. If no contact is made by 10.00am, the school will contact the parents. Any ailments are then reported to the school. If doubt is expressed regarding the child's health during school hours, parents are contacted and requested to take the child home. If the condition of a child's health gives cause for concern, medical advice may be suggested and a request that information be relayed to the school as soon as possible. Should there be difficulty in obtaining parental contact and a condition is considered serious, consent has been provided in the Medical Booklet form for hospital treatment to be obtained. Parents should seek professional medical advice regarding the date a child can return to school without fear of infecting other pupils. If necessary, parents may be notified by letter, of any serious threats to the health of pupils. Further advice about the Control of infectious Diseases can be obtained from the Health Protection Agency poster in school.

ARCHIVING

Adults such as staff, visitors and contractors have three years from the date of an accident at work in which to make a claim for compensation. If parents do not do so on their behalf, children have until their 21st birthday in which to make a claim for any injury, which occurred whilst at school. It is for this reason that all documents, relating to Health and Safety (policies, accident records, risk assessments and other procedures), are archived for at least the time scale relevant to the age of the youngest child within the school. These documents must be clearly marked and stored in such a way to prevent accidental use or loss.

All documents will be archived accordingly and stored in the locked office filing cabinet or the loft.

HEALTH AND SAFETY TRAINING

References

Management of Health and Safety at Work Regulations

Procedures

It is the responsibility of all staff in conjunction with the headteacher to identify training needs. These needs may be identified as personal development or they may be identified to fulfil legal obligations i.e. first aid training for example. Health and safety training may also be required as a result of risk assessments, following accidents, following the acquisition of new equipment and machinery etc. A formal health and safety training record as been set up that highlights all health and safety training that has been carried out. The training plan will highlight any statutory refresher training that may be required. This will be a working document and will show at a glance what health and safety training staff have actually undertaken, and when refresher training is required (if applicable).

INDUCTION TRAINING

References

Cumbria Schools SAN (G) 12 Health and Safety Induction Training
Corporate Human Resources

Procedures

All new members of staff (including volunteers, students and pupils on work experience) are encouraged to familiarise themselves with the health and safety procedures in school. It is the responsibility of the Head teacher to ensure that the relevant procedures and documentation has been seen and understood. Further training and development is identified and incorporated in the School Management/Development Plan. The school has adopted an Induction sheet that is used by the Head teacher during the week of staff starting in the school.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

References

Control of Substances Hazardous to Health Regulations 2002
CCC Safety Procedures 10

Procedures

“An employer shall not carry on any work which is liable to expose any employees to any substance hazardous to health, unless he has made a suitable and sufficient assessment of the risks created by that work to the health of those employees and the steps that need to be taken to meet the requirements of these regulations.”

‘Control of Substances Hazardous to Health (COSHH) Regulations 2002’

COSHH applies to all substances that are capable of causing adverse health effects i.e. are harmful to health e.g. toxic, flammable, corrosive, oxidising etc.. In relation to schools, COSHH may apply to substances used or produced in:

- Dusts created in certain practical classes, i.e. sawdust in woodworking lessons, clay dust in art lessons
- Cleaning agents used by cleaners and caterers, etc.
- Some office supplies

Wherever possible, hazardous substances in school should be substituted for substances that are non or less hazardous.

Where not possible the Headteacher will ensure that any substance/process which is hazardous to health has been adequately risk assessed before the substance is purchased or the process allowed to start.

The COSHH assessment should identify what precautions need to be undertaken when using the substance and will include details such as safe exposure times and limits and whether any personal protective equipment needs to be worn whilst using the product.

The COSHH assessments must be made available to all staff using the products to ensure that the controls recommended are adhered to when the product is being used/stored.

Manufacturer's Product Safety Data Sheets should be held for all hazardous substances used and stored in school (these are available from our suppliers or can often be downloaded from the internet).

Cleaning and Site Management products are securely stored in a locked cupboard when not in use.

See also Section on 'Asbestos'.

Hazard Data Sheets and COSHH Risk Assessments

- **Make an inventory of all the substances you use in school that carry an orange hazard symbol.**
- **Contact your suppliers and request the 'safety data sheet'**
- **Undertake COSHH Risk Assessments for the use/storage of all hazardous substances**

DISPLAY SCREEN EQUIPMENT

References

Display Screen Equipment Regulations 1992 as amended 2002
Cumbria Schools SAN (G) 13 Display Screen Equipment
CCC Safety Procedures 16

Procedure

The Health and Safety Coordinator will undertake an assessment of the user status of all staff in relation to Display Screen Equipment. All staff who have been identified as being 'users' will complete the DSE users self-assessment form, from SAN(G)13 on an annual basis. The results are collated by the Health and Safety Coordinator who makes recommendations to the head and governors. Any recommendations that cannot be dealt with immediately, will be incorporated within the School Health and Safety Management Plan and equipment and resources are purchased, if necessary.

INTERACTIVE WHITE BOARDS

The use of projectors by staff and pupils in school is increasing. The specific safety issue focused on here is the damage to the eye that the very bright light emitted by the projector can cause.

When using any form of data projector, the following guidelines should be adhered to:

- Never stare directly into the projector beam.
- Keep your back to the beam as much as possible, and avoid standing facing into the beam for more than a few seconds at a time (the use of a stick or laser pointer is helpful in this regard).
- Always step *outside* the projector beam when turning to face the class for more than a few seconds.
- Teachers should ensure that pupils are always adequately supervised whilst the projector is operating, and have been trained to follow safe routines of projector use.

Projectors should ideally be located out of the sight line from the screen to the audience; this ensures that, when presenters look at the audience, they do not also have to stare at the projector lamp. The best way to achieve this is by ceiling-mounting rather than floor or table-mounting the projector.

In order to minimise the lamp power needed to project a visible presentation, use window blinds to reduce ambient light levels.

SAFEGUARDING

References

Cumbria Schools SAN (G) 4 – Guidelines for Using Adults Other Than Teachers
Cumbria Schools SAN (G) 8 - Information & Communications Technology.
Working Together to Safeguard Children March 2015.

"Because of their day to day contact with individual children during School terms, teachers and other School staff are particularly well placed to observe outward signs of abuse, changes in behaviour or failure to develop."
(Working Together - Under the Children Act - 1989).

Procedures

- a) The School will name a designated Child Protection Officer and emergency reserve contact for all staff on any child protection issue.
The Child protection officer for this school is Mr Simon Brabant
- b) All teaching staff, classroom assistants, mid-day assistants, ancillary staff, School governors and outside agencies, who have a child protection role, will be informed of the designated Officer.
- c) The designated Officer will liaise with other staff with student welfare responsibilities.
- d) The designated Officer will liaise with the Education Office, Social Services Department and other agencies concerning individual cases of actual or suspected child abuse.
- e) The designated Officer will advise teaching staff of opportunities for training when relevant to Child Protection and will provide training for mid -day assistants.
- f) He will set up an internal network of support, both procedural and emotional for staff dealing with individual cases.
- g) He will make links with staff from Education Welfare Service (EWS) LEA Psychological Service and Social Services to offer further support.
- h) Records of all child protection issues will be maintained confidentially by the designated Officer.
- i) Heads of Key Stage, Heads of Year, Social Services and police will have access to the records on request and may communicate concerns to other professional agencies who may need to know.
- j) Notes should be made at the time of interviewing a child and should be dated and signed. Drawings and/or sketches may add validity to records.
- k) Records may be transferred only to the named designated Officer of another School.
- l) Parents have no right to information in School records which relates to Child Abuse - see Education (School Records) Regulations 1989 and DFEE Circular 17/89.
- m) The designated Officer will tell the child or young person that the information disclosed needs to be shared with other professionals.
- n) All factual information will be required in subsequent case conferences or court proceedings which may be attended by parents and the child.
- o) The statutory duties of the School in Child Protection proceedings will be communicated in general terms to all parents, via the School prospectus.
- p) It is the responsibility of **the headteacher** to ensure that Police checks are undertaken on staff and volunteers with substantial unsupervised access to children on a sustained or regular basis prior to appointment. Refer to Cumbria Schools SAN (G) 4 – Guidelines for Using Adults Other Than Teachers for additional information.
- q) School will keep a WRITTEN record of all CRB Checks/Disclosures.

DBS Disclosures

THERE HAS BEEN A CHANGE OF NAME FROM 'CRIMINAL RECORDS BUREAU' TO 'DISCLOSURE BARRING SERVICE'

Schools must have their own written confirmation for all staff that have a DBS (Disclosure Barring Service) check (Safeguarding Checklist). This is supplementary to any central files held by HR Service Centre on behalf of the Authority.

A DBS check must be done for all new staff (teaching and auxiliary) who are new to the school.

All staff in schools who have significant contact with children and young people, defined as in a position to establish a rapport with a child/young person are required to have an enhanced DBS check (this includes teachers, support staff, administrators with significant contact with children, caretakers). Other staff should have a

standard check. However, at your discretion you can instruct your Registered Body to apply for these checks at the Enhanced Level. It is proposed in the new Vetting and Barring procedures, (Anticipated Implementation 2008) that the regulations on recruitment of staff in schools will require this.

It is strongly recommended that all new recruitment of staff in schools at all levels should be done at an enhanced check. Whilst this is not a legal requirement for all staff to be checked at this level, failure to do so could leave the school exposed.

Where someone is being employed from a post that was Cumbria County Council the following applies:

If they have had a break in service of more than three months a new DBS check must be done. Where the Disclosure has been carried out by your Registered Body they will check their records to ensure that the previous DBS check had no entries against it and that it is less than three years ago.

For staff previously employed in Cumbria County Council and the Disclosure is more than three years old a new check must be done.

Where the Disclosure is not for children or of an appropriate level and/or older than three years a new DBS check must be done. Schools are strongly advised not to commence new staff into employment until a satisfactory check has been received.

The Local Authority Supply Register only has staff who have a current Enhanced DBS check. Schools do not need to request written confirmation for each individual as statement of Safeguarding standards will be provided by the service

When using staff from a Supply Agency, including CAPITA Education Resourcing, the school should satisfy themselves by having a written confirmation from the supplier that the appropriate DBS check has been done.

Volunteers and parents who only accompany staff and children on one off outings or trips that do not involve overnight stays, or who help at specific one off events such as sports day, do not require a DBS check, but MUST never be given unsupervised access to children.

An Enhanced DBS MUST be completed for volunteers (including Governors), when their volunteering is regular and involves contact with children. The word 'regular' is defined as three or more times in a 30 day period, once per month, or overnight

It is the responsibility of the Headteacher to ensure that Police checks are undertaken on staff and volunteers with substantial unsupervised access to children on a sustained or regular basis prior to appointment. Refer to Cumbria Schools SAN (G) 4 – Guidelines for Using Adults Other Than Teachers for additional information.

Disclosure Certificates (or copies) must not be kept on site. These certificates MUST be returned to individual staff members and any copies destroyed. (School are not legally entitled to hold the certificates. Only a Registered Body (in this case CAPITA) are authorised to hold the disclosure certificates, and only then for a maximum of 3 months. CAPITA then issue the clearance letter to school (and the individual staff member) and school should keep a copy of the Clearance Letter on.

DATA PROTECTION ACT AND THE USE OF IMAGES IN SCHOOL

References

SAN (G) 21 Images in Schools – Good Practice

Since the introduction of the Data Protection Act in 1998, great care must be exercised when using images of clearly identifiable pupils/adults. This includes photographs for publication, in the media or on websites along with video footage for example.

Increasingly, technology is making it easier to use images in the news media, printed materials and on websites. With the increased freedom comes the responsibility to ensure that individual and parental rights are respected,

and that vulnerable individuals are protected from risk or exploitation. The risks are not just those associated with paedophiles; some children may have been removed from their families, or part of, and their identities/whereabouts have to be withheld for their own safety. In addition, some parents, simply because of their profession, may be at risk should their or their children's whereabouts be publicised without their knowledge.

Data Protection legislation relates to the use and processing of personal information – including images. The Information Commissioner has confirmed:

- Where schools allow access to a local newspaper photographer, they are not caught by DPA unless they provide the personal details of the pupils in the photographs.
- If the names of those in the photograph were collected directly from the participants (subject to the wishes of parents and guardians of pupils) the school would not be releasing personal data subject to the Act at all.
- Alternatively if the school had canvassed the wishes of parents and guardians and they had agreed to the release then there would be no question of the DPA preventing disclosure.

For most purposes consent obtained from parents in advance will normally be sufficient. However, particular care is necessary when images are taken during activities such as swimming or PE. It is recommended that parental consent be obtained for the use of the final images, although this may not be possible for news media coverage.

It is important to get parental consent when a child first starts school and to renew that consent annually. Whilst this may be useful in alerting the school to children whose parents object, it needs to be used carefully and with safeguards.

During the course of the year there may be opportunities to publicise some of the activities that children are involved with, this may involve filming or photographing children for use in local media.

Photography or filming will only occur with the permission of the Head Teacher and under the strict supervision of a teacher. Where filming or photography is carried out by the news media, children will only be named when there is good reason i.e. prize winning. Home addresses will never be disclosed.

There may be other circumstances falling outside the normal day to day activities in school in which pictures of children are requested. The School recognises that in such circumstances **specific consent from parent/guardian** will be required before the school can permit the filming or photography of children. Sample consent forms can be found in Safety Advice Note SAN(G)21 – Use of Images in Schools.

ASBESTOS

Reference: Control of Asbestos Regulations 2012
Cumbria Schools SAN (G) 7 Control of Asbestos in Schools

Policy

Although the LEA already has a legal duty to its employees in preventing or reducing the risk of exposure to asbestos to the lowest level possible, there are now additional duties under the Control of Asbestos Regulations (CAR). This duty requires the employer to manage the risk from asbestos

Procedure

The governors and Headteacher are responsible for the safety of contractors' staff and for the safety of those employed and/or are working within the school. Contractors are referred to the school Asbestos Register, which highlights the known and suspected areas that may contain asbestos in school. Additional information can be found in SAN (G) 7 – Asbestos in School Buildings.

Current guidance requires removal of all asbestos containing materials likely to be affected by demolition or major structural alteration. Where any work will involve demolition or major structural alterations a Type 3 (Destructive) survey will be required.

The school will document and implement an Asbestos Management Plan. A model Plan is contained in the revised Safety Advice Note (SAN(G)7), which school has adopted. The school must also ensure that the Asbestos Register is updated whenever additional asbestos surveys are undertaken or any asbestos removal, repair or encapsulation work takes place. Each time the Register is updated within school, a copy must be forwarded to the Health and Safety Team, Children's Services, along with copies of survey reports and any asbestos clearance certificates, for inclusion in their central database.

A documented plan will be put in place to ensure that any identified or presumed Asbestos left in place within the school is inspected regularly to ensure there is no deterioration. Mr Gary Turner is responsible for monitoring the condition of these areas.

MANUAL HANDLING

References

Manual Handling Operations Regulations 1992
Cumbria Schools Safety Advice Note SAN (G) 23
CCC Safety Procedures 19

Procedures

Staff are made aware of the risks involved with everyday lifting, carrying and moving, through the information provided by the Health and Safety Team. This information is given to all staff, including Support and Cleaning.

The School and the LA comply with the Manual Handling Operations Regulations 1992 and the Management of Health and Safety at Work Regulations 1999 recognising that this represents a minimum standard. These regulations cover the transporting or supporting of any load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force. A 'load' is defined as a discrete moveable object, e.g. a person, animal or material supported on a shovel. N.B. An implement, tool, or machine is not considered to constitute a load when being used for its intended purpose.

The Regulations require the following measures to be considered in this hierarchy:

1. avoid hazardous manual handling operations so far as is reasonably practicable;
2. assess any hazardous manual handling operations that cannot be avoided;
3. reduce the risk of injury so far as is reasonably practicable.

N.B. In extreme cases it may be necessary for a particular member of staff to be taken off duties that involve manual handling.

Responsibilities:

The Headteacher is responsible for:

- 1) identifying staff who are deemed to perform manual handling operations.
- 2) undertaking (either personally or by delegation) a risk assessment considering the task, the load, the environment and the individuals who carry out the task itself. In their role of assessor the person must be competent and more specifically:
 - be familiar with the Regulations and ensure that they are adhered to;
 - have a knowledge and understanding of:
 - a. the body and how it works (in relation to manual handling),
 - b. correct lifting techniques,
 - c. the requirements of the regulations, guidance and forms to be used,
 - d. the work process.
 - be given sufficient time, assistance and support to enable them to complete the assessment;
 - consult with the user when assessing their work routine;
 - be aware of their limitations when carrying out assessment and to call upon further expertise and additional sources of information when appropriate;
 - draw valid and reliable conclusions based on the assessment of risk;
 - make a clear record of the assessment and process this information promptly using agreed procedures.
- 3) monitoring and reviewing assessments at regular intervals and certainly on a maximum of a one year cycle. The frequency of the reviews will depend on the level of risk associated with a particular situation and should be no less than annually. A review should always be conducted immediately if there is:
 - a reason to believe it is no longer valid;
 - a major change to the work practice;
 - a major change to safety equipment provided;
 - a major change to the nature of the load;
 - a substantial increase in the amount of time performing manual handling operations;
 - a substantial change in other task requirements, e.g. more speed or accuracy;
 - if the workplace is relocated;
 - if the environment is significantly modified;
 - if there is a serious incident, accident or trend.
- 4) investigating any health problems reported to them or identified in staff. The manager must ensure that staff are not given tasks that are outside their capability.
- 5) providing users with information regarding:
 - the arrangements for reporting any health hazards;
 - the arrangements for the organisation of the daily work routine;
 - any action taken as a result of the assessment they have participated in.
- 6) arranging for the training of users in the correct techniques for manual handling operations.
- 7) planning the activities of staff to ensure that their work is interrupted by breaks or changes in activity that reduce the risks associated with the work. Such breaks or changes in activity should be:
 - taken before the onset of fatigue, as the timing is more important than the length of break;
 - included in work time;
 - reducing the workload;
 - preferably short and frequent;
 - engaging the user in tasks which do not involve manual handling;
 - taken at the discretion of the user if this is possible.
- 8) Such breaks or changes in activity should not:
 - lead to an increased compensatory pace of work;
 - involve further manual handling operations.

Users must:

- use the lifting/moving equipment provided in accordance with agreed methods of working and any training received;
- report to management any musculo-skeletal pain or fatigue which may be associated with the work;
- assist with the manager/assessor in the assessment of their work.

Health and Safety Training:

Training must be provided for staff on the healthy and safe way to perform manual handling operations.

Assessors also need to be trained in order that they:

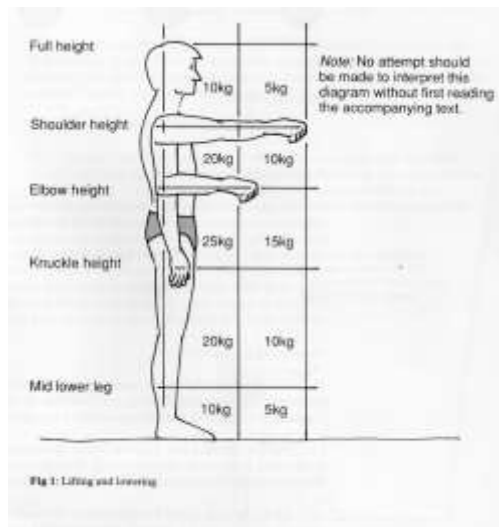
- can suggest strategies on how to avoid hazardous manual handling operations so far as is reasonably practicable;
- can assess any hazardous manual handling operations that cannot be avoided;
- can suggest strategies on how to reduce the risk of injury so far as is reasonably practicable.

Health and Safety training must be given at the same time as staff are trained how to perform manual handling and should include reference to:

1. The users role in prompt and accurate recognition of hazards. This should cover both the absence of desirable features and the presence of undesirable ones, together with information on health risks and how problems may be manifested. The physical effects of incorrect lifting techniques relevant to the working environment should be covered.
2. User initiated actions and procedures which bring risks under control, i.e.
 - a. *the importance of good lifting and lowering techniques.*

Schematic for Lifting and Lowering from different heights — Gender Dependent

This diagram shows the weights an ordinary healthy man should be able to lift (healthy women can lift on average two thirds of these weights) without significant risks to their health



- b. *the importance of using appropriate safety equipment and machinery correctly.*
 - c. *the need to take advantage of break~ and changes of activity.* Regular changes in activity and/or short rests should be used to reduce muscle fatigue and tiredness.
3. Recognition and reporting of health problems (temporary or not) that may affect their ability to carry out manual handling tasks.
 4. The users contribution to assessments.

Once training has been given staff should initially be supervised closely to ensure that it is implemented.

Children are supervised when carrying equipment such as PE mats or furniture and are shown how to do so, safely, before an activity takes place.

WORKING AT HEIGHTS

References

Cumbria Schools SAN (G) 18

Procedures

- a) Ladders are only used when there is no other alternative, i.e. using a scaffold.
- b) Ladders are not used by pupils or staff and stepladders are used only by adults.
- c) Stepladders should be spread to the fullest extent and properly levelled for stability. They are placed on a level surface and work is not carried out from the top platform.
- d) Lone working at heights is NOT permitted. There must always be two responsible adults present when working at heights.
- e) Staff will be trained in the correct selection and use of a ladder or steps.
- f) Ladders will only be used when there is no other alternative, i.e., using a scaffold.
- g) Ladders will only be used for jobs of short duration; must be fixed, tied or footed; must be used at the correct angle – 1 foot out for every 4 feet of height; must rest against firm, solid surface, supported by the stiles only. If appropriate, ladders must extend at least 1m above the landing place.
- h) Extending ladders must overlap by at least 3 rungs.
- i) Falls from ladders are often a result of oil, grease or mud on the rungs causing the user to slip. Check ladders and the soles of shoes are clean before use.
- j) Stepladders must have handholds if the top step is being used to stand on.
- k) Users of ladders must not overreach, carry heavy items or long lengths of material.
- l) Adequate precautionary measures must be taken when working on electrical equipment. Metal ladders should not be used.
- m) Wooden ladders must never be painted. Cracks, splits, warping or mechanical damage can result in ladders breaking during use.
- n) Barriers and signs will be used to alert others to the use of ladders. Adequate arrangements will be made before using ladders or steps behind doors.
- o) All ladders and steps will be formally inspected at least every 6 months and records kept on the Ladder Register by **Mr Gary Turner** and any repairs carried out immediately or item labelled and taken out of service. There are no ladders in school at present.
- p) All staff are responsible for checking any step ladders before each use.

The essentials for good ladder storage are:

- Ladders and stepladders should be stored where they are protected from continual exposure to bad weather.
- They should be kept in a well-ventilated area.
- Timber ladders and stepladders should not be stored in boiler rooms or adjacent to radiators, steam pipes or other sources of heat, so as to avoid deformation.
- It is important that the ladder is well supported throughout its length to prevent weakening of the joints. They should not be hung so that the weight is carried by the rungs, but should be stored on edge clear of the ground in racks or wall brackets (horizontally).
- Stepladders may be stored vertically.
- Access to ladders and steps should be appropriately maintained. They should be secured in some way to avoid use by inappropriate persons i.e. trespassers for example.

FIRE SAFETY PRECAUTIONS/EMERGENCY PLAN

References

CCC Safety Procedures – No. 8
Regulatory Reform (Fire Safety) Order 2005

Procedures

Please also refer to the school's Crisis Management Plan and Contingency Plan/Disaster Recovery procedures.

The Headteacher (or **Mr M Barker** in the head's absence) sounds the alarm for practices.

The first member of staff to detect a fire sounds the alarm in emergencies using the break glass points located around school.

The Headteacher calls the Fire brigade (or **Mr M Barker**) in the head's absence). The telephone number for emergency services is simply **999**.

The Headteacher is the **Fire Coordinator (or Mr M Barker)** in the head's absence). The Fire Coordinator is in overall control during the evacuation process. The Fire Coordinators duties include:

- Telephoning the fire and rescue service
- Coordination of people
- Liaison with the emergency services on arrival
- Ensuring the evacuation is conducted effectively
- Delegating certain tasks to other suitable personnel
- Initiating disaster recovery procedures

Class teachers are nominated **Fire Wardens**. Fire wardens duties include:

- helping children and others (i.e. visitors) to leave the premises
- checking the premises to ensure everyone has left – undertaking sweeps of classes, toilets, cloakrooms etc.
- using fire fighting equipment if trained and safe to do so
- reporting to the Fire Coordinator
- liaising with the fire and rescue service on arrival
- shutting down vital or dangerous equipment
- performing a supervisory/managing role in any fire situation
- taking the register/roll call for their particular class, and reporting anyone who is missing immediately to the headteacher and/or fire service

The headteacher or secretary is responsible for taking the **visitors book** to the assembly point to ensure that all visitors and contractors are accounted for by way of a roll call.

All escape routes are clearly marked with green 'running man' signs and directional arrows where appropriate and all have doors that can be opened internally without the use of a key i.e. baffle door handles, thumb turn locks, push bar to open etc.

Fire Action Notices are clearly displayed around the building for those persons/visitors who are unfamiliar with the premises.

Each classroom has a written Fire Drill, and a plan detailing escape routes, fire extinguishers etc.

Assembly point

Children, visitors and staff will gather on **the Playground** for evacuation in an emergency. **Teachers** are responsible for taking the class registers/head counts and ensuring all pupils are accounted for.

Alarm checks	The alarm is checked weekly by Gary Turner and a record is held in the fire logbook. This involves a different Call Point being tested each week with the use of a special key. The fire alarm system (and automatic fire detection) is serviced at least annually by a competent contractor.
Emergency Lighting	Emergency Lighting is tested monthly by Gary Turner and a record is held in the Office. Each lighting unit is tested with the use of a special key. The Emergency Lighting must also be tested for a period of 1 hour every 6 months to ensure the batteries are working satisfactorily. The results must be entered in the test record sheets/fire logbook. The Emergency Lighting system is serviced at least annually by a competent contractor.
Extinguisher Checks	Gary Turner checks the extinguishers and fire blankets monthly for obvious signs of damage, misuse, tampering etc. Client Services, service them annually. Records are held in the Office.
Discharged/Faulty Extinguishers	These are to be reported, immediately to Susan Barker through the Defects Book. Susan Barker must inform the Fire Extinguisher service provider..
Fire Doors & Final Exits	We have a formal system in place for checking fire doors and fire exit doors e.g. ensuring they remain in good condition; they close/meet properly; intumescent strips/smoke seals are in good condition, self closing devices are operational, final exits can be easily opened without the use of a key etc. Gary Turner is responsible for checking and recording the condition of fire doors and final exit doors each month.
Fire practices	These are held at the beginning of each new term and records are held in the fire logbook.
Kitchen staff	All fire procedures and practices apply to kitchen staff. Kitchen staff must ensure that if the alarm is raised, they must switch off any electrical equipment that they may be using (if safe to do so) such as the deep fat fryer or oven for example and evacuate the building by the nearest available exit.

All exits are operational during evening parental performances or Governors meetings.

Extinguishers are located throughout school

Type of fires these can be used on:

Water	Completely RED body. Use on paper, cardboard, wood and clothes NEVER USE ON ELECTRICAL EQUIPMENT OR FLAMMABLE LIQUIDS. Can hit a target up to 6 metres distant.
Dry Powder	Red body (possibly with blue somewhere on the upper half of the extinguisher). Effective on most types of fire but have a good VACUUM CLEANER handy after use. Particularly effective on flammable liquid and metal fires.
Carbon Dioxide (CO²)	Red body (possibly with black somewhere on the upper half of the extinguisher). Effective on flammable liquid and particularly effective on electrical fires. Very noisy when in use and do not hold the discharge horn/nozzle as it will freeze during use and will burn your hand. Can hit a target up to 2 metres distant.

Foam	Red body (possibly with cream somewhere on the upper half of the extinguisher). Specialist use on flammable liquids and also effective on carbonaceous fires. Some training required to use effectively. Can hit a target up to 4 metres distant.
Fire Blanket	Effective at smothering a fire and protecting you from heat and flames. To operate, remove from container and unfold. Ensure you grip the blanket in such a way that your hands are inside the fold. Hold the blanket in front of you and lay it over the burning material, do not throw the blanket.

If it is safe to do so, **staff who have been trained and are familiar with the fire extinguishers** may attempt to tackle the fire. They must always ensure their means of escape is not compromised. If they do not feel competent they must not stay to fight the fire but must evacuate the building. It must be stressed the extinguishers are provided for fighting small fires in the early stages.

IF IN DOUBT – GET OUT AND STAY OUT!

Fire Precaution Logbook/Register - This is kept in the School Office.

Lunchtimes: - A register of children on the premises at lunchtime is held in the office. In the event of a fire, the member of staff on duty, i.e. Senior Midday Supervisor, is responsible for handing out these lists to enable the correct roll call to be taken.

The Headteacher, in their role as Fire Coordinator (or **Mr M Barker**) in the head's absence) is responsible for liaising with the Fire and Rescue Service on arrival. The following information should be made available to the Fire Service ASAP:

- The Fire Risk Assessment Folder
- Asbestos Register
- Types and Location of Highly Flammable Liquids i.e. aerosols etc.
- Results of Roll Call i.e. has everyone been accounted for
- Location of fire (if known)
- The nearest water supply fire hydrant.
- The Gas and Electricity main shut off valve locations.

No-one will be permitted to re-enter the building until the Fire and Rescue Service have given the 'all clear'.

Assisting Vulnerable People/People with Disabilities: There are currently no pupils or staff in school with disabilities i.e. mobility difficulties, wheelchair users, visually or hearing impaired or with special needs. Should this situation change in the future, Personal Evacuation Plans (PEP's) must be developed for each specific child or staff member, which outlines how and by whom they will be evacuated or assisted to evacuate.

Similarly, should there be any disabled visitors to the school, a 'buddy' system must be set up whereby named persons are responsible for ensuring these persons are assisted to evacuate the building quickly and safely.

Contractors/Visitors: All contractors or visitors and all persons hiring the school premises must be familiarised with the schools Fire Safety Arrangements. They must be informed of the following:

- All available final exists and the means of escape.
- The location of all fire fighting equipment in the areas they will be frequenting.
- The location of the Fire Alarm Call Points.
- Any hazards they may encounter.
- The location of the Assembly Point.
- What to do if the Fire Alarm is activated.
- If Hot Work is to be carried out a strict Permit to work must be operated.

Lone Working: See Lone Working risk Assessment.

Risk Assessment: The Headteacher is responsible for carrying out a documented fire risk assessment in accordance with the Regulatory Reform (Fire Safety) Order 2005. The Fire Risk Assessment is made available to all staff and is held in **the Office**. An additional copy is also kept off the premises at **Mrs S Barker's house** for use in the event that the original document can not be retrieved from school due to fire or other emergency. The risk assessment will be reviewed at least annually or sooner should there be any significant alterations or changes in school.

OTHER EMERGENCY PROCEDURES

References

Emergencies and your school – Emergency Planning Unit Cumbria CC.
Emergency Closures (poster) 2004 – Health and Safety Team
Guidance Notes on suspicious packages – Emergency Planning Unit Cumbria

In the event of a full school evacuation, the nominated Reception Centre for this school is the **Heron Hall** Key held in office

BOMB SCARE - Precautionary Measures - Package Bombs

The following information and advice is given by the Police:

Bombs can be made to fit inside parcels, packages and letters for delivery through the post or by hand. Such bombs are designed to explode when the package or letter is opened. They are not obviously distinguishable from ordinary mail. Points to look for include:

- a) point or origin e.g. from postmark or name and address of sender;
- b) manuscript address and style of writing;
- c) balance of package, some devices tend to be lopsided;
- d) weight of package; excessive weight, particularly in small packages or letters;
- e) springiness in the tops, bottom or sides of any package or letter;
- f) protruding wires or the feel of wires inside;
- g) a small hole, like a pin hole, in the outer wrapping;
- h) greasy marks coming through from the inside;
- i) smell of almonds or marzipan;

additionally in the case of letters;

- j) a different feel from the normal e.g. a stiffening of card or metal;
- k) an inner envelope which is tightly taped or tied.

If a package or letter of any kind gives reason for doubt or concern no attempt should be made to open it.

If a package or letter becomes suspect which it is being opened or disturbed it should be lowered as gently as possible on to the nearest level surface. Regardless of its condition it must not be further disturbed.

The Police are to be called immediately. The immediate area of the building in which the suspect bomb is, is to be evacuated. Evacuation procedures should follow those stated for Fire Procedures, except doors and windows should be opened if safe to do so in order to allow any resulting blast to dissipate with minimum risk from debris.

INCLEMENT WEATHER

In the event of inclement weather such as a heavy snowfall, the headteacher contacts the Chair of Governors as soon as possible to inform them of a decision regarding the opening of the school. Local radio stations are contacted and an announcement made. The Chair of Governors or a designated member of staff who lives locally, is asked to come to the school to supervise any children who attend and their parents must be contacted. Should there be no contact available, the children remain in school. See Emergency Closures Advice displayed in school.

GENERAL HOUSEKEEPING

1. All floor areas must be kept tidy.
2. Doorways, passageways and stairs must be kept free from obstructions.
3. All spillages must be cleaned up immediately to remove the risk of slipping.
4. If any required item cannot be reached from the ground then only equipment purpose built for climbing should be used.
5. All machinery and equipment should be checked before use for obvious defects and any defects reported to the appropriate manager.
6. Defective equipment must not be used.
7. All machinery and equipment should have the appropriate guarding system in place before using and must only be used by trained and authorised users.
8. Photocopiers should never be used with the lid raised.

ADMINISTRATION OF MEDICATION

References:

Cumbria Schools Safety Advice Note SAN (M) | Administration of Medication
DfES Managing Medicines in Schools and Early Years Settings
CCC Safety Procedures Manual – Section 7

Procedures

I. School Policy

The Headteacher of Storth School accepts responsibility, in principle, for school staff to give or supervise children taking prescribed medication during the school day, bearing in mind that some children may require 'functional' medication as detailed below;

Non-prescription medication (including herbal remedies)

This type of medication is not normally given within school hours. Such medication would include cough bottles, vitamins, lotions etc.

Paracetamol is also included in this group but there can be exceptions and it will be administered to pupils who suffer from acute migraines/period pains, following dental surgery etc. When a request is made by parents it will be granted in those circumstances where attendance at school might be disrupted. In such cases consent must be given by parents, a record kept of the dose given and a note sent home to the parents indicating the amount and frequency of the doses administered. Overall control of the administration of such analgesics will go some way in preventing pupils bringing their own supply into school. Aspirin should never be administered to children under 16 years of age.

Prescription medication

This group tends to make up the bulk of medication that may need to be administered during school hours. Examples of such medication are antibiotics, penicillin etc. Medication that is required 3 times per day only does not have to be taken during school hours. In fact, there are relatively few situations where prescribed medication would need to be given in school. Such situations however, would include:

- Medication to be given 4 times per day.
- Medication to be given prior to, or directly following, a meal.
- Medication to be given at fixed hourly intervals.
- Medication that is required should a complaint flare up.

Ritalin, prescribed for ADHD would also fall into this category. Ritalin is a Class A drug and as such should be locked away when not required. Good practice suggests that the pupil's photograph be attached to a folder/envelope containing the supply of Ritalin so that staff may be sure that the drug is being administered to the appropriate pupil.

If a child needs such medication then a parent/guardian should come into school to give the required dose. If this is not possible the school is willing to make arrangements to administer such medication. Staff willing to administer drugs will be supported by the LEA and will be insured in the event of a claim for negligence so long as they have acted reasonably.

School staff should insist that the medication is sent to school in the bottle or box with the prescription details affixed. These details are not to be deviated from unless further officially prescribed dose details are given to the Headteacher. A parental consent form can be found in Safety Advice Note SAN(M)1.

Functional medication

This type of medication is usually prescribed but is, in the main, necessary to ensure that a child can function normally. In the event of an emergency, it will almost certainly need to be administered by school staff. Should the medication be withheld, serious illness or even death could result. Such medication includes:

Insulin (diabetes)
Ventolin etc. (asthma)
Diazepam, Vallium etc. (epilepsy)
Adrenaline (anaphylaxis) – See Safety Advice Note SAN(M)2

Where functional medication has to be given, school staff will be given training in the correct procedures of administration. This is, however, on a volunteer basis but again full support would be given by the LEA as well as indemnity in the event of something going wrong. General protocols are available for dealing with the administration of rectal diazepam, adrenaline, and insulin in addition to the Cumbria Schools Asthma Policy. Copies of the protocols are available from the Health and Safety Team.

It is important for the school to have sufficient information about the medical condition of any pupil with long-term medical needs. If a pupil's medical needs are inadequately supported this can have a significant impact on a pupil's academic attainments and/or lead to emotional and behavioural problems. The school therefore needs to know about any medical needs before a child starts school, or when a pupil develops a condition. In such cases, a written health care plan in Safety Advice Note SAN(M)1 should be drawn up involving the parents and relevant health professionals. This will include the following:

- Details of the pupil's condition
- Special requirements e.g. dietary needs, pre-activity precautions
- Medication and any side-effects
- What to do, and who to contact in an emergency
- Record keeping
- The role the school can play

2. Administering Medication

No pupil at Storth School should be given medication without his or her parent's/guardian's written consent. Any member of staff giving medicine to a pupil should check:

- The pupil's name
- Written instructions provided on the prescription label
- Prescribed dose
- Expiry date

If in doubt about any of the procedures, the member of staff should check with the parents and/or a health professional before taking further action.

Where staff are asked to administer doses of a number of prescribed medicines, the details of the doses to be given must be verified by a health professional. Any alterations to the original prescribed dose/s must similarly be verified by a health professional.

A record of medication administered is kept on form D(ii), above the filing cabinet in the office.

If pupils refuse to take medication, school staff should not force them to do so. The school should inform the parents/guardians as a matter of urgency. If necessary, the school should call the emergency services.

3. Fabricated or Induced Illness

Fabricated or Induced Illness is a form of child abuse where the carer either reports symptoms later found to have been fabricated or causes direct harm to a child through inducing symptoms and in the most extreme cases death. The child may also be genuinely ill and the symptoms exaggerated or further induced by the parent/carer.

A template has been devised to assist staff who may have concerns about Fabricated or Induced Illness (FII). A training programme for Designated Teachers and Unit Managers on FII and the use of the template will follow. In the meantime staff should be aware of the general guidelines below and appropriate action taken in schools and LEA units.

Communicate concerns about Fabricated or Induced Illness (FII)

At any stage where any individual considers FII is a possibility, this must be communicated to medical and other professionals in Social Services to safeguard the welfare of the child.

Concerns about Fabricated or Induced Illness should only be disclosed to the carers after discussion with Social Services and only then if it is decided that sharing information will not place the child at increased risk of harm.

The critical task is to assess the likely risk of harm to the child through an objective and systematic consideration of the known facts. Views based on or including personal judgements about the parents are highly likely to severely interfere with that process. It is extremely difficult for staff to think that a seemingly caring parent struggling to care for an apparently seriously ill child may be the cause of the child's suffering. All professionals need to concentrate on dispassionately reporting the facts rather than trying to understand the parent's motivation in cases of FII.

If concerns about FII are expressed and not subsequently pursued then the reasons for not doing so should be identified and recorded.

Use of language

It is vital that concerns are communicated clearly and ambiguous circumlocutions must be avoided. When recording or reporting their concerns or observations it is crucial that staff use their own words and not terminology they may have heard used to by others. In plain terms, they should say what they see, and only that.

Speak and listen to children

We should actively seek the views of children, listen to them and involve them in decisions about their education. If a child says something that contradicts or conflicts with their parent/carer's account of their health or welfare, then we all have a clear 'duty of care' to ensure that any discrepancies are properly investigated and explained.

Report of dying child

If a child is reported as having a terminal condition confirmation should be sought from medical personnel qualified to make this prognosis.

Medication in schools

The LEA has issued revised guidance on supporting pupils with medical needs using this case as a precedent. Copies can be obtained from Kym Allan, Health and Safety Manager.

As part of the school's Administration of Medication Policy it should be explicit that:

- A clear diagnosis exists and the implications of any condition on the pupil's education are clearly stated.
- Suitably qualified medical personnel must sign health care plans.
- Administration of drugs must be in accordance with the prescription. Any variation in prescriptions must be confirmed with medical personnel and not implemented solely on parental advice.
- Drugs should be given to schools in the original, labelled container.
- Any concerns about drug administration should be communicated directly to medical personnel, not via the parent.
- All administration of medication should be recorded.
- Where pupils have a statement of special educational needs, the administration of medication should be reviewed at least annually.

- Where pupils have a statement of special educational needs, there should be a protocol for the respective roles of teachers and non-teaching assistants, LEA staff and outside agencies.
- Health personnel must demonstrate invasive means of drug administration.
- Guidelines must be especially rigorously applied where the drug is uncommon, may carry side effects, where the application of the drug is invasive or intrusive, or where withholding the treatment could result in serious illness or death.

4. School Trips

We believe that it is good practice for schools to encourage pupils with medical needs to participate in school trips, wherever safety permits.

Sometimes, the school may need to take additional safety measures for outside visits. Arrangements for taking any necessary medication will also need to be taken into consideration. Staff supervising excursions should always be aware of any medical needs, and relevant emergency procedures. In some cases it will be appropriate for an additional supervisor or the parent/guardian to accompany that particular pupil. If staff are concerned about whether they can provide for a pupil's safety, or the safety of other pupils on a trip, they should seek advice or assistance from the Health and Safety Team or the School Medical Service in consultation with the school Educational Visits Coordinator.

Medication, which under normal circumstances, the parents would administer at home, such as preventative medication required for Asthma, will need to be given by the school staff. Arrangements need to be made for this to happen. One individual member of staff should be charged with the role of administering medication to those pupils who require it.

5. Storing Medication

The schools should not store large volumes of medication. The Headteacher should ask the parent or pupil (depending on the age and reliability of the pupil) to bring in the required dose each day. However, this is not always possible.

When the school stores medicines, staff should ensure that the supplied container displays the prescription details i.e. labelled with the name of the pupil, the dose of the drug, the frequency of administration and the expiry date. Where a pupil needs two or more prescribed medicines, each should be in a separate container, and the combination verified by the pupil's G.P. Non health care staff should never transfer medicines from their original containers. The Headteacher is responsible for making sure that medicines are stored safely. **The School Office** has been designated for this unless they need to be kept in the refrigerator in the staff room. Medicines can be kept in a refrigerator containing food but should be in an airtight container and clearly labelled. Pupils should know where their own medication is stored and who has access to it.

A few medicines, such as asthma inhalers, must be readily available to pupils and must not be locked away. Pupils should be responsible for their own inhalers but this will depend on the age and aptitude of the pupil concerned. Other medicines should be kept in a secure place e.g. a locked cupboard or high shelf, and not accessible to pupils. A sample parental consent form is in Safety Advice Note SAN(M)I for those situations where parents and the school agree that the pupil can carry their own medication.

If the school locks away medication that a pupil might need in an emergency, all staff (including supply and temporary staff) should know where to obtain keys to the medicine cupboard or cabinet.

Storage of Ritalin

Ritalin is a Class A drug. Doses of Ritalin must be kept locked away in a cupboard when not being used. A cash box or similar may be used. It is important that a photograph of the pupil accompanies the details of the dose required to prevent misadministration.

6. Record Keeping

A record should be kept of all medication given to pupils during school hours by staff and others. A copy of a record sheet is given in the DfES document 'Supporting pupils with Medical Needs'. In addition, individual records should be kept of functional medication given to pupils. This includes medication for those conditions outlined in Section 2 above. Record cards are available from the Health and Safety Team, Children's Services. A sample record card is in Safety Advice Note SAN(M)I.

Disposal of Medicines

School staff should not dispose of medicines. Parents should collect medicines held at school at the end of each term. Parents are responsible for disposal of date-expired medicines.

7. Sharps/Needles

Where pupils require medication which is supplied with a syringe or epi-pen, or where blood needs to be tested (e.g. in the case of diabetics), the staff must dispose of the needles and/or sharps appropriately.

8. Emergency Procedures

In the event of an emergency the headteacher or deputy should be informed immediately. Emergency services can be contacted through the school office. The pupil's parents should also be contacted as soon as possible, contact details are available from the register or the school database. A pupil taken to hospital by ambulance must be accompanied by a member of staff who should remain until the pupil's parent/guardian arrives.

If, in an emergency, staff are taking pupils to hospital or a doctor in their own car, the member of staff should be accompanied by another adult and have 'business use' included in their vehicle insurance.

CONTROL OF CONTRACTORS

References

Cumbria Schools SAN (G) 18a

Procedures

In the event of extensive work being undertaken on the premises, contractors will meet with the Headteacher, members of the governing body and representatives from CAPITA. Contractors are to be issued with a Safety Information for Contractors form which outlines the areas of school policy, which could affect them. This form must be signed by the contractors before they can begin work. A Risk Assessment should be carried out by the contractor, prior to the commencement of the work and they must notify the headteacher of any additional hazards they may create during the course of their work.

Contractors are referred to the school Asbestos Register, which highlights the known and suspected areas that may contain asbestos before any **intrusive** works commence.

If the work being carried out has a dangerous element, it must not be carried out at times when the children are in the vicinity and could be affected. Children should be warned to keep away from any vehicle that may be in the playground. The Headteacher is the designated person who monitors the contractors throughout their time on the premises.

Further guidance on dealing with contractors is provided in SAN (G)18a, held in the Office.

Minor works are carried out by competent contractors, usually provided through Capita although these contractors may be contacted directly. **Mr Simon Brabant** is responsible for checking (to the best of their ability) the competence and safety awareness of any contractors that are not employed using CAPITA. This can be done by following these general guidelines:

- past performance, reputation and satisfactory work in school or other Council premises
- submission of suitable and sufficient risk assessments/method statements
- membership of trade bodies (e.g. Corgi registered, IEE etc)
- accreditation by trade bodies etc.
- general health and safety awareness
- they must be properly insured and will indemnify the Council for any claim, etc.

CONSTRUCTION

References

Safety Advice Note SAN(G)18b

Construction (Design & Management) Regulations (CDM) 2015

Construction work can be defined as redecoration, roof work, rewiring, general refurbishment and the building of extensions etc.

ALL construction work is covered by the Construction (Design and Management) Regulations 2015.

Prior to any construction work being carried out the Headteacher should:

- check the competence and resources of all appointees
- ensure there are suitable management arrangements for the project
- allow sufficient time and resources for all stages
- provide pre-construction information to designers and contractors

In the case of notifiable projects, Clients must appoint a competent Principal Designer. Those Clients without construction expertise should rely on the Principal Designer's advice on how best to meet their duties, but the Principal designer will need the Client's support and input to be able to carry out their work effectively. The Client can no longer appoint an Agent to take over his/her duties. The Client remains ultimately responsible for ensuring that Client duties are met.

The client's key duties for notifiable projects, in addition to those general duties listed above, are to:

- select and appoint a competent Principal Designer (who must notify the HSE of all Notifiable Projects);
- select and appoint a competent Designer;
- select and appoint a competent Principal Contractor;
- make sure that the construction phase of the project does not start unless there are suitable welfare facilities and the construction phase plan is in place;
- retain and provide access to the Health and Safety File (see below);
- check the competence and resources of all appointees;
- ensure there are suitable management arrangements in place for the project;
- allow sufficient time and resources for all stages of the project;
- provide pre-construction information and any other information promptly to designers and contractors.

Remember, if the construction work is being organised by the School Governors/Headteacher, you are the Client. If the work in school is being organised by another Local Authority Department e.g. Children's Services, then they are the Client.

Further guidance can be found in Safety Advice Note SAN(G)18b.

EQUIPMENT/MAINTENANCE

References

Provision and Use of Work Equipment Regulations 1998
Workplace Regulations 1992

Procedures

- a) All employees are required to inspect visually their work equipment and to report any faults before use and not to use this piece of equipment if it is deemed unsafe, i.e. checking for cable damage etc.
- b) All employees are reminded of their obligation to participate in the training when provided to ensure that they understand how to work safely with all equipment that they use, and to work to the guidelines provided in the training and subsequently by their manager.
- c) Any faulty piece of equipment is to be taken out of service, labelled as out of service, and moved to an area where it cannot be used. It must not be returned to normal use unless it has been checked by a competent person and repaired if necessary.
- d) No private equipment is to be used unless it has been deemed safe by a competent person.

ROUTINE MAINTENANCE & SERVICING REQUIREMENTS

Note: Those areas highlighted in **RED** should be carried out by school staff. All others will need to be undertaken by competent contractors.

Records of Servicing and Maintenance should be filed in the red Buildings Register.

AREA	<u>ITEMS</u>	<u>FREQUENCY</u>
Fire	Fire Alarm System Emergency Lighting Fire Extinguishers Battery Operated Smoke Alarms (if relevant) Fire Drills/Practices Fire Logbook	<ul style="list-style-type: none"> ▪ Serviced Annually ▪ Call Points Tested Weekly ▪ Serviced Annually ▪ Tested Monthly ▪ Visually checked Monthly ▪ Serviced Annually ▪ Annual clean & battery change ▪ Tested Weekly (as fire alarm) ▪ Termly ▪ Kept up to date (all the above should be recorded in your fire logbook)
Electricity	Mains Installation (Fixed, wiring) <u>Fixed</u> Electrical Equipment Electrical Heating Boilers (if relevant) Fan Convectors/Heaters (if relevant) Lightening Protection (if relevant) Water Heaters (if relevant) Portable Electrical Appliances	<ul style="list-style-type: none"> ▪ Inspected every 5 Years by NICEIC Registered Contractor ▪ Serviced Annually ▪ Serviced Annually ▪ Serviced/Cleaned Annually ▪ Serviced Annually ▪ Serviced Annually ▪ Inventory ▪ Regular visual inspections (informal) ▪ All EARTHED equipment to receive Electrical Integrity Test Annually (Portable Appliance testing). Double insulated equipment can be tested every 2-3 years.
Gas (or Oil)	Mains Installation Gas Fired Boilers/Heating Systems/ Water Heaters Fixed Gas Appliances	<ul style="list-style-type: none"> ▪ Serviced and Certificated by CORGI Registered Engineer Annually ▪ Serviced Annually by CORGI Engineer ▪ Serviced Annually CORGI Engineer
Security	Intruder Alarm	<ul style="list-style-type: none"> ▪ Serviced Annually

AREA	<u>ITEMS</u>	<u>FREQUENCY</u>
PE Equipment	All PE Equipment	<ul style="list-style-type: none"> • Serviced Annually • Inspected regularly (informal)
Outdoor Play Equipment	All	<ul style="list-style-type: none"> • Serviced Annually • Inspected regularly (informal)
Lifting/Handling Equipment	Wheelchair Lifts and People Lifting Hoists and Evac Chairs Goods Lifts/Hoists	<ul style="list-style-type: none"> • Thorough Examination and Test every 6 months • Thorough Examination and Test every 12 months
Art Equipment	Kilns	<ul style="list-style-type: none"> • Serviced Annually
Working at Heights	Ladders/Stepladders/Scaffolds/Trestles	<ul style="list-style-type: none"> • Formal Inspections every 6 Months (recorded on Ladder Register) • Regular Inspections (informal)
Vehicles	Mini Buses	<ul style="list-style-type: none"> • Staff training records • Vehicle Logbook • Maintenance records • MOT Certificate • Tail Lifts – Thorough Examination and Test every 6 months
Kitchens	Fixed Gas equipment i.e. ranges, fryers etc. Fixed Electrical Equipment i.e. mains cookers etc. Oven Canopies <ul style="list-style-type: none"> • Pressure Cookers • 'Espresso-type' coffee machines • Pressure Steamers • Steamer Ovens 	<ul style="list-style-type: none"> • Serviced by CORGI Registered Engineer Annually • Serviced Annually • Cleaned professionally at least Annually Annual Safety Checks (unless items in regular use, in which case it may be appropriate to make more formal examinations more often)
Asbestos	Known or presumed asbestos containing materials	<ul style="list-style-type: none"> • Regular Inspections (informal) • Formal Inspections (Termly)

LONE WORKING, VIOLENCE TO STAFF AND SECURITY

References

Cumbria Schools SAN (G) 16 Lone Working
CCC Safety Procedures 24

Policy

The school does not recommend that staff are on the premises working alone but there are occasions when staff choose to remain in school. Therefore, risk assessments are carried out to highlight potential hazards and control measures are put in place. Further advice can be found in SAN (G) 16.

Procedures

- a) The school gates are closed before, after and during school hours.
- b) Keypads are placed on all main entrances and are in force when children are in the building.
- c) Visitors and contractors must report to the main office where access can be obtained via the security system at the front door.
- d) All visitors/contractors must sign in and out and wear an identification label whilst in the building.
- e) Teachers will not allow any adult to enter their classroom if the school visitor's badge does not identify them.
- f) The school is fitted with an alarm.
- g) The building must be checked by the last person leaving, ensuring all windows and outside doors are secure. This is the caretaker's responsibility and he has access to a mobile telephone for use in an emergency.
- h) The alarm must be set.
- i) Staff working late, should ensure doors are locked, notify someone responsible (i.e. a family member or a colleague) of their presence in school and give an indication of the time they will be leaving and the time they are expected home.
- j) **Simon Brabant** is responsible for regularly checking external lighting, and the last person to leave sets the security alarm. Any faults will be reported to **the headteacher** and recorded in the Defects book for action.
- k) All money collected in school must be promptly dispatched to the office where it will be locked in the **school administrators drawer** until it can be banked.
- l) Home visits are not carried out for reception children at the start of each school year

If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the headteacher immediately. The headteacher will warn any intruder that they must leave the school site straight away. If the headteacher has any concerns that an intruder may cause harm to anyone on the school site, he/she will contact the police.

WELLBEING

References

Reducing stress for everybody working in education (NUT/Cumbria County Council).
Teachernet.co.uk
Health and Safety Executive HS(G)218 Tackling work-related stress – A Managers guide to improving and maintaining employee health and well-being
Cumbria County Council Safety Procedure 3, 11, 13, 20 & 21
Cumbria LEA guidance on Homeworking
Cumbria Scheme for the Support of Teachers
The Identification and Management of Stress Related Ill-Health document
School Work Related Stress Management Policy
SAN(G) 33

Policy Statement

- I.1 The Governing Body of Storth School recognises its responsibilities under the law to ensure that staff are not made ill by their work. It also recognises the considerable pressures on staff in schools, which, if not properly managed, can and do lead to work related stress. It therefore incorporates this policy statement within the school's overall Health and Safety Policy document.
- I.2 The Governing Body recognises that it is in the best interest of the School and its pupils to ensure that staff are able to perform at the peak of their abilities. We recognise the significant harm that can be done to pupils' education if staff are placed in unacceptably stressful situations.
- I.3 In line with the spirit of the Code of Practice on LEA/School Relations, the Governing Body will work in partnership with the LEA to fulfil their respective responsibilities, particularly with regard to Health and Safety legislation.
- I.4 The Governing Body is committed to creating within the School an environment that is conducive to reducing the instances of work-related stress to a minimum and to ensuring that individuals suffering from work-related stress are managed in a sympathetic and supportive manner.
- I.5 The Governing Body will ensure that Governors and the management of the School:
- receive training and information to keep abreast of developments in legislation and case law relating to work-related stress;
 - take steps to ensure that they understand what stress is and how the School can handle it;
 - recognise that the way a school is managed can contribute to stress problems; and,
 - recognise that managers themselves can be placed under stress.
- I.6 In order to mitigate stress within the School the Governing Body will promote a culture which:
- recognises that stress related problems do not indicate weakness, incompetence or laziness;
 - encourages staff to be open about the causes of work-related stress so that reasonable steps can be taken to alleviate it;
 - recognises that the pressure of excess workloads can trigger illness and ensures that steps are taken to mitigate this.
- I.7 The Governing Body will ensure that on a regular basis, a risk assessment is undertaken within the School to assist in identifying the potential and actual causes of work-related stress. The results of the risk assessment will be used to develop a School Action Plan to tackle the areas identified. The Action Plan will:
- respond to the needs of all staff in School, including the Head Teacher;
 - be drawn up in consultation with recognised teacher associations and trade union representatives; (See Guidance Notes – Involving the Staff)
 - recognise that work-related stress is an organisational problem and look for organisational answers;
 - emphasise the prevention of stressful situations;
 - be practical and realistic in terms of the actions proposed;
 - be shared with all staff in School, recognising that everyone has a part of play in solving the identified problems;
 - identify who is responsible for taking action;
 - include review dates to evaluate progress and to develop further actions as necessary.
- The Action Plan will, on an annual basis, form part of the School Development Plan in order that areas for improvement can be actively identified.
- I.8 The Governing Body recognises that there will be times when an individual suffers from stress and will develop a procedure to respond to this situation. This will include:
- ensuring that management and other staff are aware of the effects and possible symptoms of stress in order that the problems can be identified as soon as possible;
 - offering a range of support mechanisms for the individual, recognising that everyone differs in the way they cope with stress;
 - providing support for staff returning to work after sickness absence, including consideration of phased return to work where appropriate;
 - ensuring that any preliminary examination by the Head teacher of poor performance includes consideration of health factors such as stress as an attributable factor.
 - Providing access to the Occupational health Service to provide help and support.
- I.9 The Governing Body will ensure that agreed procedures are followed (as outlined in Work Related Stress – Guidance for Schools)
- I.10 Where a policy for Managing Staff Sickness exists, the Governing Body will follow the procedures contained within that Policy.
- I.11 The Governing Body will refer to their Personnel Services provider for guidance and support where concerns arise.

EDUCATIONAL VISITS AND ACTIVITIES

References

Employer Guidance – www.oeapng.info

CCC Policy for the Management of Outdoor and Experiential Learning Educational Visits
EVOLVE system

Off-Site Activities, Outdoor and Experiential Learning and Educational Visits Procedures

The Educational Visits Coordinator (EVC) is **Mr Matthew Barker**

Introduction

Off-site activities are those activities arranged by or under the support of the school that take place outside the boundaries of the school grounds.

The Governors believe in the benefit of outdoor and experiential learning and the significant role it plays in ensuring young people fulfil their potential.

Staff arranging or otherwise involved in off-site activities must make themselves familiar with the policy, advice and guidance which are available on the Evolve system. All off-site activities must take place under the terms of this policy advice and guidance.

All educational visits should have a clearly defined aim that is directly linked to the curriculum or personal and social development.

The Head teacher/EVC will appoint a Visit Leader to be responsible for overall Supervision of the visit. This can be any adult deemed competent by the Head Teacher and Educational Visits Coordinator.

Employer Guidance

Cumbria County Council has formally adopted the Outdoor Education Advisers' Panel **Employer Guidance (EG)**. This guidance can be found on www.oeapng.info.

It is a legal expectation that we as a school must work within the requirements of the EG as well as the requirements outlined in the CCC Policy for Managing Outdoor and Experiential Learning and Educational Visits (available on the Evolve system). This document will refer the school to specific documents available on the EG website (as above).

Training Requirements

1. Educational Visits Co-ordinator (EVC) – a trained EVC is in post
2. EVC Revalidation – The EVC will attend formal revalidation training every three years.
3. Visit Leader Training – where possible visit leaders who lead educational visits will attend training. Where training has not been undertaken the visit leader can demonstrate equivalent competence.

Details of training courses are available through the Evolve system / resources / training

Approval and Notification

The information relating to educational visits and LOtC activities will be uploaded onto the Evolve system for notification and approval purposes. Those requiring approval will be automatically brought to the attention of the LA whilst those requiring notification will be viewed and monitored by the LA.

Level 1 Visits are approved at school level by the Educational Visits Coordinator and the Head Teacher.

Level 2 Visits are visits abroad, residential visits or visits involving adventurous activities and require Local Authority approval.

Preliminary Visit and Provider Assurances

Wherever possible the staff planning an off-site activity should make a preliminary visit to the venue in order to familiarise themselves and make a proper assessment of its suitability, bearing in mind the needs of the children,

the size of the group, the time of year (including probable weather conditions) and the suitability of the facilities available.

Where the provider holds nationally accredited provider assurances, such as the examples below, a preliminary visit will not be deemed necessary.

- The LOtC Quality Badge
- AALA Licence
- Adventuremark
- NGB centre approval schemes

Ratio

The law does not prescribe activity specific staffing ratios. However, we will always endeavour to ensure that the level of supervision and group management is 'effective.'

Effective supervision will be determined by proper consideration of:

- Age (including development age) of the group
- Gender issues
- Abilities of the group (including special educational needs, behavioural, medical and vulnerability characteristics etc.)
- Nature and location of the activity, including the type of activity, remoteness, duration, skill levels involved, as well as the time of year and prevailing weather conditions
- Staff competence

The following ratio's are general guidelines and will not automatically be taken as providing appropriate supervision. These ratios will **not** be adequate to meet the needs of most residential and more complex visits.

Minimum 1:6 with a minimum of 2 competent adults (years 1-3) – higher for nursery children

Minimum 1:10 with a minimum of 2 competent adults (years 4-6)

Minimum 1:15 with a minimum of 2 competent adults (year 7+)

Minimum 1:10 with a minimum of 2 competent adults for trips abroad

Early Years and Foundation Stage

We will follow the specific legal requirement for staff to pupil ratio for these pupils as outlined in the Early Years and Foundation Stage Statutory Framework.

A fully qualified paediatric first aider will always accompany visits involving these pupils.

Risk Management

Hazards will be identified and risks will be managed to an acceptable or tolerable level. It is recognised that elimination of all risk is not always possible or reasonable. The HSE advocates that it is important that young people are exposed to well-managed risks so that they can learn how to manage risk for themselves.

Generic risk assessments are available on the Evolve system but must be amended to suit the actual needs of the activity, pupils etc.

Risk Assessments will be prepared for all aspects of a school trip for which the school are actually organising (i.e. transport to and from venue, leisure activities at a centre etc.). Activities undertaken under the supervision of instructors when visiting organised centres e.g. Hawse End, will be the responsibility of the centre. However, it is the responsibility of the Group Leader to check that the risk assessments are in place. Where a provider does not hold an AALA Licence, LOTC Quality Badge, Adventure Mark or NGB Approval Scheme the Local Authority **External Providers Checklist** will be used to ensure that centres/venues/accommodation etc. are complying with current regulations.

School risk assessments will be reviewed after each trip to ensure that any issues or concerns are dealt with and recorded whilst fresh in staff's minds. Risk assessments will be reviewed and altered or amended well in advance of the next similar trip to ensure that changes in supervising staff and pupils are considered. All supervising adults going on the trip will be made aware of the control measures introduced as a result of the risk assessment; they will be asked to signify their understanding and acceptance of the control measures required.

DBS Checks

Staff/volunteers accompanying visits, where they normally have 'frequent' or 'intensive' access to children (including an overnight stay) will hold a current DBS Disclosure. Volunteers who are accompanying trips as a 'one off' do not require a DBS Disclosure and will therefore not be given unsupervised access to pupils/groups at anytime.

Transport

The levels of supervision will be carefully considered as part of the risk management process when planning a journey, giving proper consideration to driver distraction when considering supervision levels.

Coaches and minibuses will provide a forward facing seat for each member of the group. It is the policy of the school to use coaches/minibuses with seat/lap belts.

Where private cars are used for transport, the group leader is responsible for ensuring that drivers have adequate insurance and are covered for business use, road tax and MOT (where required). Where appropriate the correct child restraint will be used.

Where a member of staff is driving the minibus the requirements outlined in The Safe Operation of Minibuses and Safety Advice Note SAN (G) 11 – Driving a School Minibus, will be adhered to.

Parental Consent

The parents of children taking part in an off-site activity will be provided with full and concise information about the activity their child is to be undertaking. Where the activity is taking place entirely within a normal school day we consider it sufficient to obtain an acknowledgement that the parents are aware of the arrangements and what the visit will involve. Where the activity extends beyond the normal school day or involves a hazardous activity then written permission from the parent will be obtained.

Costings

Prior to organising an off-site activity staff will ensure that the total cost of the activity is determined. This will include costs associated with the visit which would normally fall on the school e.g. transport, entrance fees, insurance, provision of any resources or equipment specific to the activity and costs relating to adult helpers.

Funding for off-site activities is provided mainly by parental contributions (voluntary except in the case of residential visits). No child will be excluded from an activity because of the unwillingness or inability of the parent to make a contribution.

The timetable for the payment of contributions will allow for the Head teacher to make a decision about the financial viability of the activity in reasonable time.

Emergency Procedures and Critical Incident Support

The visit leader must make all adults accompanying a group aware of the emergency procedures that will apply. Each adult should be provided with an emergency telephone number. This will normally be the school number.

Before a group leaves school the school office should be provided with a list the names of those participating, children and accompanying adults (with emergency contact numbers for each), travelling with the group, together with a programme/timetable for the activity. Visits abroad, residential visits and visits involving adventurous activities are inputted into the Evolve system.

The safety of the group and especially the children is of paramount importance. During the activity the group leader may decide to suspend the activity as part of the ongoing dynamic risk assessment. Therefore it is important that a Plan B activity is available and a risk assessment has been undertaken for this activity.

Prior to an activity, if it is felt that the behaviour of an individual child is likely to compromise their own safety or the safety of others the group leader should discuss with the head teacher/EVC the possibility of excluding the child from the activity.

Critical Incident

A critical incident is an incident where any member of the group undertaking an off-site activity has:

- Either suffered a life threatening injury or fatality
- Is at serious risk
- Has gone missing for a significant and unacceptable period

To access support from the Cumbria County Council the following telephone numbers will be used:

- Normal office hours – 01228 227169
- Out of Hours Emergency Helpline – 07699 113300 (ask for pager no. 786440, leaving a name and contact telephone number)

These numbers will be carried by the leaders during an off-site activity but will only be used in cases of genuine emergency. The numbers must NOT be given to students, parents or guardians.

More detailed guidance on procedures and requirements can be found on the Evolve system

FOOD HYGIENE

Storth CE School aims to provide the highest standard of food safety and hygiene. In particular, the School, will ensure that the food and drink prepared and sold on our premises is both safe and wholesome. Furthermore we will strive to ensure that legal requirements, relating to food safety and hygiene, will be complied with fully.

Storth CE School shall therefore take all reasonable precautions and exercise all due diligence to ensure that they comply with the provisions of the Food Safety Act 1990 and all subordinate legislation.

In order to assist the school with this responsibility, the duty to take reasonable precautions and exercise due diligence must be delegated throughout the management structure and to all levels of employees. Therefore the school will support both management and employees with a range of measures designed to assist with this duty.

In particular the school, so far as is reasonably practicable:

- a) Ensure that the food meets the highest quality and safety standards by quality management.
- b) Ensure that hygienic workplace, plant, equipment and systems of work are provided for all its employees, by operating the food business in accordance with the procedural guidelines within this policy
- c) Ensure the health and hygiene of our employees
- d) Provide such information, training and supervision as employees' need, for the purpose of maintaining the highest possible standards of food safety and hygiene.

Employees are reminded that they have a responsibility to co-operate with their superiors in creating and maintaining a hygienic environment, avoid placing themselves and others at risk and, adhering to the School hygiene food safety policy and procedures within.

FOOD TECHNOLOGY

- Appropriate risk assessments must be in place for food technology activities, the working environment and machinery/equipment.
- All staff involved in the handling or preparation of food e.g. baking activities, nurseries, breakfast clubs etc. must undergo Food Hygiene training such as the CIEH Level 1 Award in Food Safety
- Gas appliances in food technology should be serviced every year by a CORGI Registered engineer, and current records/certificates must be held on site.
- Similarly, any electrical appliances used will either be included in the school's portable electrical appliance testing, or if mains wired e.g. electric cookers, will either be serviced annually or included in the 5 Year Mains Electrical Installation Inspection.
- All emergency gas and power cut off switches must be easily identified and accessible and staff must be aware of the location and operation of the mains services
- Portable/transportable ovens must be sited appropriately i.e. not underneath overhanging cupboards, away from combustible materials/displays especially those that are loose, away from water supplies etc.
- Portable/transportable ovens must never be moved when hot/warm.
- If there are pressure cookers in use, they must be subject to an annual inspection.
- It is essential to ensure the number of pupils using particular pieces of equipment is controlled so that crowding/accidental pushing, etc. does not take place or pupil numbers reduced to prevent this.

- Clear working procedures should be written down and brought to the attention of anyone who may be required to use equipment.
- Oven gloves/cloths must be available and used.
- Ovens are only to be used by adults or pupils using the oven are supervised appropriate to their age range and abilities.
- Equipment must be sited so that draughts from windows and doors do not interfere with the safe working of a particular piece of equipment.
- Cooker guards and hob covers must be used appropriately.
- Equipment, materials and tools must be regularly inspected and appropriately maintained.
- If fridges/freezers are used to store food stuffs/ingredients for food technology activities, the temperature of equipment must be checked and recorded on a daily basis (Fridges between 2-5°C; Freezers -18 °C or below).
- Food stuffs must be stored appropriately i.e. perishable items stored off the floor and food/ equipment shelving sealed, clean and wipeable.
- Appropriate fire fighting equipment must be located in the workroom (appropriate fire extinguisher(s) and fire blanket).
- Fire exits must be unobstructed.
- Heat generating equipment **MUST** be switched off after use and at the end of the each day.

ELECTRICITY

References

Electricity at Work Regulations 1987
 Cumbria Schools SAN (G) 17 Electricity
 CCC Safety Procedures 12

Procedures

1. Plugs, sockets and switches - Teachers are to visually check these on a regular basis.
2. Each time an appliance is used, check the leads, plugs and sockets.
3. If a fault is detected, remove the plug to decommission the appliance, if possible. If not, label with warning. Report fault to the Head/Health & Safety Coordinator.
4. Electrical Appliance Testing: **Cannon and Brown** test the electrical appliances annually, copies of which are kept in the Office
5. General use of Equipment - All staff are to be shown how to use equipment, and to switch it off when not in use.
6. Extension leads/Multi-adaptors - These are not to be over-loaded. Advice and permission to run more than one device from a single socket should be sought from the Health and Safety Coordinator.
7. Mains electrical system - This is checked every 5 years an NICEIC Registered Contractor.

Further advice on electrical items can be found in SAN(G)17. **DO NOT TAKE RISKS!**

GAS OR OIL

Convactor Heaters are services annually by **O'Connell and Bean**.

School Boilers - These are serviced annually through **O'Connell and Bean**.

ENVIRONMENTAL PROTECTION

References

Policy

It is the responsibility of the Governing body to ensure appropriate Environmental Protection Measures are in place.

All cases of Environmental Pollution by overflow or spillage are to be recorded and reported. The Accident Form P25 is suitable for this until it is replaced.

Causes of Environmental Pollution include: -

- a) Overflow of oil containers.
- b) Overflow of sewage tanks including slurry tanks.
- c) Spillage of 20 litres or more of any chemical covered by COSHH
- d) Noise

In the event of the need for portable heating or air conditioning units, the following guidelines must be closely adhered to:

- a) The heater should be checked for defects before children are allowed into the room.
- b) The immediate surrounding area should not be used: in fact barriers should be erected.
- c) Children should receive detailed instruction as to their movements within the vicinity of the heater.
- d) Under no circumstances is a child to be asked to switch on, or off, the heater.
- e) Under no circumstances is a child to be asked to move a heater.
- f) Under no circumstances are articles of any kind to be placed, stored or left on the heater.
- g) Clear adherence to maker's instructions concerning ventilation are to be enacted.

Reasonable working temperatures are:

In areas where there will be an average level of activity and an average level of clothing - **18 C**.

Corridors - **15 C**.

Office - **16 C**, within an hour of starting work.

LIGHTING: School should be lit by daylight whenever and wherever possible.
Fittings should be cleaned regularly

NOISE: Only rarely will noise in a school constitute a risk to someone's hearing.
Disco, or concert equipment: children are to be kept two, or three metres from the front of loudspeakers.

TOILETS: **Children-** Windows should always be open during the school day, this is to facilitate a good through flow of fresh air.
One sanitary fitting and wash-basin for each 20 children.

Staff: - Separate provision is not made for female staff and male visitors although this provision is separate from that made for the pupils.

SMOKEFREE WORKPLACE POLICY

Held separately.

LEGIONELLA

References

The Employer (LEA in Community and Controlled Schools, Governors in Aided and Foundation Schools) has a duty to appoint a person to be managerially responsible for preventing and controlling the risk; in most cases this position will fall to the Head teacher. The duty may then be delegated to another person.

Procedures

On completion of a risk assessment and subsequent report the responsible person will ensure that all recommendations are prioritised according to urgency and availability of funds.

Monitoring will be carried out in accordance with the findings of the risk assessment

All remedial work must be carried out by a registered body such as the Institute of Plumbing

Water temperatures of nominated outlets/taps (sentinel outlets) are monitored on a termly basis. This involves using a digital temperature probe and testing the water temperature from various taps around school – records are kept.

MONITORING SYSTEMS AND REVIEW OF PROCEDURES

References

OHSAS 18001 Occupational Health and Safety Management Systems
HSG 65 Successful Health and Safety Management (HSE publication)

Policy

The Governing body shall, at intervals that it determines, review the Health and Safety management system, to ensure its continuing suitability, adequacy and effectiveness. The management review process shall ensure that the necessary information is collected to allow management to carry out this evaluation. This review shall be documented.

The management review shall address the possible need for changes to policy, objectives and other elements of the Health and Safety management system, in the light of Health and Safety management system audit results, changing circumstances and the commitment to continual improvement.

The Governing body should review the operation of the Health and Safety Management System to assess whether it is being fully implemented and remains suitable for achieving the schools stated Health and Safety policy and objectives.

The review should also consider whether the policy continues to be appropriate. It should establish new or updated objectives for continual improvement, appropriate to the coming period, and consider whether changes are needed to any elements of the Health and Safety management system.

Typical inputs

Typical inputs include the following items:

- a) accident statistics;
- b) results of internal and external OH&S management system audits;
- c) corrective actions carried out to the system since the previous review;
- d) reports of emergencies (actual or exercises);
- e) report from the management appointee on the overall performance of the system;
- f) reports from individual line managers on the effectiveness of the system locally;
- g) reports of hazard identification, risk assessment and risk control processes.

Process

Reviews should be carried out by the governing body, on a regular basis (e.g. annually). The review should focus on the overall performance of the Health and Safety management system and not on specific details, since these

should be handled by the normal means within the Health and Safety management system.

In planning for a management review, consideration should be given to the following:

- a) the topics to be addressed;
- b) who should attend (managers, OH&S specialist advisors, other personnel);
- c) responsibilities of individual participants in respect of the review;
- d) information to be brought to the review;

The review should address the following subjects:

- a) suitability of current OH&S policy;
- b) setting or updating of OH&S objectives for continual improvement in the forthcoming period;
- c) adequacy of current hazard identification, risk assessment and risk control processes;
- d) current levels of risk and the effectiveness of existing control measures;
- e) adequacy of resources (financial, personnel, material); the effectiveness of the OH&S inspection process;
- f) the effectiveness of the hazard reporting process;
- g) data relating to accidents and incidents that have occurred;
- h) recorded instances of procedures not being effective;
- i) results of internal and external OH&S management system audits carried out since the previous review and their effectiveness;
- j) the state of preparedness for emergency;
- k) improvements to the OH&S management system (e.g. new initiatives to be introduced or expansion of existing initiatives);
- l) output of any investigations into accidents and incidents;
- m) an assessment of the effects of foreseeable changes to legislation or technology.

The management appointee should report to the meeting on the overall performance of the Health and Safety management system. Partial reviews of the Health and Safety management system performance should be held at intervals that are more frequent, if required.

Typical outputs

Typical outputs include the following items:

- a) minutes of the review;
- b) revisions to the OH&S policy and OH&S objectives;
- c) specific corrective actions for individual managers, with target dates for completion;
- d) specific improvement actions, with assigned responsibilities and target dates for completion;
- e) date for review of corrective action;
- f) areas of emphasis to be reflected in the planning of future internal OH&S
- g) management system audits.

TRANSPORT (USE OF MINIBUS, PRIVATE CAR OR EXTERNAL CONTRACT).

References

The Safe Operation of Minibuses
Cumbria Schools SAN (G) 4 Use of Volunteers
Cumbria Schools SAN (G) 11 Driving a Minibus – new laws

Procedures

Private cars

- a) Private cars are to be used ONLY when the owner of the car has a valid driving licence and an insurance policy, which covers the carriage of children for school activities.
- b) Where possible, children should not be allowed to sit in the front of cars.

- c) Seat belts are to be worn at all times, and children 15Kgs-25Kgs –approx 4 to 6 years old will need a booster seat or cushion (for children 6 years and above) whilst travelling in a car. Therefore children aged 3 or more years old and up to 135 cms in height (or 12th birthday whichever they reach first) must use an appropriate child restraint when travelling in a car with seatbelts.
- d) Children should alight from the car on the kerbside, not the roadside.
- e) Within a normal 4/5-seater vehicle, no more than 3 children should be carried.

Minibus

The school does not own a minibus and only buses/coaches are hired where drivers are provided.

Coach Hire

All coaches hired for school use must be fitted with seat belts. Local firms are contracted:

Kirby Lonsdale coaches.

'Swimming buses' and school transport park **in front of the school** for the loading and unloading of children.

For the purpose of school excursions, the buses arrive and depart before and after school hours to prevent traffic hold ups outside the main gates.

Cars are discouraged from parking near the school on excursion days.

Booster Seats

Booster seats/cushions will not normally be required on the school minibus/hired in minibuses unless children under 12 years of age and under 4ft 5in in height are required to sit in seats parallel to the driver. Where children sit **BEHIND** the driver, booster seats/cushions will not be required. Home Office advice states that children under the age of ten years **must not** sit in the front seat of any hackney taxi or private hire vehicles. A private hire vehicle would include private taxis and some minibuses covered with this type of licence.

Any child of 11 years who sits in the front seat must of course have a booster seat if they are under 135cm (4ft 5in) height.

Where private vehicles are used to transport children, then any child under 12 years and 4ft 5 in, will need to use a booster cushion, and those under 25kg in weight, must use a booster seat.

The school owns a couple of booster seats for use in private cars should a child need to be transported by a staff member to a sporting event or to hospital for example.

PERSONAL PROTECTIVE EQUIPMENT

References

Personal Protective Equipment Regulations 1992

Policy

- a) The Governors are committed to providing safe systems of work, and this extends to provision and use of personal protective equipment (PPE)
- b) Where practicable, risks shall be managed by altering working arrangements and installing fixed and permanent controls that protect everyone in each work area.
- c) Where permanent fixed controls and changes in working arrangements cannot wholly eliminate hazards, or where such measures may be deemed as impractical because of the short duration of the work or for some other reason, PPE may be required.

- d) Where PPE is required it shall be selected by the manager for suitability and user acceptability, based upon the general risk assessment for work and/or work area concerned.
- e) Where PPE is not disposable but designed for re-use, it shall be subject to periodic inspection to confirm its continued suitability, and where appropriate subject to routine maintenance.
- f) Staff issued with PPE are reminded that they have an obligation to use it as instructed, to maintain it in a state of good repair, to report any defects or other problem promptly.

Procedures

- New/Defect of PPE to be reported to Health and Safety Coordinator.
- Any PPE required contact Health and Safety Coordinator.
- PPE requirements should be identified through the risk assessment process.

PHYSICAL EDUCATION

References

Safe Practice in Physical Education and School Sports – (AfPE Book)
Cumbria Schools SAN (PE) 2

Procedures

The law expects that all physical education teachers will work within a ‘modus operandi’, which identifies all the foreseeable safety problems associated with the activities undertaken. The school must declare its own policies and practices, which will eliminate foreseeable risks. The Headteacher must ensure that such a system is operable, even by recently appointed staff. At least one teacher should be identified whose responsibility it is to see that safe practice is realistic and working day to day **Mr Matthew Barker**. The law will expect that an individual schools code of safe practice in physical education, will reflect its own particular needs according to its programmes and premises in addition to factors which it may have in common with other similar establishments.

There must be a separate policy for Physical Education and this should include the named person responsible for ensuring that safe practise is carried out. Guidance offered in the ‘*AfPE Safe Practice in Physical Education*’ should be followed. The responsible person must ensure that staff have had specific training in any specialised activities (i.e. Trampolining). Records must be kept of who has what qualification and when it is due to be renewed.

All pupils including those in primary/infant schools should be instructed to safely move and handle equipment they may use for PE activities. Staff must supervise the erection and dismantling of PE equipment at all times and not allow children to do this on their own (unless their age and capabilities allow). The teacher in charge will ensure that there are sufficient children involved in moving the equipment to avoid any strain or discomfort, and will themselves assist in the actual process of erecting and dismantling.

Risk Assessments must be undertaken of all PE activities so that control measures to eliminate or reduce the likelihood of an accident occurring can be implemented. As always, risk assessments must be monitored and reviewed regularly and must be disseminated to relevant personnel. Risk Assessments must also be completed for the use of freestanding goalposts

PE Equipment must be inspected regularly and before use and defects reported. It must be inspected at least annually by a competent contractor. P.E. equipment is inspected annually by SPORTSAFE.

Outdoor Play Equipment (such as Playdale equipment for example) must also be inspected regularly and defects reported. It must be inspected at least annually by a competent contractor.

Regular inspections must be made of halls, floors, gyms and equipment and there must be adequate storage for equipment, for example, PE mats should be held in a store constructed from fire resistant material with fire doors and kept locked when not in use.

Jewellery is not permitted to be worn during any form of Physical Education, or movement exercises. There is clear guidance within the School Prospectus concerning appropriate clothing and footwear for physical activities.

SIGNS AND NOTICES

References

Safety signs and signals regulations 1996

Procedures

Under the Safety Signs and Signals Regulations 1996, where a risk assessment indicates that, having adopted all appropriate precautions, risks cannot be adequately controlled except by the provision of appropriate safety signs, then such signs must be provided.

- Appropriate signs will be displayed and will be easy to follow
- Health and Safety information notice board will be provided/maintained

SUPERVISION OF PUPILS

Break-time supervision:

- a) Children will not be left unsupervised

Out-of-bounds areas: Wildlife Area and the grass area in front of the school

Special site hazards: NONE

Pedestrian-vehicle separation:

- a) During normal school hours, all vehicles are exempt from playgrounds.,
- b) Exceptions will be permitted with prior warning given to the school.

Off-site break times:

- a) Within reason these should not be less than those for on-site break-times.

Supervision of Pupils Before and After School:

Parents have a legal duty to ensure that their child attends school at the appropriate time and that that child is collected from school within reasonable time of the school finishing.

Teachers can reasonably be asked to be available to supervise children at school up to 10 minutes before school starts and for the same period after school ends, and any such supervision time is included in teachers' directed time. The relevant section of the teachers' conditions of Employment requires teachers to supervise pupils "whether... before, during or after school sessions".

As far as the supervision issue is concerned, there is no statutory legislation which covers the supervision of pupils before and after school. Parents must ensure that their children arrive at, and are collected from, school at the appropriate time either by delivering to/collecting from the school themselves; permitting them to walk to and from school alone or ensuring that, for those entitled to home-to-school transport, the child arrives at a pre-determined pick-up point and making arrangements for them to return home from the pre-determined drop off point. Having said that, pupils cannot be expected to arrive at school all at the same time when parents will themselves be leaving for work at different times. In addition, school transport arrangements mean that there are early arrivals in the morning and perhaps pupils waiting for buses after school. While the school's duty of care exists so long as the pupils are on the school premises with the school's consent, it is unreasonable for the school to have to take responsibility for children arriving at school before supervision could reasonably be expected. Similarly arrangements for collection of pupils at the end of the school day must also be reasonable.

In the case of pupils arriving/leaving on school transport, it is important that staff are available to supervise pupils as they arrive at school. Depending on the age and/or ability of the pupils, supervision may begin when they enter

the school grounds. In some cases, however, circumstances may dictate that pupils are collected from the vehicle by a member of staff in person.

Should it be felt that the transport is arriving at the school at an unreasonable time, we will contact the Transport and Spatial Planning Team on 012228 226008/226044/226045 where they will try to assist.

Communication with parents in these situations is particularly important. The school prospectus states when the school will take responsibility for children before school opens and at the end of the day and reminds parents that before/after then, there will be nobody to supervise pupils. If, for any reason, arrangements have to be changed, then the parents will be told well in advance. This is particularly important at schools where for many years, teachers and/or ancillary workers have arrived at school in time to supervise any early arrivals, i.e. prior to the 10-minute period before school starts.

Younger i.e. foundation age pupils should be kept in school and handed to parents/carers once they arrive. This may also be necessary for pupils in Key stage one but is not statutory. Any pupils with special educational needs will be considered separately when a risk assessment will be used to determine the supervision and handover procedure of the pupil concerned.

Children who arrive at school knowing that supervision arrangements are not in operation are there at their own risk, and parents will be informed that during this time, the responsibility for the safety of those pupils rests with the parent/carer. However, should a member of staff be present and a dangerous situation develop, then legally as well as professionally and morally, the member of staff should attempt to intervene or to seek assistance, as the situation requires.

Non-Collection of Pupils:

15 minutes after non-collection at the normal time - call emergency contact numbers in hierarchical order

If no response from emergency contact numbers after a number of attempts have been made

30 minutes after non-collection at the normal time - all Police and explain that a child has not been collected

1 hour after non-collection at normal time - call Children's Services Social Care and ask for advice

Throughout this time and prior to contacting either the Police or Social Care, continuous attempts must be made to contact the normal emergency contact numbers provided by the parent/carer.

PUBLIC PERFORMANCES

The Licensing Act 2003 deals with 'Licensable Activities' which in the case of schools, refers generally to 'Regulated Entertainment'

- performance of a play
- performance of dance
- exhibition of film (except for education, training or demonstration purposes)
- indoor sporting events
- boxing or wrestling entertainment
- performance of live music
- playing of recorded music (except where the music is 'incidental' to the main activity) other similar entertainment
- school discos are classed as regulated entertainment where a charge (however small) is made for entrance to that disco and the school are making a profit

but ONLY where the entertainment takes place in front of an audience (or spectators) and is provided at least partly to entertain that audience. It does NOT matter how small the audience is – so ‘parent’s assemblies’ for example would be classed as regulated entertainment.

Therefore, if schools are involved in any of the above activities, they should hold a PREMISES LICENCE (previously known as a Public Entertainment Licence). These can be applied for from the school’s District Council (Licensing Office) and further guidance and relevant application forms etc. can be downloaded from the relevant District Council website.

There should be NO FEE involved – Premises Licences are free to schools. Once granted, the Premises Licence lasts the lifetime of the school – it does NOT have to be applied for annually.

Although there is no fee involved, in relation to the application for the Licence, schools MUST advertise the application for a Premises Licence (there will obviously be an advertising cost implication to the school). They must:

- publish a notice in a local newspaper
- display a brief summary of the application on an A4 size notice immediately on or outside the premises

All schools must have the whole school electrical installation (fixed wiring) inspected by an NICEIC, or similar, Registered Contractor at least every 5 years. It would be seen as good practice to have the main electrical wiring in the areas where the entertainment generally takes place inspected more regularly than the 5 year legal requirement.

There may be schools that rarely conduct regulated entertainment. In these cases, if the school does not wish to apply for a Premises Licence, they should complete and return a TEMPORARY EVENT NOTICE to the Licensing Officer at their local District Council – again Temporary Event Notice forms can be downloaded from relevant DC websites. There are limitations and conditions to these notices:

- they can only be given 12 times in any one calendar year
- each temporary event can last no more than 96 hours
- the maximum total duration of the periods covered by temporary event notices at an individual premises is 15 days
- the scale of the event in terms of the number of people attending must not exceed 500

In ANY other circumstances a full Premises Licence would be required. Unlike a Premises Licence, there IS a cost implication with Temporary Event Notices. A Temporary Event Notice will cost the school £21 each time.

STUDENTS/PUPILS ON WORK EXPERIENCE AT THE SCHOOL

Storth CE School is happy to provide a limited number of work experience placements for young people.

The exact nature of the duties undertaken by the student will depend on a number of factors, including:

- Age and experience of work experience student
- Requirements of course being undertaken by work experience student

A designated member of staff will supervise all work experience students. They will oversee the visit and provide general guidance and advice on school routines, expected standards of behaviour, and duties etc. The designated member of staff is the Headteacher.

The work experience student will become a member of the School staff for the period of their visit. This fact will have considerable bearing on their expected behaviour. A full Health and Safety Induction will be carried out on day one of the placement.

Initially the work experience will usually involve periods of observation. As the student becomes more familiar with the layout of the School and its operation the expectations of and responsibilities given to the student will change.

Duties and responsibilities may include assisting:

- with the supervision of morning duties,
- staff before activity sessions,
- staff during activities,
- with cleaning up.

All work experience students are expected to arrive at work at **08:30** am and finish at **15:45** pm.

In order to satisfy fire regulations, if work placement students wish to leave the site during break time or lunch breaks, it will be necessary to inform a member of the staff before they leave.

If the School is required to produce a report or record of the experience, this will need to be discussed with a supervising staff member at the start of the visit.

POLICY ON THE USE OF MOBILE PHONES BY PUPILS IN SCHOOL

1. **Storth CE School** discourages, and advises all parents to discourage, pupils from bringing mobile phones to school on the grounds that they are valuable and may be lost or stolen.
2. Where a pupil does bring a mobile phone to school, the phone must remain switched off during the school day and may not be used, for any purpose on school premises, grounds or during off-site school activities (such as school swimming or sports activities). The only exception to this would be in an emergency or with the express approval of a member of school staff. The Headteacher may, at their discretion, allow any member of staff to approve such requests or may nominate a specific person to consider such requests.
3. Where a school pupil is found by a member of staff to be using a mobile phone, as above, for any purpose, the phone will be confiscated from the pupil and returned only to the parent, guardian or carer.
4. **Storth CE School** will incorporate this Policy into their Behaviour Policy and School Rules and will treat breaches as they would treat any other breach of school rules.
5. **Storth CE School** will include a statement of this policy in the School Information Handbook which is issued annually to parents.

SUN SAFETY POLICY

References

www.sunsmart.org.uk

Governors and staff are fully aware of the dangers that over exposure to sunlight can have on skin. The following sets out the main aspects of our school policy to protect children. This should be read in conjunction with the school Health and Safety policy.

As a school there are two aspects to the policy, the implementation of safe school practice and the supporting strategies.

Implementation:

As a school we will:

1. Develop staff awareness, i.e. through provision of information regarding sun safety and available resources to teachers.
2. Implement the concepts of the “Slip, Slap, Slop” programme: The main points are:
 - Reduce sun exposure between 11am and 4pm
 - Seek shade or create your own shade
 - SLIP! on clothing to cover your arms and legs
 - SLAP! On a wide-brimmed hat
 - SLOP! On sunscreen with SPF (Sun Protection Factor) 15 or higher
3. Other sun safety precautions include wearing UV protective sunglasses, using lip balm with a SPF of 15 or greater and performing regular skin examinations.
4. All pupils’ sun cream/sticks/ roll on must be clearly labelled. No child should share products belonging to other children.

Application of Sun cream:

- Parents will be encouraged to apply cream before the start of school. There are proprietary products on the market which only need to be applied once per day.
- Normally, pupils will be encouraged to apply their own cream (preferably a ‘roll on’ style) under the supervision of an adult
- Adults may help children apply cream to face, neck and arms. Children should apply cream to their own legs. Adults may only apply cream where another adult is present
- Staff will apply sun cream to pupils who cannot manage to apply it themselves appropriately. Generally these will be pupils with special educational/physical needs or very young pupils.

Supporting strategies

1. Develop a proactive supervision procedure during the dinner break (i.e. check students for appropriate attire – sunhats etc., encourage the use of shade etc). This should particularly focus on pupils whose parents have not provided them with either cream or protective clothing.
2. Sunhats will be considered to be part of school uniform and children will be actively encouraged to wear them. Sunhats in school colours will be available from the school office.
3. Provide parents with information on the type and recommended preventive strategies for sun safety through school newsletters.
4. Encourage and ensure through advance notice that parents, staff and students use a preventive approach on special, all-day activities such as PE days, educational visits and sports days.
5. Sports day will be held in the morning and finish before lunch to avoid the hottest part of the day.
6. Provide a balance of indoor and outdoor activities during peak times. Provide an indoor area to allow children to shelter from the sun. Supervisors will monitor pupil movement.
7. Utilise shaded areas for outdoor play. The Head teacher will organise a review of the outdoor areas around school with a focus on providing shade. The resulting action plan will be implemented and will be monitored by the governors responsible for Health and Safety and Buildings and Grounds.
8. Plant mature trees in play areas – involve students in the planning and care of these.
9. Provide protective shade – buildings, awnings etc.
10. Provide shaded seating – under trees, parasols for picnic benches etc.
11. Model “sun safe practices”. All adults should be seen to adhere to sun safe practices.
12. The dangers of sun will form part of the PSHE/science curriculum.

AS A GENERAL RULE OF THUMB, ESPECIALLY FOR YOUNGER CHILDREN

“ If my shadow is shorter than me I need to stay in the shade”

PONDS

References

- The Pond has been designed so that the edges of the pond are shallow, with the deeper zone positioned away from the edges.
- The depth has been kept as shallow as possible but does not exceed one metre at its deepest point.
- Suitable provision has been made at the water's edge so that groups can work safely.
- The pond is fenced to prevent inadvertent approach. The fencing slats are vertical, not horizontal, with no gaps large enough for a child to pass through. The fence is at least 1.2m (4ft) in height.
- A lockable gate has been provided for access to the pond area and to deter unsupervised entry. The gate remains locked whenever the area is not in use with a padlock (not just a bolt).
- **In addition to the provision of a fence, a permanently fixed, large-mesh cover at water level, (i.e. "weld-mesh" sheeting used to reinforce concrete) is in place – this enables pond-dipping activities to take place and vegetation to grow through whilst providing cover that would support the weight of a person falling on to it.**
- Consideration has been given to the likelihood of authorised users (extended schools attendees) and trespassers during the evening and school holidays or if the school grounds will be used as a shortcut to another place.
- Appropriate warning signs have been posted, warning of the presence of a pond detailing safety rules for use.
- Risk assessments in relation to the pond and activities involving the pond have been undertaken. All relevant information (i.e. the findings of the assessment and the control measures) have been relayed to staff and to others who may carry out activities involving the pond.
- Adequate instruction is given to pupils as to the risks, and how they should behave. This includes instruction not to drink the water. Following any sessions/activities in the pond area, staff and pupils follow normal hygiene procedures.
- All incidents involving falls into the pond will reported under the normal accident/incident reporting procedures (Form P25 can be used for this purpose).

INFORMATION TECHNOLOGY (IT)

- The layout of equipment will be appropriate with sufficient room for each student.
- Seating will be suitable i.e. height and comfort adjustable for individual users.
- Lighting levels will be adequate for the types of activities undertaken.
- Heating levels and ventilation will be adequate.
- Combustible items in the IT workroom will be stored appropriately.
- Electrical sockets and electrical extension leads will be used responsibly e.g. not overloaded, surge protected etc.
- The sever unit is housed appropriately e.g. where it cannot overheat, away from combustible materials, wires kept tidy etc.
- The fabric of the room and equipment is in a generally good condition, and the room is kept tidy.
- Please also refer to the School's Internet Use Policy held separately which details codes of conduct and safe guarding systems etc.

TREES

CCC (Emma Chapman) has undertaken Tree Surveys in all Cumbria Schools on behalf of the Local Authority.

A copy of the Tree Survey Report is held in school.

All recommendations made within the Survey will be undertaken or programmed into the School Health and Safety Management Plan depending on the risks.

Ideally any contractor that undertakes work on trees should be a member of the Arboricultural Association but whichever contractor you choose to carry out the remedial works must be COMPETENT.

Although District Councils have not historically placed Tree Preservation Orders (TPO's) on County Council land, we should, as a courtesy, contact our local district authority before any SIGNIFICANT works are undertaken on our trees.

CLEANING

School employ an outside contractor to undertake this function.

BEHAVIOUR MANAGEMENT AND POSITIVE HANDLING

Please refer to the school's Behaviour Management and Positive Handling Policy held separately.

