



Health and Safety Policy

This policy has been written to ensure that the school's ethos, curriculum, and practices promote shared values. It also encourages staff, children and other members of the Welbourne community to understand others and to value diversity, irrespective of gender, race, belief and sexual orientation.

As a Rights Respecting School, we put the United Nations Convention on the Rights of the Child at the heart of our planning, policies, practice and ethos.

Policy Agreed	Reviewed by	Ratified on	Approved by	Next Review
November 2025	R Tailor D McKenzie	20/11/25	FGB	November 2026

Introduction

The “Health and Safety at Work etc. Act 1974” (HSWA) and subsequent regulations place obligations upon employers, their employees, and the self-employed, in respect of measures to safeguard everyone involved in, or affected by, work activities.

These obligations have been developed during the years since the original HSWA and through the issuing of regulations and approved codes of practice.

This process of development may be expected to continue and has been given additional impetus through the embodiment into UK law of EC Directives, of which the “Management of Health and Safety at Work Regulations 1992” is a significant example.

This health and safety policy serves the dual purpose of drawing together into one document those procedures and guide-lines which have been developed within the school in response to the regulations that currently apply and a framework for future developments and updating that may apply as necessary.

Responsibility for the production, updating, and development of this policy lies with the Head Teacher, but the actual updating and amendment may be delegated.

All employees and contractors are required to be familiar with this policy, to understand it and to act in accordance with its requirements.

All employees and contractors have a legal obligation to work and act with due regard to the health and safety of themselves and others, to co-operate in complying with statutory duties, and not to intentionally or recklessly misuse anything provided by the school in the interests of health, safety and welfare.

This policy is issued with the authority of the Head Teacher and its requirements are binding upon all employees.

NB: Where the policy refers to the school this will also encompass the Children's Centre and After School Club

Safety policy statement

The Head Teacher of Welbourne Primary School and Children's Centre fully accepts their responsibilities under the "Health and Safety at Work Act 1974" to provide the resources to ensure the health, safety and welfare of both staff and pupils.

The school is committed to identifying, then eliminating or controlling, any hazards encountered in the school or on the site.

The Head Teacher will monitor this safety policy and revise it as necessary.

The school is also committed to the safety of others, not employed by the school, who may be affected by the activities of the school, i.e. pupils.

This statement, together with the safety policy, will be communicated to all members of staff via the school's regular training sessions and through induction training for new staff. A summary of the policy is included in the staff handbook, which is issued to every member of staff.

Roles and responsibilities.

Governors

Whilst Governors do not have to actually implement the health and safety policy of the school, they do have a role in ensuring that the school has a suitable health and safety policy in place and that it is acted upon.

By ensuring that the health and safety policy is developed and implemented the Governors will be discharging their legal requirement of ensuring the health, safety and welfare of the school's employees and the health and safety of those not in their employment i.e. pupils, parents, visitors and contractors.

The Governors must also ensure that the senior school management operates safe school premises with safe equipment, materials and substances.

The Governors should also ensure that the policies and standards laid down by the LA are adhered to.

To ensure that the above are in place it will be necessary for the Governors to periodically inspect the school and ask specific questions of senior school management to ensure compliance.

Head Teacher

In a primary school the Head Teacher retains overall responsibility for ensuring the health, safety and welfare of all the employees and the health and safety of pupils, visitors and contractors. The following duties normally relate to the Head Teacher but any of them may be delegated to suitable staff. Note that even if duties are delegated, overall responsibility rests with the Head Teacher to ensure they are carried out.

Head Teacher duties include activities organised on behalf of the school but being undertaken away from the school site.

The Head Teacher will:

- take day to day responsibility for all health and safety matters affecting the school;
- ensure effective communications on health and safety matters exist between the school and the Education's Department Safety Advisers;
- ensure compliance with health and safety law;
- maintain first aid and accident reporting systems that are suitable for the school;
- evaluate the need for health and safety training for school staff and arrange for its delivery;
- bring to the attention of the Governing body or the LA, any matter of health and safety that can not be resolved or is of substantial or imminent danger to any person;
- liaise with contractors, or their representative undertaking work on the school site, to ensure the safety of any persons exposed;
- ensure arrangements for fire prevention within the school are adequate and that suitable arrangements are in place for testing the fire alarm systems, fire fighting equipment, emergency lighting etc. and that records are maintained;
- ensure adequate fire drills are carried out and their results recorded;
- keep the school's health and safety policy under review and bring any amendments to the notice of all staff;

- ensure that adequate emergency procedures exist in relation to fire, gas leak, intruder etc.;
- ensure that the school has access to competent health and safety advice.

- provide Governors with an annual report on matters affecting health and safety within the school;
- together with school staff, assess and control the risks to persons, from hazards within the school, and any of its activities, wherever they are undertaken;
- provide equipment and articles for the school that are adequate for their intended use, are correctly serviced and properly maintained;
- ensure hazardous substances, i.e. cleaning substances, are properly used, stored and disposed of.

Deputy Head Teachers / Centre Manager

The Deputy Head Teachers (DHT) may be delegated any of the duties of the Head Teacher so long as the Deputy Head Teacher is aware that they have been delegated to them and is competent to carry them out.

In addition to the duties listed for the Deputy Head Teacher, the DHT will also assume the duties of the HT when deputising for the HT. It is therefore important that the DHT is fully familiar with all aspects of the school safety policy.

The Children's Centre Manager may be delegated any of the duties in regard to the Children's Centre and should be fully familiar with all aspects of the Health and Safety policy.

All employees

All employees are to be familiar with the school safety policy and:

- ensure that they work in ways that are safe and without risk to themselves, the pupils other staff or visitors;
- co-operate with those who have a duty to ensure health and safety by adhering to advice, instructions and procedures for health and safety;
- and by reporting any unsafe practices which come to your notice;
- participate with the school to improve the standard of health and safety.

Site Manager.

The Site Manager has very specific and important roles to play in the implementation of the health and safety policy for the school.

The Site Manager will ensure:

- staff within their control are adequately trained or instructed to perform the duties for which they are employed;
- the COSHH assessments have been carried out, up to date, and the assessment sheets available to staff who need them;
- risk assessments have been carried out on all hazardous activities undertaken by the department i.e. using ladders, entering boiler rooms etc.
- that the site is kept secure, and ensures that access and egress points are controlled at key points of the school day
- ensure arrangements for fire prevention within the school are adequate and that suitable arrangements are in place for testing the fire alarm systems, firefighting equipment, emergency lighting etc. and that records are maintained;
- ensure adequate fire drills are carried out and their results recorded;
- keep the school's health and safety policy under review and bring any amendments to the notice of all staff;
- liaise with staff on appropriate health and safety matters.

Definitions: H&S ARRANGEMENTS AND PROCEDURES

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- 'Workplace' includes all buildings, paths, playgrounds and car parks within the boundary fence
 - 'Work' means work as an employee or self-employed person
 - 'Premises' means any place including an outdoor place

The Workplace Regulations deal with general requirements in 4 broad areas:

- The Working Environment
- Safety
- Facilities for Staff
- Housekeeping

RESPONSIBILITIES FOR SCHOOL AND WORKPLACE SAFETY

These Regulations aim to ensure that workplaces meet the health, safety and welfare needs of all members of a workforce, including people with disabilities. The Regulations require things to be 'suitable' and makes it clear that things should be suitable for anyone. This includes people with disabilities. Where the workforce includes people with disabilities; it is important to ensure the workplace is suitable for them, particularly traffic routes, toilets and workstations.

RISK ASSESSMENTS

Health and safety risks arising from work activity must be properly managed. This can be done by:

- Carrying out risk assessments of what, in the work place, could cause harm to people so that a decision can be made as to whether the precautions in place comply with the law or whether more must be done to prevent harm
- Making arrangements for implementing the health and safety measures as identified in the risk assessment process
- Appointing competent people to assist in the management of health and safety at work
- Establishing emergency procedure
- Informing, instructing, training and supervising employees on work place activities, risks present and the arrangements in place to control or reduce them

It is also the responsibility of staff to ensure their own safety and the safety and welfare of any other person on the council's premises. Staff must abide by the council's health and safety policy and any safety instructions given to them by their managers.

GUIDANCE ON COMPLIANCE

This guidance note has been prepared to both managers and staff in order to minimise the risk of work-related accidents in their working environment.

The measures outlined below contribute to the comfortable working environment of people in the workplace.

- Ensure there is adequate control to maintain reasonable temperatures, ventilation and lighting at all times
- Ensure workrooms, workstations and their layout are suitable for the person working there
- Ensure that the workplace, equipment, fittings and facilities are well maintained, kept clean and refuse is removed regularly
- Ensure floors and traffic routes are kept free from obstructions and there is a safe passage for pedestrians and vehicles
- Ensure that measures are in place to prevent falling from heights or being struck by falling objects
- Check the structural safety on glazed doors and partitions; safety devices on doors & gates and provisions for the safe opening of windows and skylights
- Ensure that there are adequate provisions for toilets, washing, eating and changing facilities, rest areas and rest facilities for pregnant woman

THE WORKING ENVIRONMENT

1.1 Ventilation

Workplaces need to be adequately ventilated. If the workplace contains process or heating equipment or other sources of dust, fumes or vapours, more fresh air will be needed to provide adequate ventilation. Windows or other openings may provide sufficient ventilations but, where necessary, mechanical ventilation systems should be provided and regularly maintained.

1.2 Temperatures in Indoor Workplace

Comfort depends on air temperature, radiant heat, air movement and humidity. Individual personal preference makes it difficult to specify a thermal environment which satisfies everyone. Legislation stipulates that for workplaces where the activity is mainly sedentary, for example offices, the temperature should normally be at least 16 degrees Celsius. If work involves physical effort it should be at least 13 degrees Celsius.

In Haringey, there is a local agreement with the trade union and two 'trigger temperatures' that have been introduced are:

82F (28C) – Maximum

64F (17C) – Minimum

Managers have to be proactive and should have measures in place to counter temperature extremes before the trigger temperature is reached.

Staff should also be aware that where the maximum limit is breached they are **not** automatically entitled to be sent home.

With regards to staff who work outdoors, the issue of sun protection is becoming an increasingly important occupational health issue as awareness of the potentially harmful effect of the sun continues to grow.

All outdoor employees are expected to co-operate with advice, training and implementation in relation to this policy. The implementation of this policy requires employees to take appropriate measures in conjunction with instructions from their managers.

Examples of some simple practical steps that can be taken in offices to ensure reasonable comfort during either hot or cold weather are as follows:

During hot weather, these can be as simple as:

- Providing air cooling or air conditioning plant
- Providing fans
- Shading windows with blinds
- Providing additional facilities, e.g. cold water dispensers
- In cold weather:
- Provide adequate heating
- Reduce exposure by separating cold areas from those where people work
- Introduce appropriate working practices and systems or changes in tasks to allow breaks to be taken

These measures can make all the difference between a comfortable working environment and one which is uncomfortable, stressful and possibly harmful.

1.3 Work in Hot or Cold Environment

The risk to the health of workers increases as conditions move further away from those generally accepted as comfortable. Risk of heat stress arises, for example, from working in high air temperatures or exposure to high levels of humidity. Cold stress may arise, for example from working in open air during winter.

Assessment of the risk workers' health, from working in either a hot or cold environment, needs to consider two sets of factors – personal and environmental. Personal factors include body activity, the amount and type of clothing, and duration of exposure.

Environmental factors include ambient temperature, and radiant heat; and if the work is outside, sunlight, wind velocity and the presence of rain or snow.

The point to be considered when carrying out any assessment are as follows:

- Measures to control the workplace environment, in particular the heat from any source
- Minimising the risk of heat stress may mean insulating plant and by increasing ventilation rates and maintaining the appropriate levels of humidity
- Where it is not reasonably practicable to avoid workers being exposed to cold environment, consider using local environmental controls i.e. heaters
- Training in the precautions to be taken
- Supervision, to ensure the precautions identified by the assessment are followed

1.4 Lighting

Lighting should be sufficient to enable people to work and move about safely. Lighting and light fittings should not create any hazard.

1.5 Workstations and Seating

Workstations should be suitable for the people using them. Staff should be able to leave workstations swiftly in an emergency. If work can or must be done sitting, seats which are suitable for the people using them and for the work done should be provided. Setting up your workstation correctly will reduce most of the causes of pain and discomfort from sitting at a computer. Seating should give adequate support for the lower back, and footrests should be provided for workers who cannot place their feet flat on the floor. Office based staff undertake personal workstations assessments annually.

1.6 Animals in School

Animals can play an important role in the education of children. Children can learn about their needs and characteristics. Only suitable animals should be used in the school and proper planning is considered for their welfare, particularly during holiday times. Recognised publications should be used to determine suitable animals and should be available when keeping animals in school. This procedure is a guide to the precautions taken by the school.

- Have a reliable reference book available on the animal such as those produced by the RSPCA.
- Only obtain animals from reputable sellers.
- Ensure that children wash their hands before and after handling animals.
- Animal houses to be kept clean and disinfected as required.
- Do not allow contact between school animals and wild animals to avoid transmission of disease.
- Do not allow children to bring dead or injured animals into school.
- If animals wander onto floors or tables, wash afterwards.
- Teach children how to handle the animals with care.
- Feed animals correctly.
- Any animal bites and scratches should be washed carefully. Seek medical advice if there is any risk of infection.
- Risk Assessment for any visiting animals.

1.7 Accident Reporting

All accidents should be recorded on CPOMs

More serious accidents to pupils and any accidents to staff, visitors or contractors should be notified to the LA on the official forms provided by the LA.

Where a child has suffered a head bump, a text and a letter is sent home to advise the parent and it is recorded on CPOMs.

CPOMs contains the following information:

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- Name of injured person
 - Time, date and place of the injury
 - What happened to the cause of injury
 - The injury sustained
 - Treatment given
 - Name of any witnesses

More serious accidents should be investigated to try to prevent it happening again. This investigation should be documented and a risk assessment may be required.

1.8 Auditing of The Independent Safety System

Once the safety system has been set up and introduced into the school it is a legal requirement that it is regularly checked to ensure that it remains up to date and effective. The most common way of doing this is by an independent safety audit.

The system should be audited regularly; this could be once every two years. The purpose is to ensure the system remains effective. During the audit, the management procedures shown in the safety policy are checked to ensure that they are still put into practice and that the staff are actually aware of them. This sort of check will see if the system is an active one, or if it is just words in a policy.

As part of the audit, the auditor also walks through all parts of the school to look for failings in the system. This walk through also shows if the policy is being put into practice.

The safety system will be audited by: Haringey LA

A report will be given to the Head Teacher for action.

1.9 Contractors on site

NB all contractors on site to carry out works need to be provided with the Asbestos Register by the Site Team.

Contractors on site need to be supervised by the Site Manager who should be aware of the school's responsibilities regarding contractors. Checks do need to be made for competence and insurance. It is also a requirement that contractors on site during working hours have a DBS. These are recorded on the Single Central record by the Admin.

Ask the contractor for risk assessments.

The following guidelines should be followed.

- Before any work commences, it is advisable to hold a meeting on site with the contractor to agree how potential problems can be avoided.

When using local contractors it is advisable to set up the school's own "approved list". This will ensure that only suitable contractors are brought into the school to perform tasks.

There are many advantages in setting up an approved list, such as:

- you will know who to call quickly in the event of an emergency;
- staff will know who to call in the absence of the Head Teacher;
- the contractor will have been checked beforehand so you know what you are getting;
- references will have been taken up and checked;
- Once the contractor is on the approved list you will only have to check him once per year rather than going through the checklist each time one is used.

For a contractor to get onto the approved list they should satisfy the following:

- be capable of carrying out the work in a competent manner, either by qualification or experience;
- can supply the resources to satisfactorily complete the job, without upfront payment;

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- able to supply several satisfactory references, which should be checked;
 - is a member of the relevant trade association;
 - has sufficient, and up to date Public Liability Insurance, ask for a copy of the certificate and keep it on file, diary date the expiry to check for renewal;
 - has an up to date and meaningful safety policy;
 - has documented risk assessments;
 - agree to abide by the school safety policy and rules, in writing;
 - clearly state what work will be done, at what cost, and by when, in writing, before the work commences so that understanding and agreement can be reached.

If the above can be adhered to in all dealings with contractors it will greatly reduce the risk of problems or disputes. Remember, it is your site and they have to abide by your instructions.

1.10 Electrical Safety

Most people will be well aware of the dangers associated with electricity and electrical equipment. Electricity is potentially the most dangerous thing in the school and must be treated with respect. The Electricity at Work Regulations imposes certain duties on organisations to ensure the safety of those who may be affected by it. The following procedure should be adhered to in the use of electricity:

All portable electrical appliances should be tested as required (by Health and safety Executive). The frequency of the tests varies according to the equipment and where/how it is used.

- Staff should be instructed to visually check each item of electrical equipment before it is used. Look for signs of burning, damaged cables, loose covers etc.
- Any faults must be reported to the Site Manager immediately and the equipment taken out of use until it is suitably repaired.
- No one is allowed to work on any electrical circuitry or equipment unless competent to do so.
- Be aware of the dangers of trailing cables and do not have trailing cables across walkways.
- Four-way extension blocks should be checked regularly and a decision made about best ways to prevent them being tangled in feet. This prevents tripping hazards and damage to equipment.

The fixed electrical installation should be tested at about five yearly intervals.

1.11 Health & Safety Assistance

To satisfy its legislative requirements of having access to a competent person, the school seeks the assistance of the health and safety department of the Local Authority. This department will provide advice and guidance on health and safety law and what the school needs to do to comply with that law.

1.12 Inspections of the School

The school is inspected regularly by the Head Teacher and the Site Manager for any defects that could lead to an accident or ill health of any occupant. These inspections are carried out normally once per term and the results briefly recorded on a spreadsheet and put in the school log. A health and safety representative for the school is invited to accompany these inspections.

1.13 Pregnant Workers

When a member of staff has become pregnant the school should be notified and an appropriate assessment carried out to ensure that the duties performed do not cause her, or her unborn child, any harm.

A risk assessment will be completed and reasonable adjustments will be made for staff and noted on the risk assessment.

SAFETY

2.1 Maintenance

The workplace, and certain equipment, devices and systems should be maintained in efficient working order. Such maintenance is required for mechanical ventilation systems, equipment and devices which would cause a risk to health, safety or welfare if a fault occurred.

2.2 Falls and Falling Objects

2.2.1 Falls

The consequences of falling from heights or into dangerous substances are so serious that a high standard of protection is required.

Ladders should be of sound construction, properly maintained and securely fixed. Slips and trips which may be trivial at ground level may result in fatal accidents when on a roof. Precautions should be taken where there is a risk of falling off or through a roof. Where staff have to work at a height, appropriate control measures should be put in place and a risk assessment must be carried out in the first instance.

2.2.2 Falling Objects

Materials and objects need to be stored and stacked in such a way that they are not likely to fall and cause injury. Storage racking and shelving needs to be of adequate strength and stability for the loads to be placed on it. To ensure that racking or shelving installations continue to be serviceable, managers must:

- Ensure that racking or shelving are positioned or installed properly to prevent the risk of injury, e.g from the shelf collapsing or ladder falling and striking people
- Check them regularly to identify damage and take necessary action
- Encourage employees to report any damage, however minor, so that its effect on safety may be assessed and
- Set limits for maximum load and height of stacks to maintain stability and ensure these are displayed and that staff adhere to them strictly.

For further information on prevention of falls and falling objects, please refer to the HSE Booklet INDG244

2.3 Transparent or Translucent Doors, Gates or Walls and Windows

Windows, transparent or translucent surfaces in walls, partitions and doors should, where necessary for reasons of health and safety, be made of safety material or be protected against breakage. If there is a danger of people coming into contact with it, it should be marked or incorporate features to make it apparent.

If there is a foreseeable risk of people coming into contact with glazing and being hurt, then the glazing will need safeguarding. Serious injuries can be caused by persons colliding with or falling on glass panels. Safeguarding can be done by making sure the glazing meets the thickness standards set out in the regulations or by using protective screens, the application of anti-shatter film or replacement with a safety material such as laminated or toughened glass.

2.4 Openable Windows and the Ability to Clean Them Safely

Openable windows and skylights should be capable of being opened, closed or adjusted safely without risk to health and safety. This is particularly important in the case of

windows which open into other areas where people may pass eg. ground floor windows. The position of the window when open needs to be considered not only in terms of potential obstruction but also in relation to bodily contact with a glazed area. Windows and skylights should be designed so that they may be cleaned safely. When considering if they can be cleaned safely, account should be taken of the equipment to be used in cleaning the window or skylight or of devices fitted to the building.

Windows should be capable of being opened easily from inside the building without having to stand on desks or chairs etc. to reach or to pull, tug or lean over excessively.

2.5 Doors and Gates

Doors and gates should be suitably constructed and fitted with safety devices if necessary. Doors and gates which swing both ways or which open onto main traffic routes should have a transparent viewing panel.

2.6 Administration of Medication

It is recognized that teachers do not have any obligation under their contract to administer medication to pupils and that such administration is on a voluntary basis. There is a requirement however under the DfE to assist pupils with medical needs.

The school has a First Aid Policy which covers administering medication.

2.7 Asthma

Guidelines for dealing with an asthmatic attack should be made known to all staff. All staff should refer to the **Asthma Policy**

Details of all of the children in the school who have an asthmatic condition are contained on Medical Tracker and a printed medical care plan is in each classroom in the green box, in a file in the main office, DHT office in the new build, Medical room, Games club/medical room.

All teachers should be aware of the location of each child's inhaler in their class and where school emergency inhalers are stored.

2.8 Fire Safety

Fire drills to be carried out at least once per half term. The time taken to evacuate the school to be recorded in the Red Fire Folder. If it takes longer than the recognised time, investigate and consider carrying out the drill again. In Welbourne the time should normally be less than four minutes.

- During the fire drill, notionally block off one of the escape routes to more closely simulate a fire situation.
- If there is an electric fire alarm system this must be tested by an approved contractor on a regular basis.
- Any faults on the systems to be reported to the contractor immediately.
- If there are break glass points they should be tested weekly from a different point each time.
- Emergency lighting should be regularly tested.
- All records of the alarm system tests and fire drills are to be kept.
- Fire assembly points should be known by all. Ideally, they should be marked.
- Registers must be taken to the assembly point to carry out a roll call.
- Fire extinguishers to be serviced regularly.
- Fire exits to be checked to ensure that they are not blocked.
- Fire exit doors to be checked regularly to ensure that they are in good condition and can be opened.

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- Fire signs to be adequate and updated to comply with recent changes to regulations.
 - Fire Marshals are approved to “sweep” the building in the event of a fire or alarm to ensure it is empty and that doors are closed.
 - All staff, and particularly supply teachers, are made aware of the fire arrangements.
 - All permanent staff are required to take Fire Awareness Training online annually.
 - Nominated staff also to complete Fire Warden training online annually.

2.9 First Aid

The school will have pediatric first aiders in all areas of the site.

A list of the qualified first aiders is available in the medical room, where their certificates are displayed. A list of first aiders by area of the school is also supplied to staff.

First aid kits are available in the school and their contents checked and replenished as necessary by a nominated first aider. Only approved first aid items may be held in a first aid kit. There must be no creams, lotions, tablets etc. in the kit.

Portable first aid kits must be available, suitably stocked and taken on all visits away from the school. Available in the filing cabinet in the medical room.

In the event of a more serious injury, such as:

- Unconsciousness;
- Severe bleeding;
- Object stuck in throat;
- Deep cut that may require stitching;
- Suspected fracture;
- Severe asthma attack;
- Severe reaction to bites or stings;
- Swallowing or suspected swallowing of toxic substance;

Dial 999 and ask for an ambulance,
CALL PARENTS IMMEDIATELY.

2.10 Manual Handling

All staff are made aware of the risks associated with manual handling. Staff are advised to avoid manual handling as much as possible. Manual handling includes lifting, pulling, pushing, moving and carrying. Where there are manual handling tasks to be carried out then a suitable risk assessment will be carried out to determine if the risk can be reduced. This is particularly important where the school has disabled pupils who may need assistance for certain tasks.

Where a manual handling assessment for a pupil is needed, it is likely that specialist assistance will be required.

Where staff have to carry out manual handling operations then the appropriate level of training will be provided.

Seeking assistance with the task can often reduce the risks for simple handling tasks.

2.11 Offsite Visits

An offsite visit is any visit where the children are taken away from the school site.

Risk assessments will be completed and documented for all off site visits. Where the visits are regular visits, such as to the church or swimming pool, the risk assessment will be completed then reviewed each year.

All LA or DfE guidelines are to be followed before any off site visits take place. All necessary documentation is to be completed before the visit takes place. See Educational Visits Policy.

Where activity providers are used then their competency is to be checked.

The risk assessment process determines the level of first aid cover on the visit.

First aid kits are always taken on the visit.

All arrangements for off site visits must be checked by the Head Teacher [delegated to the Educational Visits Coordinator] before the visit commences. Paperwork must be completed a minimum of two weeks in advance of the visit.

2.12 Risk Assessments

Risk assessments will be carried out by the school to comply with legislative requirements. The risk assessment will be led by senior school management, but will include other staff where possible. Risk assessment is better carried out by several people together rather than as an individual exercise. The risk assessment will look at the hazards encountered, who may be harmed by them, how they may be harmed, the control measures that are in place or need to be put in place. The findings of the risk assessment will be brought to the attention of staff and the assessment reviewed and revised as necessary. The review will take place at least biennially but will also take place if there are changes that require it, such as building work being carried out at the school.

2.13 Safety Training

The safety training needs of the school will be considered by senior school managers and the appropriate training arranged for staff.

Safety induction will be given to new staff as soon as they join the school. As an absolute minimum, this basic training should include the procedures for fire, safeguarding and first aid. They should also be made aware of this Health and Safety policy and the procedures for implementing it.

The Head Teacher will arrange refresher training as necessary.

FACILITIES FOR STAFF

3.1 Sanitary Conveniences and Washing Facilities

Suitable and sufficient sanitary conveniences and washing facilities should be provided at readily accessible places. Toilets should be kept clean, adequately ventilated and well lit. Washing facilities should have running hot and cold or warm water, soap and paper towels or roll towels.

(Staff Toilets provided -6 in school, 1 in Nursery, 3 in CC, 1 in ASC)

For female employees, there should be a means of disposing of sanitary dressings. Signage that reminds staff about the need for frequent hand washing and drying should be displayed throughout all workplaces.

The needs of disabled staff are also catered for in buildings across the site (4 disabled toilets- 2 in school, 1 in CC, 1 in ASC)

3.1 Drinking Water

An adequate supply of wholesome drinking water should be provided. Where the water provided from cold taps is not direct from the mains, the taps must be labelled to warn people.

3.2 Facilities for Rest and to Eat Meals

The Staffroom is large enough, and has sufficient seats with backrests and tables, for the number of workers likely to use them at any time. This includes facilities to eat meals. Seating is provided for workers to use during breaks.

Work areas can be counted as rest areas and as eating facilities, provided they are adequately clean and there is a suitable surface on which to place food. There are facilities for preparing a hot drink. Staff are provided with a means for heating their own food. Suitable rest facilities are provided for pregnant women and nursing mothers.

3.3 Office Safety

The office is checked to ensure that trailing cables from computers do not cause tripping hazards.

A Display Screen Assessment is carried out to ensure that the administration staff are not exposed to risks from repetitive strain injury or work related upper limb disorder. The administration staff are involved in the assessment. This online assessment is provided by ihasco.

There is adequate storage provided for files etc.

3.4 Stress

Make all staff aware that stress is not a sign of weakness and that it should be discussed openly.

Staff should be encouraged to support one another.

Head Teachers and senior school managers should be aware of the signs of stress and how to deal with it.

Stress should be considered when carrying out the risk assessments for the school.

Pay particular attention to signs of stress during difficult periods i.e. coming up to and during Ofsted inspections etc.

Staff are made aware of the staff helpline with posters displayed in staff areas around the school.

HOUSEKEEPING

The workplace and equipment need to be maintained in an efficient state, in efficient working order, and in good repair.

- Every workplace and the furniture, furnishings and fittings shall be kept sufficiently clean
- Surfaces of the floor, wall, ceiling of all workplaces inside buildings shall be capable of being kept sufficiently clean
- Waste materials shall not be allowed to accumulate in a workplace except in suitable receptacles
- Arrangements should be in place to ensure that any spillage or item left on the floor is cleaned/cleared away promptly

4.1 Maintenance and Cleaning

The importance of systematic maintenance, particularly in those areas where failure could endanger staff cannot be over emphasised. Introducing proactive building maintenance systems, with identified priority actions areas, may be helpful.

Where appropriate, a suitable system of maintenance should ensure that:

- Regular effective maintenance including (necessary inspection) testing, adjustment and cleaning is carried out at suitable intervals;
- Any potentially dangerous defects are remedied and access to defective equipment is prevented in the meantime;
- Clearing regimes should be sufficient to ensure that the risk of bacterial infection is reduced to a minimum

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- Appropriate accredited signage is displayed within all workplaces that warns staff about the need to maintain scrupulous personal hygiene
 - Regular maintenance and remedial work is carried out properly; and
 - A suitable record is kept to ensure that the system is properly implemented, and to assist in validating maintenance programmes.

4.2 Blood, avoiding contamination

All staff should be familiar with this procedure before having to handle blood.

- Wash hands first.
- Put on disposable gloves.
- Clean any wound as necessary or ask the first aider to treat.
- Dress any wound if necessary.
- Dispose of the gloves, wipes and all contaminated material in the blood disposal bin in the medical room.
- Wash hands thoroughly again.
- Record incident on CPOMs.

4.3 Chemical Safety

The most hazardous chemicals used in the school are likely to be the cleaning chemicals used by the cleaners or Site Managers. These should be kept locked at all times when they are not being used. Teachers should not keep their own small stock, or spray for their own cleaning jobs.

Chemicals and cleaning chemicals should always be stored in their own container with the original label and warnings showing clearly on the container.

- Never use food or drink containers to store chemicals.
- Keep only required quantities of the chemicals.
- Any spillages should be cleaned up at once.

Teach children to recognise the orange warning symbols, which they may come across on household containers, such as bleach, disinfectants, lavatory cleaners, oven cleaners, paint stripper's etc., and warn of the dangers.

Ensure protective clothing is available when using chemicals.

COSHH assessments must have been carried out before using chemicals and the user informed of the dangers and control measures to be in place for that chemical. There should also be suitable first aid arrangements available for treating chemical splashes in each of the cleaners store rooms.

4.4 Flammables

Welbourne Primary School would have small quantities of flammables, particularly flammable liquids used by site team and contractors. These are all kept outside in locked metal storage. A register is also kept in the Fire Manual of volumes and products. Some cleaning items used for specific jobs may be flammable. Where these items are used, no large quantities will be stored. Deliveries and orders will be kept to a minimum. Where such items are required in the school, they will be stored in the Site Manager's outside store.

4.5 Ladders and Step Ladders

Extending ladders.

Where extending ladders are used, normally by the Site Manager, then proper instruction or training should have been received. It is recognised that this training could have been received during previous employment i.e. used to be a Fire fighter and received training from the Fire Service. Roof work, even retrieving balls, should not be undertaken during windy or severe weather.

Stepladders, kick stools.

There should be sufficient stepladders or kick stools provided around the school to prevent staff from using chairs for access to high shelving or putting up displays. Staff should receive basic instruction in the use of step ladders to ensure that they are aware that they must not have any degree of side loading and that the top step should not be stood on, unless it is designed for this, and has a suitable rail to support the user. There should not be any chairs in storerooms.

4.6 Waste Disposal

The arrangements for removing waste from the school are reviewed annually to ensure they remain satisfactory. Consideration is given to the need for removing medical /sanitary waste in fixed containers by outside firm monthly.

4.7 Security

The school is secure during the day. Gates should not be left open where this would allow access from off site during school hours or after hours (except the access and egress at beginning and end of the school day)

4.8 Visitors

Visitors to the school should be directed to the main reception by signs outside.

Visitors, even regular visitors, contractors etc, should sign the visitor's log at reception and be issued with a visitors badge.

If unknown visitors are encountered in the school, or not wearing a valid badge, refer to the intruder section below.

Visitors should sign out at the end of the visit.

Volunteers and students are required to sign in the log and request a lanyard.

4.9 Valuable equipment.

All valuable electric equipment (over £100) should be security marked and an inventory compiled and maintained by the Office Manager and Turn It On representative.

4.10 Personal property.

Staff are responsible for the security of their own personal items.

Pupils are discouraged from bringing valuables into school

Parents are constantly reminded to identify pupils' clothing by securing nametags to them.

4.11 Cash handling.

Welbourne is mainly a cashless office. Cash is not stored on the premises for longer than necessary. Refer to Cash handling Policy.

4.12 Intruders

The school system for dealing with intruders.

How to identify genuine visitors from intruders?

LA badge, company name [kept in office]

How should the intruder be challenged?

i.e. "Can I help you? Are you looking for the school office?"

If the intruder is in a classroom who do you send for help and where to?

Send a 'send a 'message to SLT and the school office.

How to remove pupils from the presence of the intruder?

Line up as for fire drill or assembly and take to main hall [if whole class] or Head teachers office [if individual pupil]

At what stage are the police called?

If an intruder tries to remove a pupil, assaults a member of the school community, is verbally or physically aggressive.

The school will inform other schools via the linked network.

Addendum to Health and Safety policy re: RAAC

THE WORKING ENVIRONMENT

Parts of the building are not open for access due to RAAC. These areas are kept locked.