

Amesbury CE Primary School

Health and Safety Policy



Adopted by Governors: January 2018

Adopted by Staff: January 2018

Review Date: January 2020

Signed Chair of Governors: E Bagg

Health and Safety Policy

Statement of Intent:

1. Amesbury CE Primary School is committed to the continuous improvement of its health and safety performance, and actively encourages all teaching staff, non-teaching staff, pupils, contractors and visitors to participate in its efforts to reduce risks and impacts.

Our Commitment is to:

- a. Provide and maintain a safe and healthy working environment ensuring the welfare of all persons, and promoting a culture of zero harm;
- b. Maintain control of health and safety risks arising from our activities. We will assess risks and mitigate them. Where possible we will eliminate them;
- c. Systematically manage health safety and environmental matters by implementing an effective management system;
- d. Provide appropriate information, instruction and supervision for staff/pupils/visitors;
- e. Minimise the use of energy, resources consumed and waste produced whilst conducting business in support of Amesbury CE Primary School;
- f. Comply and wherever possible exceed the health and safety legal requirements of the appropriate legislative bodies and Wiltshire Council (WC);
- g. Ensure that all staff is suitably trained and competent so responsibilities can be allocated with tasks commensurate with individual and collective skills; and
- h. Maintain and further develop a culture to encourage the free and honest reporting of health safety and environmental issues, through regular communication and consultation with employees and their representatives on health and safety matters.

Scope:

2. This policy relates to all activities within the boundaries of Amesbury CE Primary school buildings and organised activities outside of the school grounds. All staff and governors will be instrumental in its implementation and monitoring its effectiveness. This policy will be:
 - a. Reviewed and updated at least once a year;
 - b. Approved by the senior management team and the governing body;
 - c. Made available to all members of staff; and
 - d. Part of the induction process for all new members of staff.
3. A copy of the policy and this statement will be displayed on H&S notice board and will be available on the intranet. It will be monitored and reviewed regularly and, if necessary, revised in the light of legal or organisational changes.

Terry Hall
Headteacher

Elizabeth Bagg
Chair of Governors

Organisation

1. The overall responsibility for health and safety at Amesbury CE Primary is shared by the Governing body and Wiltshire Council (WC) who will:
 - a. Ensure that health and safety has a high profile and a culture of 'Zero Harm' is promoted;
 - b. Ensure adequate resources for health and safety are made available;
 - c. Consult staff regarding suitable health and safety training opportunities;
 - d. Monitor and review health and safety arrangements; and
 - e. Promote a sustainable and low environmental impact policy. This is supported by the School's participation and membership of the national Eco Schools scheme.

This will be ensured by both the Headteacher & Governing Body member ensuring that all procedures are in place and followed.

RESPONSIBILITIES

H&S Council

2. The H&S Council is responsible for assisting in the assessment of safety related matters and provide appropriate support to the Headteacher. The Council will meet to monitor and discuss on-site H&S performance, and recommend any actions necessary should this performance appear or prove to be unsatisfactory. The Council members are to be kept informed of all changes in practices and procedures, new guidance, accidents, incidents and risk related matters. Figure 1-1 below shows the organisation of the Amesbury CE Primary H&S Council.

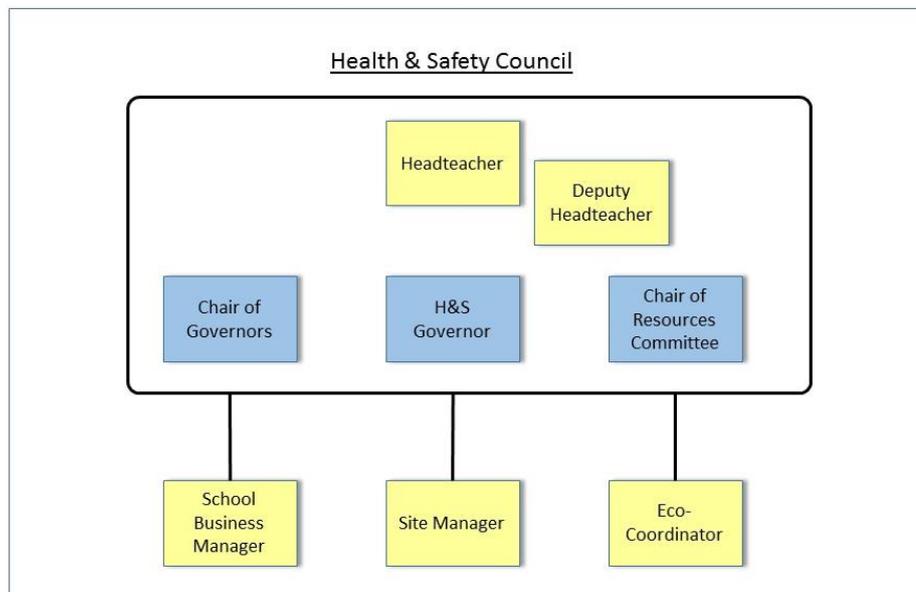


Figure 1-1: H&S policy and conducting site audits are the responsibility of the H&S Council. The Council is chaired by the Headteacher.

TERMS OF REFERENCE

Health and Safety Council

3. The H&S Council will
 - a. Carry out health & safety self-audits (including scrutiny of policies, training records, risk assessments, etc) and walkabout inspections of the school at least once a year;

- b. Monitor accident and aggressive incidents to identify issues/trends and put in place measures to reduce the number of incidents; and
- c. Present a summary of the inspection findings at the next Resources Committee meeting.

Headteacher

- 4. The Head Teacher is responsible and accountable for the implementation of this policy, and the compliance with all relevant legislation in every area and activity within the school. They will:
 - a. Ensure that all members of staff (including new staff, student teachers, supply staff, voluntary helpers, etc.) are aware of the contents of the school H&S policy, and all safe working practices.
 - b. School Business Manager and Site Manager have been appointed to undertake specific duties in relation to health and safety.
 - c. Ensure that risk assessments are carried out for any activity that has potential hazards and/or risks. All risk assessments are to be held centrally by the School Business Manager (who undertakes the necessary training) and works on a group approach to risk assessment. Where significant risks are identified, appropriate measures or safe working practices are to be implemented to mitigate the risks.
 - d. Undertake inspections of the school premises, plans, equipment and working practices on a termly basis (3 old terms). Where necessary implement any changes and improvements.
 - e. Ensure the School Business Manager provides an annual report to the school Governors regarding safety performance. This will include:
 - i. The number of accidents or near misses reported (i.e. RIDDOR).
 - ii. The incidents of verbal and physical abuse.
 - iii. An analysis of trends.
 - f. Make recommendations to Governors where H&S funding is required beyond the limits of the Headteacher, and to advise on any safety policies that need to be introduced or updated.
 - g. Ensure that effective first aid provision and accident reporting procedures and processes are established in accordance with guidance from WC.
 - h. Ensure reporting procedures comply with the guidance of the WC Head of Occupational Health and Safety. This will ensure compliance with the Reporting of Injuries Diseases and Dangerous Occurrences Regulations Act 1995 (RIDDOR).

Deputy Head Teacher

- 5. The Deputy Head Teacher will assist the Head teacher and, during long periods of absence, or in the short term absence of the Headteacher, assume the responsibilities as stated above.

School Business Manager

- 6. They will:
 - a. Ensure the H&S notice board is up to date and displays appropriate information regarding the policy, H&S organisation and responsibilities.
 - b. Ensure all teaching and non-teaching staff have received annual general H&S training or refresher training in line with the training matrix, ie. First Aid, Epi-pen, Manual Handling, Display Screen Equipment, Fire training etc, etc,
 - c. Ensure that all staff, probationers, students, supply teachers and voluntary helpers are aware of the requirements of the H&S policy, and the safe working practices that apply to their area of activity.

- d. Ensure all risk assessments are to be held centrally and works on a group approach to risk assessment.
- e. After receiving accident reporting and investigation training (SBM & Site Manager), they are to investigate, at an appropriate level, all incidents.

Admin Officer

- 7. The Admin Officer will assist the School Business Manager and, during long periods of absence, assume the responsibilities as stated above.

Site Manager (H&S and Fire Representative)

- 8. The Site Manager is the nominated H&S and Fire representative for the school. He is expected to carry out the H&S duties appropriate to their role in accordance with current guidance and legislative requirements.
- 9. It is the Site Manager's responsibility to conduct the following:
 - a. Identify and report any incidents immediately to the Headteacher or her delegated representative;
 - b. Facilitate access to the WC representative each month when they arrive on site to take water samples for Legionella testing. During school hours this will be the School Business Manager;
 - c. It is the SBM's duty to ensure that the Amesbury Fire Station have visited the school and are fully aware of the layout. There is an up to date pack however, this has to be kept with the school and handed to the fire-fighters on attendance.

Teachers and Teaching Assistants

- 10. The responsibility of applying local safety procedures on a day-to-day basis rests with all teachers and supporting staff. Where any new process or operation is introduced in the area of their responsibility, they are to liaise appropriately so that the associated risks are assessed and appropriate mitigation is implemented.
- 11. They are to ensure that all new members of staff under their control are instructed in their own individual responsibilities with regards to H&S as part of their induction, and they will appropriately monitor those new staff. They are to make periodic inspections of their areas of responsibility, taking prompt remedial action where necessary to control risk.
- 12. Other responsibilities include:
 - a. Ensure all classrooms clearly display up to date fire/emergency escape routes;
 - b. Report all matters that constitute a potential H&S risk to the Site Manager/School Business Manager. The procedure of reporting is through the Site Management Book held in the main office. Immediate risks are to be reported without delay to the Headteacher or Deputy Headteacher;

All Staff (including governors and volunteers)

- 13. Have a statutory obligation to co-operate with the requirements of this policy and to take care of their own H&S and that of others affected by their activities by:
 - a. Promoting a positive safety and 'Zero Harm' culture throughout the premises.
 - b. Supporting and complying with the school's H&S arrangements and Local Operating Procedures (LOPs - see appendix).
 - c. Ensuring their work area remains safe at all times.
 - d. Not interfering with H&S arrangements or misusing equipment.

- e. Complying with safety procedures, whether written or verbally advised for their own protection, or the protection of those under their supervision and others who may be affected by their actions.
- f. Reporting safety concerns to their staff representative or the Site Manager (as detailed on the H&S notice board), or another appropriate person.
- g. Reporting any incident that has led, or could have led to damage or injury.
- h. Assisting in the investigations due to accidents, dangerous occurrences or near misses.
- i. Not acting or omitting to act in any way that may cause harm or ill-health to others.

ARRANGEMENTS

- 14. The following arrangements for H&S have been drawn up following assessments of risk in accordance with the Management of Health and Safety at Work Regulations 1999. These arrangements set out all the H&S provisions for Amesbury CE Primary School and are to be use with the school's local operating procedures (LOPs) as listed at the annexes to this policy.
- 15. It is the duty of all staff and employees to do everything possible to prevent injury and ill health to others. This will be achieved so far as is reasonably possible by the implementation of these arrangements and procedures. General arrangements can be summarised as follows:
 - a. Providing and maintaining safe equipment and safe systems of work;
 - b. Making arrangements to ensure the safe use, handling, storage and transportation of materials, substances and other articles;
 - c. Providing adequate information, instruction, training and supervision to ensure all personnel are aware of their responsibilities and how to carry out their duties safely;
 - d. Providing safe places to work with safe access to and exit from them;
 - e. Providing a healthy and safe working environment with adequate welfare facilities;
 - f. Providing a system for rapidly identifying and effectively dealing with hazards; and
 - g. Implementing control measures to reduce risks to as low as reasonably practicable.

APPENDICES

LOCAL OPERATING PROCEDURES

Ser	Description	Policy	Location
LOP 1	Accident/Incident Reporting & Investigation		H&S Policy
LOP 2	After School Activities		H&S Policy
LOP 3	Animals	YES	Policy Portal
LOP 4	Asbestos Management		Asbestos file
LOP 5	Audits		Electronically/H&S File
LOP 6	Child Protection	YES	
LOP 7	Community Users & Lettings	YES	
LOP 8	Contractors on Site		H&S Policy
LOP 9	Control of Substances Hazardous to Health (COSHH)		CoSHH file
LOP 10	Display Screen Equipment		H&S Policy
LOP 11	Electrical Safety		H&S Policy
LOP 12	Emergencies and Critical Incidents Response	Procedure	Policy file
LOP 13	Employee & Visitor Information	YES	
LOP 14	Fire and Evacuation Procedures	Procedure	
LOP 15	First Aid	YES	Policy file
LOP 16	Gas		H&S policy
LOP 17	Good Housekeeping		H&S Policy
LOP 18	Ice & Snow		H&S Policy
LOP 19	Inspections and Monitoring		H&S policy
LOP 20	Key Cupboard		H&S Policy
LOP 21	Kitchens		H&S Policy
LOP 22	Legionella (Water Safety)		H&S policy/Water
LOP 23	Lone Working		H&S Policy
LOP 24	Manual Handling		H&S Policy
LOP 25	Medication for Pupils		H&S policy
LOP 26	Noise		H&S Policy
LOP 27	Office Safety		H&S Policy
LOP 28	Outdoor/Indoor Play Equipment		H&S Policy
LOP 29	Pregnant Personnel		H&S Policy
LOP 30	Risk Assessments		H&S policy
LOP 31	Road Safety		H&S Policy
LOP 32	Security		H&S Policy
LOP 33	Slips and Trips		H&S Policy
LOP 34	Smoking		H&S Policy
LOP 35	Stress & Well-being		H&S policy
LOP 36	Sun Protection		H&S Policy
LOP 37	Training		H&S Policy
LOP 38	Trees		H&S Policy
LOP 39	Vehicles and Driving		H&S Policy
LOP 40	Violence and Aggression		H&S policy
LOP 41	Visitor Management		H&S Policy
LOP 42	Waste Disposal		H&S Policy
LOP 43	Working At Height		H&S Policy

LOP 1. Accident/Incident Reporting & Investigation

Arrangements regarding first aid provision are set out the *First Aid* policy. The names and locations of the first aid trained staff on site are listed the *First Aid* policy and also clearly signposted at the School Office and around the school.

Any accident, incident or injury involving staff, visitors or contractors is to be reported and recorded the Accident Book held at the School Office. A copy of the completed form is to be forwarded to WC accordance with Children's Services Safety Guidance Procedure SGP 17-07.

Accidents to pupils are to be recorded the Accident Book located at the School Office.

Serious Accidents

The Headteacher will ensure that the governing body is appropriately informed of all accidents and aggressive incidents through the HT's report. All accident/incident reports will be monitored by the School Business Manager who will carry out trend analysis order that repetitive causal factors may be identified to prevent re-occurrences.

Third party users must report all incidents related to unsafe premises or equipment to the unit/centre/school/premises staff, who will appropriately report and investigate each incident. Incidents related to the user's own organised activities are to be reported by them line with their own reporting procedures.

Accidents and Aggressive Incidents

- All staff are made aware of the need to report and record all accidents and aggressive incidents as part of their induction.
- Any incident subject to RIDDOR¹ (i.e. fatality, major injury, over-seven-day injury, hospitalised public and specified diseases/dangerous occurrences) will be reported to WC OH&S team without delay. The Headteacher is responsible for reporting all incidents subject to RIDDOR.
- Other, non-RIDDOR, incidents will also be recorded and reported to WC.
- All incidents will receive an appropriate level of investigation by teaching staff who will discuss with the School Business Manager who has attended accident reporting and investigation training.
- Accident and aggressive incidents will be monitored and reported through the Headteacher's report to the FGB order to identify issues/trends and put place measures to reduce the number of incidents.
- Additional advice and guidance regarding what is reportable under RIDDOR, along with support investigating serious incidents is available from WC if required.

The school has a **Physical Intervention Policy**, detailing strategies to deal with aggressive incidents, which all staff revisit regularly.

LOP 2. After School Activities

We actively promote and support after school activities. Staff are reminded that:

- If a parent has put a restriction on a child's activity on medical grounds, it is the parent alone who can remove it.
- If a child taking part an unaccustomed physical activity is known to be disabled, or has an ongoing medical condition (such as asthma), rigorous supervision should be maintained.
- A note of consent must be received from the parent/guardian before a child may take part swimming and any other after school activities.

¹ The Reporting of Injuries, Disease and Dangerous Occurrences Regulations

LOP 3. Animals

The purpose of Animals on school premises is to allow animals the classroom while providing for the health and safety of school staff, pupils and animals.

There is a policy place which identifies categories of animals and the procedures to be followed order to bring animals on school premises. It specifies conditions under which animals must be removed from school premises. Please refer to the policy for further information.

LOP 4. Asbestos Management

When any building/modification works are planned we will make the Contractor (and if appropriate, their sub-contractors) aware of this, so that the necessary measures can be taken before work commences.

Upon arrival, Contractors must report to the School Office and request access to the Asbestos Register.

The register will indicate where asbestos is to be found at the site. All Contractors must sign the register as evidence of sighting prior to any works being conducted at the site. An asbestos notice is to be displayed on the school H&S notice board.

Any alterations to the school building infrastructure that may affect the asbestos register information will be notified to WC by the School Business Manager order that the asbestos register may be updated accordingly.

Any damage to any structure that possibly contains asbestos, which is known or identified during inspection, should be immediately reported to the Headteacher and/or the Site Manager who will immediately act to cordon off the affected area and contact WC Head of OH&S for guidance. Any Contractor suspected to be carrying out any unauthorised work on the fabric of the building should be immediately stopped from working and immediately reported to the Headteacher or Site Manager.

addition:

- An asbestos management survey has been carried out by a competent, asbestos surveyor, and an asbestos register is place showing the location of known asbestos containing materials (ACMs). Areas that were not surveyed are presumed to contaACMs and will be managed accordingly;
- The survey/register is to be reviewed annually by the School Business Manager to ensure that it has been kept up to date (e.g. when ACMs have been removed);
- A risk assessment has been carried out and an asbestos management plan has been produced. ACMs poor condition will be removed; those good repair will be left place and monitored for damage/deterioration by suitably trained staff. All monitoring is recorded;
- Any removal of, or work on, ACMs is to be carried out by licensed asbestos removal contractors, unless the work is low risk work and covered by exceptions;
- When ACMs are removed, the asbestos register is to be updated and evidence of air testing kept as evidence that the area was safe for reoccupation where required;
- The Site Manager has been nominated to manage any ACMs on site (although professional companies recommended by Wiltshire Council will deal with the actual material) and has attended asbestos awareness training;
- Before Contractors are allowed to work on our buildings, they are made aware of any ACMs they could potentially disturb and the precautions they should follow. All liaison/sharing of information is via the School Business Manager or their representative; and
- A refurbishment/demolition survey will be carried out prior to any major work, e.g. extensive refurbishment or demolition, to identify any hidden or inaccessible ACMs.

If ACMs are accidentally damaged, we will ensure the following:

- Evacuate the area immediately; arrange for an air test to determine the level of asbestos contamination;

- Ensure a licensed contractor carries out a thorough environmental clean of the area and removes or seals the damaged ACMs as appropriate; and
- Arrange for further air tests after cleaning to prove the area is safe for re-occupation.

LOP 5. Audits

There are a number of audits that take place at the school from a variety of interested organisations:

- The school will undertake one audit a year coordinated by the Resources Committee, plus biennial Accessibility Audits; There will be three recorded Health & Safety Inspections by the Resources Committee;
- WC will conduct audits;
- Food Safety Inspection/Audit;
- Wiltshire Environmental Health Organisation (EHO); and
- Fire Safety audits.

LOP 6. Child Protection

We fully recognise that the responsibility for child protection lies with all staff, governors and volunteers working the school. We recognise that because of the day-to-day contact with children, school staff are well placed to observe the outward signs of abuse.

We will follow the procedures set out by the Local Safeguarding Children Board and take account of guidance issued by the Department for Children Schools and Families.

LOP 7. Community Users & Lettings

- A copy of the fire safety and evacuation procedures is to be provided to all those responsible for hiring any of the school facilities;
- Hirers are to comply with the school's no smoking policy;
- Safe practices must be considered for each activity; and
- Community users and those letting the facilities are to ensure all fire exits are kept clear at all times.

Please also refer to the school's **Lettings Policy**.

LOP 8. Contractors on Site

Amesbury CE Primary school will ensure the following:

- Any work commissioned by or for the school is safe, and does not put the H&S of our staff or others using our premises at risk. We will also ensure that we inform contractors of any issues on site that might affect their health & safety;
- Where we commission work ourselves we will ensure that appropriate H&S checks on the contractors take place. This includes checks on policies, method statements and monitoring of performance, including supervision arrangements, on site. Any practices or action deemed unsafe will be stopped immediately;
- Before contractors are allowed to start on site, they must submit risk assessments and method statements for all works they will carry out. The school may carry out its own risk assessment based on the information provided;
- Contractors will be shown the Asbestos Register, if appropriate; and
- Contractors must ensure that they share all relevant information with any sub-contractors they use.

Please also refer to the school's **Visitors Policy**.

LOP 9. Control of Substances Hazardous to Health (COSHH)

When using harmful substances, whether it is a material, cleaning fluid or chemical substance, personnel must ensure that adequate precautions are taken to prevent ill health. No new materials or chemical substances are to be brought into use unless a COSHH assessment under the Control of Substances Hazardous to Health Regulations has been carried out and clearance given for use by the Site Manager or Headteacher. Staff must not attempt to use a harmful substance unless suitably trained to do so. Harmful or hazardous substances are to be stored storage when not use. addition:

- Wherever possible, we will use non-hazardous products school;
- All hazardous substances used the school will have a COSHH assessment undertaken before they are brought into use;
- An audit will be carried out and an inventory kept to ensure that all hazardous substances used the school have appropriate assessments that are reviewed regularly;
- Staff will be informed how to use products safely and will receive training if appropriate;
- Appropriate personal protective equipment (PPE) must be worn if the risk assessment indicates PPE is required; and
- Hazardous substances used by the cleaners will have COSHH assessments undertaken by their employer, who will make the assessments available to the school.

LOP 10. Display Screen Equipment (DSE)

- A DSE assessment will be carried out for all staff who use DSE (such as desktop computers and laptops);
- The assessment will help determine if the person is classed as a 'user' as defined by the regulations; 'users' are entitled to assistance with eye and eyesight tests and with the purchase of any spectacles required for use with DSE; and
- Any problems highlighted by the assessments or eyesight tests should be brought to the attention of the School Business Manager so that suitable control measures can be put place.

LOP 11. Electrical Safety

- All relevant equipment will be PAT tested accordance with HSE guidance;
- Only authorised (by WC) and fully qualified personnel are to install, repair or attempt to repair electrical equipment, except for the changing of light filaments;
- Where 13-amp sockets are use, only one plug per socket is permitted;
- Appropriate extension leads may be used, but socket adapters and multi-plugs should not be used;
- Protective outer sleeves of electrical cables are to be firmly secured withthe plug;
- Where the outer sleeve is not secure withthe plug, and a wire is visible, a qualified person is to be contacted to re-wire the plug correctly;
- Electrical equipment that is known to be, or is suspected to be faulty must not be used and should be removed from use immediately;
- All mains electrical equipment must be inspected during the building report; and
- All portable appliances to be tested accordance with the schedule.

LOP 12. Emergency and Critical Incident Response

The school will maintain an *Emergency and Critical Incident Response Procedure* adopted from Wiltshire Council. Key management staff at the Amesbury CE Primary school will attend appropriate training. Key management staff include:

- Headteacher;
- Deputy Headteacher;
- Site Manager; and
- School Business Manager.

LOP 13. Employee and Visitor Information

The Headteacher will ensure that information systems are established so that members of staff are periodically provided with information regarding safety arrangements on the premises. Methods by which information is provided include staff meetings, signature based receipt of information and the staff board.

The school will maintain a **Visitors Policy** and a **Volunteers Policy** and **School Brochure**.

LOP 14. Fire & Evacuation Procedures

- The school will ensure that a fire risk assessment is carried out on the premises by a suitably trained competent person;
- Any actions identified by the fire risk assessment will be addressed by an appropriate action plan;
- Personal emergency evacuation plans (PEEPs) will be carried out for any staff or pupils requiring one due to disability or ill health;
- All checks identified by the fire risk assessment will be recorded in a Fire Log Book held at the School Office. In particular, there will be a weekly test of the fire alarm system, and all fire fighting equipment will be checked annually by a competent person;
- A Fire Evacuation Plan will be produced and appropriate staff will be appointed and suitably briefed to act as Fire Marshals;
- Fire Evacuation Plans will be shared with adjoining neighbours;
- Fire safety drills will take place at least once per school term (3 x per year);
- All staff will receive an annual fire safety briefing; new staff will be briefed as part of their induction process; and
- Pupils will be briefed on the evacuation procedure at the start of the school year (September) by their Teacher.

LOP 15. First Aid

Please refer to the school **First Aid Policy**.

LOP 16. Gas

Please refer to the **WC H&S manual**. Gas leaks will be dealt with under Emergency Response Procedures.

LOP 17. Good Housekeeping

Tidiness, cleanliness and efficiency are essential factors in the promotion of H&S. The following is to be adhered to at all times:

- Keep corridors and passageways free from obstruction;

- Ensure shelves storerooms are stacked neatly and not overloaded;
- Heavy items are to be placed on lower shelves to assist manual handling;
- Keep floors clean and dry;
- Do not obstruct emergency exits;
- Storage of supplies to be correct location; and
- Rubbish & litter to be cleaned & removed at the end of each working day.

LOP 18. Ice and snow

Amesbury CE Primary is, as far as is reasonably practical, committed to ensuring that provision is made to enable all staff, children and visitors to move around the school grounds safely during periods of adverse weather. All paths (a pathway giving access to key buildings) and steps shall be kept clear of ice and snow, and gritted order to provide safe access and egress for personnel withthe school grounds. Key paths across the school grounds will be gritted. You will be expected to keep to these for your own safety.

The Site Manager shall ensure that the school holds a sufficient stock of rock salt.

It is the Headteacher's responsibility and discretion for any closure of the school the rare event that it is unsafe to open the school. Any closure of the school will be communicated to WC, Spire FM Radio and reported on the school website at the earliest opportunity.

LOP 19. Inspections and Monitoring

A suitable inspection programme will be put place.

Defects identified during these routine documented inspections are to be immediately reported to the School Office and recorded the Site Managers folder. Any identified high level risks or safety management concerns are to be discussed with the Headteacher and Chair of Governors immediately.

LOP 20. Key Cupboard

The School Business Manager is responsible for managing the key cupboard and is to ensure that at least one spare set is kept withthe cupboard.

Arrangements regarding security are based on the premises security risk assessment and are set out the *Security* section of this policy.

LOP 21. Kitchens

MaSchool

This is an in-house facility - we will ensure that only authorised staff are allowed access to the school kitchen. All catering staff are to operate withthe requirements of the Food Standards Act and follow the Food Standards Agency and WC guidance. They are to ensure an up to date risk assessments are place. Risk Assessments are maintained and reviewed annually by the head Cook.

Children's Kitchen

Pupils using the kitchen are to be supervised at all times by a member of staff.

General Kitchen Points

- Housekeeping this area needs to be of a high standard, and passageways must be kept free for safe movement;
- Coats and bags are to be stored outside the kitchen area;
- The floor and food preparation areas are to be kept clean, and a 'clean as you go' policy is to be adopted;
- Spillages must be cleared up immediately, and the area dried to prevent slipping;

- All utensils and appliances are to be cleaned to a high standard after use;
- Fire fighting equipment is to be suitably located with the kitchen area and is to be checked or replaced in accordance with the Fire Risk Assessment by a professional company.
- All faults and defects any of the electrical or gas appliances are to be immediately reported to the Site Manager;
- Third parties using the school premises for after school activities or other commercial activities are restricted from using the kitchen and must have authorisation from the Headteacher; and
- The school Cook is to monitor cleanliness of the kitchen area at regular intervals and report any issues with regard to the cleanliness to the Headteacher.

LOP 22. Legionella (Water Safety)

A Legionella risk assessment will be carried out by a competently, suitably qualified contractor and will be reviewed regularly.

The Site Manager will ensure that prior to the school term commencing September, the cold water taps are run for 10 minutes to flush out any potential water-borne bacteria.

Any remedial work identified by the risk assessments will be addressed.

WC has a written scheme to manage the risk from Legionella which may include the following controls:

- Weekly flushing of little used outlets by the Site Manager;
- Monthly temperature checks;
- Annual water sampling done;
- Annual service of any thermostatic mixer valves (TMVs) fitted to control scald risk; and
- Appropriate staff will receive Legionella awareness training.

LOP 23. Lone Working

We will ensure that risk assessments and suitable controls are in place to cover lone working. Staff must have suitable arrangements in place for lone working. New employees will be made aware of the school's lone working arrangements during their induction.

LOP 24. Manual Handling

Suitable training will be given to all staff.

LOP 25. Medication for Pupils

Details for health and safety are contained in the **Administration of Medicines Policy**.

LOP 26. Noise

Amesbury CE Primary operates a policy that respects local residents from noise produced by any activity taking place at the school.

Lettings are to ensure that noise levels (such as music or performances) are reasonable given the volume and the time of day or night. It is the responsibility of staff to inform the Headteacher if they suspect that an activity may be causing a noise hazard to pupils, or other users of the school. Amesbury CE Primary is committed to achieving the following standards:

- To reduce to the lowest level reasonably practicable the risk of damage to the hearing from exposure to noise;
- To provide information, instruction and training as required regarding noise.

Contractors on site

Where outside contractors are required to use equipment or engage any activity at the school which may give rise to a noise hazard, and that equipment is to be provided by themselves for the purpose of carrying out the work, noise surveys and assessments shall be carried out by the contractor prior to the work commencing.

It is the responsibility of the contractor to provide their staff with any necessary hearing protection identified the assessments.

The school will plan where possible for contractor activity to be scheduled during holiday periods.

LOP 27. Office Safety

The appropriate H & S guidelines laid down by Wiltshire Council are followed. It is the responsibility of the School Business Manager to carry out annual risk assessments on equipment such as VDU's.

LOP 28. Outdoor/Indoor Play Equipment

All Teachers are responsible for ensuring that they carry out a visual inspection on indoor equipment every time they set it up to use for lessons.

A risk assessment will be carried out to ensure that supervision levels are appropriate for the equipment and that it is only used by children of the age range it has been designed for. The risk assessment will be reviewed at least once a year.

LOP 29. Pregnant Personnel

Amesbury CE Primary school will comply with the Health and Safety at Work Act 1974, and the Workplace (health, safety and welfare) Regulations 1992, to control any hazards the workplace, which may affect the health and safety of new and expectant mothers, and of their children.

Amesbury CE Primary school shall keep records of risk assessments carried out for new and expectant mothers, and will monitor the risks to the health and safety of the mother or her child at intervals throughout the pregnancy.

LOP 30. Risk Assessments

General risk assessment management will be co-ordinated by the Headteacher and School Business Manager accordance with guidance from WC.

Risk assessments must be undertaken for all areas where a significant risk is identified or a possibility of such risk exists. The trained risk assessors will oversee the correct completion of risk assessments as appropriate. Risk assessments will be carried out by those staff with the appropriate knowledge and understanding each area of work.

All risk assessments and associated control measures are to be approved by the responsible manager/Headteacher or their delegated member of staff prior to implementation.

Completed risk assessments are to be held the Risk Register and will be reviewed periodically accordance with each risk assessment's review date.

LOP 31. Road Safety

Please refer to the school's **Road Safety Policy**.

LOP 32. Security

Security is a significant element of the school's daily operation. All external doors are controlled through a fob operating system. These can be obtained from the School Office with the authorisation of the Headteacher. The School Office is to hold a record of those staff who have been issued a fob.

All visitors arriving at the school must sign the visitors' book and will be issued with a visitors' badge.

Enhanced DBS checks are carried out for all unsupervised visitors or contractors who regularly come on to the school premises, and may have contact with pupils. If they do not hold a DBS then they will be escorted at all times.

LOP 33. Slips & Trips

Risk assessments are undertaken to establish risks such as slips and trips. The following is also considered:

- Risk assessments have been undertaken to help prevent slips and trips the school, these include controls to help reduce water and other contaminants being brought into our buildings on people's shoes and measures to effectively clean any material that gets onto our floors. They also include an assessment of floor surfacing high risk areas such as kitchens.
- Staff will clean any spillages when they occur or use suitable warning signs until such time as the spillage can be cleaned up. No floors will be left a wet condition (including after cleaning).

LOP 34. Smoking

Amesbury CE Primary School operates a no-smoking policy. Smoking is not permitted school buildings or anywhere on the school site. We discourage smoking the proximity of the school entrance gates.

LOP 35. Stress & Well-being

Amesbury CE Primary School is committed to promoting high levels of health and wellbeing and recognises the importance of identifying & reducing workplace stressors.

The school has adopted the WC **Well Being Policy**. We will liaise with WC OH&S for guidance where appropriate.

LOP 36. Sun Protection

Please refer to the school's **Sun Protection Policy**.

LOP 37. Training

We will ensure that all staff, including temporary and agency staff, are competent and are given appropriate health & safety training to undertake their role safely and carry out duties assigned to them (e.g. risk assessments).

All staff will receive a H&S induction when they commence employment at Amesbury CE Primary school.

LOP 38. Trees

Amesbury CE Primary is responsible for monitoring and managing all trees on site through a recognised County contractor. The Site Manager should regularly check if any of the trees or branches encroaching on the school grounds present a safety risk to personnel on school grounds.

LOP 39. Vehicles and Driving

No vehicles (except bicycles being pushed) are allowed on the madrives between 0825hrs and 0850hrs, drop off times and 1450hrs and 1510hrs. Emergency or agreed vehicle access is allowed at the top end of the school at all times. Arrangements regarding on-site traffic safety are based on the premises traffic risk assessment.

Designated pathways will be provided with suitable barriers (e.g. fencing) where required to protect pedestrians from vehicle movements.

LOP 40. Violence and Aggression

Where appropriate, staff will receive intervention training as appropriate. Appropriate front line staff will receive conflict resolution training.

All incidents of violence and aggression to staff will be reported (see *Accidents and aggressive incidents*, above) and investigated so that suitable controls can be put place to minimise the risk of recurrence. If appropriate, incidents will be reported to the police.

Please refer to the school's **Physical Intervention Policy**.

LO 41. Visitor Management

Please refer to details of the **Visitor Policy** and **Volunteer Policy** and **School Brochure**.

LOP 42. Waste Disposal

We will actively seek to minimise our impact upon the environment. The school will participate the Eco-Schools Scheme which will monitor waste and energy usage. This will be led by the Eco-Coordinator. We will comply with WC guidance.

LOP 43. Working at Height

Working at height will be undertaken accordance with the working at height Act which identifies general requirements and safe working practices. Specific or higher risk tasks will be carried out accordance with a specific risk assessment for that task.

Work at height on the premises is only permitted to take place under the following conditions:

- Any work to be carried out at height must be underpinned by a risk assessment;
- Access equipment selected for work at height must be as per the risk Assessment;
- Any staff working at height must be appropriately trained to use the access equipment;
- Staff must not improvise or use alternative access methods of their own choice;
- Use of any furniture, including tables and chairs, is expressly forbidden for any work at height;
- Staff may only use step stools if they have received a local instructional training brief;
- Staff may only use stepladders if they have received training from the ladder and stepladder competent person;
- Any safety concerns about a work at height task must be raised prior to work starting;
- Access equipment used on site such as ladders and stepladders must only be that provided and are never to be lent to, or borrowed from third parties or contractors; and
- Contractors working at height are to be appropriately supervised and must only use their own access equipment.