



Boxgrove
Primary
School

Boxgrove Lane, Guildford Surrey GU1 2TD

Co-Headteachers

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Health & Safety Policy School Arrangements

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Appendix A – School Emergency Procedures
Appendix B - Risk Assessments

Key Contacts

	Trust	01483-888188
	CEO	jmayhew@learningpartners.org
Trust Estates Manager		DDalgleish@learningpartners.org
	School	01483 563701
	Co-Headteachers	head@boxgrove.surrey.sch.uk
	Chair of Governors	cog@boxgrove.surrey.sch.uk
	Trust Premises Manager	tcarroll@learningpartners.org
Health & Safety Co-ordinator		sbm@boxgrove.surrey.sch.uk

Please note this list may be updated by the responsible officer when change arises in the organisation, without the need for committee meeting review/approval.

1 Introduction / Policy Statement

The trust has set a Health and Safety Policy Statement that applies to all schools. This policy outlines the trust's aims in respect of health and safety (H&S) and sets roles and responsibilities. The policy requires schools to define and implement H&S arrangements that are appropriate for the local school context.

For Boxgrove Primary School this document:

- Identifies key individuals with responsibility for Health and Safety in the school
- Explains how and to whom incidents or concerns relating to H&S should be reported
- Outlines the H&S operational arrangements that will be implemented onsite.

The arrangements outlined in this policy will, as a minimum, meet the standards and requirements listed in the trust Health and Safety Policy Statement.

The headings for the H&S arrangements are defined by the trust Health and Safety Policy. Due to the context of individual schools, it may be appropriate for entire headings to be marked as 'not applicable'.

This document defines H&S arrangements within the school and applies to all staff, pupils, governors, hirers, visitors and contractors.

The primary aim of the trust Health and Safety Policy Statement and school Health and Safety Policy Arrangements is to ensure that all staff, pupils and visitors in our schools are kept safe. We do not seek to implement a 'blame culture' and encourage the reporting of all health and safety incidents and concerns without fear of consequences.

Where isolated incidents have arisen from genuine and reasonable mistakes or accidents and are appropriately reported, disciplinary action will not be taken. Where incidents are the result of deliberate, reckless, or negligent acts, are repeated, or are not reported, disciplinary action may be considered.

2 Key Personnel

The Headteacher is ultimately responsible for H&S within the school.

While this ultimate responsibility cannot be delegated, the Headteacher has chosen to delegate specific responsibilities as follows:

Role	Named Person	Contact Number	E-mail
Head/Principal	Alison Fitch / Rebecca Stacey	01483 563701	head@boxgrove.surrey.sch.uk
Governor for Health & Safety	Colin Griffin	01483 563701	office@boxgrove.surrey.sch.uk
Health & Safety Co-ordinator	Ian Dickinson	01483 540810	sbm@boxgrove.surrey.sch.uk
Trust Premises Manager (Premises Lead)	Tom Carroll	01483 563701	tcarroll@learningpartners.org
Premises Staff	Ivor Wilson Stuart Morse	01483 563701	office@boxgrove.surrey.sch.uk
Educational Visits Co-ordinator	Alice Berlis	01483 563701	office@boxgrove.surrey.sch.uk
Gas Safety	Tom Carroll	01483 563701	tcarroll@learningpartners.org
Legionella Risk Assessment Safety water checks	Tom Carroll	01483 563701	tcarroll@learningpartners.org
COSHH Assessments	Tom Carroll	01483 563701	tcarroll@learningpartners.org
Accident Reporting	Alice Berlis	01483 563701	office@boxgrove.surrey.sch.uk
Parent Notification in the event of an Accident	Alice Berlis	01483 563701	office@boxgrove.surrey.sch.uk
Lead First Aider	Ian Dickinson	01483 563701	office@boxgrove.surrey.sch.uk

3 Arrangements

3.1 Risk Assessments (See Appendix B)

The following arrangements have either been established through risk assessment at school level (or are based on national standards), and may be supplemented by additional policies and documentation at a departmental level. They are intended to mitigate risks to an acceptable level.

The school maintains a comprehensive set of risk assessments that cover curriculum-based activities in school; school visits and the running of the school building and grounds. These are stored on the school network and are available for staff to inspect and refer to as necessary.

The school ensures that staff are aware of the risk assessments appropriate to their role and will monitor compliance with control measures specified in the risk assessments.

All risk assessments are reviewed on an annual basis (except risk assessments for school trips which should be reviewed each time the trip takes place).

3.2 Accident and Incident Reporting

a) Pupils

All accidents to pupils, staff and visitors involving injury are to be recorded by the member of staff dealing with the incident by using the standard reporting form available from the Main Office and then returned to the H&S Co-ordinator.

The H&S Co-ordinator will review the form and any corrective actions recommended. In addition any reportable incident will immediately be notified to the trust and entered onto the relevant incident reporting system. Reportable incidents are any fatality, any major injury, which is a break/fracture of any bone with the exception of a toe or finger and any injury where the pupil is taken direct from site to hospital, whether by ambulance, member of staff or relative. RIDDOR reports will additionally be made by the H&S Co-ordinator as and when required.

b) Near Miss Incidents

For any near miss incident, which is an incident with the potential to have caused serious injury to a person or significant damage to property, an accident/incident form is to be completed. The form will be sent to the H&S Co-ordinator who will then decide if it needs to be forwarded to trust and any other authority. This will be the case for any major structural collapse, any explosion or any fire which causes the closure of a room or more.

3.3 Behaviour Incidents

These include violence, bullying and harassment and are to be recorded by the member of staff dealing with the incident by using CPOMS the standard reporting mechanism described in the Behaviour Policy – School Arrangements.

3.4 Health and Safety Monitoring and Inspections

The school will proactively inspect its facilities to ensure that they are safe for use, and will monitor compliance with this policy.

The Trust Premises Manager / Boxgrove Premises Officer is responsible for arranging the following routine building inspections as necessary:

- Asbestos monitoring
- Legionella testing
- Fire extinguisher inspection
- Portable appliance and fixed wire testing
- Fire risk assessment
- Fire alarm inspection and testing
- Playground and Sports equipment inspection.

Regardless of the measures listed above, all staff remain responsible for checking the safety of work areas, equipment, and procedures before, during and after activities. Staff must report and, where necessary, record actions and problems relevant to this policy.

Accident / incident reports will be monitored by the H&S Co-ordinator and reviewed with the staff involved in order to identify potential lessons to be learned, training needs etc. The H&S Co-ordinator will periodically present a summary of accidents and lessons learned to the FGB Committee. This will also be reported to the trust through termly reporting arrangements.

In order to promote a culture of proactivity and constructive challenge, a regular 'health and safety walkaround' will be carried out – typically this will be attended by the Trust Premises Manager, Premises Officer, Health and Safety Co-ordinator and the nominated Governor for Health and Safety (or another Governor or nominated person). Queries and actions arising from this walk around should be documented and available for viewing by the FGB Committee. A copy should also be sent to the Trust Estates Manager.

3.5 Fire Evacuation and other Emergency Arrangements (See Appendix A)

Full details of emergency evacuation procedures are included in the School Emergency Plan (Appendix A). When the fire alarm is sounded, occupiers of the main school building will evacuate to the assembly point in the following manner:

Pupils will immediately leave what they are doing and line up in a quiet and orderly manner. Staff will then lead the children out onto the playground, checking the toilets and unoccupied rooms before they leave the building.

Fire Wardens/Administrative support staff in the school office will pick up the emergency grab bag, the registers, access the online sign-in register and move to the assembly point.

The Premises Officer/Headteacher will investigate the cause of the alarm (ensuring that they do not risk their own safety) and will arrange for the emergency services to be contacted if necessary.

At the assembly point, the Headteacher will be ultimately responsible for ensuring a roll-call of all pupils, and will decide on the appropriate course of action if any pupils are believed to be missing.

The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

The fire alarm is tested weekly, and fire evacuation drills are carried out termly, arranged by the Premises Officer. All fire exits/escape routes to be appropriately signed, and kept maintained and free from blockages.

Lock Down

Lock down procedures are required when it is safer to keep staff and pupils indoors rather than invoke evacuation processes. This could be for a number of reasons from an intruder in the school grounds to a plume of smoke compromising outside air quality. Staff should follow procedures shared at induction.

Evacuation

Evacuation is required when there is a threat to the safety and security of staff and pupils if they were to remain on site or in a building.

3.6 Fire Prevention, Testing of Equipment and Electrical Safety

The school routinely tests fixed electrical installations in line with the electricity at work regulations.

Portable electrical equipment is to be visually checked by staff before use (i.e. check equipment and plug undamaged and that wires are not worn or loose entering equipment or plug and if any defects are noted the item is to be put out of use). In addition, portable electrical equipment is subject to a testing in line with guidance on the checking of electrical equipment supplemented by local experience.

Consideration should be given to the safe use of equipment, regardless of its condition. For example, procedures must be in place throughout the school to ensure that hot equipment is turned off when not supervised. All staff are responsible for ensuring that equipment used by them is being operated safely, and should contact the H&S Co-ordinator if they believe that additional training is necessary.

Gas safety

Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer.

- Gas pipework, appliances and flues are regularly maintained.
- All rooms with gas appliances are checked to ensure that they have adequate ventilation.

3.7 First Aid and Medication

As required by statute, the school has a separate policy for First Aid and Medical Conditions, which detail the school's approach to first aid and administering medicines.

In most circumstances, the administration of medicines is the responsibility of parents and they should be administered at home unless it is essential they are administered during the school day. Parental requests for medicines to be administered can be met providing they are prescribed, in their original packaging, and labelled by pharmacy with all the correct details including name, date and dosage. This includes medication for hay fever and travel sickness.

As per the school's First Aid and Medical Conditions policy Inhalers will be kept in classroom cupboards for staff to administer when required. Epipens are kept in the main school office.

3.8 Offsite Visits

Where appropriate, the school has a separate Educational Visits Policy, which details the school's approach to managing risk on such visits. Staff organising trips are required to enter the details of the trip into the 'Evolve' system, where they are reviewed and approved by the Educational Visits Co-ordinator and the Headteacher. Any off-site activities involving pupils (apart from routine sports fixtures) are considered to be an Educational Visit.

3.9 Health and Safety Information and Training

All employees will be given:

- Induction training in the requirements of this policy
- Update training in response to significant change
- Training in specific skills needed to execute this policy
- Refresher training where monitoring establishes need
- For employees under the age of 18 training will take account of their age, experience and ability.

All pupils will be given training in emergency procedures and take part in fire drills as deemed appropriate by the Headteacher.

Key H&S information will be published as deemed appropriate, for example:

- Fire evacuation routes will be published in each classroom
- Reference information for staff will be included in the staff handbook.

3.10 Personal Safety / Lone Working

Staff must inform someone else when working alone at the school, preferably another member of staff or someone they live with who has access to the contact number of another key holder. This information should include the approximate time that they expect to be leaving, and a contact for them while they are at the school site.

Staff working alone should not undertake activities with a heightened degree of risk (e.g. use of stepladders) and should keep a mobile phone with them at all times.

Personal security care should be taken when leaving premises.

The lone worker will ensure that they are medically fit to work alone (please see the schools lone worker policy).

3.11 Tools, Plant and Equipment

Tools, plant and equipment should be kept well maintained, and serviced where necessary according to a reasonable service schedule. Records of tool maintenance and servicing should be kept.

Tools and plant should only be operated by staff who are appropriately trained and confident in their ability to safely operate the item in question. Staff should not use equipment if they have concerns over the safety of the item or their ability to use it – in these circumstances, they should contact their line manager or the H&S Co-ordinator for further advice.

Personal protective equipment should be used in line with the manufacturer's recommendation.

3.12 Flammable and Hazardous Substances

The Trust Premises Manager / Premises Officer (with appropriate support from senior managers) will complete a COSHH assessment (control substances hazardous to health) for all hazardous substances used on site.

The associated procedures and control measures will be funded and enforced.

The requirement to assess hazardous substances either in use or created by school operations is a requirement of the COSHH Regulations. Hazardous substances are those identified as corrosive, irritant, toxic, harmful and any with a Workplace Exposure Limit (WEL), which will include dusts, e.g. pottery, wood etc and biological hazards.

The use of hazardous substances in school will be kept to a minimum.

Where the use of such substances is necessary, COSHH assessments are undertaken by the relevant department, and summary information is kept where substances are stored/used. If employees have any questions on hazardous substances, they should initially speak to their line manager.

All hazardous and flammable substances (including, for example, fuel for groundskeeping machinery) must be stored in suitable containers in a secure location.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

3.13 Asbestos

An asbestos register is held by the Trust Premises Manager, which lists any and all locations where asbestos is located/suspected.

Risk management procedures are undertaken in respect of all observed instances of asbestos and must be sufficient to keep the area safe. These procedures are documented in an Asbestos Management Plan and will typically involve either removal of the asbestos containing materials, or ensuring that materials are appropriately encapsulated and protected, and are regularly monitored to ensure that they remain safe.

The asbestos register must be consulted before any works are undertaken on the site. All works must proceed with an awareness that unknown asbestos containing materials may be present on the site and due care and attention must therefore be taken.

Any staff who are likely to undertake works that could potentially disturb unknown asbestos containing materials (e.g. Premises Officers) should be given training in asbestos awareness.

Staff and contractors should sign a log to show they have awareness of the risks outlined within the asbestos register. This should be signed each time there are changes to the register.

3.14 Contractors Working on Site

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

a) Service Contractors

Service contractors have regular access to site as specified by a contract. Such contractors' visits can vary from an annual visit, e.g., to service boilers, check fire extinguishers etc, to those on site daily, e.g. cleaning staff. The service contract will specify what work is expected of them and what they can expect from the school. Their personnel will follow their own safe systems of work, but their working methods must take into account how they will impact upon staff, pupils and other visitors on site.

The school will provide details of its H&S arrangements to the contractors where relevant and where necessary; contractors will be consulted over emergency arrangements.

b) Building Contractors

These are contractors who attend site to undertake building works, which can vary from simply replacing a broken window to remodelling a room or building a new block. All contractors are expected to undertake a reasonable risk assessment of their activities to ensure that they do not jeopardise the health of their own employees, staff, pupils or visitors. The extent of this assessment will be proportionate to the scale of the work being undertaken.

Such risk assessments should include consideration of the following hazards:

- Slips/trips/falls as a result of contamination of surfaces
- Persons being hit by falling objects
- Inhalation of smoke/fumes /dust
- Contact with machinery or vehicles.

c) Minor Works

Minor works include day-to-day maintenance work and all work that is not sufficiently significant enough to justify the use of a formal Joint Contracts Tribunal (JCT) contract. Such projects will generally not require a formal pre-start meeting on site.

- All contractors should report to the school office on their arrival and under no circumstances are they to commence work until given approval to do so by the Premises Officer.
- Before any work is commenced, it is essential that the Premises Officer is made aware of:
 - What work is to be undertaken
 - Where the work is to be carried out
 - An indication of the likely timescale
 - What equipment is to be used
 - What services are required
- Before work begins, the contractors must be advised by the Premises Officer:
 - Where they can gain access to services
 - The evacuation procedure for the building
 - The location of any asbestos known to be present in the work area.
 - Any precautions necessary in respect of other persons likely to be in the vicinity.
 - Any particular problems with the work, e.g., access may still be required to the area.
 - The contractors must be issued with a visitor's pass and advised that it must be worn at all times whilst on site.
 - The contractors must be advised who to contact on site if they have a problem.

d) Large Scale Building Works:

This encompasses all work undertaken under a JCT (or equivalent) contract, which will typically involve work where part of the site is completely handed over to the contractor.

Such work will usually come under the requirements of the Construction Design and Management Regulations and the school must exercise the duties of the Client as contained therein.

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

For all contractors working on-site, the school must consider whether or not a DBS clearance is necessary, giving consideration to the Safeguarding and Vulnerable Groups Act 2006. If a contractor does not present a valid DBS clearance, consideration must be given to measures to minimise any risk to pupil safety.

It is essential that the school record a copy of the contractor's valid insurance, prior to the works commencing and covering the entire duration of works.

3.15 Work at Height

Work at height legislation identifies work at height as any work where someone or something can fall a distance likely to cause injury. This will include putting up displays if not able to stand on the ground to do so, accessing high level storage if not able to reach when standing on the floor and any work where access equipment is needed, e.g., step ladder, ladders, scaffolds.

Many employees will therefore undertake an element of work at height and the following measures should be taken:

a) Regular Operations

Regular operations (e.g. the use of stepladders) may be undertaken by staff provided that:

- Consideration is given to safety
- The activity is not rushed
- Another member of staff is present to provide support, and to assist in the event of an accident
- Staff avoid operations that significantly aggravate risk (e.g. use of heavy tools, stretching to reach items out of reach etc)

b) Specialist Operations

These are where specific high level access equipment is to be used and where additional information will be required. This may include use of access scaffolding and specialist ladders, and will usually require the support of a specialist contractor.

3.16 Moving and Handling

The relevant line manager will assess all manual handling operations (lifting loads, lowering loads, pushing, pulling, carrying, etc). Wherever possible, manual handling operations will be eliminated.

If this is not possible then suitable arrangements will be made to reduce the risk of injury as a result of a manual handling operation (for example, training, and the use of assistive equipment).

The Premises Officer will arrange for the provision of manual handling equipment where necessary and will arrange for appropriate training of personnel involved in manual handling operations.

Staff are responsible for alerting their line manager if they are uncomfortable with any manual handling requirement. Staff should not undertake any manual handling activity without consultation unless they are confident that it is safe to do so.

3.17 Display Screen Equipment (DSE)

Any employee who is classed as a 'user' as defined by the DSE regulations, which lays down specific requirements for workstations incorporating computers etc, must complete a 'user audit' for the workstation where they work. A 'user' is someone who is habitually employed to work on a computer and does so for more than an hour at a time more or less on a daily basis. Such employees are also entitled to a free eye test (which can be arranged in consultation with the onsite finance staff – See trust Finance and Procurement Policy) and payment for a basic set of glasses where they are required primarily for use with DSE. User audit forms are available from the H&S Co-ordinator.

Particular care should be taken with respect to laptop computers, which are not designed to be used for extended periods but may end up being used this way. If staff are likely to spend extended lengths of time working on the laptop then consideration needs to be given to measures that will reduce the possibility of 'repetitive strain' type injuries. Specifically, it is recommended that a separate keyboard and monitor are used, which can be obtained from the ICT technicians.

3.18 Catering and Food Safety

This section of the arrangements considers school catering, and does not relate to food preparation in a curriculum context (e.g. Food Technology), which is considered under Specific Curriculum Arrangements below.

a) School Meals:

The school employs a third party company, Aspens to provide school meals. The service contract specifies that Aspens is responsible for ensuring the safe preparation and serving of school meals. The school retains responsibility for ensuring safe conduct of pupils in the dining area, and for ensuring that dining facilities are safe, clean and well maintained (see housekeeping arrangements below).

All staff involved with the handling of food must receive formal training equivalent to the Level 2 certificate in food safety. The Catering Manager should be trained to the equivalent of Level 3, which relates to the management of food safety issues. As part of the day-to-day management of the team, the Catering Manager should make an assessment of the training needs of each staff member in respect of the particular food preparation tasks that they are undertaking, to ensure that all staff are competent to carry out their respective tasks. Training and instruction should be provided where necessary.

Grovers Before and After School staff along with Café B staff also receive formal training as above.

b) Other catering provision:

The school may, from time to time, serve food outside of a school meal context, for example, at breakfast or after school clubs, fundraising events, BBQs, and community lettings. The school retains responsibility for food safety at such events, so must ensure that safe practices are observed. Typically, this will involve understanding what food will be prepared and agreeing appropriate measures in respect of training and food safety precautions, with the possibility of consulting someone with the relevant training equivalent to the Level 2 certificate in food safety.

3.19 Playground Safety and Supervision

During break times, there will be an appropriate number of staff on duty in the playground. At lunchtime there is a medical box with accident forms on both playgrounds, to deal with minor accidents and a walkie talkie to summon extra help if needed. Parents are notified of any injury via StudyBugs, which in turn is periodically printed to create an accident report record.

Pupils will be shown how to use any play equipment safely.

The Premises Officer will inspect the playground and outdoor play equipment regularly for any maintenance problems.

The site will be inspected daily for any maintenance problems.

3.20 Vehicles and Transport

The options for transporting pupils off-site are:

a) Use of employee's vehicles

Employees can transport pupils/equipment in their own cars or drive to other venues during the working day only when accompanied by another adult. Employees who use their own cars must confirm that they have an up-to-date insurance and MOT and hold a valid driving license. The school provides occasional use insurance for all members of staff.

b) Use of School Minibus

On the occasions when a minibus is borrowed from another school we follow their policies. This process will ensure that drivers are confident and confident to drive minibuses and will include discussion of the various legal restrictions around licence types. The school minibuses are operated under a Section 19 permit, and drivers will normally be expected to hold a category D1 licence, although there are circumstances where it is appropriate for this requirement to be waived.

c) Use of Professional Transport

The vehicle and driver are hired in as a service from a reputable source. This is the usual practice for school trips.

d) Parents' Transport

If needing to use this option the parent(s)/guardian(s) of the pupils are advised of the venue and time of activity and that their son(s)/daughter(s)/ward(s) are required to be there at that time. These arrangements, and any associated lift sharing, are entirely the responsibility of the parents.

3.21 Stress

The school is committed to maintaining a healthy and safe workforce environment and to take reasonable steps to reduce health and safety risks from stress in the workplace.

The school is aware that there are many factors, both work-related and personal, which may contribute to staff ill health including stress. The following arrangements are in place to locally manage staff health issues:

- Staff are advised that it is their responsibility to inform their line manager, the Headteacher or another member of the senior leadership team of any relevant health issues. For central staff this should be reported to employee's line manager or the CEO
- Where necessary, an appropriate senior member of staff will meet and discuss the health issues with the employee and consider what actions could be taken to support the staff member and where appropriate assist in reducing stress levels
- The member of staff will be offered a referral to an occupational health professional for advice and support, e.g. counselling, etc. All trust staff are also provided with access to an Employee Assistance Programme, should they wish to obtain confidential advice and support at any time
- The member of staff will be advised that support can also be provided through their trade union
- A series of regular review meetings will be scheduled to monitor ill health and stress levels where they have been identified
- If it is identified that there is a high occurrence of staff ill health or stress within the school, the Headteacher will actively seek support to undertake a holistic assessment to identify what the possible root cause may be and implement a plan to improve the situation.

3.22 Legionella and Water Assessment

The Premises Officer will ensure that an assessment of the risk of exposure to legionella bacteria within the site has been undertaken and is reviewed appropriately.

The school will undertake reasonable measures to minimise the risk of exposure to legionella, which may be a combination of remedial plumbing works (where defects are identified) and management activities (e.g. water temperature monitoring, periodic testing of water quality).

3.23 School Swimming and Pools

Every pool operator is responsible for the health and safety of employees, pool users and other people on the premises. The Health and Safety at Work Act, the Management of Health and Safety at Work Regulations and others place general obligations on pool operators.

As a pool operator, under the Management of Health and Safety at Work Regulations (MHSWR), the school must carry out an assessment of the risks which may affect employees, and others, as a result of the work activity. These requirements also take into account members of the public using the pools. The school must then take appropriate action to eliminate or reduce those risks as far as is reasonably practicable. See www.hse.gov.uk/pubns/books/hsg65.htm

Pool safe operating procedures (PSOPs) will be used as part of management arrangements. The school will base the PSOPs on the information from the pool risk assessment.

A PSOP consists of the Normal Operating Plan (NOP) and the Emergency Action Plan (EAP) for the pool, changing facilities and associated plant and equipment. The NOP sets out the way a pool operates on a daily basis, including details of the layout, equipment, manner of use, user group characteristics etc. The EAP gives specific instructions on the action to be taken, by all staff, if there is an emergency

Where a school has a swimming pool there will be a separate risk assessment and policy document completed for this and it will detail the PSOPs and NOP and EAP for the pool.

3.24 Work Experience

The host school will ensure that all work experience pupils are treated as an employee and that appropriate H&S risk assessments are undertaken. It is also the responsibility of the 'home school' to ensure that the host setting is appropriate and meets their criteria for a suitable placement.

3.25 New and Expectant Mothers

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles

- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly

3.26 Access Control and Security

The Premises Officer is responsible for managing access and security on the school site.

The site is arranged such that there is clear separation between areas of the site that are accessible to the public (i.e., the entrance area) and those accessible to the pupils. All visitors are required to pass through a named reception area in order to access the secure areas of the site, and are required to sign in, wear a visitor's badge, and to be escorted as necessary. The school site is appropriately fenced so as to prevent pupils or visitors moving from one area of the site to the other unless permitted to do so.

During collection and drop-off, the site is, by necessity, open to parents/carers to access for collection. Parents/carers meet their children in a designated location, and the pupil is released to the parents using a process that is appropriate to the age of the children. Arrangements will be in place to ensure that pupils are not collected by anyone other than the parent or carer unless prior arrangement has been made with the school.

3.27 Lettings

The school regularly hires out its facilities to community groups in order to generate funds for the school, and to support the local community, as set out within the School Lettings Policy.

All hirers will be met at the start of their hire (or, in the cases of regular hirers, at the start of their first session as a minimum) and given an induction briefing. This will include matters such as the location of fire exits and exit routes, which areas may be accessed by the group, and any known hazards in these areas. While the school is responsible for ensuring that rooms and facilities are safe and well maintained, the hirer is responsible for ensuring that their activities comply with Health and Safety regulations, and for undertaking any necessary risk assessments.

All hirers will be issued with a copy of the school Child and Safeguarding Protection Policy, and is responsible for ensuring that their letting complies with safeguarding requirements. The school is aware that this does not necessarily mean that all adults using the site will have Disclosure and Barring Service (DBS) checks - for example, a letting targeted at an adult audience may not be required to undertake such checks. Therefore, the school will not usually schedule lettings at times when pupils are in school, and where such lettings are scheduled, consideration will be given to measures necessary to manage risk (e.g. ensuring the DBS checks are in place for all adults present). Typically, lettings will not start until 5:00pm. Any school activities running after 5:00pm must recognise that the site is no longer 'secure' and pupils must be appropriately supervised.

3.28 Infectious Diseases

Advice will be sought from the Environment Agency and the Health Protection Service in the event of an outbreak of an infectious illness..

The trust follow national guidance published by Public Health England (PHE) when responding to infection control issues, currently found here

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>

The individual school will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

a) Handwashing

Wash hands with liquid soap and warm water (ideally for 20 seconds), and dry with paper towels or hand driers.

Always wash hands after using the toilet, before eating or handling food, and after handling animals.

Cover all cuts and abrasions with waterproof dressings.

b) Coughing and sneezing

Cover mouth and nose with a tissue, or sneeze into material (e.g. inner elbow).

Throw tissue in the bin.

Wash hands after using or disposing of tissues.

Spitting is discouraged.

c) Personal protective equipment

Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing).

Wear goggles if there is a risk of splashing to the face.

Use the correct personal protective equipment when handling cleaning chemicals.

d) Cleaning of the environment

Clean the environment, including toys and equipment where relevant, frequently and thoroughly

e) Cleaning of blood and body fluid spillages

Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment

When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface

Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below

Make spillage kits available for blood spills.

f) Laundry

Wash laundry in a separate dedicated facility.

Wash soiled linen separately and at the hottest wash the fabric will tolerate.

Wear personal protective clothing when handling soiled linen.

Bag children's soiled clothing to be sent home, never rinse by hand.

g) Clinical waste

Always segregate domestic and clinical waste, in accordance with local policy.

Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins.

Remove clinical waste with a registered waste contractor.

Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection.

h) Animals

Wash hands before and after handling any animals.

Keep animals' living quarters clean and away from food areas.

Dispose of animal waste regularly and keep litter boxes away from pupils.

Supervise pupils when playing with animals.

Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet.

i) Pupils vulnerable to infection

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These pupils are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly and further medical advice sought. Advise these pupils to have additional immunisations, for example for pneumococcal and influenza.

j) Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by Public Health England, as identified in the document weblink:

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>

In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

3.29 Curriculum Specific Arrangements – Appendix B

- a) **Forest School**
- b) **PE**
- c) **Food Technology**
- d) **Technology**
- e) **Art**
- f) **Classroom-based subjects**

3.30 Housekeeping, Cleaning and Waste Disposal

Premises Officer and cleaning contractors attend site daily. They wash/vacuum floor surfaces, clean tables, clean toilets and sinks and ensure in good working order, and empty bins daily. Cleaning contractors will supply all cleaning products that they use and are responsible for implementing safe working methods and storage arrangements.

During the working day, staff are responsible for clearing any spillages, wet floors etc that result from their activities, or for raising with the caretaking team if this is not possible. If an issue has the potential to be a safety hazard (eg a wet floor at the top of a staircase), this should be reported to the school office so that prompt action can be arranged.

Servery Staff / Premises Officer to ensure the hall is left clean and tidy at the end of lunchtime, and chairs and tables stored safely.

3.31 Violence at work

The trust believe that staff should not be in any danger at work and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/Headteacher immediately. This applies to violence from pupils, visitors, or other staff.

Appendix A – School Emergency Procedures

Emergency Fire Procedure

In the event of a fire, the glass on the nearest Fire Call Point should be broken immediately by any member of staff, to sound the alarm.

LOCATION OF FIRE CALL POINTS:

- Fire Call Points are located in each class by the exit door (external door) and all other external fire exit doors.
- On hearing the fire alarm the building should be **IMMEDIATELY** evacuated in a quiet orderly fashion. **THE NEAREST SAFE EXIT SHOULD BE USED.** Teaching and non-teaching staff should assume responsibility for any pupils either in their charge or in the immediate proximity when the alarm sounds. When evacuating the buildings, you **MUST** close all doors behind you.

CONFIRMED FIRE

In the event of a confirmed fire, and if advised to evacuate the school site, staff and children will vacate the school site in an orderly manner and assembly at their nominated muster points.

SPECIFIC DUTIES

Headteacher OR person in charge on the day:	When alarm sounds, ascertain the location and nature of the fire (Premises and or Fire Warden to check fire panel as they leave the building) Check all cloakroom areas depending on location of fire Collect registers once completed Receive and direct Fire Service Inform Fire Service Lead of the result of registers being taken
Assistant HT Teacher/Senior Teachers:	Check libraries/resource rooms Attend to the complete and orderly evacuation of the building Designated Fire Marshalls to collect Grab Bags When evacuation is complete, report to Headteacher Attend to the quiet and orderly organisation of the registers being taken and check with class teachers that all are accounted for
Office Staff:	Ensure that a ' BACK-UP ' 999 call is made Collect any medication needed Distribute to staff at assembly points
Premises Officer:	Assist Headteacher in ascertaining nature and extent of the fire Or, Assist the Fire Service to review main panel and if necessary, locate services to the Premises Officer building and also assist them with any information they require.

Grovers Emergency Evacuation

DISCOVERING A FIRE

In the event of a fire the glass on the nearest 'Fire Call Point' should be broken immediately by a member of staff to sound the alarm.

ACTION

1. On hearing the fire alarm the building should be immediately evacuated in a quiet orderly fashion.
The nearest safe exit should be used and all doors closed behind you.
2. **Staff** should assume responsibility for any pupils either in their charge or in immediate proximity when the alarm sounds.

MANAGER:

- To telephone 999 on the Grovers Mobile Phone; ask for The Fire Service and inform them of the situation.

SENIOR PLAYWOKER

- Check the children's toilets and register the children up at the Assembly point.

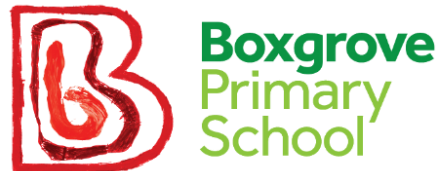
ACTION

3. Headcount Grovers Pupils/Staff.
4. **AT NO TIME MUST A MEMBER OF STAFF/PUPIL/VISITOR RE-ENTER ANY BUILDING UNTIL MRS FITCH/MRS STACEY (HEADTEACHERS) OR the TRUST PREMISES MANAGER / PREMISES OFFICER AUTHORISES IT.**

OTHER DUTIES

MANAGER - To assist the Fire Brigade with locating the Fire Panel and any information requested by them.

APPENDIX B – Risk Assessments



Risk Assessment

ASSESSMENT REVIEW DATE: October 2023	REVIEWED BY: Ivor Wilson	DATE OF NEXT REVIEW:
		October 2024

HAZARD	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	CONTROL MEASURES	ACTION: WHO?	ACTION: WHEN?
Petrol	Staff, pupils, volunteers. Fire risk. Ingestion.	Controlled storage in secure location. Key controlled access.	Petrol stored in secure, clearly marked containers.	Site Team	Ongoing
Adhesives, Sealants, Lubricants, Insect repellants.	Staff, pupils, volunteers. Fire risk, ingestion, inhalation, eye injury.	Controlled storage in secure location. Keypad door lock in place.	Storage area locked at all times when site staff aren't in residence. COSHH sheets for all items on hand.	Site Team	Ongoing
Acid based cleaning chemicals.	Staff, pupils, volunteers. Ingestion, Burns, inhalation, eye injury.	Controlled storage in secure locations. Key controlled access.	Storage areas locked at all times. All chemicals clearly marked with health and safety COSHH information.	Site Team, Contract Cleaning Team	Ongoing.

HAZARD	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	DO YOU NEED TO DO ANYTHING ELSE TO CONTROL THIS RISK?	ACTION: WHO?	ACTION: WHEN?
Sharp equipment	Staff, pupils, volunteers Cuts	Controlled storage and use of knives – in a locked cupboard Pupils taught correct techniques for use of knives Pupils to use knives under supervision only Knives are washed separately, dried and put away	All knives locked away in a cupboard and only allowed to be distributed by an adult Daily checks to make sure cupboard is locked	Class teachers Site manager	As and when Daily
Hot surfaces and liquids	Staff, pupils and volunteers Burns, scalds	Adults to supervise all cooking Adults to lift lids off pans Adults to move kettles, hot baking trays and dishes Adults to supervise boiling water in pans Pan handles positioned safely away from the edge of the cooker	Remind pupils of the safety rules before every cooking lesson Adults to follow guidance in staff handbook	Class teacher SLT	Every lesson Termly
Use of cookers/oven	Staff, pupils and volunteers Electric shock Fire Burns, scalds	All ovens are PAT tested and checked termly Gas equipment is checked termly Pupils supervised by adults at all times Ovens are used for food preparation only Fire blanket kept in the area Portable ovens are placed away from hazards such as flammable materials, class displays, doorways, fire escape routes, etc.	Gas ovens checked daily by site manager to make sure they are switched off Staff trained how to use fire blankets as part of the yearly health and safety training	Site manager Health and safety lead	Daily Yearly and as part of staff induction

Manual Handling Risk Assessment

ASSESSMENT REVIEW DATE: October 2023	REVIEWED BY: Ivor Wilson	DATE OF NEXT REVIEW:
		October 2024

HAZARD	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	CONTROL MEASURES	ACTION: WHO?	ACTION: WHEN?
Items of school furniture	Staff and pupils. Injury caused by poor lifting/moving technique	Staff advised to seek assistance before attempting to move any heavy or unwieldy items. Pupils to be supervised at all times.	Where appropriate, staff to attend in person or online iHasco Manual Handling Training course.	Staff and Site Team	Ongoing
Lunch time tables	Staff. Injury caused by poor lifting/moving technique	Lunch time tables only to be moved and erected by trained lunch time staff.	Where appropriate, staff to attend in person or online iHasco Manual Handling Training course.	Staff and Site Team	Ongoing
Miscellaneous heavy objects	Staff and pupils. Injury caused by poor lifting/moving technique	Staff advised to seek assistance before attempting to move any heavy or unwieldy items.	Where appropriate, staff to attend in person or online iHasco Manual Handling Training course.	Staff and Site Team	Ongoing

Swimming Pool Risk Assessment

ASSESSMENT REVIEW DATE:	REVIEWED BY:	DATE OF NEXT REVIEW:
October 2023	Ian Dickinson	October 2024

HAZARD	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	CONTROL MEASURES	ACTION: WHO?	ACTION: WHEN?
Water safety	Pupils and external users- drowning, impact injury	All school swimming sessions supervised by two trained swim instructors with pool lifesaving qualifications. Outside hirers must hold swim teacher qualifications Rescue equipment in pool area Doors and gates remain locked when pool is not in use	Annual updates for pool lifesaving qualification Annual updates to hirers information Swim teachers check rescue equipment regularly Gates and doors locked	Swim Teachers Lettings officer Swim Teachers Site staff and hirers	Annual Annual Weekly Daily
Safety around pool	Pupil and external users – slip/fall	Pool surround has integral grip in flooring material Metal floor to roof supports have foam protective cushioning No running on poolside	Ensure flooring is kept clean Ensure pads are in place Safety instructions given to users	Site team and cleaners Site team and swim teachers Swim teachers and external hirers	

HAZARD	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	CONTROL MEASURES	ACTION: WHO?	ACTION: WHEN?
Access to plant room	All site users – chemical poisoning/burns Injuries from tools stored in plant room	Plant room kept locked at all times – authorized access only	Plant room kept locked at all times	Pool Technician and Site team	Daily
Poor Water Quality	Pupils and external users Contaminated water/overly chlorinated water/incorrect pH balance	Chemical testing for chlorine levels and pH daily Automated dosing systems/monitoring Monthly laboratory water sampling	Daily testing by pool technician – other site staff trained in pool maintenance Regular maintenance of plant equipment Water samples sent off to South East Water for biological testing	Pool Technician and other site staff Pool Technician Pool technician	Daily Monthly and as necessary Monthly
Storage of chemicals	All site users Chemical poisoning/burns	Pool chemicals delivered and stored separately Used containers cleaned and returned COSHH sheets held	Regular deliveries to avoid over stocking Metal containment storage containers Separated storage of chemicals to avoid mixing Empty containers only put out for collection once thoroughly washed out All safety advice followed	Pool Technician Pool Technician and site staff Pool Technician and site staff	As required

Forest school/outdoor learning

Risk Assessment

ASSESSMENT REVIEW DATE:25/11/22	REVIEWED BY: Mary Chambers	DATE OF NEXT REVIEW: November 2023
		July 2023

HAZARD	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	CONTROL MEASURES	ACTION: WHO?	ACTION: WHEN?
Animal Manures	School staff, volunteer helpers, pupils	The use of fresh organic manures to incorporate into the school garden in favor of alternative soil improvers, it is appreciated that this is not always possible.	It is essential that if children do work with manures they wear gloves when undertaking this task. Staff to ensure the children wash their hands in antiseptic gel at the completion of the task.	Staff	As and when
Bees, wasps and ticks Insects	School staff, volunteer helpers, pupils	Teaching staff must be aware of any children allergic to specific insects.	If stung, children should seek first aid from the teacher/school. If children do have epi pens these should be available at all times. Children should wear long trousers and sleeves to prevent ticks - If found go to school office – do not remove as special tweezers required	Staff	As and when

HAZARD	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	CONTROL MEASURES	ACTION: WHO?	ACTION: WHEN?
Chemicals used in the garden	School staff, volunteer helpers, pupils, school visitors	If used, chemicals to be used by qualified adult and in the proper manner and to be used and stored in accordance with health and safety legislation. (Coshh)	Where it is deemed absolutely necessary to use chemical(s) , a separate risk assessment will be used.	IW	As and when
Climbing	Pupils	Adequate supervision and instructed not to climb objects in the school grounds without supervision.	Forest school safety rule of no more than 3 in a tree. Staff to assess if it's safe to climb e.g. slip from rain or is it safe to climb on.		As and when
Fallen Leaves Slips, Trips Litter within Leaves	School staff, Volunteer helpers and pupils	Do not collect fallen leaves for making leaf compost in schools, or areas of the school grounds, where there is potential for hazardous objects such as syringes/ broken glass/ sharp items to be buried amongst leaves. No running in the garden/ leaf collecting area.	Pupils can wear gloves and use tools appropriate for the job e.g. lightweight plastic leaf rakes and leaf hands. and all children must wash hands after picking up leaves	Staff	As and when

HAZARD	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	CONTROL MEASURES	ACTION: WHO?	ACTION: WHEN?
Fire Dangers from heat smoke and fire	School Staff Volunteer helpers and pupils	Emergency evacuation procedures to be in place and understood by all participants.	Emergency exits to be kept clear at all times. Assembly point identified and all participants aware of it. Fire wardens for year 5 and 6 will check Forest school and outdoor areas to check they have heard the bell.	Staff Fire wardens	As and when
First aid	School Staff Volunteer helpers and pupils	Staff to take First aid kit to Forest school and a walkie talkie so they can be in contact with the office Staff to take inhalers or medication needed for children. Epi pens to be kept in the office and staff to be in touch with the office if needed.		Staff	Every lesson

HAZARD	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	CONTROL MEASURES	ACTION: WHO?	ACTION: WHEN?
Plants Ingestion, allergic reactions	School Volunteer and pupils Staff helpers	Adults to be made aware of any children/volunteers/staff known to have specific plant and food allergies or hay fever, and to know the school representative responsible for administering that medication and for it to be available. Some of the plants may be irritating to skin (gloves to be worn), or contain parts which are harmful or toxic if eaten, or have been sprayed with chemicals.	Children, School staff and volunteers must not eat any plants from the school grounds. Staff can allow children to pick plants but must make sure that children wash hands after picking. Children should not put their fingers in their mouths. Children must not eat parts of plants unless instructed to do so, and must wash hands after forest school sessions. When undertaking taste tests in the wooded area, all produce and pupil's hands should be washed in tap water (not water butts) before eating. Do not plant potentially poisonous plants (e.g. daffodils) in edible beds. NB Detailed information on harmful or potentially poisonous plants can be found on the resources/starting school gardening section of the Campaign for School Gardening Website.	Staff	As and when
Running Children	Pupils	Children adequately supervised	Children can walk when at Forest school or in Outdoor learning if carrying any items. Staff to make children aware of any risks that they need to be aware off.	Staff	As and when

HAZARD	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	CONTROL MEASURES	ACTION: WHO?	ACTION: WHEN?
Tools	School staff, volunteer helpers, pupils	Children can only use tools when instructed to do so. At the start of each forest school session, tool safety is embedded When working with pupils.	<p>Tools are only to be used by pupils under Adult supervision. All tools counted 'out' and 'in'. Appropriate type and size of tools to be selected for the age of children. 'Tool stop' point to be clearly identified and all tools to be returned here when not in use during a Forest school session. Pupils to be supervised during all Forest school activities. Tools to be stored safely when not in use. Ensure adequate working space for pupils when they are working with any tools.</p> <p>Risk assessment to be completed on individual tools when other tools have been bought e.g Hacksaws and bowsaws.</p>	Staff	As and when
Water Slips, trips and falls	School staff, volunteer helpers and Pupils	Children shown how to correctly use water when needed for different forest school sessions.	<p>To avoid soaking pathways. Hose pipes should be coiled/ rolled up after use and not left lying out where they could become a trip hazard. No running.</p> <p>Children to be dressed in appropriate clothing.</p>	Staff	As and when

HAZARD	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	CONTROL MEASURES	ACTION: WHO?	ACTION: WHEN?
<p>Weather Sunburn, dehydration, hypothermia, Slipping in wet weather Soil blown into eyes.</p>	<p>School staff, volunteer helpers, pupils</p>	<p>Appropriate clothing to be worn for the weather conditions (hot, cold, wet, windy).</p>	<p>Adequate fluids to be drunk when it is hot and work activities to be planned in shady areas where possible. Schools advise pupils and parent helpers to apply their own sun cream and wear hats. In wet weather, garden surfaces can become slippery e.g. clay soils. Close paths if too slippery and revise activities to minimize risk of slipping. No running to, from and in the garden. Avoid using loose compost and digging/ raking soil in windy conditions. Forest School is not to take place in woodland during high winds or thunderstorms.</p>	<p>Staff</p>	<p>Daily checks Every lesson</p>

HAZARD	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	DO YOU NEED TO DO ANYTHING ELSE TO CONTROL THIS RISK?	ACTION: WHO?	ACTION: WHEN?
Sharp equipment	Staff, pupils, volunteers Cuts	Controlled storage and use of knives – in a locked cupboard Pupils taught correct techniques for use of knives Pupils to use knives under supervision only Knives are washed separately, dried and put away	All knives locked away in a cupboard and only allowed to be distributed by an adult Daily checks to make sure cupboard is locked	Class teachers Site manager	As and when Daily

Hot surfaces and liquids	Staff, pupils and volunteers Burns, scalds	Adults to supervise all cooking Adults to lift lids off pans Adults to move kettles, hot baking trays and dishes Adults to supervise boiling water in pans Pan handles positioned safely away from the edge of the cooker	Remind pupils of the safety rules before every cooking lesson Adults to follow guidance in staff handbook	Class teacher SLT	Every lesson Termly
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Use of cookers/oven	<p>Staff, pupils and volunteers</p> <p>Electric shock</p> <p>Fire</p> <p>Burns, scalds</p>	<p>All ovens are PAT tested and checked termly</p> <p>Gas equipment is checked termly</p> <p>Pupils supervised by adults at all times</p> <p>Ovens are used for food preparation only</p> <p>Fire blanket kept in the area</p> <p>Portable ovens are placed away from hazards such as flammable materials, class displays, doorways, fire escape routes, etc.</p>	<p>Gas ovens checked daily by site manager to make sure they are switched off</p> <p>Staff trained how to use fire blankets as part of the yearly health and safety training</p>	<p>Site manager</p> <p>Health and safety lead</p>	<p>Daily</p> <p>Yearly and as part of staff induction</p>
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Hacksaw Risk Assessment

ASSESSMENT REVIEW DATE:	REVIEWED BY:	DATE OF NEXT REVIEW:
September 2022	Helen Banks	July 2023

HAZARD	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	CONTROL MEASURES	ACTION: WHO?	ACTION: WHEN?
Use of hacksaws	Children, volunteers or staff members.	<p>All control measures are already in place. Teachers to read the risk assessment before undertaking any activity. Staff share the risk assessment with children beforehand.</p> <p>Prior to use a member of staff should check the security of the blade in the frame and that the blade has no broken teeth.</p> <p>Blades were checked and blunt one replaced last June (2022)</p> <p>Newer hacksaws have plastic handle for ease of grip.</p>	<p>Saws should be stored up high and out of reach of children.</p> <ul style="list-style-type: none"> • KS1 and KS2 children should have the close supervision of an adult when using the hacksaw. • Only staff to replace worn blades by holding the hacksaw in a holding device whilst compressing the frame (replacement blades are replaced with the teeth pointing forwards.). Protective gloves (ask Ivor) to be worn. • Teeth point forwards on the blades for ease of cutting- the cut will be on the push, not the pull. • Pupils who are likely to cause injury to themselves or others are prohibited from using hacksaws. • Pupils to be taught how to hold the hacksaw correctly. • Pupils to be taught to ensure they have sufficient personal space to use the saw. • The sawing of a piece of wood to be modelled to pupils, always using a bench hook or a G-clamp and not saw directly onto the table. • Pupils to be taught to draw the saw back a couple of times to make a starter notch before beginning sawing action. • Pupils to be made aware that the blade of the hacksaw is sharp and could cause cuts to the skin. 	All staff	Whenever activity is undertaken.
Dust	There is a risk of inhalation of dust.	All staff and children know that dust must not be blown away as this increases the risk.	<ul style="list-style-type: none"> • Sawdust/waste materials to be cleaned up in a timely manner. • Hacksaws must not be used on expanded polystyrene. 	All staff and children	Whenever an activity is undertaken

DT Hand Drill Risk Assessment

ASSESSMENT REVIEW DATE:	REVIEWED BY:	DATE OF NEXT REVIEW:
Spetemebr 2022	Helen Banks	July 2023

HAZARD	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	CONTROL MEASURES	ACTION: WHO?	ACTION: WHEN?
Drill Bits	Children, staff, volunteers	<p>Children are given a safety Briefing before use of handdrills.</p> <p>Staff read risk assessment and adhere to all control measures.</p>	<ul style="list-style-type: none"> • ALL USE SHOULD BE UNDERTAKEN IN SMALL GROUPS WITH ADULT SUPERVISION. • Give appropriate instructions for the use of the hand drill to inexperienced users. • Always use a vice or bench hook and clamp to secure the material that you will be drilling into. • Inexperienced users may lack the physical strength to hold it securely and some form of clamping will be required. If the work is too large to fit into a suitable vice hold it as securely as possible, perhaps with the aid of G clamps. • Warn students about the hazards of sharp edges of materials. Gloves may be appropriate in some cases. • Eye protection should be worn if there is a risk of debris being expelled towards the eye. • Long hair and loose clothes should be tied back to reduce the risk of entanglement in the drill. • Regularly check wooden handles for tightness, and for splits, and replace when necessary. Plastic handles are usually more robust and are less likely to work loose. Students should be instructed to seek assistance from a teacher should they find that a handle is loose. • Children and staff should be made familiar with the risk assessment before using the hand operated drill. 		

DT Glue Gun Risk Assessment

ASSESSMENT REVIEW DATE:	REVIEWED BY:	DATE OF NEXT REVIEW:
September 2022	Helen Banks	July 2023

HAZARD	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	CONTROL MEASURES	ACTION: WHO?	ACTION: WHEN?
Glue Guns Hot glue	Staff, Children, volunteers Burns to skin/surfaces	All control measures (see next column) are in place Staff read risk assessment and share with the children	Ensure all staff have read the risk assessment Share safety rules with the children. Demonstrate safe use Close (small group) adult supervision for use. Safely store glue sticks away from direct heat and out of reach of children Store glues in a clean and dry place with temperatures between 5°C and 30°C. Keep them in closed containers. Always use the oldest stock first Uncluttered surfaces (a separate area is preferable) away from foot traffic. Use glue drip mats to protect surfaces when undertaking activities.	Staff and children	Whenever activities are undertaken

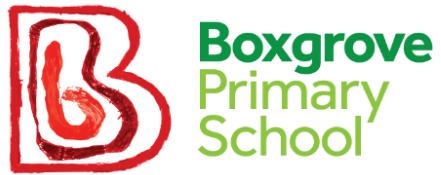
HAZARD	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	CONTROL MEASURES	ACTION: WHO?	ACTION: WHEN?
Inhaled hot melt fumes	Children, adult, volunteers Respiratory issues	All control measures (see next column) are in place Staff read risk assessment and share with the children	Stop working and get fresh air. Seek medical advice for any respiratory problems. Hot melt fumes are generally safe – unless the glue has overheated. Overheating could potentially release toxic vapours. In this case, seek medical advice immediately if you accidentally inhale fumes.	Staff and children	Whenever activities are undertaken
Hot melt glue in eyes	Children, adults, volunteers Burns to eyes	All control measures (see next column) are in place Staff read risk assessment and share with the children	Wear goggles when possible Rinse eyes immediately if there is any contact. See medical advice.	Staff and children	Whenever activities are undertaken
Hot melt glue gun on skin	Children, adults, volunteers Burns to skin	All control measures (see next column) are in place Staff read risk assessment and share with the children	Plunge the skin into cold water straight away until the burning sensation subsides – usually for around ten minutes. Don't attempt to remove the molten glue. This could pull away layers of skin and leave a raw wound. If your fingers are coated with molten adhesive, keep them moving while it cools to prevent a tourniquet effect.	Staff and children	Whenever activities are undertaken

HAZARD	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	CONTROL MEASURES	ACTION: WHO?	ACTION: WHEN?
Removing dried glue from skin	Children, adults, volunteers Skin removal		<p>Don't remove glue from the skin without seeking medical attention. There could be a deeper burn or wound underneath.</p> <p>Olive oil or liquid paraffin can slowly soften adhesive. Soak the oil into a cotton wool pad and gently soften the glue with a circling motion.</p> <p>Once the glue has been removed, treat the area as a typical burn. You may need antibiotic cream and dressing – with the advice of a doctor.</p>	Staff and children	Whenever activities are undertaken
Accidental ingestion of glue	Children		<p>If accidentally swallowed, seek medical attention immediately. Drink lots of water but don't induce vomiting.</p> <p>Never give anything by mouth to someone unconscious.</p>		Whenever activities are undertaken

OPERATING PRECAUTIONS

- [Before use](#), check for damage to the gun's casing and fraying to the electrical cord and plug. Make sure the on/off switch is functioning properly.
- Always wear protective clothing: overalls or long sleeve shirts, closed-toe shoes, heat resistant gloves, and safety glasses or goggles. Keep long hair tied back.
- Only run at the recommended temperature. When used correctly, [hot glue shouldn't be toxic](#). However overheating can cause chemical breakdown in the glue – which can release toxic or irritant vapours.
- Make sure the work area is clean, dry, and clear of flammable materials and loose cables.
- Never lay a [hot glue gun](#) on its side. Store the glue gun in a safety stand. Stands are usually wire or metal – each glue gun can require a different stand. We currently stock:

- The [MDC009](#): suitable for 12 and 15mm guns
- The [PA3096](#): suitable for 43mm non-spray guns
- Always use a drip mat. This will help to catch hot glue drips and prevent damage to underlying surfaces.
- Never remove the nozzle when cold – it can cause thread damage. Remove the nozzle while it's still warm, wearing protective gloves.
- Do not touch the heated nozzle of a hot glue gun, unless you're removing it from the applicator. Always wear protective gloves for this.
- Never tilt a hot glue gun upwards – or for gluing overhead items.
- Never remove a part melted glue slug/stick through the back of the gun.
- Never leave a hot glue gun unattended, especially while plugged in. Unplug the glue gun if you're not going to use it for over 40 minutes.



Kitchen Risk Assessment

ASSESSMENT REVIEW DATE:	REVIEWED BY:	DATE OF NEXT REVIEW:
September 2022	Helen Banks	July 2023

HAZARD	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	CONTROL MEASURES	ACTION: WHO?	ACTION: WHEN?
Kitchen Cross Contamination/ poisoning/illness allergies	Children/adults Poisoning, illness, allergic reactions	Different coloured chopping boards for different food stuffs o Red – raw meat; o Blue – raw fish; o Yellow – cooked meat; o Green – salad and fruit; o Blue – vegetables; o White – bakery goods.	Make a list of the different coloured boards and encourage the children to work out what they are used for and why. Draw them on a chart and laminate to display in the kitchen	HB/SM to make list All adults to adhere to list	Sept '22 Immediate - whenever cooking activities are undertaken.
		.Hand hygiene	Teach children about hand hygiene (a hand washing song) and discuss when they need to wash their hands during the day	All adults	Immediate - whenever cooking activities are undertaken.
		Kitchen risk assessment shared with all staff.	Raw eggs (poisoning) – Remind the children that it is not safe to lick bowls or utensils which have been in contact with raw eggs. Talk about eggs in general and look at different sizes, shapes and colours; decorate eggs with the children, showing them how fragile the shells are;	All adults	Immediate - whenever cooking activities are undertaken.
		Allergy list, epipens	Nuts/eggs other allergens Staff must bring allergy list to the kitchen (or wherever cooking takes place). Have epipen/piriton ready for emergencies. Brief child/ren beforehand about cross contamination dangers.	All adults & children with allergies.	Immediate - whenever cooking activities are undertaken.

HAZARD	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	CONTROL MEASURES	ACTION: WHO?	ACTION: WHEN?
Kitchen Injuries	Children/adults Slips, trips, , falls,	Kitchen risk assessment shared with all staff.	<ul style="list-style-type: none"> • Floor (trips and slips) – show the children where you keep the mop and dustpan and brush so they can help you to keep the floor clean and dry; • Stools / chairs to stand on (falls) – encourage the children to take responsibility for their own safety by making sure they are standing securely on their stool or chair if needed. 	All staff	Immediate - whenever cooking activities are undertaken.
	Cuts	<p>Controlled storage and use of knives – in a locked cupboard</p> <p>Pupils taught correct techniques for use of knives</p> <p>Pupils to use knives under supervision only</p> <p>Knives are washed separately, dried and put away</p>	<ul style="list-style-type: none"> • Utensils including knives and scissors (cuts) – teach safe use and remind children about the dangers of knives. Do some experiments under close supervision. 	All staff	whenever cooking activities are undertaken.

HAZARD	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	CONTROL MEASURES	ACTION: WHO?	ACTION: WHEN?
Kitchen Hot oven or pots (burning) –	Staff/children Burns, electric shock, fire risk	All ovens are PAT tested and checked termly Gas equipment is checked termly Pupils supervised by adults at all times Ovens are used for food preparation only Fire blanket kept in the area Portable ovens are placed away from hazards such as flammable materials, class displays, doorways, fire escape routes, etc. Adults to supervise all cooking Adults to lift lids off pans Adults to move kettles, hot baking trays and dishes Adults to supervise boiling water in pans Pan handles positioned safely away from the edge of the cooker	Discuss the heat that comes out of the oven and remind children about wearing oven gloves and checking with you before touching it. Do some hot and cold experiments with water to explain what you mean; Gas ovens checked daily by Premises Officer to make sure they are switched off Staff trained how to use fire blankets as part of the yearly health and safety training Remind pupils of the safety rules before every cooking lesson Adults to follow guidance in staff handbook	Class teacher Premises Officer All staff All staff SLT	whenever cooking activities are undertaken. PAT testing termly Gas check -daily Health and Safety - annual

HAZARD	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	CONTROL MEASURES	ACTION: WHO?	ACTION: WHEN?

Physical Education Risk Assessment

ASSESSMENT REVIEW DATE:	REVIEWED BY:	DATE OF NEXT REVIEW:
November 2022	Christine Robinson	July 2023

HAZARD	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	CONTROL MEASURES	ACTION: WHO?	ACTION: WHEN?
Inside areas for PE	Children Staff	<p>Hall floors are washed after lunch by lunch team to remove food debris/spills.</p> <p>PE “drying mops” are available for teachers leading PE sessions inside to dry the floor if it is still wet</p> <p>Hall equipment (benches, lunch trolleys, etc) to be moved to the sides of the hall before lessons start</p> <p>Staff to do a visual check for trip hazards before starting a PE session indoors</p> <p>The windows in the halls used for PE are fitted with safety glass</p>	<p>Staff to make a visual assessment of the floor before starting a PE session indoors to ensure the floor is dry</p> <p>Remind staff where the drying mops are stored (currently in the disabled bathroom in the Year 5/6 building)</p> <p>Find somewhere to store the silver lunch trolleys in the hall if possible, to clear the area for PE</p> <p>Staff to report any “permanent” trip hazards (e.g. broken laminate) to the premises officer if necessary</p>	<p>Class teachers</p> <p>PE team</p> <p>PE team</p> <p>All staff</p>	<p>Before each indoor PE session</p> <p>PE staff meeting</p> <p>By Jan 2023</p> <p>As and when</p>

HAZARD	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	CONTROL MEASURES	ACTION: WHO?	ACTION: WHEN?
Indoor traversing wall	Children	Staff to remind children about safe use of the climbing holds before each use Children to work in pairs with one as a spotter on the ground for the child on the wall	Staff to remind children about safe use of the climbing holds before each use Climbing holds to be inspected annually as part of the site equipment survey	Class teachers Health & Safety Lead	Before each session Yearly
Outdoor areas for PE	Children Staff	Any hazards / issues reported promptly to the premises officer Staff to perform a visual check and make adjustments where necessary for surface hazards (e.g. cover a hole in the running track with a cone)	Outdoor areas (playground, field) inspected regularly as part of the regular school risk assessment for hazards (fox faeces, broken glass, etc)	Premises officer	As per site check schedule
Wet weather	Children Staff	Staff to assess the playing surface before the lesson, and to make adaptations to the lesson if necessary (e.g. controlled walking drills rather than sprints in wet conditions)	Staff to assess the playing surface before the lesson	Class teachers	Before every lesson

HAZARD	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	CONTROL MEASURES	ACTION: WHO?	ACTION: WHEN?
Physical injury : clothing	<p>Children</p> <p>Staff</p>	<p>Hair is tied back for PE</p> <p>Children to remove all jewelry including watches. Earrings should be removed where possible, but can be taped over if they cannot be removed.</p> <p>Children should be dressed in PE appropriate clothing</p> <p>Children should be wearing trainers. If a child does not have trainers, staff to adapt the activities for them (e.g. they can do throwing activities wearing slip-on shoes but not running/jumping)</p> <p>Socks should be removed for gymnastics lessons</p>	Staff to check in the classroom before leaving for PE that children are dressed appropriately, with jewelry removed, hair tied back and suitable shoes with laces tied	Class teachers	Before every lesson

HAZARD	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	CONTROL MEASURES	ACTION: WHO?	ACTION: WHEN?
Physical injury : equipment	Children Staff	<p>Staff to select equipment appropriate for the age group concerned (e.g. age, strength and ability of pupils)</p> <p>Staff to check that any equipment / apparatus used is laid out correctly</p> <p>Staff to check equipment before each use and discard any broken / unsafe equipment</p> <p>Children should be instructed how to handle equipment safely according to their age and strength</p> <p>Children in Years R-4 should be supervised moving large pieces of equipment (e.g. benches). Children in Years 5&6 can move large pieces of equipment unsupervised where deemed appropriate by an adult.</p> <p>Children should not use equipment left out unsupervised (e.g. gymnastics tables stored in the hall)</p>	<p>Staff to remind children at the start of each lesson about correct use of equipment</p> <p>Staff to remind children how to move large equipment safely at the start of each unit (e.g. mats at the start of a series of gymnastics lessons) and then as regularly as needed</p> <p>Staff to provide individual children with alternative equipment if the regular equipment is not suitable for them (e.g. a plastic hockey stick for a child who is not using a wooden one appropriately)</p> <p>Staff to ensure they are familiar with the equipment they are using in each lesson (e.g. the correct direction to set out a mini hurdle)</p> <p>All school staff to remind children that they should not use equipment left out unsupervised (e.g. gymnastics tables)</p>	<p>Class teachers</p> <p>Class teachers</p> <p>Class teachers</p> <p>Class teachers</p> <p>Class teachers</p>	<p>Start of each lesson</p> <p>Start of each unit then as regularly as needed</p> <p>Every lesson</p> <p>Before every lesson</p> <p>Start of the year and then as and when</p>
Physical injury : other	Children	Staff to ensure that children are adequately warmed up to reduce the risk of injuries	Warm up included in every lesson	Class teachers	Every lesson

HAZARD	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	CONTROL MEASURES	ACTION: WHO?	ACTION: WHEN?
Specific sports : hockey	Children Staff	Children should be instructed how to handle equipment safely according to their age and strength	KS1 children should use plastic hockey sticks only. KS2 children can use wooden hockey sticks if they are deemed responsible by the adult leading the session. Staff to demonstrate safe use of hockey sticks at the start of every hockey lesson before children take the sticks. Staff to provide plastic sticks for any children who are not using wooden sticks responsibly	Class teachers	Every lesson
Specific sports : rugby	Children	Tag / touch rugby will be played at school and not full contact rugby		Class teachers	Every lesson
Specific sports : football	Children	Heading should not be taught or encouraged	Balls should not be over-inflated	Class teachers	Every lesson
Specific sports : striking/fielding and throwing events	Children Staff	Staff should ensure that playing areas are positioned (and spaces segregated if necessary) to ensure minimal risk to participants and spectators from equipment thrown or balls struck	Assess playing area position and segregate areas as needed	Class teachers	Every lesson

HAZARD	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	CONTROL MEASURES	ACTION: WHO?	ACTION: WHEN?
Supervision and playing area	Children Staff	The teacher : pupil ratio for a PE lesson should not be greater than in the classroom. If more than one game is being played at the same time, staff to ensure adequate space between the games Staff to ensure that activities can be played safely without overcrowding	Staff to rotate children using an area if space is at a premium	Class teachers	Every lesson
Storage	Children Staff	Adults only to open and close the large door of the PE storage shed		All staff	As and when
First Aid	Children	Staff should have ready access to a First Aid kit for minor injuries	Staff should have a First Aid kit readily available. This could be in the classroom if the PE area is close by ; if not then the staff member should consider taking the classroom First Aid kit out to the PE area	Class teachers	Every lesson