



## St Anne's Church Academy



### Health and Safety Policy Arrangements

This policy should be taken and used as part of St Anne's Church Academy overall strategy and implemented within the context of our vision, instrument of government aims and values as a Church of England School.

The Academy Council at St Anne's Church Academy recognise that the way forward in achieving effective management of the school health and safety policy and the arrangements necessary to fulfil the obligation is through the Finance, Personnel & Estates Committee. These meetings will also be a key tool in promoting a positive health and safety culture.

This Committee will include: -

- An Academy Councillor responsible for health and safety matters
- The Headteacher
- At least 3 other elected Academy Councillors

Wherever possible the Site Team will also be invited to attend the regular Health and Safety Inspections of the school building and its premises by the committee.

#### **Recommended items for discussion under the agenda of Health and Safety (within Finance, Personnel & Estates Committee Meetings)**

- 1) Any accidents of note since the last meeting, how many accidents in total and are there any trends.
- 2) Are there any building works/ modifications planned and what are the Health and Safety implications of this project. Has all the necessary paperwork been completed and Asset management notified.
- 3) Risk assessment progress and review  
*North Somerset Council recommends that a group approach to risk assessment be executed, usually consisting of an individual who has received specific training in the theory of risk assessment, a teacher/ assistant who has the hands-on experience of tasks being assessed, and any safety representatives that school may have. Where significant risks are identified, appropriate measures and/or safe working practices will be introduced to reduce/eliminate such hazards.*
- 4) Training needs
- 5) First Aid provision/qualifications etc..
- 6) Any school trips taking place and has this been assessed and authorised
- 7) Inspection findings and required actions.

This policy refers to a Health & Safety manual held on the resources page of <http://www.nseep.org/>.

#### **Law Poster**

The Health and Safety Information for Employees Regulations requires the school to display an approved law poster in a prominent position or to provide each of their employees with an equivalent leaflet. The poster or leaflet outlines health and safety law and explains what both employers and employees must do to keep the workplace safe. Contact details are also provided if employees want advice or have concerns about their safety at work. The law poster is displayed in the staff rooms of both @Hewish and @West Wick.

## **Accident Reporting, Recording and Investigation**

- All accidents must be reported to the Headteacher.
- All accidents should be recorded in an accident book. The pupils accident book is located in the School Office of both @Hewish and @West Wick. The staff accident book is located in the both @Hewish and @West Wick. Little Learners Nursery will hold their own accident folder for accidents occurring in the settings.
- The accident forms are held in the School Office of both @Hewish and @West Wick. Little Learners Nursery accident forms will be held in the classrooms.
- Any accidents which are reportable under the Reporting of Injuries Diseases and Dangerous occurrences Regulations (RIDDOR) will be actioned by the Business Leader.
- Fatal or major injuries must be reported immediately by telephone to North Somerset Health & Safety Team - 01275 884675 and an accident form completed. When necessary, parents / carers or other persons should be notified of the pupil's accident. Little Learners Nursery parents will always be notified and in they will be required to sign the accident report.
- Details of all accidents are brought to the attention of the schools health and safety committee, where they are discussed and trends can be identified. If required, measures to prevent reoccurrence will be implemented.
- Dangerous occurrences, diseases and or dangerous 'near misses' must also be reported immediately by telephone to North Somerset Health & Safety Team - 01275 884675.

***Please refer to the Health and Safety Manual for further information and guidance***

### **1. Asbestos**

- The asbestos survey is located in the School Office @Hewish.
- There is no Asbestos at West Wick.
- Helen Burge and Lisa Dadds have attended Asbestos Awareness Training, and have / will undertake regular refresher training.
- All contractors are required to sign and confirm they have seen the asbestos register in relation to the area they will be working in or the activities they will be undertaking. The contractors signing in sheet located in the School Office.
- An asbestos management plan is located with the asbestos survey in the Contractors signing in folder.
- Staff responsible for monitoring and inspecting asbestos containing material are Helen Burge.
- Staff will report any damage to identified areas immediately to Helen Burge.
- If asbestos is damaged the area will be sealed off immediately and locked to prevent access – Emergency procedures as outlined in the Asbestos Policy will be complemented.
- Location maps of asbestos containing material is located in the Contractor's Folder.
- A Refurbishment / Demolition (R & D) asbestos survey will, when required, be used to locate and describe, as far as reasonably practicable, all ACMs in the area where the refurbishment work will take place or the whole building if demolition is planned. The survey will be fully intrusive and involve destructive inspection, as necessary, to gain access to all areas including those that may be difficult to reach.

***Please refer to the Asbestos Policy for further advice and guidance***

### **2. Contractors and Visitors**

All visitors and contractors must report to the main office. They will be signed in and be given an identity / visitors badge and a health and safety leaflet. On leaving the site they will be required to sign out and inform Helen Burge of the work / actions that have been carried out and any further work that is required.

Before contractors are selected by the school, the school will make sure that they not only have a good work record, but also a good health and safety record. The school has a contractors pack to satisfy themselves that contractors are competent to carry out the job safely and without risk to the school or themselves. The school should formally ask the contractor:

- What experience they have in this type of work and seek recommendations, if appropriate
- What are the contractor's health and safety policies and practices.
- Have they had any recent accidents
- What are their emergency procedures and first aid arrangements
- What accreditations, membership of trade body, qualifications the contractor has achieved
- Has an independent organisation made an assessment of their safety arrangements e.g. Exor or Contractor Health and Safety Assessment Scheme (CHAS)
- Have in date CRB checks been undertaken for employees working within the school
- What is their selection process for sub-contracting work, if appropriate
- Do they have in date Public Liability Insurance and Employers Liability Insurance and what are the limits of the cover.
- Do they have safety method statements for the work activities.
- Do they have safety policies and safety record systems.
- Have the contractors any references from other school projects.

Essential safety matters must be agreed in writing, and extra care taken in assessing competence and defining the work. Before the contract is placed, there may need to undertake pre-contract investigations / discussions based on the work, such as asbestos surveys, ground surveys, etc.

In addition, when contractors arrive on site to commence work the school will ensure the following:

- That all relevant staff will be informed of the works being carried out and the areas that are likely to be affected, as well as the duration and timing of the works.
- Any changes to the work activities will be discussed with the Headteacher, or school representative, and any changes affecting timing, or health and safety will be looked at and action taken, where necessary.
- Any contractors, sub contractors or self-employed persons must be provided with and familiar with any local safety rules, as well as the schools Health and Safety Policy.
- A contractor's performance is monitored during their works and if staff or contractors believe there to be a detrimental effect to health and safety, appropriate corrective action or improved procedures is taken. The emphasis must be to stop any unsafe activity until the school are satisfied with the health and safety practices or procedures.
- Specifically hazardous works e.g 'hot work' are governed and monitored via a 'Hot Work Permit' between the school and contractor.

### **3. COSHH (Control of Substances Hazardous to Health)**

- An inventory of all hazardous substances used on site is compiled and reviewed regularly.
- All regularly used products will have material safety data sheets (MSDS) to accompany each product.
- The arrangements for the delivery of hazardous substances to the school are managed by Helen Burge. Deliveries of hazardous substances are planned for outside the school academic hours and are temporarily stored in the lockable cleaning cupboard.
- Any new products that are brought into the school that have a hazard warning symbol and there is a 'significant' risk of harm from the product in its use, miss-use, quantities or storage will require a risk assessments to be undertaken.
- COSHH risk assessment forms are available on the North Somerset Health & Safety Team section within NSESP.
- Details of products used by the caretaker / site staff are kept by in the folder in the Cleaning cupboard with a copy provided in each cleaning cupboard / site staff area.
- Any decanted substances should clearly display the product name, information, dilution rates and safety information.
- If applicable, cleaning contractors are expected to have their own COSHH procedures and arrangements that will dovetail into the schools arrangements.

***Please refer to the Health and Safety Manual for further information and guidance***

#### **4. Defect Reporting Procedures**

- All staff have a responsibility for their own and others health and safety and are therefore responsible for ensuring that any defective, damaged, poorly maintained or untested equipment is brought to the attention of Helen Burge so that remedial action can be taken.
- Any faulty equipment must be taken out of use and if appropriate isolated and labelled 'Do not use'. Information about the faulty equipment should be brought to the attention of Helen Burge, so it can be logged, actioned and monitored.

#### **5. Display Screen Equipment (DSE)**

- The School has a duty to undertake risk assessments of the workstations of staff who habitually use a computer or laptop. A 'user' is defined as a member of staff who habitually uses display screen equipment as a significant part of their normal work. Significant is taken to be continuous / near continuous regular spells of an hour at a time e.g. admin staff, bursars.
- For 'users' a DSE assessment should be carried out by their line manager or as a self assessment.
- DSE assessments will be reviewed annually; or where equipment changes, or office layouts change or when there are staff changes.
- Those staff identified as DSE 'users' shall be entitled to an eyesight test for DSE use, every 2 years by a qualified optician paid for by the school (and corrective lenses if required specifically for DSE use).

***Please refer to the Health and Safety Manual for further advice and guidance***

#### **6. E-Safety**

E-Safety is recognised as an essential aspect of strategic leadership in the school and the Head, with the support of Academy Councillors, aims to embed safe practices into the culture of the school. The Headteacher ensures that the Policy is implemented and compliance with the Policy monitored.

***Please refer to the E-Safety Policy and Health and Safety Manual for further information and guidance***

## **7. Electrical Equipment (Fixed and Portable)**

- Any electrical faults should be reported immediately to the school office, caretaker, site manager, or through the hazard reporting procedures. Any faulty fittings (e.g. cracked sockets etc) should be isolated and labelled for repair.
- Portable appliance testing is carried out by qualified electricians or competent staff.
- Portable appliance testing is carried out annually.
- Staff have been informed that they should not bring electrical items in from home unless they are new or a recent portable appliance test (PAT) has been undertaken.
- The PAT register is kept in the School Office (CD-ROM). During the testing, all defects are either repaired or removed, labelled defective and stored in a secure area.
- The fixed electrical installations are inspected every five years.
- Electrical socket outlets must not be overloaded. Staff must have a basic understanding of electrical safety to ensure they do not overload electrical circuits.
- Where it is necessary to use extension lead this must be only as a temporary measure. Extension leads should be fully unwound.
- Hirers of the school's facilities / rooms, contractors and visitors must ensure that any electrical equipment they bring in to the school must have an appropriate portable electrical test and be safe to use. Random checks of electrical equipment may be required to ensure compliance with this arrangement.

## **8. Fire and Emergency Procedures**

We have two oxygen tanks at our Hewish campus, for the medical support of a pupil. These are stored under his buggy in the Year 1 classroom and in the Learning Den upstairs in the main building. Please see separate Risk Assessment for the Oxygen tanks.

- The school has a separate Fire Policy.
- The responsible person is Lisa Dadds.
- The assembly point is in the front playground @Hewish and the turning circle @West Wick.
- Fire wardens are teaching staff and any support staff in charge if a group of pupils / students.  
The roles and responsibilities of fire wardens are provided in a separate document and have been provided to relevant staff.  
Fire warden training has been provided.
- Each week the alarm will be tested by Jane Hares @Hewish and Weston Support Services @West Wick to ensure that it is effective. Manual break glass points from different zones should be used to trigger the alarm to ensure that all break glass or other points are in working order. Details should be recorded in the fire log book.
- Fire drills must be carried out three times a year to enable everyone to become familiar with the evacuation procedure. Details should be recorded in the fire log book. In addition, Little Learners Nursery will carry out more regular emergency evacuation drills to ensure all children are familiar with the process. A whistle will be used in place of the fire alarm. Details will be recorded in the fire log book.
- The fire extinguishers and emergency lighting are formally inspected annually by Waterhouse Compliance. Weekly and monthly checks are undertaken by Weston Support Services. Details are recorded in the fire log book.

- The fire log book is kept in the Emergency Grab bag in the School Office. Full and detailed records are kept of evacuations; call point testing, alarm system servicing, fire fighting equipment checks etc.
- Emergency exit routes have clear pictorial signage.
- Emergency exit routes should be free from obstructions.
- Final exit doors must be unlocked whilst there are people in the building.
- The use of display materials or pupils school work along emergency exit routes should be controlled.
- Decorations, display materials or pupils school work must not be placed near temporary heaters, suspended light fittings or obscure fire signage, exits or call points.
- All visitors spending any length of time in the school should be made aware of emergency evacuation arrangements in the event of a fire.
- The location of mains isolators and explosive substances such as gas supply pipes, butane gas cylinders, highly flammable substances should be known and recorded.
- Should the emergency fire services attend the school in the event of a fire, the Senior Fire Officer must be informed of all relevant information. If there is any person still in the building, location of asbestos containing materials, chemical store rooms, gas and electricity supply.
- Nursery will have a separate grab bag which will include essential items such as spare nappies and wipes. The most senior person in the setting will collect the register for the day which will be kept next to the fire exit. The register will contain names and contact details for all pupils on role.

#### **If you discover a fire:-**

- Activate the nearest fire alarm call point. On sounding the alarm the fire brigade will be summoned, if necessary by the Headteacher OR
- Go to the nearest telephone and dial 999. State your name, location, nature of emergency, contact telephone number and any relevant information. Do not hang up until all information has been confirmed.
- All staff, pupils and visitors must leave the building immediately. Assembly point(s) have been designated and all staff must ensure they know the location of the assembly point.
- Nominated persons (Fire Wardens) carry out any previously arranged duties, such as sweeping a particular area while on their way to the assembly point.
- Report to the person in charge at the assembly point and provide them with all relevant information about the location, nature of the fire and if there are any persons still in the building.

#### **Action on Hearing a Fire Alarm**

- Teacher or responsible adult will supervise children leaving the building by appropriate exit
- Proceed to assembly point in the Playground.
- Walk quickly – Do not run
- Keep calm
- Do not stop to collect any personal belongings
- Registers will be taken to the assembly points by class teachers and distributed to teachers for roll call
- If the fire brigade have been called there must be clear access to the site by emergency services

***Please refer to the Fire Policy and Fire Procedures for further advice and guidance***

## **9. First Aid**

- The details of the appointed person(s) who holds the nationally recognised qualifications are displayed in the Staff room and entrance foyer. These named persons are qualified to administer first aid to casualties.
- Notices giving details of whereabouts of first aid facilities will be displayed at appropriate sites. The First Aid room is in the interior hall in front of the PTFA cupboard.
- First aid boxes are located in the following points:
  - Every classroom
  - School Office
  - Staff room
- The School Office ensures that there are sufficiently stocked first-aid boxes and they (or another nominated person) ensure that the contents of the first-aid boxes are replenished as and when necessary. First aid boxes do not contain any medication, tablets creams or ointments.
- If the first aider or Headteacher considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where parents/guardians cannot be contacted.
- The procedure for the completion of incident/accidents records will be followed. (See Accident, Reporting, Recording and Investigations arrangements)

***Please refer to the First Aid Policy for further advice and guidance***

## **10. Glass and Glazing**

It is the responsibility of North Somerset Council to arrange or carry out a glazing survey of glass in 'critical locations' around the school. Action any findings.

***Please refer to the Health and Safety Manual for further advice and guidance***

## **11. Infectious Diseases**

- The Health Protection Agency poster on guidance on infection control in schools and other childcare setting is located in the School Office and on the Nursery notice board.

***Please refer to the Infectious Disease Policy and the Health and Safety Manual for further information and guidance***

## **12. Lettings**

- All lettings must be approved by the Headteacher/Governing Body.
- Conditions for lettings are set out on the Letting Form which must be completed accordingly.
- Details of the schools emergency contact details are provided to the hirer.
- Emergency procedures and arrangements are in place and both parties must be aware of individual responsibility in the event of an emergency.
- Hirers risk assessments may be requested.
- Adequate insurance is required from any hirer.
- The hirer must inform the school of any damage, equipment failure or faults with the fabric of the building.

***Please refer to the Lettings Policy for further advice and guidance***

## **13. Lone Working**

These guidelines relate to all staff who are working alone within the school building or premises. The purpose of these procedures is to ensure that any risks associated with working in isolation are identified and action is taken to remove or reduce those risks.

Staff should bear in mind that although it is the legal responsibility of the organisation to provide safe systems of work, individuals have a responsibility to follow safe working practices. This policy also applies in the community where individuals work alone, or in small groups, they do need to remain alert to their own safety and that of their colleagues. To do this staff should:

- ensure they do not take unnecessary risks (See guidelines below);
- make their line managers aware of any medical conditions that might have developed;
- seek and follow advice from their line manager;
- follow all health and safety procedures;
- report any incidents including threats and potentially dangerous situations to the Head teacher.

### **Lone working guidelines**

*(These guidelines are not exhaustive but provide examples of the types of actions which contribute towards a safe working environment).*

#### **Who are lone workers and what jobs do they do?**

Lone workers are those who work by themselves without close or direct supervision. They are found in a wide range of situations:

##### People in fixed situations where:

- only one person works on the premises;
- people work outside normal hours;
- people work separately from others.

##### Mobile workers working away from their fixed base:

- Service workers i.e. district nurses, health visitors, therapists;
- Maintenance workers i.e. electricians, gardeners, delivery staff.

#### **Can people legally work alone?**

Although there is no general legal prohibition on working alone, the broad duties of the HSW Act and the MHSW Regulations still apply. Establishing safe working practices for lone workers is no different from organising the safety of other employees, except that lone workers do face particular problems. Some of the issues, which managers need to pay particular attention to, are as described below.

#### **Can the risks of the job be adequately controlled by one person?**

Lone workers should not be more at risk than other employees. This may require extra risk-control measures. Precautions should take account of normal work and foreseeable emergencies, e.g. fire, equipment failure, illness and accidents. Managers should ask questions such as:

- Does the workplace present a special risk to the lone worker?
- Is there a safe entrance and exit?
- If equipment/plant is involved, can one person safely handle the work?
- If the work involves handling/lifting objects, is it too much for one person working alone?
- Are women especially at risk if they work alone?
- Are young workers especially at risk if they work alone?
- Are men especially at risk if they work alone?



## **What training is required to ensure competency in safety matters?**

Training is especially important where there is limited supervision. Training may be critical to:

- help avoid panic reactions in unusual situations;
- ensure that lone workers are sufficiently experienced to understand any risks and precautions fully;
- that staff are competent to deal with new or unusual circumstances or where incidents occur that goes beyond the scope of the training. Under such circumstances staff should be instructed to stop work and seek advice from their supervisor/manager.

## **How will the person be supervised?**

Although lone workers cannot be constantly supervised, it is still the line manager's duty to ensure their health and safety at work. This could be done through:

- regular contact between the lone worker and another member of staff by telephone if required;
- checks that a lone worker has returned to their base or home on completion of their task.

## **What happens if a person becomes ill, has an accident or there is an emergency?**

A risk assessment should identify foreseeable emergencies. The line manager should then ensure that:

- emergency procedures should be established and employees trained in them;
- information about a dangerous situation/area should be given to lone workers;
- staff should have access to first aid facilities;
- the risk assessment may indicate that lone workers need training in first aid;
- the risk assessment may also conclude that lone workers require other items of equipment such as torches, personal alarms or a mobile phone.

To look to minimise these risks, managers should:

- ensure that local operational policies, systems and guidance are put in place to minimise general risk;
- inform all staff and other involved parties of any potential risk;
- ensure that staff notify the Head teacher or other nominated person of their whereabouts and contact number. Others should also be able to access this information should the need arise;
- support staff in the realistic assessment of risk;
- take action to eliminate, minimise or transfer the risk;
- ensure that in a difficult situation staff may be accompanied by another member of staff;
- talk to employees and their safety representatives to ensure that all relevant hazards have been identified and appropriate controls chosen. (Consultation with employees and their representatives on health and safety matters is a legal duty);
- put in place control measures which may include instruction, training, supervision, protective equipment etc. Managers should take steps to ensure that control measures are used and review the risk assessment from time to time to ensure that it is still adequate.

Lone workers should:

- before setting out allow themselves sufficient time for their journey so that you are not rushing;
- maintain a weekly diary at base of all proposed visits;

- ensure that colleagues can make contact with them if there are concerns. (*It is essential that if you change that programme you notify that colleague. A system must be in place whereby should a member of staff not arrive back within a reasonable time, and if they cannot be contacted, that their Line Manager or Head teacher is notified and the Police contacted if that is deemed the appropriate action*);
- make sure that any personal safety alarms and mobile phones are in working order and that you have your school contact number (or other as is appropriate) set up so that it can be rung by pressing one button;
- discuss with their Line Manager if there is a known history of violence, threatened or actual, decide whether they should see the person during the school day on school premises or whether they should visit at all or with a colleague.
- Always inform other colleagues of possible dangers;
- ensure that a friend, relative or colleague is aware of the diary/log book held at their base.

All visits to Homes will be carried out in partnership with a colleague, there should be no lone visitors to homes. Before making a Home visit the colleagues should:

- get information on the area to be visited and make sure you know where you are going;
- park as near as possible to the address to be visited;
- during darkness, park in a lighted area;
- avoid as far as possible waste ground, isolated pathways and subways, especially at night;
- if possible, schedule visits to problem areas for particular times of the day, such as the morning when parents are around taking children to school.
- assess the situation as you approach. If you are in any way unhappy be prepared to abandon or postpone the visit. Do not compromise your own safety;
- stand well clear of the doorway after ringing or knocking. Stand sideways so that you present a narrow, protected target;
- do not enter the house if the person answering the door gives any cause for alarm i.e. if the patient is not there, if a potentially dangerous relative is present, if they are drunk;
- always follow the occupants into a building;
- maintain an escape route i.e. do not let the patient get between you and the door;
- ensure that any dogs are safely in another room before you enter;
- if possible do not schedule a home visit for the last session of the day.

If an incident occurs

- put the safety of yourself and your colleague first. Leave a situation if you feel unsafe. Professional codes of conduct do not require you to jeopardise your own safety: it is better to leave and find an alternative way of providing care for the person.
- if the person is aggressive, but the aggression is not directed at you personally, allow them to “let off steam”, then calm them and help them to think of ways of resolving their problems;
- do not be confrontational;
- use a panic alarm only in situations where there is a clear escape route, and for surprise only;
- call for assistance from the police or your colleagues, as appropriate.
- report the incident through normal school procedures. Your line manager may wish to investigate the incident further: may also wish to modify safety procedures

for you and other staff in the future. It is also necessary to record any incident, so that you have a more secure basis for any legal redress relating to the incident;

- **staff are reminded that any change in personal details e.g. address: telephone number must be reported to their Line Manager and School Office.**

## **Training**

Any member of staff who may work alone should attend for training and regular updating in safety procedures to include:

- Managing aggression and personal safety
- Health and safety awareness
- Annual fire safety updates
- Moving and handling training

## **Helpful leaflets**

These are:

- HSE Working Alone in Safety [www.hsebooks.co.uk](http://www.hsebooks.co.uk)
- Working Alone – Unison Guidance [www.unison.org.uk](http://www.unison.org.uk)

## **14. Manual Handling**

Staff must :-

- Avoid hazardous manual handling operations so far as is reasonably practicable.
- Expectant mothers must undertake manual handling activities in a safe manner.
- Staff who have medical conditions and or have recently received surgical operations must not undertake any unsafe manual handling activities.
- Staff are required to assess any unsafe / hazardous manual handling operations.
- Staff, whose main duties do not include manual handling but could be expected to carry and lift certain items, would benefit from suitable information and training.
- Staff must ensure they are physically capable of safely completing a manual handling task.
- A manual handling risk assessments should be carried out and recorded on all those handling activities that may pose a risk of injury to school staff. They do not need to be recorded if it could be easily repeated and explained at any time because it is obvious; or the manual handling operations are quite straightforward, of low risk, are going to last only a very short time, and the time taken to record them would be disproportionate.
- When staff are required to handle goods (stock, furniture) that may be hazardous, they must have received suitable and sufficient training, know how to carry out safe manual handling including good handling technique, use mechanical aids whenever possible, undertake team manual handling when required.

***Please refer to the Health and Safety Manual for further advice and guidance***

## **15. Medication**

***Please refer to the Medications Policy for further advice and guidance***

## **16. Play Equipment**

EYFS

- Daily checks will be carried by EYFS staff on all indoor and outdoor play equipment as part of the ongoing risk assessment. Any defects will be reported and taken out of the setting .

Gym Equipment

- All staff should check the PE apparatus before use.

- The PE equipment is inspected annually by Playsafety and a record of the inspection is kept in the School Office.

#### Outdoor play equipment

- External play equipment will only be used when supervised.
- Such equipment will be checked daily, weekly or monthly by Weston Support Services for any apparent defects and particularly for contamination by animals
- The outdoor play equipment is inspected annually by Playsafety and a record of the inspection is kept in the School Office.
- The school has a risk assessment for the outdoor activities that includes the play equipment.
- Playground equipment rules are explained to pupils and reinforced when appropriate.

***Please refer to the Health and Safety Manual for further advice and guidance***

### **17. Personal Protective Equipment**

- Personal Protective Equipment (PPE) will be provided free of charge where it is identified as a control measure.
- The equipment needs to be fit for purpose and appropriate with other PPE.
- The Head of Department or Line Manager is responsible for periodic checking of the equipment and for ensuring the equipment is worn by the employee or pupils when required.
- Staff members are responsible for ensuring that they use PPE where it is provided.
- Suitable and sufficient signage will be displayed for the use of PPE.
- Pupils will be provided with information, instruction and supervision when there is a requirement to wear PPE as a control measure.
- EYFS will follow the Nappy changing policy and use the personal protective equipment as specified.

### **18. Risk Assessments**

- Risk assessments are completed for all activities where there is a foreseeable risk of injury or harm occurring.
- Risk assessments are available for staff to view and are held on the shared drive and in a folder located in the School Office. EYFS will hold specific ongoing risk assessments in the setting.
- Each department should have a copy of the risk assessments relevant to them.
- Staff are involved in the adoption, review or amendment of risk assessments.
- All staff must make themselves aware of the risk assessments applicable to their roles and activities. They must highlight any requirements for a review, amendments or additions to risk assessments.
- Risk assessments will be reviewed annually as a minimum.
- A specific risk assessment for expectant mothers will be undertaken.
- All school trips or learning outside the classroom activities will have recorded risk assessments. (See school trips section).
- Every off site visit taking place after school hours, of a medium/high risk or for residential will be assessed.

### **19. Safeguarding**

- The Academy Council fully recognises its responsibility under section 175 of the Education Act 2002 to safeguard and promote the welfare of children and to work together with other agencies to ensure adequate arrangements within our school to identify, assess, and support those children who are suffering harm.

- The school has a Safeguarding Policy that was last reviewed on July 2016.
- The Safeguarding Officer(s) are Lisa Dadds, Di Martin, Amy Marsh & Anna Blasdale (Nursery) and Rachel Few.
- All staff have received safeguarding and PREVENT training.

***Please refer to the Safeguarding Policy for further advice and guidance***

## **20. School Trips/off site activities**

The school has a Learning outside the classroom policy which was last reviewed July 2015.

The named competent person nominated as Educational Visits Coordinator (EVC) is Helen Burge.

- Activities will be lead by Group Leaders who will take responsibility for ensuring that where necessary pre-site visits are made and they will complete the necessary risk assessments before departing.
- The school uses the EVOLVE on-line system for school trips. Category A, B and C trips will be completed via the EVOLVE system. The EVC will be provided with all relevant information and risk assessments for school trips or off site visits.
- For Category C trips the Headteacher / Principal will 'sign off' the trip. (Reference to the Schools Trip Policy should be made.)
- Category C trips are sent to the Health and Safety Advisors for spot check review.
- Pupils will be briefed about the off site visit, together with expected behaviour rules.
- Staff will be fully briefed about the off site visit.
- Adequate staff to pupil ratios will be assessed.
- Parents will receive relevant information about the off site visit and the requirements of the parents to provide suitable and sufficient clothing, refreshments or other facilities.
- Advice from the SENCO is sought if applicable for individual pupils.
- Volunteers on any off site visits will be provided with a briefing of their roles, safeguarding issues and be provided with relevant information from the risk assessment, or a copy of the risk assessment.
- All volunteers and staff will be DBS vetted.

***Please refer to the Learning outside the Classroom Policy for further advice and guidance***

## **21. School Transport / Minibus**

Where staff and authorised volunteers are required to drive as part of their job, they must ensure that they have read and adhere to the school's policy. Any significant findings must be reported to the Headteacher who must ensure that remedial action is taken.

Pre-use checks of the vehicle are undertaken and recorded.

Checks are carried out on an annual basis by North Somerset and the School Office that drivers hold a current and valid driver's licence, have undertaken MIDAS training, hold appropriate business insurance and an MOT where relevant.

## **22. Smoking**

The school is a non smoking site.

### **23. Staff Consultation**

The Governing Body, through the Headteacher, will make arrangements for full and proper consultation with employees on health and safety matters.

There is no requirement to have a union health and safety representative at the school. If a person wishes to represent staff, they should have been employed by the school for the proceeding two years or have enough experience in similar employment. The Safety Representative and Safety Committees Regulations 1977, as amended, has detailed information on what the law requires employers to undertake when consulting staff on health and safety matters.

### **24. Wellbeing**

- Academy Councillors will include workplace stress and wellbeing as part of the risk assessment process identifying areas of concern e.g. workload, emergency call out, job security etc. and implement appropriate control measures, so far as is reasonably practicable.
- Where workplace stress arises, Academy Councillors, in consultation with the Headteacher, will deal with the issue in a sensitive and constructive manner using reasonable means to manage stress and assist staff.
- The schools will encompass the HSE Management Standards for work related stress in demonstrating good practice through a step by step risk assessment approach.
- If employees are experiencing any problems in relation to stress they are encouraged to report this to their line manager in the first instance.
- The HR Department, Occupational Health, and if applicable an Employee Assistance Programme are available to staff and should be contacted when required.

***Please refer to the Staff Well-Being Policy or Managing Attendance Policy for further advice and guidance***

### **25. Violence to Staff**

- The Headteacher and Academy Councillors are responsible for assessing the risks of violence to staff.
- Staff must report incidents of violence and aggression to the Headteacher.
- Staff are asked to keep a record of such episodes.
- An accident report form should be completed. A form is available in both school and nursery offices.
- Appropriate steps will be taken by the Headteacher to deal with such a situation.
- The school may refer to their legal department for any incidents of violence and aggression to staff. A letter may be sent to any violent or aggressive person informing them of the schools position and any arrangements for sanctions or exclusions.

***Please refer to the Health and Safety Manual for further advice and guidance***

### **26. Water Hygiene**

- A copy of the Legionella risk assessment is located on Compliance 365.
- Waterhouse Compliance are employed to carry out many of the requirements of water testing under L8 guidance
- Weston Support Services carries out weekly flushing @West Wick and @Hewish. Temperature recording is carried out by Waterhouse Compliance.

### **27. Working at Height**

- Activities which require work at height should be identified and eliminated where possible.

- Where it is not possible to eliminate work at height, all reasonable steps should be taken to reduce the risk to as low as possible.
- Risk assessments prior to commencement of any working at height activity will be undertaken. It is the responsibility of the Business Leader to ensure this takes place.
- Staff have access to kick stools, small steps or ladders.
- Regular inspections of the ladders are recorded.
- Staff should only use the equipment they are trained to use, unless it is low level kick stools or steps and that they wear the correct clothing and footwear
- Pupils are / are not permitted to use access equipment. Information, instruction and supervision will be provided to specific pupils that may use access equipment for school related activities e.g. drama production.
- Contractors are expected to provide their own equipment and will not be permitted to use the schools equipment.

## **28. Work Equipment**

- All work equipment used on the premises should be fully inspected upon installation.
- All work equipment should undergo an annual recorded maintenance and service inspection by a competent person.
- Records should be kept and made available for annual maintenance and servicing regimes.
- Staff, technicians and caretakers are responsible for carrying out pre-use visual check of the equipment within their department, which should be recorded.
- Employees must not provide their own equipment.
- Heads of departments and line managers must ensure that any such equipment within the department is used appropriately and training or refresher training should be provided if required by the user.
- Heads of Department and line managers are responsible for ensuring a suitable and sufficient risk assessment has been carried out prior to the use of such equipment. Examples of work equipment are site staff power tools, D & T machinery and tools, access equipment, lifting equipment, heavy plant equipment, kiln, etc.
- Personal Protective Equipment must be provided free of charge if required.

## **29. Work Experience Pupils**

A nominated person in conjunction with an external organisation will provide guidance on student work experience placement. The nominated person and or external organisation will also carry out the initial placement risk assessment and ensure all suitable and relevant checks are carried out on the work experience provider. Health and safety induction to work experience students and a work placement risk assessment is expected to be undertaken by the placement employer.

For work experience placements at the school the students will be monitored / supervised by the class teacher, support staff they are assigned to and liaise if necessary with the nominated person.

Nursery will follow their specific guidance and procedures for working with volunteers and students.

## **30. Workplace Inspections and Premises Risks**

The Headteacher and an Academy Councillor representing the Governing Body will undertake regular safety inspections of the workplace to identify hazards and unsafe situations and take appropriate remedial action. The Headteacher will ensure that hazards associated with premises are monitored and controlled.

A named Academy Councillor will be involved / undertake inspections on a termly basis (three times per year) and report back to the Finance, Personnel & Estates Committee with a written report.

### **31. Health and Safety Committees**

The health and safety committee is (part of the Finance, Personnel & Estates Committee). The committee focuses on pulling together all the separate areas and systems of health and safety management, and provides the overarching overview to successful management of this area.

The Safety Committee may include: -

- Chair of Academy Councillor (or member responsible for health and safety matters) Head/
- Business Leader
- Trade Union Staff and Manual (if applicable) Safety Representative(s)

The standard agenda items for a school health and safety committee meetings is:-

1. Any accidents of note since the last meeting, how many accidents in total and are there any trends.
2. Are there any building works/modifications planned and what are the Health and Safety implications of this project? Has all the necessary paperwork been completed.
  - From the Pre-Qualification questionnaires to the design phase risk assessments; to risk assessments method statements for the job itself and selection of project manager.
  - Is the job notifiable under Construction Design Management Regulations 2007, if so had a CDM Coordinator been appointed etc.
3. Feedback from high risk departments
4. Risk assessment progress and review
5. Training needs
6. First Aid provision / qualifications etc ..
7. Any school trips taking place and has this been assessed and authorised
8. Inspection findings and required actions.
9. Findings of any compliance issues to feed into the

### **32. Compliance**

The schools compliance arrangements are managed by Business Leader. A compliance contract has been awarded to Waterhouse Compliance.

### **33. Health and Safety Training**

Health and safety training is managed, recorded and assessed by the Headteacher / Business Leader. The school recognises that while many people will already be aware of risks around their school, effective training will always help reinforce a positive health and safety culture. Training requirements may have been identified by risk assessments, audits, staff appraisals and increased roles and responsibilities of staff and Academy Councillors. Recording when staff and Academy Councillors have completed relevant training, assists the school to complete a training needs analysis to ensure everyone has competent knowledge to address effective safety practices and achieve a continual personal responsibility for safety.

July 2019



## HOUSEKEEPING PROCEDURES

We don't use blue tack, staples or other fixing devices on any wall. If more noticeboards are required please speak to the Business Leader.

It is our intention to make our setting as safe and attractive as possible for all who work and visit here. To this end, we ask that the following policy guidelines be adhered to throughout the setting by all pupils, staff, contractors and visitors. These guidelines should be read in conjunction with our Risk Assessment Policy and our Policies for Health and Safety, Fire and First Aid.

### **Staff room:**

- Please tidy up after yourself, including putting away dirty utensils, plates and dishes in the dishwasher, waste in the bin, wipe down work surfaces, clean out microwave splatters.
- Please empty the dishwasher and reload it.
- Please ensure the school dinner cutlery and crockery is returned clean to the kitchen @West Wick.

### **At the end of the day:**

- The class blinds should be closed.

### **Cleanliness:**

- Hands must be washed after any outdoor activity.
- Staff are expected to instruct in cleanliness.
- Food hygiene must be maintained.

### **Waste Disposal:**

- All waste must be placed in the appropriate waste or paper recycling bins provided.
- Cleaning staff will be responsible for removal of waste to the outside bins.

### **Safe stacking and storage:**

- Storage equipment must be used and kept appropriately.
- Articles must not be stacked or stored so as to be likely to fall or not be safely accessible.

### **Fire fighting equipment:**

- This needs to be easily accessible and shouldn't be blocked or covered up in any way.

### **Electrical Equipment:**

- Electrical equipment must not be used if it is damaged or does not function correctly.
- Supply cables, plugs and sockets must be checked before equipment is used.
- Plug in air fresheners should not be used.
- Cable ties should be used to control the classroom computer cables.
- Any damaged or defective equipment must be removed from use and a report passed to the Business Leader.
- Further guidance can be obtained from the Guidance for Electrical Safety for all Staff.

### **Other equipment:**

- Equipment must be used appropriately; this includes machinery and hand tools.

- Equipment requiring information or instruction for safe use must not be used until hazards inherent in use of the equipment are understood and appropriate measures are implemented to avoid harm.

**Dangerous substances:**

- Cleaning agents likely to present risk or harm when not in use will be kept in the COSHH cupboard in the Cleaner's Cupboard @Hewish and outside store cupboard @ West Wick. Children are not permitted in these areas.
- Personal protective equipment which is to be used with hazardous materials will be kept in the store.

**Other important hazards:**

- No vehicles may be driven into the school playground and fields without prior agreement with the School.

Please speak to the Business Leader if you have any concerns about the guidelines.

**Review of Policy:**

We will monitor our progress and review this policy annually.

## SUN SMART PROTECTION GUIDELINES

These guidelines should be taken as part of the overall strategy of the school and operated within the context of our vision, aims and values as a Church of England School.

At St Anne's Church Academy we want staff and pupils to enjoy the sun safely. We will work with staff, children and parents to achieve this through education and protection.

### EDUCATION

- We will access and use Sun Smart resources in the Spring and early Summer terms to remind children about sun safety.
- We will share information through the newsletter explaining to families about sun protection and how they can help.

### PROTECTION

#### Shade

- We have limited shade @Hewish and @West Wick therefore our children and adults are recommended to wear sun hats whilst outside in the summer months.

#### Timetabling

- When the temperatures are extreme children are kept inside for some of the lunchtime.

#### Sunhats

- Children should bring sun hats during hot weather for use at playtime, during sports lessons and outside learning.
- All staff are encouraged to wear hats when on playground duty and during sports lessons.

#### Sunscreen

- Parents are encouraged to apply all day sun screen at the beginning of the day on their children.
- Sunscreen use will be requested on residential trips.
- We will regularly remind parents to be vigilant in protecting their children from the sun in our newsletters through encouraging the use of hats, covering up, staying in the shade and putting sun cream on before school
- If you feel that your child must bring sun cream into school we ask that the sunscreen permission slip is signed and returned to school.

As well as protecting from the sun and reducing the amount of exposure to the sun, children are also encouraged to drink water during the school day.

#### Practice at Little Learners Nursery

Teach the children about sun safety through age appropriate activities and conversations.

All children must wear sunscreen regardless of skin colouring during the summer months.

Parents will be required to provide a named sun hat for their child. Limited spare hats will be available. Ideally, hats with a wide brim or caps with neck protection should be provided so ensure children's face, neck, ears and crown of the head are fully protected.

All children must arrive already wearing all day water resistant sun-screen during the summer months. Parents will be asked to sign when dropping off their child to confirm this.

Children who attend 'short or full day' sessions (8-10 hours) must be provided with a named bottle of all day water resistant sunscreen which will be applied by nursery crew after lunch.

In the event that children are not adequately protected with appropriate sun screen, Nursery supplies of all day water resistant sun-screen will be used and parents will be charged £1.50 per application on their monthly invoice.