



## **HEALTH AND SAFETY POLICY MODEL PART III (For Community & Controlled Schools)**

[Governors in Aided & Foundation Schools are the employers. They are advised to adopt County Council Health & Safety Policies & Procedures including this Model Part III. A statement to this effect will be needed at the front of this policy.]

### **AIM**

- To establish and maintain a safe and healthy working environment.

### **OBJECTIVES**

- To raise awareness amongst employees, pupils and other site users of health and safety issues and to encourage good practice.
- To take all reasonable precautions to protect people by reducing risks both on and off site.
- To take prompt and appropriate action in the event of a hazardous situation developing, and of an accident and / or emergency occurring on or off site.

### **RESPONSIBILITIES**

#### **1. GOVERNORS**

- To monitor the allocation of funds based on suitable and sufficient risk assessments.
- Prioritise health and safety matters within the School Improvement Plan.
- Purchase and maintain equipment to British and European Standards
- Have health and safety as a standing item on the agenda of all meetings.
- Carry out regular inspections as outlined in the Governors' Handbook.
- Cooperate with the employer, Oxfordshire County Council (OCC) on matters of health and safety.
- Nominate a Governor with responsibility for health and safety.

#### **2. HEADTEACHER**

- To take overall responsibility for the implementation and monitoring of the establishments health and safety policy by;
  - ❑ Line managing the Leadership Team;
  - ❑ Allocating sufficient resources to meet health and safety priorities;
  - ❑ Ensuring attendance on appropriate health and safety training courses
  - ❑ Liaising with the employer (OCC) over health and safety issues;
  - ❑ Regularly checking the Health and Safety website:
  - ❑ Ensuring good communications by including health and safety issues in Staff briefings, bulletins and meetings;

- ❑ Organising and implementing termly inspections in consultation with Trade Union Safety Representatives and Governors;
  - ❑ Overseeing the completion of the arrangements and risk assessments for all on/off site activities;
  - ❑ Ensuring that health & safety is a criteria for performance management / appraisal scheme and
  - ❑ Formulate and implement a policy for the management of critical incidents
  - ❑ Adequate trained first aid cover is available for on /off site activities and periodic checks are made of the first aid arrangements and containers
  - ❑ Include health and safety in all new employees' induction.
  - ❑ Undertake an annual health and safety training needs analysis of all employees.
  - ❑ Monitor documentation, risk assessments, practices and procedures.
  - ❑ Encourage and support employees in completing risk assessments for pupils giving cause for concern
  - ❑ Ensure that QCA / HSE health and safety curriculum requirements are being delivered in lessons.
  - ❑ Support employees with personal safety issues including stress.
- Ensure that the school follows the County Council procedures:
  - ❑ when selecting a contractor  
(<http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/c/consel.pdf>);
  - ❑ when completing a Self Financed Improvement Project (SFN Form)
  - ❑ when liaising with contractors over health and safety matters;
  - ❑ when monitoring health and safety issues on-site regarding either county council or school appointed contractors.
  - ❑ Prioritise and process the maintenance forms.
  - ❑ Ensure all employees and contractors are fully briefed on health and safety site issues.
  - ❑ Complete all relevant risk assessments.
  - ❑ Ensure all maintenance employees are trained and competent to undertake their tasks safely
  - ❑ Carry out termly fire drills and maintain the Fire Safety Folder
  - ❑ Ensure there are no issues of security and lone working
  - ❑ Periodic checks are made of the first aid arrangements and containers  
[http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/f/First\\_Aid\\_at\\_Work.pdf](http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/f/First_Aid_at_Work.pdf)
  - ❑ Organise the planned programmed maintenance of plant and equipment.
  - ❑ Maintaining accurate records of all equipment and resources.
  - ❑ Purchase and maintain all equipment and resources to County Council prescribed standards

### **3. OFFICE MANAGER**

- Is required to ensure that:
  - ❑ Visitors identity is checked, they are registered, wear a badge/sticker and are briefed on the emergency procedures;
  - ❑ Hazard reporting and maintenance documentation is actioned
  - ❑ Accident and Physical and Verbal Abuse documentation is completed and submitted to the Health & Safety Team;
  - ❑ All appropriate risk assessments guidance and hiring documentation is completed for community use of the site
  - ❑ All community users are registered and made aware of emergency procedures;
  - ❑ Maintaining accurate records of all equipment and resources.
  - ❑ Purchase and maintain all equipment and resources to County Council prescribed standards.

### **4. LEADERSHIP and COORDINATOR TEAMS**

- Produce health and safety risk assessment guidance and documentation as appropriate especially in Art, Design & Technology, Computing, Science, PE and off-site activities
- Ensure all hazardous equipment and materials are appropriately marked, assessed, maintained and used by a competent person.
- Advising colleagues on the completion of risk assessments and ensuring they are carried out, reviewed periodically and recorded.
- Annually undertake training needs analysis for their teams.
- Ensure health and safety is a standing item on all agendas.
- Check that pupils are aware of health and safety issues and that these are being continually reinforced.

### **5. CARETAKER**

- Carry out monthly water temperatures tests and maintain the Water Hygiene Folder.
- Run taps for 10 minutes, after holiday periods and record within the front of the Water Hygiene Folder.
- To maintain the COSHH folder.
- Undertake monthly checks of fire extinguishers, fire doors, security lighting.
- Undertake weekly checks of the fire bells.
- Undertake termly checks of outside play equipment.
- Undertake monthly checks of ladders and staging, if in use.
- Carry out daily checks of the site and take appropriate remedial action.
- Ensure premises are clean and tidy.
- Report issues / faults to the Headteacher.
- Organise the planned programmed maintenance of plant and equipment.
- Undertake the annual electrical testing programme.

- During icy / snowy conditions, to ensure there is a safe route around the school, by gritting and/or snow clearing.
- Alert the Head of Establishment to issues of security and lone working.

## **6. CATERING MANAGER**

- Ensure the kitchen meets health and hygiene standards.
- To keep relevant health and safety documentation up to date.
- To ensure relevant checks of equipment are in order.
- Report issues / faults to the Headteacher or Area Supervisors.

## **7. ALL EMPLOYEES**

- Cooperate with health and safety requirements.
- Responsible for children's safety.
- Wear appropriate clothing for the activity being taught.
- Wear identity badges.
- Observe standards of dress consistent with good health, safety and hygiene practices.
- Report all defects / hazards to the headteacher.
- Complete and action risk assessments for all potentially hazardous on/off site activities.
- Use, but not misuse things provided for your health, safety and welfare.
- Do not undertake unsafe acts.
- Inform Headteacher of any "Near-Misses".
- Be familiar with the emergency action plans for fire, first aid, bomb, security and off site issues.
- Raise health, and safety and environmental issues with pupils.

## **8. VISITORS and CONTRACTORS**

- Sign in at the School Office on arrival.
- Listen to the health and safety procedures on arrival at the School.
- Contractors will be informed of hazards peculiar to this site e.g. asbestos.
- Wear a visitor badge / sticker whilst on site at all times.
- Follow evacuation procedures in the event of an emergency.

## **9. PUPILS**

- Behave in a way that does not put your health and safety at risk.
- Observe standards of dress consistent with good health, safety and hygiene practices.
- Follow all safety rules including the instructions of staff given in an emergency.
- Use, but not misuse, things provided for your health, safety and welfare.

## **ARRANGEMENTS AND PROCEDURES**

This section contains specific information for dealing with health and safety issues which arise in day to day school organisation and in some emergency situations which may occur.

Further information can be obtained from the Health and Safety section on the intranet or the HSE site.

### **FIRE/EMERGENCY EVACUATION OF THE BUILDING**

Instructions for the emergency evacuation of the building are displayed in the classrooms, the Hall and other shared areas. There is also a card displayed in the entrance way informing visitors of the Emergency Plan.

The handbells used for raising the alarm are situated in the Work Area in KS2 and the cloakroom outside classroom 4.

Fire Extinguishers are sited in:

- the Work Area
- the staff room
- Year 3 classroom
- Year 4 classroom
- Outside Year 2
- Outside the hall in the recess area
- computer suite
- kitchen
- boiler house

The fire fighting equipment, fire doors and emergency lighting are inspected and serviced annually by outside contractors and monthly inhouse.

We hold practise fire drills once a term and record times and issues, so that it can be discussed and improved on.

### **ACCIDENTS AND SUDDEN ILLNESS (PUPILS AND STAFF)**

First Aid Boxes are located in a) the admin office and b) the Work Area c) the corridor outside the headteacher's office d) Foundation class. Ms Payne is in charge of keeping these boxes refilled. Shortages and inadequacies should be reported to the admin officer who will ensure that the supplies are topped up. Minor accidents such as cuts and grazes can be dealt with by all members of staff. Only where necessary should a plaster be given, and only after checking with the child if they are not allergic to them. There are cold packs in the staffroom fridge to help relieve bumps. If a child receives a bump to the head, the parents must be informed straight away. All accidents must be entered into one of the accident books, at either end of the school or in the Foundation classroom. A copy of the form should be sent home with them at the end of the day.

Most staff have completed Epi-pen training as we have a child with an Epi-pen due to a nut allergy. We have twenty-six members of staff, throughout the school who have Combined Paediatric First Aid Training. Ms Payne and Mrs Cook have completed the two day Paediatric Early Years First Aid Training and Mrs Finney has completed Forest Schools First Aid Training.

All accidents are preliminary investigated by the Head or if unavailable the Assistant Head. If necessary, then to the Education Department, using the form AR1 if appropriate.

In the event of a serious accident a child's parents should be contacted immediately, using the emergency contact section in the contact folder in the admin office.

If parents cannot be contacted the Head/Assistant Head should take whatever action is in the best interests of the child and, if necessary, contact the GP or call an ambulance.

If a child becomes ill in school, the Head/Assistant Head should be informed and appropriate arrangements made for him/her to be cared for. If necessary, parents should be contacted and asked to come and collect him/her.

If sudden illness necessitates a teacher/TA leaving the classroom they should alert their nearest colleague who will take control of the situation until it is resolved.

There may be rare occasions on which it is necessary for staff to restrain a pupil physically, to prevent him or her from inflicting injury to others, causing self-injury, damaging property, or being disruptive. In such cases, only the minimum force necessary may be used, and any action taken must be only to restrain the pupil. Mrs Willis and Mrs Webb have undertaken Team Teach training. If restraint has been required, a written report will be made in the Bound and Numbered Book.

Each year children's medical needs (as advised by parents) are compiled on a school medical list which is kept in the staff room, office and every classroom. Photographs of children with specific medical needs are posted centrally for staff to access. The Headteacher will ensure these records are kept up-to-date.

## **ADMINISTRATION OF MEDICINES TO CHILDREN**

We do not actively encourage administering any medicines to children during a normal school day.

If medicine needs to be administered on a school day / trip, the parents must:

- fill in and sign the record form 'Parental agreement for school/setting to administer medicine
- ensure that the medicine is clearly marked with the child's name and dosage
- the staff must keep a record of all medicines administered

Where, on the other hand, children have long-term medical needs, we will do everything we can to enable them to attend school regularly. Parents must give us details of the child's condition and medication, and bring the medication to school in a secure, labelled container. Records will be kept of all

medication received and administered by the school. Medication will be kept in the teachers cupboard, for ease of access or the staff room fridge if it needs to be kept cool.

## **SUPERVISION OF PUPILS**

### **Morning and mid-day break.**

Pupils will be supervised by members of staff during mid-morning break. Staff should join the pupils in the playground immediately after the end of the preceding lesson.

In wet weather staff will supervise the children inside the building.

At mid-day pupils will be supervised by lunchtime supervisors who are responsible to the Headteacher or, in her absence, the Assistant Head.

Incidents involving unacceptable behaviour or accidents should be reported to the Head or class teacher as appropriate.

Pupils are required to play safely and are encouraged to be considerate and kind to other people. They should not be allowed to take part in any activities which are potentially hazardous. These include:

- a) leaving the premises without an adult
- b) climbing on or over walls and fences
- c) playing behind the garden shed
- d) fighting games
- e) throwing stones or sticks
- f) games such as British Bulldog
- g) playing near the pond

## **SUPERVISION OF PUPILS**

### **During lessons.**

Pupils will normally be supervised by their class teachers. Other adults working with the class (e.g. T.As, students, parents) are responsible to the teacher who should give them clear guidance on relevant health and safety procedures.

At times it may not be practical for children to be working within the teacher's sight range. The teacher should always know where each child is and what she/he is doing. Children are expected to be safety conscious and to behave responsibly.

## **EDUCATIONAL VISITS**

At the beginning of each academic year, permission is obtained to take the children around the village. If it is not obtained, parents are contacted as and when.

Parents' written permission must be obtained before a pupil is allowed to undertake an educational visit.

Any visit involving hazardous activities such as rock climbing, abseiling, canoeing must be directly supervised by a properly qualified person as in

regulations issued by Oxfordshire County Council.

Parents must be made aware of transport arrangements for off-site visits, including games' matches.

If private cars are used, drivers must complete and sign a declaration of adequate insurance cover.

When hiring coaches, the school will insist on the operator supplying vehicles with seat-belts.

A full risk assessment is carried out prior to any visits, see relevant policy.

This risk assessment includes an assessment of required adult:child ratios.

Teachers will take essential records and equipment eg first aid kit and a mobile phone.

Records are kept about vehicles in which children are transported.

Booster seats are kept on the premises for use by children, if driven by staff.

## **P.E./GAMES**

Oxfordshire County Council guidelines and regulations for safe practice in P.E. and games must be adhered to at all times. In particular the following should be noted:

- a) suitable clothing and footwear should be worn
- b) pupils should be taught how to move and use apparatus safely and should be supervised while doing so.
- c) watches should be removed
- d) ear-rings should be removed or taped
- e) long hair should be tied up

## **SWIMMING**

Oxfordshire County Council guidelines and regulations must be adhered to at all times during swimming lessons. In particular the following should be noted:

- a) no jewellery, earrings, uncovered studs, flippers or face-masks may be worn.
- b) teachers should instruct from the poolside.
- c) three qualified swimming instructors of the Faringdon Recreation Centre staff are employed by the school.
- d) qualified teaching assistants support less able swimmers in the pool
- e) life guards are in attendance at all swimming lessons

## **Child protection**

The named person with responsibility for child protection in our school is the headteacher, Amanda Willis, who liaises with a named governor, Nona Lewis. We will follow the procedures for child protection drawn up by the LA and the Governing Body (see relevant policy). Rachel Cook (Assistant Head) is the Deputy Lead.

If any teacher suspects that a child in their class may be the victim of abuse, they should not try to investigate, but should immediately inform the person named above, about their concerns.



When investigating incidents or suspicions, the person responsible in the school for child protection works closely with social services, and with Alison Beasley (OCC Lead). We handle all such cases with sensitivity, and we attach paramount importance to the interests of the child

We require all adults employed in school or helping in school or with educational visits to have their application vetted by the police, in order to check that there is no evidence of offences involving children or abuse.

All the adults in our school share responsibility for keeping our children safe. We may, on occasion, report concerns which, on investigation, prove unfounded. It is better to be safe than sorry, and we trust that parents, while they will naturally be upset, will nevertheless accept that the school acted in the child's best interests.

### **The health and welfare of staff**

The school takes very seriously the need to safeguard the health and welfare of all our staff. This includes their professional development, which we address in our CPD policy. We also pay particular attention to the assessment and prevention of work-related stress, thus complying with health and safety law (refer to relevant risk assessment). If a member of staff is experiencing stress at work, s/he should inform the headteacher without delay.

The school will not tolerate violence, threatening behaviour or abuse directed against school staff. If such incidents do occur, the school will take the matter very seriously, and take action in line with the LA's protocol on schools and the police.

The headteacher will produce a relevant risk assessment for any expectant mothers, to ensure they can complete their role as effectively as possible, in safety and comfort.

Staff are aware of the protocol of working at height (see relevant risk assessment). Various ladders and steps have been purchased to ensure safe practises.

Staff are encouraged not to work alone within the school building (see relevant risk assessment).

Some staff are trained to drive a mini bus. We use this facility occasionally to transport small groups to extra curricular activities. A policy is in place to support and protect those staff and they are covered by our school insurance.

### **EQUIPMENT**

All equipment used should be in a safe condition and used only for the purpose for which it is designed.

Use of craft tools, science equipment and forest school / gardening equipment should be carefully supervised by teachers/adults who must ensure that both they and the pupils understand how to use it safely and correctly.

Power tools should not be operated by children.

Computers, televisions and similar equipment should be sited safely where they will not obstruct or be obstructed by other activities. Teachers should check that such items are correctly connected to the power supply and are switched off/disconnected after use.

Electrical equipment is PAT Tested annually.

Cooking equipment should only be used under adult supervision and sited away from walk-through areas.

Storage areas and cupboards should be organised and tidy so that equipment is easily accessible.

Cleaning equipment should be stored in the caretaker's cupboard.

Breakages and faults should be reported to the Head and put in the maintenance book, kept in the admin office. Defective equipment should be removed from use. Broken glass and sharp-edged debris should be put straight into the Grundon bin and not into classroom bins.

## **HAZARDOUS MATERIALS**

Cleaning chemicals must be secure with no access possible by pupils - in the locked cleaner's cupboard.

Stocks of hazardous materials used for lessons should be kept as low as is practicable and should be kept in a safe place appropriate to the possible hazards. Attention is particularly drawn to polystyrene and other materials which emit toxic fumes during combustion. Stocks of these should be kept particularly low and kept away from obvious fire hazards.

Correction fluids, such as Tippex must not be brought into school, nor used by, pupils. Where such fluids are kept for the use of adults, access to them by pupils must not be allowed.

## **PUPIL ACCESS TO PREMISES**

Pedestrian and child access, with or without an accompanying adult is by the Hunters Field gate. They should enter and leave the building via the playgrounds and not across the front car park.

The High Street entrance (opposite the Co-op shop) is used by vehicles and therefore unsuitable for use by children on foot.

The High Street gate (opposite Sheards Lane) is used by cyclists or children with scooters. They enter and leave through the far right gate, not through the staff car park.

Parents delivering or collecting children by car are asked to observe the Highway Code rules about parking and to respect the needs of neighbouring residents.

Parents meeting children at the end of the day should wait in the playground near the fence bordering Millenium Green. Parents are responsible for the safety of small children waiting with them; they should not allow them to enter the school building or to run round to the front car park.

No dogs are allowed onto the playground, unless they are needed by people with disabilities.

The external gates are locked at 9.00am and opened at 3.10pm. Any access into the school between these times has to be through the front entrance.

## **VISITORS' ACCESS TO PREMISES**

Visitors are directed to the car park and main entrance by signage. They are asked to sign in and out using the visitors' book by the main office and will then be asked to wear a visitor badge/sticker whilst on site at all times. Contractors and sub-contractors (e.g. service engineers, plumbers, grounds maintenance staff) should sign in and report to the office on arrival. A member of the office staff will check their identity. Before allowing contractors on to site they will meet with the head or caretaker to complete a risk assessment, go through a set of rules and complete the asbestos register. For larger works a pre-site planning meeting will be held at which suitable arrangements will be made to protect all persons concerned during the period when the work is being done. Visitors must follow evacuation procedures in the event of an emergency.

## **Healthy schools initiative**

Following the publication in 1997 of the government's White Paper 'Excellence in Schools', we decided to participate in the healthy schools initiative. This school fully supports the aims of this initiative, and we strive to achieve the National Healthy School Standard. We believe that a healthy school is one in which children can thrive not only physically and academically, but also spiritually and emotionally. We promote a whole-school approach to the well-being of our children, which involves:

- giving health issues high priority in our planning;
- making sure that we have effective policies on sexual relationships and drugs education;
- planning the curriculum to ensure that the children have sufficient opportunity to learn about healthy living;
- providing opportunities for children to take responsibility for their learning and behaviour;
- making sure that the environment is stimulating and conducive to learning;
- providing opportunities for children to put forward their views and be listened to;
- supporting children who need additional care and attention;
- providing opportunities for all our staff to develop their skills;
- working closely with parents and external agencies to provide the best possible support for our children; making sure all children have clear and appropriate targets.

## **CURRICULUM ISSUES**

We teach the children about health and safety in order to equip them with the skills, knowledge and understanding that will enable them to live positive, successful and healthy lives. These include:

- safety in everyday situations: roads, railways, in the home,

countryside, on farms, with fireworks.

- how to deal with strangers
- how to deal with bullying, including cyber bullying
- drug use/abuse
- personal hygiene, teeth, exercise, diet
- how to play fairly and safely
- how to deal with feelings - anger, loss separation
- internet safety
- care of the environment
- spiritual welfare and growth through the RE curriculum and collective worship

Opportunities for achieving this arise in some National Curriculum Programmes of Study and through:

- educational visits
- visiting speakers e.g. Police, School Nurse, Fire Safety Officer, drama presentations
- Junior Citizen Project
- Injury Minimisation Project for Schools
- Life Education Van

## **PREMISES & SECURITY**

The premises both indoors and outdoors are safe and secure.

Staff are notified of any changes in the whereabouts of other people in the building and of other users on the premises.

Visitors access the building via a security system placed at the main entrances. Also, visitors are required to sign in and out and wear a badge/sticker.

Two members of staff are on duty outside the school from 8.45am. At break times at least two members of staff are on duty. At lunchtimes 6 MDSA's are on duty between the playground and hall.

Number pads are located on all main external doors. With the number pad being changed regularly to ensure total security.

Parents and visitors are informed of the current safe practice and made aware of potential hazards.

Parents and visitors are informed of the arrival and departure procedures for themselves and the children via the school prospectus and regular newsletters. Early Years children never leave the premises unsupervised.

We obtain written permission of who picks up children or who are allowed to walk home alone. Children will only be released into the care of individuals named by the parents, if the parent is unable to pick up themselves.

## **School uniform**

It is our policy that all children wear the school uniform when attending school, or when participating in a school-organised event, even if outside normal school hours. We agree the requirements for school uniform with parents, and we review these requirements regularly.

We always take a sensitive approach where regulations regarding uniform conflict with a child's religious or cultural beliefs. We have drawn up regulations regarding the recognition of cultural diversity in this respect, and these stipulate that we do not discriminate on grounds of race, creed or gender.

It is the responsibility of the headteacher to ensure that the school uniform policy is enforced. It is, however, not our school policy to exclude children from the school if they, for whatever reason, do not have the proper school uniform. If a parent is in financial difficulties, and this results in a child not having the correct uniform, or not having adequate equipment, our school will do all it can to support the parent. We ask parents not to send their child to school with 'extreme' hairstyles, or the sort of appearance that is likely to draw attention. We ask parents to discuss their child's appearance with us if there are any religious issues involved that we might be unaware of.

We ask parents to equip their children with the necessary uniform and school equipment. If a child repeatedly attends school without the correct uniform, we will inform parents through a letter and establish the reason for this and a course of action.

On grounds of health and safety, we do not allow children to wear jewellery in our school. An exception is ear-ring studs in pierced ears. We ask children either to remove these during PE and games, or to cover them with a plaster.

## **FOOD AND DRINK**

We promote a healthy school lunch, snacks and drinks.

In Foundation and KS1 a piece of fruit or vegetable is provided free daily under the National Fruit in School Scheme, as is a school dinner if parents make this choice.

In KS2, the children are asked to bring in a healthy snack for their morning break. Fresh drinking water is available at all times. Milk is also available at all times for Foundation Stage children.

Our aim is to provide all meals that are healthy and nutritious, in line with the requirements of the School Standards and Framework Act of 1998. However should any incidents of food poisoning occur affecting two or more children, then this information would be passed on to the relevant health authorities, including Early Years Ofsted, if applicable. Similarly these authorities would be informed of any child suffering from a notifiable disease.

Information given about any child's specific dietary needs will be recorded and acted upon, as necessary.

Packed lunches are stored safely and parents are provided with information about appropriate food content.

We are aware of our responsibilities under food hygiene legislation, and appropriate food hygiene matters are included in induction and on the job training which is available to all relevant staff.

We ensure all equipment in the kitchen is checked annually – gas and electrical appliances.

The catering manager attends regular courses to ensure safe, hygiene practise.

## **SMOKING**

We are a no smoking school and provide a smoke-free environment for our children (see no smoking policy).

We also ensure that places we visit are smoke-free environments.

## **ILLNESS AND INJURIES – EARLY YEARS**

Early Years Ofsted and local child protection agencies will be notified of any Early Years child who has a serious accident, injury, illness or death whilst in school care. Any advice given will be acted upon.

At least one person on the premises at all times when children are present, will have a current paediatric first aid certificate. This will also apply when on outings.

A First Aid Box is provided at all times with appropriate content to meet the needs of the children.

A record is kept of any accidents and first aid treatment. Parents are informed of any minor injuries received whilst in the schools care.

Parents are notified if their child is ill or infectious.

Any animals for curriculum purposes that are on the premises are safe to be in the proximity of children and do not pose as a health risk. Parents should inform staff of any known possible allergic reactions.

## **Internet safety**

We regularly use the Internet in school, because it has many educational benefits. In order to minimise the risk of children coming across unsuitable material, we provide constant supervision, and we use only a filtered service, selected links, and child-friendly search engines. Parents are asked to sign authorisation for their child to use the Internet. We also seek parental permission before using photographs of children or their work on the school's website, or in newsletters and other publications.

## **Electricity at Work**

We are legally required to provide and maintain electrical equipment so that it is safe and without risks to health. We annually assess portable electrical equipment and carry out a fixed electrical wire test every five years.

Staff are encouraged to carry out a visual inspection before use and report any issues to the headteacher.

## **Manual Handling**

We avoid any member of staff having to transport or support a heavy load (see relevant risk assessment.)

## **Display Screen Equipment**

Training is provided on the healthy and safe way to use a workstation, if applicable. The Computing Co-ordinator is responsible for identifying staff who are deemed to be users of DSE. Findings are acted upon by training, breaks and purchasing appropriate furniture, see relevant risk assessment.

Guidance is given to staff on how to safely use computers at home, see accompanying documentation.

## **Working at Height**

We have purchased appropriate ladders for use at heights, which are checked monthly, see relevant risk assessment. Staff are advised not to stand on tables or chairs at our first INSET day in September.

Outside contractors are employed to undertake works at great heights.

## **Theft or other criminal acts**

The teacher or headteacher will investigate any incidents of theft involving children. If there are serious incidents of theft from the school site, the headteacher will inform the police, and record the incident in the incident book. Should any incident involve physical violence against a teacher, we will report this to the Health and Safety Executive through an incident report form, and support the teacher in question if s/he wishes the matter to be reported to the police.

## **MONITORING**

The effectiveness of this policy is monitored by the Headteacher in partnership with the Governors' Resources, Pay and Personnel sub-committee by:

- inspections of premises
- direct observations of staff compliance
- investigations of incidents as they occur
- modification of practice in the light of advice and directives by Oxfordshire County Council
- acting on day to day concerns raised by the caretaker, other staff and premises users.
- acting on issues recorded in the maintenance book

Matters of serious concern are brought to the attention of the Governors.

There are several aspects to risk assess:

- an annual Health and Safety Audit is undertaken by a representative of OCC with the Headteacher and Governor responsible for Health and Safety present.
- annual fire risk assessment completed by the Headteacher
- annual Health and Safety meeting with all staff to discuss policy and procedures.
- termly Health and Safety Inspection of school premises to be undertaken by the Headteacher or Caretaker and named Health & Safety Governor

- monthly temperature readings on water supply, undertaken by the caretaker.
- to change the door security codes as needed, undertaken by the caretaker.
- monthly checks on fire doors, undertaken by caretaker.
- monthly checks on fire fighting equipment, security lighting, ladders and staging by caretaker.
- weekly check of fire bells by our caretaker.
- termly checks of the outside play equipment by our caretaker.
- continuous identification of hazards and risks on a daily basis.
- assessment of any substance or material introduced into the School and school site to ensure compliance with COSHH regulations.
- assessment of any new activity or procedure introduced into the School.
- testing of electrical equipment will take place annually.
- outside play equipment and PE equipment checks will take place annually.
- Boiler checked twice a year.
- Annual check of security doors.
- Annual check of ventilation systems.

Health and Safety reminders are put in the newsletter and on the website. The policy is reviewed annually by the Headteacher in consultation with the Health and Safety Governor and staff.

<b>Health &amp; Safety Governor:</b>	<b>Nona Lewis</b>
<b><i>School's Health and Safety Co-ordinator:</i></b>	<b><i>Amanda Willis</i></b>
<b><i>First Aiders:</i></b>	<b>All Staff</b>
<b>Fire Marshall:</b>	<b>Amanda Willis</b>
<b>Educational Visits Co-ordinator:</b>	<b>Amanda Willis</b>
<b>Lunch Time Supervision Management:</b>	<b>Amanda Willis</b>
<b>Risk Assessment Co-Ordinator:</b>	<b>Amanda Willis</b>
<b>Computing Co-Ordinator:</b>	<b>Matthew Pearson</b>
<b>First Aid Co-ordinator:</b>	<b>Emma Payne</b>



***Date adopted by the Governors***

***November 2016***

***Date of Review***

***November 2017***

***Signed: Head of Establishment***

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***Chair of Governors***

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