

Roxbourne Primary School



Health and Safety Policy

Author	School Business Manager
Link Governor (if applicable)	Chair of Governors
Review Cycle	Annual
Approved By	Full Governing Body
Date of Review	March 2025
Date of Next Review	March 2026
Requirement	Statutory

The Local Authority and Governing Board

Harrow Local Authority has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board.

The governing board delegates operational matters and day-to-day tasks to the headteacher and staff members.

Part 1: Statement of Intent

The Governing Body of Roxbourne Primary School will take steps to meet its legal responsibilities under the Health and Safety at Work Act 1974 and will take all reasonably practicable steps to provide safe and healthy working conditions, equipment and systems of work for all employees, pupils and other affected by their activities, actions or omissions.

The Governors are committed to providing and maintaining a working and learning environment that is safe and without risk and this is established by the allocation of duties and arrangements detailed in this policy.

All those involved in providing and maintaining a safe and healthy working environment will be responsible for assisting in achieving the aims and objectives identified and will play a positive role in promoting a healthy and safe working environment.

In relation to health, safety and welfare, the Governors will act within the framework of the Local Authority. The Health and Safety Policy of the Council will be observed and acknowledged.

Signed by:

Chair of Governors: _____

Head Teacher: _____

Date: _____

Part 2: Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height
- The school follows [national guidance published by UK Health Security Agency \(formerly Health Security Agency\)](#) and government guidance on [living with COVID-19](#) when responding to infection control issues.
- Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).

Part 3: Safety Organisation

HEALTH AND SAFETY MANAGEMENT

The School will ensure that a Health and Safety Management System is developed, implemented and monitored throughout which will ensure the assessment of risk and the effective organisation, planning, monitoring and review of the preventative and protective measures necessary to control risk.

PLANNING AND OBJECTIVES

The School will identify and assess the risks from hazards associated with all its work activities with the aim of eliminating or controlling the risks, so far as is reasonably practicable.

The School will, so far as is reasonably practicable, allocate sufficient resources to meet the requirements of this Policy.

The School will set realistic short- and long-term objectives, decide priorities and establish adequate performance standards. These objectives will be quantifiable wherever possible and include the commitment to continual improvement. When establishing and reviewing its objectives, the School shall consider its legal and other requirements, its hazards and risks, its financial, operational and the views of interested parties. It will also monitor and review such standards to ensure they are being met and maintained.

The Schools Premises Development Plan is drawn up by the School Business Manager and the Annual Conditions Survey by the Local Authority.

Key dates, personnel and costs are identified in order to meet specific objectives. The plan includes issues such as equipment repairs and maintenance, planned Health and Safety training, safety policy reviews, risk assessments and actions required following audits, inspections and accidents.

Responsibilities

The Local authority and the governing body

Harrow Local authority and the governing board has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board.

The governing board delegates operational matters and day-to-day tasks to the headteacher and staff members.

The Governing Body is responsible as employer for:

The governing board has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the headteacher.

The governing board has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The Governing Body, should ensure that school staff and premises comply with the LA's Health and Safety policy and practices. The Governing Body, must take reasonable steps to make sure that the

buildings, equipment and materials are safe and do not put the health of persons at risk whilst they are on the premises by:

1. Monitoring the effectiveness of the school's Health and Safety organisation, and as necessary, agreeing plans for its improvement
2. Ensuring that 'Health and Safety' is a regular termly item on the agenda of a full meeting of the governing body
3. Providing appropriate resources within the establishment's budget for the implementation of the attached arrangements
4. Receiving from the head teacher and other nominated members of staff reports on health and safety matters

The Headteacher is responsible for:

The headteacher is responsible for health and safety day-to-day.

This involves:

1. Implementing the health and safety policy
2. Ensuring there is enough staff to safely supervise pupils
3. Ensuring that the school building and premises are safe and regularly inspected
4. Providing adequate training for school staff
5. Reporting to the governing board on health and safety matters
6. Ensuring appropriate evacuation procedures are in place and regular fire drills are held
7. Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
8. Ensuring all risk assessments are completed and reviewed

Report to Ofsted and child protection agencies of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 10 days after the incident.

In the headteacher's absence, the deputy headteacher/School Business Manager assumes the above day-to-day health and safety responsibilities.

To ensure effective implementation of this policy the School Business Manager and Facilities Manager have been delegated specific responsibilities by the Headteacher.

The School Business Manager is responsible for:

1. Disseminate health, safety and wellbeing information and safe working procedures to all staff, pupils, volunteers, contractors and visitors etc. as appropriate;
2. Be the focal point for day to day references on health, safety and wellbeing and to give advice or indicate sources of advice;
3. Make adequate arrangements for first aid
4. Ensure that all accidents (including near misses) occurring within their area of responsibility are promptly reported, investigated and revise any risk assessment if appropriate.

5. Report incidents or hazards.
6. Develop emergency evacuation procedures and arrange drills as appropriate.
7. Ensure health, safety and wellbeing matters raised by staff are dealt with.
8. Maintain a central file of health, safety and wellbeing guidance and information.
9. Coordinate the implementation of safety procedures.
10. Ensure that regular monitoring of health, safety and wellbeing is undertaken and that working practices are checked.
11. Advise/inform the Headteacher of compliance with procedures and systems of work on a regular basis.
12. Arrange for premises inspections of the school annually by an external safety advisor, termly by the health and safety governor and Facilities Manager and ensure findings are reported to the Resources/ governing body committee.
13. Reporting to the Local Authority and Health and Safety Executive of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7) as soon as is reasonably practicable and in any event within 10 days of the incident.

The Facilities Manager is responsible for:

1. Day to day maintenance and other buildings / grounds issues.
2. Ensure that any work that has health and safety implications is prioritised
3. Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary
4. Report any concerns regarding unresolved hazards in school to the School Business Manager immediately.
5. Ensure that all work under their control is undertaken in a safe manner
6. Carry out a daily check of the grounds and building to spot any disrepair or other hazards such as broken glass etc. in the play areas.
7. Ensure that all cleaning staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling
8. Carry out a weekly test of the fire alarm
9. Ensure all contractors are 'inducted' and shown the relevant risk assessments, asbestos records and are made aware of any fragile roofs or other hazards in the areas where they will be working
10. Fully co-operate with health and safety arrangements during larger building projects
11. Immediately remedy any hazards reported by School Staff on the Premises Support request
Google space

All School Staff will:

1. Read the Health and Safety Policy
2. Comply with the School's health and safety arrangements
3. Take reasonable care of their own and other people's health and safety
4. Carry out risk assessments as necessary to ensure the safety of pupils in their care;
5. Follow school procedures relating to educational visits, and that they are clear about their duties on any educational visit, and that proper planning and organisation has taken place with risks assessed before and during the educational visit with appropriate control measures followed in line with Council Policy, and that performance monitoring is carried out;
6. Exercise effective supervision of pupils and students and ensure that they know of the general emergency procedures in respect of fire and first aid and the special health, safety and wellbeing measures for their teaching area;
7. Pupils' coats, bags, cases etc. are safely stowed away

8. Manage the storage of equipment and materials to ensure good housekeeping and prevention of slip/trip hazards
9. Avoid introducing any personal items of equipment or substances that may cause unacceptable risk when used
10. Make recommendations on health, safety and wellbeing matters to their line manager/ or the appropriate member of staff
11. Report any hazards seen on site that they are unable to rectify successfully by raising a task on the Premises Support request Google space c. The Premises Support request log book is reviewed daily by the Facilities Manager

Pupils and Parents will:

1. Follow safety and hygiene rules intended to protect the health and safety of themselves and others
2. Follow safety instructions of teaching and support staff, especially in an emergency

Pupils and parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

Non-employees on school premises will:

Any person not directly employed by the school but whose place of work is the school premises are responsible for the following:

1. Taking reasonable care of themselves and other persons whilst at work.
2. Co-operating with the Headteacher and following instruction and information provided regarding school practice and safe working procedures when using plant, substances and equipment.
3. Reporting defects or damage to equipment and safety hazards to the relevant person.
4. Report all accidents and incidents to the relevant person(s).
5. Ensuring compliance with health, safety and risk management is considered when organising and supervising activities and events undertaken on the premises.

Visitors will:

1. Be made aware of, and abide by, the school's health, safety and wellbeing policy, security arrangements, fire safety arrangements, accident/incident recording and emergency evacuation procedures;
2. Must use whatever system has been implemented by the school whereby visitors are required to record their visit to the particular premises e.g. visitors book;
3. Wear a 'visitors' identification badge provided by the school (where applicable);
4. Be asked if they require assistance should there be a need to evacuate the building especially if they will be accessing levels above ground level;
5. Be informed of any other conditions that exist on school premises which may affect their safety and that of others;
6. Protect the health, safety and wellbeing of themselves and others on the premises including staff, pupils and visitors who may be affected by their acts or omissions;
7. Where reasonably practicable be accompanied at all times by a responsible employee. In the event of a fire/emergency the responsible employee will take the visitors to the appropriate assembly point;
8. Report any matters of concern to the Headteacher/School Business Manager as soon as they become aware of them.

Contractors will:

Agree health and safety practices with the Headteacher/School Business Manager/Facilities Manager before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

Site security:

The Facilities team are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

Part 4: Safety Arrangements

The following arrangements have either been established through risk assessment at school level or are national standards. This section of the policy is split into two parts; school wide and general arrangements, and part two is the more activity-based arrangements, specific arrangements.

Part 4.1 – School Wide and General Arrangements

	Person Responsible	Management of risk
Accidents and Incident Reporting	First Aiders SBM Headteacher	<p>Day to day management of First aid reports are completed by First aiders. More serious incidents are recorded by the SBM in consultation with the HT and reported to the Health and Safety Executive (HSE) via London Borough of Harrow. All copies of reports are retained in school.</p> <p>Accident record book</p> <ul style="list-style-type: none">□ An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. As much detail as possible will be supplied when reporting an accident□ Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

Administration of Medicines	First Aiders	<ul style="list-style-type: none"> ☐ Medication is only administered to pupils when the parental consent form has been completed ☐ Medicines are only administered during school time when they have been prescribed by a child's GP or other relevant medical professional, appropriate records will be kept. ☐ Medicines are kept secure and safe in a cupboard in the Welfare room/Classroom ☐ The dose administered during the school day are to be kept to the minimum, e. g. a course of antibiotics requiring four doses a day - only one dose (lunchtime) will normally need to be administered at school.
First Aid Provision	Head Teacher SBM	<ul style="list-style-type: none"> ☐ The school has Paediatric, First aid at work and trained qualified first aiders. ☐ Portable first aid kits are taken on educational visits. ☐ A qualified first aider will be present on educational visits ☐ Bodily fluids – Personal Protective clothing e.g. disposable gloves, aprons are provided.
Asbestos	Head Teacher/SBM/ Facilities Manager	<ul style="list-style-type: none"> ☐ All staff to be made aware of the location of any asbestos in school ☐ All contractors must sign to say they have seen the register before starting work on site. ☐ Contractors and staff will be advised that if they discover material that they suspect could be asbestos, they will

		<p>stop work immediately until the area is declared safe</p> <ul style="list-style-type: none"> □ A record is kept of the location of asbestos that has been found on the school site identified by the use of ACM (Asbestos Containing Materials) labels
Control of Hazardous Substances	SBM/Facilities Manager	<ul style="list-style-type: none"> □ The use of hazardous substances in school will be kept to a minimum □ COSHH assessments and manufacturers/supplier's data sheets are available in the office. □ Staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.
Display Screen Equipment	SBM and HR Officer	<ul style="list-style-type: none"> □ All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time ➤ Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)
Educational Visits	Head Teacher EVC	<p>When taking pupils off the school premises, we will ensure that:</p> <ul style="list-style-type: none"> □ Risk assessments will be completed where off-site visits and activities require them □ All off-site visits are appropriately staffed □ Staff will take a school mobile phone, a portable first aid kit, information

		<p>about the specific medical needs of pupils</p> <ul style="list-style-type: none"> □ There will always be at least one first aider on school trips and visits □ There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.
Electrical Testing (PAT)	SBM and Facilities Manager	<ul style="list-style-type: none"> □ All items of portable electrical equipment in school are inspected and checked annually □ Fixed electrical installation is tested every 5 years.
Employee Health and Wellbeing	Head Teacher	<ul style="list-style-type: none"> □ The Council's Employee Wellbeing Service support the school and staff are referred as outlined in the schools Managing Staff attendance Policy
Fire Safety & Evacuation of the Building	Head Teacher/SBM Facilities Manager	<ul style="list-style-type: none"> □ Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. □ Plans showing exit routes are displayed by the door of each classroom □ A fire drill is practised and documented once a term. □ The school will have special arrangements in place for the evacuation of people with mobility needs (via PEEP and GEEPS) and fire risk assessments will also pay particular attention to those with disabilities □ Staff and pupils will remain outside the building until the emergency services/HT says it is safe to re-enter

		<ul style="list-style-type: none"> ☐ Evacuation times and any issues which arise are reported to the Governors ☐ Fire extinguishers are checked annually. ☐ Fire alarm testing will take place weekly ☐ A separate fire safety policy and risk assessment has been produced
Gas Safety	Head Teacher/SBM Facilities Manager	<ul style="list-style-type: none"> ☐ 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
Infectious Diseases (please also refer to section Part 4.3 Infection prevention and control)	Head Teacher/SBM	<ul style="list-style-type: none"> ☐ The school follows the national guidance produced by the Health Protection Agency, which is summarised on the poster, 'Guidance on infection Control in Schools and other Child Care Settings'. This is displayed in the Welfare Room. Supplemental information is provided by the School Nursing Service. ☐ The school will follow recommended exclusion periods outlined by Health Security Agency, ☐ In the event of an epidemic/pandemic, we will follow advice from the Health Security Agency about the appropriate course of action.

<p>Cleaning of blood and body fluid spillages</p>	<p>Facilities Team and cleaning operatives</p>	<ul style="list-style-type: none"> □ 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
<p>Clinical Waste</p>	<p>SBM</p>	<ul style="list-style-type: none"> □ 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
<p>Lone Working</p>	<p>Headteacher</p>	<p>Lone working may include:</p> <ul style="list-style-type: none"> ● Late working ● Home or site visits ● Weekend working

		<ul style="list-style-type: none"> ● Facilities Manager duties ● Site cleaning duties ● Working in a single occupancy office <ul style="list-style-type: none"> □ Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available. □ If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return. □ The lone worker will ensure that they are medically fit to work alone.
Manual Handling	Headteacher	<ul style="list-style-type: none"> □ Manual handling training will be provided for appropriate members of staff including, if necessary, how to lift pupils safely. □ Pupils and staff must only lift equipment and furniture within their own individual capability □ Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help □ Take the more direct route that is clear from obstruction and is as flat as possible □ Ensure the area where you plan to offload the load is clear □ When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held

		close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable
New and Expectant Mothers	Headteacher/SBM	<p>Risk assessments will be carried out whenever any employee notifies the school that they are pregnant.</p> <p>Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:</p> <ul style="list-style-type: none"> □ 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 □ Some pregnant women will be at greater risk of severe illness from COVID-19

Playground Equipment	Headteacher/SBM/Facilities Manager	<ul style="list-style-type: none"> ☐ All PE equipment is subject to regular visual inspection, carried out by staff prior to use. If defects are noted, the PE coordinator will assess whether the equipment can remain in use or whether it needs to be taken out of use pending repair. ☐ Playground equipment and its use is supervised during all breaks during the school day ☐ A decision is made, recorded and enforced if weather (damp/ icy) means that equipment becomes unsafe to use on a particular day. ☐ Maintenance checks on play equipment are carried out by experienced service engineers annually.
Playground Supervision	Headteacher	<ul style="list-style-type: none"> ☐ Appropriate levels of supervision will be maintained in playground
Site Security	Head teacher/SBM/Facilities Manager	<ul style="list-style-type: none"> ☐ Visitors report to the School Office, sign in, are given a visitor's badge and sign out on leaving. ☐ Staff will challenge any individual without a badge. ☐ The Facilities Manager/Head teacher/SBM is responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems. ☐ The Facilities Manager and SLT members are key holders and will respond to an emergency. ☐ CCTV monitors the site day and night

Smoking	Headteacher	<ul style="list-style-type: none"> ☐ Smoking is not permitted anywhere on the school premises.
Violence and Aggression	Governing Body Head Teacher	<ul style="list-style-type: none"> ➤ We 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. ☐ Arrangements to manage risks to employees arising from incidents of abusive, threatening or violent behaviour have been produced and implemented – refer to the Behaviour for Learning and Safeguarding Policies.
Working at Height	Headteacher/SBM	<p>We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.</p> <p>In addition:</p> <ul style="list-style-type: none"> ☐ The Facilities Manager who undertakes working at heights is provided with annual training. ☐ Teaching and other staff who assist in putting up displays in school will be given appropriate in-house training and advised that they must: ☐ Use appropriate access equipment - step ladders, kick stools etc. ☐ Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety ☐ Wear flat shoes whilst putting up displays ☐ Not climb on furniture to put up displays ☐ Pupils are prohibited from using ladders

		<ul style="list-style-type: none"> □ Contractors are expected to provide their own ladders for working at height □ Access to high levels, such as roofs, is only permitted by trained persons
Water - Legionnaires	Head teacher/SBM	<ul style="list-style-type: none"> □ An assessment has been completed on the hot and cold-water systems. Measures have been introduced to manage the risk of legionnaire's disease. □ The school water assessment is kept in the School office. The school buys into the Harrow Council SLA for monthly Legionella and water testing.

Part 4.2 – Activity based Specific Arrangements

Area	Risk	Management of risk
Art/Design Technology	The hazards associated with this practice are the creation of dust and damage to clothing	<p>Only using water-based paints and glues. NB wallpaper paste containing fungicide is not to be used in school.</p> <p>Precautions/Practice <i>The risks associated with damage to clothing and dust creation are managed by ensuring:</i></p> <ul style="list-style-type: none"> a) only small quantities of powder paints are to be mixed at one time; b) that tables are covered with newspaper or plastic table cloths to protect the surfaces and ease cleaning c) that cleanable aprons are worn by pupils involved in painting; d) that paint pallets and brushes are washed up after use.

Food Activities	The following hazards have been identified with this activity:	<ul style="list-style-type: none"> a) burns, scalds etc. from use of hot water/oven/dishes/food. b) electric shock relating to the use of electric equipment. c) fire associated with burning food or faulty equipment d) cross contamination of food leading to food poisoning; e) slips trips or falls due to spillages/obstructions on floors/uneven surfaces; f) cuts through use of knives and other equipment, i.e. graters
	LOCATION - The risks associated with slips trips and falls are managed by ensuring that:	<ul style="list-style-type: none"> a) food activities may take place in a Classroom or the Food Technology Room, but all heating of food requiring the use of the oven or hob takes place in the Food Technology Room b) the <i>table/tables</i> on which food is to be prepared <i>is/are</i> positioned to allow easy access around <i>it/them</i>; c) the floor area where food activities are undertaken is level, easily cleanable and is kept free from obstructions; d) any spillages that occur are to be wiped up immediately. Pupils have been advised accordingly and can assist in mopping them up.

	<p>Equipment The risks associated with electric shock and cuts, associated with use of knives and other equipment, are managed by ensuring that:</p>	<ul style="list-style-type: none"> a) a visual inspection of all electrical equipment is carried out by staff prior to use. This includes mixers, kettles, ovens, microwaves etc. All portable electrical equipment is also subject to an annual portable appliance test; b) equipment is used in line with manufacturers' instructions and/or training received; c) all tools and utensils should be used by pupils under supervision and after training in their use; d) sharp knives are only used by pupils under strict 1-1 adult supervision; e) all equipment provided for food activities is kept in good condition and only used for food activities.
	<p>Hygiene</p>	<ul style="list-style-type: none"> a) Key Support Staff hold Basic Food Hygiene Certificates b) everyone, the adults in charge, helpers and pupils, wash their hands before and after handling food. Hands must also be washed after going to the toilet and prior to return if anyone leaves the room/area. c) the table/(s) on which food is prepared are cleaned prior to and after use or that the table is covered with a cleanable cover that is cleaned prior to and after use; d) staff and pupils wear the protective cooking aprons are provided and that the aprons are only used for food activities. All staff/pupils will wear aprons and use oven gloves when handling hot dishes.

	<p>Emergency Provision</p>	<ul style="list-style-type: none"> a) a suitably stocked first aid box is kept inside the Food Technology Room. b) a radio has been provided to staff to use for assistance. c) a list of paediatric and in the workplace First Aiders is displayed in the Food Technology Room. d) a fire blanket and carbon dioxide fire extinguisher is kept in the Food Technology Room. The fire blanket is used for smothering fires, i.e. burning pans or if clothing is set alight. The carbon dioxide extinguisher is safe for use with electrical equipment.
	<p><i>Note: If a carbon dioxide extinguisher is used the room is to be evacuated</i></p>	
<p>Science</p>	<p>The school follows the guidance for safe practice in science as given in ‘Be Safe’ produced by the ASE and endorsed as a standard by the Council. The hazards associated with Science are controlled by following the guidance contained therein.</p>	
<p>Physical Education</p>	<p>The main risks associated with this activity relate to personal injury as a result of falls, collisions and being hit by objects.</p>	<p>These risks are controlled by following the managed practices.</p> <ul style="list-style-type: none"> a) Before any lesson pupils will change into appropriate clothing/footwear and remove any jewellery or watches. b) Staff will change into appropriate footwear; c) Pupils assisting in setting out apparatus will be shown correct methods for lifting/moving equipment and the teacher in charge will check equipment prior to its use to ensure correct position. d) Staff must undertake a manual handling assessment on behalf of the pupils, i.e. ask themselves CAN THE PUPILS MOVE THE OBJECTS WHERE THEY HAVE BEEN ASKED TO SAFELY AND WITHOUT RISKS TO THEIR HEALTH? before allowing them to undertake any manual handling task. In particular staff will ensure that where two or more pupils assist with a task the pupils are roughly similar in stature so that

		<p>one individual does not carry a disproportionate part of a load.</p> <p>e) Mats are only to be positioned to identify landing areas or routes to be taken. They are not to be used to try and soften impacts from falls.</p> <p>f) Staff are only to use equipment they are familiar with.</p> <p>g) Teachers and Sports Coaches are the only qualified staff to lead large apparatus lessons.</p>
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Part 4.3 - Infection prevention and control

We follow national guidance published by the UK Health Security Agency when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

Handwashing

1. Wash hands with liquid soap and water, and dry with paper towels
2. Always wash hands after using the toilet, before eating or handling food, and after handling animals
3. Cover all cuts and abrasions with waterproof dressings

Coughing and sneezing

1. Cover mouth and nose with a tissue
2. Wash hands after using or disposing of tissues
3. Spitting is discouraged

Personal protective equipment

1. 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)
2. Wear goggles if there is a risk of splashing to the face
3. Use the correct personal protective equipment when handling cleaning chemicals
4. Use personal protective equipment (PPE) to control the spread of infectious diseases where required or recommended by government guidance and/or a risk assessment

Cleaning of the environment

1. Clean the environment frequently and thoroughly

Following good hygiene practices

We will encourage all staff and pupils to regularly wash their hands with soap and water or hand sanitiser, and follow recommended practices for respiratory hygiene. Where required, we will provide appropriate personal protective equipment (PPE).

Implementing an appropriate cleaning regime

We will regularly clean equipment and rooms, and ensure high touch areas are cleaned frequently

Keeping rooms well ventilated

We will use CO2 monitors to identify rooms or areas with poor ventilation and put measures in place to improve airflow, including opening external windows, opening internal doors and mechanical ventilation.

Part 4.4 - Occupational Stress

We are committed to promoting high levels of health and wellbeing, and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads. Staff have access to employee assistance programs.

Part 4.5 – Monitoring

Governors - maintaining a strategic focus

The operational management of health and safety issues, such as health and safety checks, is delegated to appropriately trained employees in the school.

The board's oversight of health and safety is conducted at committee level through the Finance and Resources committee.

The committee reviews reports and information to monitor the school's practice against its policy to ensure compliance with legislation, good practice, mitigate against risks etc.

Site walks

The Health and Safety governor will participate in the health and safety function of the school by accompanying professionals and school leaders during their termly inspections.

Governors participation in site walks:

- Provides evidence that inspections are undertaken
- Gives governors the chance to ask appropriate questions in a more relaxed and relevant environment
- Demonstrates the governing board's commitment to health and safety

Accompanying leaders on termly inspections provides governors the opportunity to:

- Review any specific health and safety issues that were identified in prior inspections and check that any proposed solutions or mitigations are in place
- Check that any health and safety issues raised by your school development plan are being addressed and moved forward (for example, if new playground equipment is being installed)
- Look for specific issues raised by pupils, parents, staff or governors and see how they're being addressed
- Look at any other issue where the board is using your particular expertise for guidance

Evaluation of Inspection Reports from Safety Adviser

The HT, SBM, H&S governor and Facilities Manager will consider reports of Inspections and work collaboratively to produce a plan of action and address the recommendations put forward.

Accident Investigations

Investigations will be carried out, where required, by the Head teacher following accidents and dangerous occurrences.

Analysis of Accident Statistics

A review of accident, incident and ill-health reports will be undertaken at intervals to identify patterns or trends and to consider remedial action.

Analysis of Sickness Absence Statistics

A review of sickness absence records will be carried out to identify patterns or trends and to consider remedial action. Back to work interviews will be conducted with the Head Teacher or School Business Manager with all members of staff returning to work after absence.

Training

Our staff are provided with health and safety training as part of their induction process. Staff who work in high risk environments, facilities or work with pupils with special educational needs (SEN), are given additional health and safety training.

Fire and Emergency Drills

Fire evacuations will be practiced once per term and findings recorded for review purposes. Drills in case of emergencies other than fire will also be practiced. Fire Alarms and systems will be checked and recorded regularly.

Review

Review of the policy will be carried out following changes in legislation, regulations and following changes to the management structure of the school. Review of the policy will provide the opportunity to assess the effectiveness of the school's health and safety performance.