

Health and Safety Policy

Updated:-

October 2017

To be reviewed September 2018

For latest version see:-

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St. Francis School, including Enterprise House and the Pheasantry

Health and Safety Policy

1.0 Statement of Health and Safety Policy and Intent

The Governing Body is committed to:

The provision of safe and healthy conditions for pupils, employees and visitors;

Compliance with all relevant health and safety legislation;

Seeking the co-operation of staff, pupils, parents and contractors to achieve these objectives in order to minimize injuries and work related ill health.

The main hazards and risk control arrangements are detailed in Section 3.

It is impossible to list every hazard likely to be present at any time and therefore everyone must be continually vigilant to ensure that any new hazards are identified and appropriate arrangements implemented to control the risks.

If in doubt about anything to do with health and safety, stop and ask where necessary specialist advice will be obtained.

This Health and Safety Policy will be reviewed annually and amended as necessary in the light of new developments and information gathered from monitoring.

SignedChair of Governors

SignedHead Teacher

Date

2.0 Organisation and General Responsibilities

2.1 Governing Body

Are responsible for ensuring that:

a health and safety policy is prepared, implemented and reviewed to ensure it remains valid.

health and safety standards are monitored by direct involvement or by considering inspection reports.

actions are prioritised where resources are required.

health and safety is an agenda item at full staff meetings and is referred to within the Governors Finance Meetings under Premises.

a Governor is given specific responsibility for health and safety.

the Governor with specific health and safety responsibilities and the Head Teacher receive health and safety management training and are competent to deal with the health and safety aspects of the work;

assistance is obtained from specialists when in any doubt about the health and safety standards to apply.

the Director of Children's Services is informed of any situation of concern where appropriate health and safety standards cannot be implemented.

2.2 Head Teacher

The Head Teacher is responsible to the Governing Body for ensuring that:

hazards are identified and arrangements are made and implemented to control the significant risks and comply with the relevant health and safety legislation.

the significant findings regarding the above are recorded in the Health and Safety Policy;

the arrangements are monitored to ensure they are working.

employees are aware of what is expected of them and that they are capable of dealing with the health and safety requirements of their work;

any problems in implementing appropriate health and safety standards are reported to the Governing Body.

Specialist help and assistance is obtained where necessary.

The reports of health and safety monitoring are communicated to the Governing Body

along with details of significant injuries to employees, pupils and visitors.

2.3 School Health and Safety Co-ordinator (Matthew Hulme)

Is responsible for assisting the Head Teacher with the above and specifically for:

Liaising with employees and Health and Safety Advisors where appropriate to ensure that hazards are identified and appropriate risk control arrangements implemented.

Monitoring the health and safety standards of the school on a day to day basis, reporting any problems that cannot be rectified to the Head Teacher.

2.4 All Employees

Are responsible for:

Taking reasonable care for their own health and safety and that of other employees and visitors who are affected by their activities.

Where appropriate, exercising effective supervision of pupils so as to minimise risks to their health and safety;

Using any work equipment in accordance with the training and instructions provided;

Co-operating as is necessary to implement the arrangements of this policy.

Monitoring the health and safety standards of their own areas, ensuring that appropriate risk control measures are implemented.

Reporting to the Head Teacher any health and safety matters they cannot, or do not feel competent to, deal with themselves and any shortcomings they see in the health and safety arrangements.

2.5 Pupils

Pupils are expected, where their particular special needs allow:

To exercise personal responsibility for their own health and safety and that of their classmates;

To observe standards of dress and behaviour consistent with the safety of themselves and others.

to observe the rules of the school and in particular the instructions of teachers.

2.6 Health and Safety Assistance

The LCC Health and Safety Team is appointed to be the competent person as required by the Management of Health and Safety at Work Regulations 1999 and is responsible

for providing the health and safety assistance as and when requested. The Team can be contacted on 01522 552222.

3.0 Arrangements and Significant Findings of Risk Assessments

- 3.1 General Hazards
- 3.2 Guardrails on Stairs and Landings and Enterprise house lift
- 3.3 Vulnerable Glazing
- 3.4 Electrical Equipment
- 3.5 Working at Heights
- 3.6 Fire Risk Assessment
- 3.7 Fire Precautions
- 3.8 Smoking
- 3.9 Manual Handling of Items and Loads
- 3.10 Moving and Handling Assistance for Pupils with Special Needs
- 3.11 Display Screen Equipment
- 3.12 Contractors Activities
- 3.13 School Security
- 3.14 Vehicles on the Premises
- 3.15 School Bus
- 3.16 Violence at Work
- 3.17 Educational Visits
- 3.18 Out of School Activities
- 3.19 Young persons working or on work experience in the school.
- 3.20 Medicines and Infection Control
- 3.21 First Aid Arrangements
- 3.22 Substances Hazardous to Health
- 3.23 Accident and Injury Reporting
- 3.24 Pregnancy and Work
- 3.25 Statutory Notices
- 3.26 Health and Safety Representatives and Consultation
- 3.27 Staff Induction Procedures
- 3.28 Working Alone
- 3.29 Working Time
- 3.30 Grievance and Disciplinary Procedure
- 3.31 Physical education, sport and play activities
- 3.32 Swimming Pool
- 3.33 Science, Technology and Art
- 3.34 Statutory Engineering Inspections
- 3.35 Safety in Particular Areas of School
- 3.36 Pupil Safety
- 3.37 Staff Safety
- 3.38 General Duties and Responsibilities
- 3.39 Lettings
- 3.40 Interactive Whiteboards and Projectors
- 3.41 Hot Works
- 3.42 Risk Assessment Policy
- 3.43 sharp knives
- 3.44 oxygen policy

3.1 General Hazards

A high standard of housekeeping is expected to reduce the risk of accidents. Furniture and equipment shall be kept tidy and not allowed to pile up so as to cause a toppling hazard. Unwanted items are to be cleared out and not allowed to accumulate in such ways as to congest the working areas. Pupils' bags are not to be left in walkways or areas where they create tripping hazards.

Specific attention is to be given to avoid slipping and tripping hazards such as trailing cables, damaged floor coverings, slippery floor surfaces. Staff are expected to rectify these situations where possible or report them to the Site Manager.

Proper access equipment is provided and should be used where necessary to reach items on shelves and racks above eye level. Staff are to inspect this equipment before use and report any defect to the Site Manager. Staff are not to use chairs, boxes or similar items to reach items stored in this way, and must not climb up the face of cupboards or storage racks. Heavy objects should be stored at a low level to reduce the risk of injury from falling.

Filing cabinet drawers shall not be overloaded and employees must not open more than one drawer at once as this presents a toppling hazard. Desk and cabinet drawers are to be closed immediately after use and not left open.

Damaged or defective furniture and equipment is to be reported to the Site Manager. Also any sharp edges which may cause injury and/or damage to clothing must also be reported.

Pupils are reminded on a regular basis about the risk of fingers being trapped in doors. 'Finger Shield' guards are fitted to doors in areas considered to be at higher risk, The Site Manager is responsible for checking routinely that the self closers operate properly, ensuring that adjustments are carried out if doors close too quickly.

All radiator spindles must be fitted with a handwheel or cap to prevent penetration injuries.

Heaters with hot surfaces are fitted with guards to prevent injuries and hot water temperatures in pupils' areas are set so as not to exceed 43 degrees C to prevent scalding.

Running or driving wheelchairs too fast is not permitted within the school premises and care is necessary when using doors, particularly those without viewing panels. Doors must not be opened without regard for someone coming from the opposite direction.

Specific attention should be given to wires trailing from computers and other electrical equipment, particularly in classrooms.

Special care should be taken when asking pupils to manoeuvre heavy objects. The member of staff should assess the risk in asking children to perform manual handling tasks.

3.2 Guardrails on Stairs and Landings and Enterprise house lift

St. Francis School is mainly of single floor construction, with a second floor in the residential area. Students are not normally allowed access to the second floor. Those students who are able to climb stairs must be supervised if it becomes necessary for them to go to the second floor. The guardrails on the stairs and landings have been checked to ensure they meet the requirements of the Health and Safety (Workplace) Regulations 1992 (at least 900 mm on stairs, measured vertically from the stair nose to the top of the rail and at least 1100 mm on landings, both sufficiently in-filled so that gaps do not exceed 100 mm and which prevent easy climbing). Staff using the lift in Enterprise House should familiarize themselves with the emergency evacuation procedure and emergency stop/manual winding system

3.3 Vulnerable Glazing

The vulnerable areas of glazing have been protected with anti-shatter film to prevent serious injuries in the event of breakage. This includes all wired glass in doors/sidepanels and below 800 mm from the floor. In addition, the glazing in windows facing the playground and all glazing below 2 metres in the hall have been safeguarded.

3.4 Electrical Equipment

Staff shall not attempt repairs nor make modifications to electrical equipment other than those normally associated with daily operations. Any defects or malfunctions must be reported.

The fixed electrical installations in the school are inspected and tested on a 5 yearly basis by electrical contractors and any maintenance to prevent danger is carried out.

Only electrical equipment provided by the school shall be used. Any equipment brought in to the school or residential area must be tested for electrical safety by the school P.A.T tester before use. Formal visual inspections/tests of portable electric equipment are carried out annually to identify any maintenance that is required to prevent danger. Low risk office equipment, such as computers where the mains cables are organised to prevent damage, are unlikely to require maintenance to prevent danger and are not included.

Staff are alerted to the dangers of defective wiring and equipment and are encouraged to visually inspect electrical equipment before use and to report any defects immediately.

It is essential that, where portable electrical equipment is used outdoors, a residual current device (RCD) is used to reduce the risk of serious electric shock. Staff must use RCD adapters if one is not fitted into the fixed wiring and to cease using any equipment which causes the RCD to trip.

The Administrator will ensure that all work equipment purchased meets the relevant

safety standard required and is suitable for the intended task. In addition, sufficient instruction, information and training will be provided to all operators of equipment.

The Head teacher will ensure that all work equipment is maintained to prevent danger. All such maintenance inspections must be formally recorded. This also includes the periodic inspection of Physical Education apparatus in the Gymnasium and playground.

Staff must ensure that all safety guarding and eye protection is present, serviceable and utilised when machinery is used.

Staff shall not attempt repairs or make modifications to machinery other than those normally associated with daily operations. Any defects or malfunctions must be immediately reported to the Headteacher.

Electrical equipment and systems are subject to the Electricity at Work Regulation 1989. The Chief Property Officer is responsible for arranging the routine testing of the sockets to ensure proper earth continuity and correct phase/neutral connections. This testing will be carried out every five years.

The Headteacher is responsible for maintaining an up to date inventory of all portable electrical equipment.

All items of portable electrical equipment must be visually inspected and tested by the School Technician on an annual basis in accordance with the Electricity at Work Regulations (see Education Health and Safety Manual or procedure).

All portable electrical equipment should be fitted with safety type plug heads BS 1363.

3.5 Working at Heights

Staff are reminded that falls from heights are the most common cause of fatal and serious accidents at work.

The need to reach things at heights should be eliminated wherever possible e.g. displaying pupils' work and storing things below head height, using window poles instead of climbing to open windows. Where this is not possible, proper access equipment must be used and the following rules followed:

Staff shall not use ladders or step ladders if they are working alone in or around the school, because if an incident occurs there is no one to call for assistance.

Before using a ladder or step ladder, make sure it is the right equipment for the work. Scaffold towers or specialist access equipment may be required to reach the position and enable the work to be carried out safely. In these cases the equipment must be erected in accordance with the manufacturers' instructions by a person who is competent, having received sufficient instruction and training.

Ladders and Step Ladders - General Rules

Check that equipment is in good condition, do not use ladders or step ladders with cracked, broken or splintered stiles/rungs/steps/hinges/cords/clips or other defects.

Check the ladder is clear of overhead electrical cables.

Set the ladder at the correct angle (1 out to every 4 up)

Never climb higher than the fourth rung from the top to ensure adequate hand hold.

If using the ladder for access onto a flat roof or platform etc. make sure it extends at least 1.1m above the stepping off point so as to provide an adequate handhold, especially for coming down.

Move ladders and step ladders so as to avoid the need to overreach.

Secure the ladder at the top wherever possible; this ensures the ladder cannot slip sideways or backwards and whilst doing this get someone to foot the base.

If this is impracticable, see that it is firmly secured at the base or footed by a responsible person.

Ladders less than 3m in length, where securing or footing is not practical, can be used unsecured or footed, providing they are set at the correct angle on a firm, level, non slippery surface.

Ladders over 3m in length must be secured as above or footed.

Make sure that extension ladders have enough overlap to prevent collapse.

Stand the ladder or step ladder on a firm level base and not on loose material.

Clean wet, icy or greasy rungs or steps before use; make sure footwear is in good condition and free from mud or grease on the soles before climbing.

Carry light tools and equipment in pockets or a holster/tool bag slung from a strap over the shoulder; use a hoist line to raise larger items when at the working position. Step ladders must be long enough to reach the work and provide a secure hand hold. Do not stand on the top step or platform on a step ladder unless it is constructed with a secure hand hold.

Always spread step ladders to their fullest extent for stability and check that retaining hinges/cords/clips are secure.

Whenever possible place step ladders at right angles to the work, i.e. with the front or back of steps facing the work. Pushing, pulling or reaching sideways whilst on step ladders should be avoided because it is less stable; where this is unavoidable another person should support the steps to prevent them tipping.

3.6 Fire Risk Assessment

A fire risk assessment has been carried out as required by the Management of Health and Safety at Work Regulations 1999. The significant findings of the fire risk assessment are referred to in the annual updates of the Fire Risk Assessment document.

3.7 Fire Precautions

Fire prevention is part of everyone's duties. In particular attention should be paid to checking the premises before leaving at night to ensure nothing has been left which could lead to a fire developing whilst the premises are unoccupied. All electrical equipment that need not be left on is switched off. Equipment needed to be left on should be kept clear of combustible material in case of a fault developing when unattended.

The Headteacher is responsible for ensuring that:

Termly fire evacuation practices are carried out and recorded in the Fire Log.

Fire Alarms and any emergency lighting systems are tested on a regular basis by the Site Manager and recorded in the Fire Log.

The Site Manager is responsible for ensuring that all fire extinguishers and fire blankets are in the correct place and that fire extinguishers are inspected and maintained annually. External exit doors should never be obstructed and be capable of being pushed open easily from the inside. Any fault in the opening mechanism should be reported to the Headteacher.

Staff using the first floor in Enterprise House should allow only 2 wheelchairs upstairs as the lift is not to be used in a fire emergency.

Anyone discovering an outbreak of fire, however small, should without delay, sound the nearest fire alarm. Every member of staff should familiarize themselves with the location of the fire alarms.

It will be the duty of the office staff to collect the class registers, staff disc board and visitors book, and take them to the fire assembly point. The Head teacher or person in charge will also call out all names from the class registers as well as visitors names from the visitor's book and check the disc board for staff.

All staff must make themselves familiar with the fire drill procedures which are displayed around school.

3.8 Smoking at Work

Smoking is not permitted in the school or in the school grounds. This is to prevent unwanted exposure to environmental tobacco smoke which is a health hazard and to minimize the risk of fire.

From July 1st 2007 the following legislation comes into force :-

B26 SMOKEFREE LEGISLATION

These laws are designed to protect staff and the public from the harmful effects of secondhand smoke.

Schools and all other County Council indoor workplaces have been smokefree for many years so very little will be necessary to comply with the new law.

Key Points

- From 1 July 2007 it will be against the law to smoke in virtually all enclosed and substantially enclosed public places and workplaces. The only exceptions will be for residential homes etc. where people live.
- Public transport and work vehicles (e.g. minibuses) used by more than one person will also need to be smokefree. Any car sharing carried out for work purposes must be smokefree.
- No-smoking signs will have to be displayed in all smokefree premises and work vehicles.
- Staff smoking rooms and indoor smoking areas will no longer be allowed, so anyone who wants to smoke will have to go outside. This will be outside the school grounds where schools make it their policy to ban smoking everywhere on the site.
- Managers of smokefree premises and vehicles will have legal responsibilities to prevent people from smoking in enclosed workplaces, shared work vehicles and public buildings.

No-Smoking Signage

All smokefree premises and shared work vehicles will need to display no-smoking signs that meet the requirements of the law.

Smokefree premises signs as shown below must be displayed at all public entrances to schools, e.g. at the Reception doors. These must be at least A5 in area (210mm x 148mm).



The smaller 'symbol only' sign, as shown below (with the circle at least 70mm dia) can be used instead of the above at entrances to smokefree premises that are only used by staff providing at least one of the above signs is displayed elsewhere. This symbol is also used for work vehicles used by more than one person.



Signs can be ordered free of charge from the Smokefree England website at www.smokefreeengland.co.uk/

Smoking Breaks

Although not a requirement of the legislation the County Council within its Corporate Smokefree policy has taken the view that staff:

- are not entitled to take specific “smoke-breaks” and any previous arrangements or custom and practice regarding smoking at work does not form part of the contract of employment and must be discontinued;
- can only smoke during work hours in breaks which are taken by all employees, i.e. smokers are only entitled to the same number and duration of breaks as non-smokers.
- This approach may be something schools could consider through their governing bodies.

Influencing Pupils/Students

To help communicate the smokefree and healthy messages, staff should not smoke anywhere at work within view of pupils/students.

Support for Staff Who Smoke

Schools should encourage staff who want to stop smoking. Help can be obtained from the NHS Smoking Helpline

The County Council has agreed to give non-school staff who smoke up to 6 hours paid leave to attend one-to-one or support group cessation sessions, by arrangement with their line manager. If further sessions are needed employees will be encouraged to arrange these in their own time. This may be something schools could consider through their governing bodies.

3.9 Manual Handling of Items and Loads

All moving and handling situations must be assessed for risk (lifting/lowering loads, pushing, pulling, carrying, moving pupils etc.). Wherever possible, manual handling operations will be eliminated. If this is not possible, then suitable arrangements will be made to reduce the risk of injury as a result of a manual handling operation e.g. two adults or hoist.

The Headteacher will arrange for the appropriate training of personnel involved in manual handling operations. (A course on Manual Handling will be given periodically during training days.) Two moving and handling co-ordinators have been appointed in school to provide advice.

Manual handling operations are required to some extent in most of the school's activities and it is not reasonably practicable to avoid them. Most of these within the classroom do not generally involve significant risks and are within the capabilities of all staff. The measures detailed below are considered adequate to reduce the risks of injury to the lowest level reasonably practicable.

Staff shall not attempt to lift or move anything they consider to be too heavy or awkward for them. If help is not at hand the matter should be reported to the Head Teacher.

When lifting boxes, parcels etc. the back must be kept straight and lifting carried out using the leg muscles. Never bend from the waist and lift with the legs straight as this puts strain on the back muscles and spine and may lead to injury.

Special care is to be exercised where pupils are involved with the moving of objects e.g. moving trampolines or pianos. Staff are required to assess these operations and only allow pupils to be involved where they will not struggle and to ensure that adequate precautions are taken to prevent injury.

The manual handling of any objects which present a significant risk of injury and which cannot be avoided, is only to take place following a risk assessment to determine the control measures to reduce the risks to an acceptable level.

The following operations have been assessed and, along with the manual handling training that has been provided, are considered to be adequate to reduce the risks to the lowest extent reasonably practicable.

Chair and Table Moving

Measures to reduce the risk of injury:-

- using correct lifting techniques;
- carrying no more than 3 chairs at a time;
- using special trolley for moving stacks of chairs;
- carrying no more than 1 table at a time (single tables);
- obtaining assistance where the time scale involved could lead to over-exertion.

Miscellaneous Packages and Items

Measures to reduce the risk of injury:-

using correct lifting techniques;
using the trolleys and barrows provided;
obtaining assistance where the weight/size of load is beyond individual capacity.

Furniture, Lockers, Display Boards etc.

Measures to reduce the risk of injury:-

using the correct lifting techniques;
using the trolleys and barrows provided;
obtaining assistance in proportion to the weight/size and distances involved;
wearing protective equipment such as gloves and safety footwear.

When moving chairs, a chair trolley will be used if available or practicable. (Chair trolleys to be loaded with no more than 8 chairs). When moving dining tables, only one table will be moved each time and a minimum of two persons will be involved in moving each table.

The Site Manager will arrange the movement of large items.

3.10 Moving and Handling Assistance for Pupils with Special Needs

An assessment of the moving and handling needs of pupils with special needs will be carried out by the moving and handling co-ordinators, ideally before the pupil starts at the school. Where necessary, advice and guidance will be obtained from parents, the Health Authority and Health and Safety Advisors.

The assessment will identify the moving and handling plan appropriate for each pupil. The hierarchy of measures in these plans shall be as follows:

Hazardous moving and handling operations shall be avoided, so far as is reasonably practicable, by the use of hoists/slings, and other specialized equipment, where appropriate, encouraging pupils to move themselves or by re-organizing activities.

Where the above is not reasonably practicable, measures shall be implemented to reduce the risk of injury to the lowest level reasonably practicable; training for staff in using the correct techniques, team lifts, the use of wheelchair ramps, transfer boards, handling belts, sliding sheets, turntables etc.

The full 'Inter-agency' moving and handling plans will be recorded along with the schools plans and saved in a locked cabinet in the coordinators office. located upstairs
In room 90

The assessments shall be reviewed each year or when significant changes occur.

St Francis School work within the guidelines recommended by the Lincolnshire County Council Moving and Handling Policy October 2009. A copy of this policy is held by the

moving and handling coordinator.

3.11 Display Screen Equipment (DSE)

Computer equipment is used extensively by staff in the school office and within the classroom. These members of staff have been designated as 'users' under The Health and Safety (Display Screen Equipment) Regulations 1992.

'Users' are provided with information and training about the risks to their health and how to minimise them.

Workstations used by the above 'users' have been assessed to ensure they satisfy minimum requirements and the risks are reduced to the lowest level reasonably practicable.

Frequent changes of activity occur, therefore no special breaks need to be planned into work routines to prevent the onset of fatigue.

'Users' are entitled to eye tests and any special spectacles required for display screen work. Initially 'users' are to request these through the Head Teacher who will provide referral letters to take to an optician of their choice.

Work related upper limb disorders such as pain to the muscles, ligaments and nerves of the hand and arm can be brought about by repetitive movements associated with intensive keyboard or mouse operations. Properly arranged work stations and organisational systems will minimise the risks of these disorders. Staff should be aware of this type of injury and report any pain, discomfort, swelling or weakness experienced during or shortly after keyboard/mouse work.

Interactive whiteboards

For Information and procedures for use with Interactive Whiteboards, see Appendix (i)

3.12 Contractors' Activities

Construction and maintenance work involves major hazards, and particular care is necessary when these activities take place on the school site. Contractors have a duty to carry out their work in accordance with relevant statutory provisions. The school has a duty to ensure the health and safety of pupils, employees and visitors on the site and must exercise sufficient control to make sure that contractors discharge their duties. Only contractors who are on the County Council's approved list, or can show in some other way that they are competent to carry out their work in accordance with the relevant statutory provisions, will be selected for work on the premises. Before work commences, the Head Teacher or delegated members of staff must ensure that arrangements to control the risks are implemented by the contractors to protect pupils, staff and visitors. The Head Teacher or delegated member of staff shall then monitor the contractor's activities to ensure the arrangements are adequate. Any situation where the control measures are insufficient must be raised immediately with the contractors.

The Construction (Design and Management) Regulations 1994 (CDM Regulations) will

apply to larger projects. i.e. all demolition work irrespective of size, and construction work which involves more than four persons or takes longer than 30 days. In these cases the Head Teacher or delegated member of staff is responsible for seeking specialist advice regarding what must be done to comply with these Regulations.

During normal school hours, contractors must report to the school office and to the Site Manager on arrival and departure from the school, collecting and returning their visitors pass as they do so. (Even if they are not actually working in the school building). This is to ensure that the Headteacher can make any necessary arrangements to ensure the safety of staff and pupils. (See Education Health and Safety Manual, also Personnel Services Handbook ref. PO62 (Health and Safety Rules for Contractors Working on County Council Premises). Out of normal school hours, when the school office is closed, contractors should see the Site Manager. When contractors are working at the school the Headteacher and Site Manager/Assistant Head will liaise with the contractor and his/her supervising officer to make them aware of the school rules, any particular hazards which may be present and any temporary rules which apply during the contractors presence.

The Headteacher will ensure that all temporary rules such as exclusion from the premises or parts thereof are made known to all staff, pupils and visitors to the premises whilst contractors are working in the school. If a member of staff notes a dangerous situation developing as work progresses, they should ask the workmen to stop working and consult the Headteacher.

The Headteacher and the Assistant Head are responsible for checking with the workmen that the conditions under which they are working are satisfactory from a health and safety perspective. They should be informed of the Fire Drill procedure.

3.13 School Security

The school site is enclosed by a steel fence with the vehicular and main pedestrian access via electrically controlled steel gates. A further three pedestrian gates are provided to allow access to Yarborough School site and Enterprise House. These gates are kept closed and locked when not in use.

Public access to the school is only via the Reception entrance which is monitored at all times to prevent unauthorized access. All other doors are locked to prevent unauthorized access but these can be readily opened from the inside in case of emergency.

During residential hours, the gates can be controlled by residential staff. A Security camera allows staff to view visitors and an intercom allows two way communication. The 'Residential Statement of Purpose' document contains details of procedures to follow if staff are not satisfied with the credentials of a person requesting access to the site during residential hours.

The gates can be opened from outside the premises by the use of an electronic access card. Cards are issued to a strictly limited number of key personnel. All card holders are required to sign for the card and are instructed not to give the card to other staff members. Staff who lose cards must report this to the Head teacher who will arrange for the card access code to be deleted so they cannot be used. All new cards and lists of

card holders are to be locked in a secure safe.

The gates can also be manually opened from the inside if power failure occurs by trained members of staff by keys secured in reception

As an added security measure, the exit from reception area is controlled by either reception staff or by use of a coded door lock.

The car park is fenced from the areas occupied by pupils and the pedestrian gates are closed during school time.

When pupils are outside at play times or during sports they are supervised closely to ensure they do not go through the gates onto the road.

All visitors are required to report to the Reception Office or to the Site Manager on arrival.

The names of all visitors and their time of arrival and departure should be recorded and a badge issued for identification whilst on the school site.

Unknown persons on the school site not wearing a visitor's badge are to be asked what they are doing and if they require assistance. In some cases it may not be appropriate for a lone member of staff to make this approach; in these cases the Head Teacher is to be informed and, if necessary, the police called for assistance.

(See also the publication `Security in Schools by Lincolnshire County Council in section `J` of the Health and Safety File)

3.14 Vehicles on the Premises

Vehicles manoeuvring around the premises, particularly reversing in restricted areas, are a major risk and can cause serious, even fatal injuries. Special care is necessary to ensure that pupils are kept away from the vehicles on the school premises. In particular:

Pupils shall not be allowed on the playing field whilst grass mowing takes place;

Pedestrians must use the separate entrance provided;

Delivery and contractors' vehicles must be prevented from entering the premises at school starting and leaving times;

Bus and Taxi discharge and pick up arrangements.

To ensure safety during arrival and departure times:

An appointed person is responsible for controlling the movement of busses and taxis during the morning arrival and afternoon departures times. Drivers must obey the instructions of the appointed person, to ensure that safe procedures are followed.

The appointed person will ensure that :

Sufficient space is provided between vehicles to allow safe embarkation and disembarkation.

Space is provided for pedestrians to move safely to and from the school entrances.

Drivers of busses and taxis are directed to their designated parking areas.

Passengers from the taxi area are escorted safely to the pedestrian access area.

Particular care must be taken during the afternoon departure, as all the busses and taxis are present at the same time.

Vehicle access times are communicated to the relevant transport companies and must be adhered to.

3.15 School Bus

The driver is legally responsible for the safe working of the bus. However, the driver may take it that the bus has been serviced and the major mechanical safety features have been checked. However, they should attend to tyre inflation and empty windscreen washer liquid. (Tyre pressures are written in marker pen on the instrument panel next to the steering wheel). If the driver has any doubts about the road worthiness of the vehicle, they should take up the matter with the person designated as having overall responsibility for the bus - the bus driver or assistant head.

Class assistants should always sit with the children in the rear of the bus unless they are driving.

All passengers should wear a seat belt and children should be instructed not to unfasten this until told to do so.

Wheelchairs should be firmly attached to the floor with the special fastenings provided and a harness.

There is no smoking on any vehicle at anytime.

3.16 Violence at Work

The school seeks to minimise staff vulnerability to violent disturbing behaviour, including threats, intimidation and verbal abuse as well as physical assault. This kind of behaviour will not be tolerated from pupils or parents and further action such as exclusion/banning/prosecution will be considered. The following steps should be followed:

Staff who have any qualms about parental interviews should arrange for a colleague to be present;

Staff should not become confrontational even if provoked; offer to arrange another meeting with senior colleagues and close the interview;

Do not hold meetings with parents in isolated classrooms and have clear objectives and

a set time scale;

Do not make home visits alone;

If verbally or physically abused, leave or call for assistance immediately;

Staff should report any concerns and all incidents of verbal abuse, threats or actual assaults to the Head Teacher. This will enable incidents to be monitored, investigated, and appropriate action taken.

Staff who suffer violence at work will be sympathetically treated and a variety of support systems are available.

Further advice on violence at work is given in the leaflet PO/EL/18.

Certain pupils are a potential danger to both staff and other pupils. Staff should attempt to ensure that they do not place themselves in a disadvantageous position by their physical proximity to the child. They should also be conscious of the need to obtain the maximum physical advantage with the minimum of physical effort when having to restrain a child and do this with the minimum risk to the physical well-being of the child. If a dangerous situation is developing, call immediately for the help of other staff e.g. by sending a responsible pupil, and remove all other pupils from the immediate area of conflict.

Voluntary helpers should report to a teacher or the Headteacher and should not be left alone in charge of children without a full-time member of staff being present. The school is responsible for the health and safety conditions of students on work experience and the Head teacher signs a declaration accepting this responsibility. Consequently, no student on Work Experience should be placed in a situation (e.g. handling dangerous equipment or pupils) which could result in a claim for negligence being made against the Head teacher or County Council. All volunteers must be cleared with the Criminal Records Bureau.

3.17 Educational Visits

Staff should note that pupils face far higher risks on school visits than they do in the school. The hazards of all visits must be identified and appropriate risk control measures built into the arrangements. A summary of these must be recorded for all visits undertaken. A separate Visits Policy has been produced and the DfEE document 'Health and Safety of Pupils on Educational Visits' is used as a guide for the risk control arrangements.

Farm visits pose a risk of infection and the precautions are detailed in the Department of Health poster 'Guidance on infection control in schools and nurseries' and the DfEE memo on this subject must be followed. This poster is displayed in the Staffroom.

3.18 Out of School Activities

It is desirable to decide before the visit who is the 'leader of the party' (or 'leaders' of

individual groups), if a whole school outing takes place, where groups do not meet for a significant time interval. This is necessary since 'the leader of the party is responsible for the care and control of the group, for the activities to be followed and for the deployment and functions of other adults' (Lincolnshire County Council guidance). Thus this person would be accountable for the safety of the party.

A teacher planning a school excursion should satisfy themselves that supervision will be adequate and the 'Outings' form should be fully completed. If there is doubt about this then the teacher should discuss this matter with the Headteacher. During an outing, the leader of the party should ensure that staff do not take rest periods if this would result in inadequate supervision of the pupils.

It should be established before the visit that the children have a satisfactory level of physical ability and maturity to participate in the activity without danger to themselves or others.

Before departing from school, the leader of each party should record the outing in the 'School Outings Book' in reception.

The following guidance and legislation should be taken into consideration when planning an outing or visit:

First Aid Requirements and Medical Requirements.

Risk Assessments for the Activities and accommodation.

Supervision/qualification required.

Safe Practice in Physical Education (BAALPE publication).

County Council publication 'Educational Visits and School Journeys'.

Insurance cover.

For visits to outdoor activity centres, group leaders should read the DFE Publication 'Safety in Outdoor Activity Centres - Draft Guidance, May 1994' in section 'J' of the Health and Safety file and complete the appropriate forms and insurance at least one month prior to the trip.

3.19 Young persons working or on work experience in the school.

If young persons come to the school to work, or are on work experience, special Regulations apply. A 'young person' is someone who has not attained the age of 18 and a 'child' is someone not over compulsory school age. Where such young people are involved, specific risk assessments need to be undertaken to identify any measures that are required to reduce the risks because of their immaturity, inexperience and lack of awareness. Where a 'child' is involved, the findings of the risk assessments and the protective/preventive measures to be taken must be communicated to the person having parental responsibility for the child.

All young persons will work directly under the supervision of an experienced member of staff who is responsible for ensuring the appropriate measures are taken to protect their health and safety. The activities that young persons are likely to be involved in are low risk. To ensure that persons having parental responsibility for a 'child' are aware of this, they shall be informed as described above; a copy of this policy shall be forwarded to them with the confirmation letter.

3.20 Medicines and Infection Control

The storage and provision arrangements for pupils' medicines are set out in a separate statement in the School Medicines Policy.

Pupils who are unwell with an infectious disease should not be at school and should be kept away until they are better or no longer pose a risk of infection to others. The recommended periods of exclusion should be in accordance with the guidance set out in the Department of Health poster 'Guidance on infection control in schools and nurseries'. This poster is displayed in the Staff room.

Disposal of waste products

Needles and medications etc are put into a Sharps bin and sent to a Health authority 'pick up' point in a yellow bag with a special tag indicating where it came from.

Soiled nappies are placed in bags which are situated in flip-top bins. The bags are collected from school by Cannon Hygiene.

Protection is worn (gloves and aprons) for tasks involving blood and body fluids as appropriate. Hands to be washed carefully in soapy water.

The solution used for disinfecting on the residential wing is Titan Chlor-Tabs (DiverseyLever). There are labels on the bottle containers to give directions on solutions. Changing beds and toilets are wiped after use with Premiere Products 'Screen' ('Screen' is stored away safely) (MP9 is used in the school areas).

Staff may choose to see their General Practitioner for Hepatitis B immunisation as a precaution.

3.21 First Aid Arrangements

A qualified nurse is on duty 24 hours a day, Monday to Friday. In the event of accident, injury or sickness the nurse should always be consulted first.

Having staff trained in emergency first aid is considered to be appropriate for the risks and numbers of persons present. It is the policy of the school to train as many teachers and midday meal supervisors as possible in emergency first aid so that there is always cover for the most likely times that injuries occur and for absences/school trips etc. This training is repeated every 3 years to maintain competence. First aid boxes stocked with the recommended contents are located at appropriate points and an appointed person is responsible for checking the contents on a monthly basis and replacing any items used. All staff should familiarise themselves with the location of these so that, in the event of

an injury or acute illness, these can be located quickly. In these cases an ambulance can be summoned from the telephone in the office.

Staff should administer first aid treatment in accordance with their training and always err on the side of caution by referring pupils for further medical attention as set out below or when in doubt.

Head Injuries

Head injuries can easily be underrated. Any significant knock to the head which shows signs of swelling, grazing, crushing, or which changes the behaviour of the pupil, should be referred immediately for further medical attention. Slight knocks to pupils who have had previous head injuries could be serious and these also should be referred immediately for further medical attention. Parents are to be contacted immediately where further medical attention is necessary and informed via the standard letter of any non significant head bumps which show no signs or only slight reddening.

Other Injuries

Broken bones may sometimes not be obvious in children. Any injury which results in continued pain or changed mobility should be referred immediately for further medical attention.

Infection Control

Aids and hepatitis B viruses are a risk to staff involved in the provision of first aid. The universal precautions for cleaning up body fluid spillages detailed in the Department of Health poster 'Guidance on infection control in schools and nurseries' should be followed to prevent the spread of infection. This poster is displayed in the Staffroom.

3.22 Substances Hazardous to Health

The Head teacher will ensure that all work involving hazardous substances has been assessed. This assessment must be formally recorded where there is significant risk to health. The Head teacher will ensure that the relevant safe systems of work, appropriate control measures and monitoring systems are in place and working.

The Head teacher must ensure that sufficient information, instruction and training is provided to all persons handling hazardous substances in line with COSHH recommendations.

Where possible all substances used in the school should be non hazardous e.g. not labeled 'Toxic', 'Harmful', 'Corrosive' or 'Irritant'.

All substances must be properly labeled, stored, used and - when necessary - disposed of in accordance with the manufacturers' instructions. Staff should be aware of the requirement to assess the risks to health of any hazardous substances brought into the school to ensure the appropriate risk control measures are devised, implemented and where appropriate, recorded.

Some hazardous substances are unavoidable: the COSHH assessment for cleaning

substances and legionella bacteria are given below. The control measures for the hazardous substances used in Science, Technology, Art (and Catering where applicable) are as recommended in the relevant section.

School Cleaning Substances

Liquid cleaners, disinfectants and bleach carrying the 'Irritant' and 'Harmful' warning labels are used for general purpose cleaning in the school.

These substances are necessary; substitutes without these hazards are considered not to be effective. It is however school policy to restrict the use of bleach based products to those tasks for which its use is deemed to be essential.

The following measures are used to control the risks to health from the use of these substances:

The substances are kept secure at all times when not in use to prevent access by pupils and unauthorised persons.

The substances are only to be used as directed by the manufacturers on the containers. Substances shall not be mixed together. This is particularly important with bleach, where toxic fumes can be generated if this is mixed with other substances.

Skin contact with the substances straight from the containers or prolonged/repeated contact with diluted solutions can cause health problems e.g. redness of skin, excema or dermatitis. Contact with the skin is to be avoided by the wearing of protective gloves. These are to be inspected before use and replaced if damaged. At least one spare pair of gloves is kept in stock at all times.

Accidental splashing on the skin or in the eyes needs to be washed immediately with plenty of water and further medical assistance sought if any problems persist.

Any skin problems associated with the use of these substances shall be reported to the Head Teacher and, where appropriate, to a medical practitioner.

Where substances are transferred into smaller containers for use, they are marked with their contents, dilution ratios and appropriate hazard sign.

Where cleaning liquids are decanted into spray bottles, labels must be used that clearly show the substance being used and any hazard warning. Where the manufacturer specifically states that 'aerosols or sprays must not be used', then other methods of application must be employed.

The Domestic Staff are responsible for using all cleaning chemicals in accordance with the manufacturers' instructions. It is necessary to ensure that information, instruction and training, including safe working methods and COSHH assessments for hazardous substances are provided for all cleaning products used within the school. The Domestic Staff must use these chemicals in accordance with this information, instruction and training. Full product information, safe working methods and COSHH assessments have been provided for all Premier Products used within the school. These safe working methods and COSHH assessments are concluded to be a suitable assessment to the

risk to health if used in accordance with the instruction and training provided. If alternatives to Premier Products are used then the Health and Safety Coordinator must make an adequate COSHH assessment on all hazardous products before they are used. If not, the product must be disposed of.

The Domestic Staff are responsible for storing cleaning materials in a safe manner and ensuring that they are locked away out of children's reach. The storage cupboards will be locked at all times during school hours. Cleaning materials will NOT be left in classroom or toilet areas.

The above measures are considered necessary to comply with the COSHH Regulations and it is concluded that these will adequately control the risks to health presented by the use of these substances.

Legionella Bacteria

There is a small risk of legionella bacteria developing in the domestic water system. If droplets are inhaled, as when taking a shower, this could lead to legionnaire's disease which can be serious for vulnerable persons. A company specialising in water hygiene has been commissioned to assess the risks and the recommended remedial work has been carried out to prevent contamination and stagnant water gathering in dead legs of pipework etc. Once a year during the summer holidays a specialist company is contracted to clean and chlorinate the water storage tanks, pipework and shower heads etc. In addition, the Site Manager is responsible for ensuring that shower heads are cleaned and the hot and cold water services are thoroughly run through prior to the school re-opening after more than 10 days closure.

3.23 Accident and Injury Reporting

All injuries, including minor injuries to staff, pupils and visitors shall be recorded on forms PO3.

A supply of PO3 forms are kept in the Health and Safety Coordinator's office for this purpose.

The Head Teacher reviews the forms and is then responsible for carrying out the statutory reporting procedures for 'major' and 'over 3 day absence' injuries as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

All major injuries and dangerous occurrences must be reported to the Health and Safety Executive (contact details available on PO3 forms) and to the Governing Body by the Headteacher. In all cases the Head teacher is responsible for ensuring that remedial action is taken to avoid a repetition of the incident.

'Major' injuries to pupils and visitors are those which require them being taken directly to hospital. This only applies to injuries which arise in connection with work, either through a premises fault or through work organisation such as lack of care, not those which arise from play or sport activities or which arise from health condition.

'Major' injuries to staff are basically any break of the large bones or any injury which

requires hospitalisation for more than 24 hours.

All 'major' injuries must be notified to the HSE (contact details available on PO3 forms).

'Over 3 day absence' injuries to employees do not require telephone notification but the PO3 form must arrive at the HSE within 10 days of the injury.

Some incidents which do not result in injury must be reported by telephone and PO3 form to the HSE. These are known as 'Dangerous Occurrences' and are only those which are specified by the Regulations. These are mainly large incidents in the construction and manufacturing sectors but some, such as a fire or electrical short circuit which disrupts activities for more than 24 hours or the failure of a lift, will apply.

The LCC Health and Safety shall be contacted if in doubt about these reporting procedures.

If a child has an accident, this should be reported to the nearest person in charge (considering time/availability). However, reporting procedures should not be allowed to interfere with the giving of prompt medical attention by the school nurse. The line manager can then be informed in due course.

3.24 Pregnancy and Work

Staff who become pregnant shall inform the Head Teacher so that an assessment can be carried out to ensure that any risks created by their work are identified and eliminated or controlled. Advice on pregnancy and work is given in the County Council leaflet PO/EL/12 and in the Department of Health poster 'Guidance on infection control in schools and nurseries' which is displayed in the Staffroom.

3.25 Statutory Notices

The Head Teacher is responsible for ensuring that a 'Health and Safety Law' poster is displayed in the offices where staff can read it.

3.26 Health and Safety Representatives and Consultation

The role of trade union appointed health and safety representatives is recognised and encouraged. Where a trade union has appointed a health and safety representative they will be consulted during the preparation and review of the health and safety policy of the school to enable effective co-operation in the promotion and development of the health and safety arrangements. Facilities and time off from normal duties will be provided so that they can carry out the functions of a health and safety representative as detailed in the Safety Representatives and Safety Committee Regulations 1977.

Health and safety is a standing item on the agenda of all staff and full governors' meetings at the school.

The staff may elect one of their number to act as a Trade Union Safety Representative who must be a member of, and appointed by, a recognised trade union. Any member of staff has the right to take up an issue on health and safety with his/her safety representative. There is a form provided by the Education Department for the reporting of hazards. Safety representatives will be given copies of all health and safety information received by the Governing Body from outside agencies e.g. health and Safety Executive, County Council or produced by the School. Safety representatives shall be consulted by the Governing Body on all health and safety matters.

The Headteacher has a duty to respond to safety initiatives put forward by the Health and Safety Representative.

3.27 Staff Induction Procedures

The capabilities of all new members of staff with regard to their own health and safety and that of pupils in their care will be taken into account before employment starts.

All new members of staff must see a copy of the Health and Safety Policy. Their duties under that Policy must be discussed and understood. New members of staff should be made aware of any special responsibilities under the Health and Safety Policy. The Line manager is responsible for the induction of new members of staff.

Adequate information and training will be given to ensure that they are aware of the school's health and safety arrangements, particularly:-

evacuation procedures;

first aid and injury reporting arrangements;

Staff should refer to the Health and Safety policy on a regular basis to ensure that they are aware of any changes. All staff will be required to sign an annual, written statement, stating that they have read and understood the Health and Safety policy.

3.28 Working Alone

Some activities involve special risks and shall NOT be carried out whilst alone on the premises, because if an accident occurs, there will be no one to help or summon assistance. They will include those listed below. These require specific risk control measures which are not detailed here.

Working at heights. - Ladders and steps not to be used.

Moving and handling tasks where assistance is required to minimise the risk of injury.

Work in roof spaces.

Working in pool pump room.

Working in Boiler room.

Meetings with people who have a record of violent behaviour or meetings where conflict or disagreement is anticipated.

Working alone on the premises should be avoided where possible but where this is unavoidable the doors should be secured to prevent intruders. (Doors which provide emergency escape can be readily opened from the inside.) A telephone must be readily available. In addition everyone who works alone on the premises must make sure that someone knows where they are and what time they will be finished. These persons should be instructed to make contact if the person working alone is overdue and raise the alarm if there is no reply.

3.29 Working Time

The school recognises that when people work too many hours, their health can be affected and the risk of mistakes/accidents is increased. Compliance with the requirements of the Working Time Regulations 1998 is seen as the way to minimise these risks. Normal school arrangements usually ensure that staff receive the in-work/daily/weekly breaks and annual leave entitlements specified in the Regulations. Some members of staff, during term time, work many hours more than the normal school week, both at the school and at home. When averaged over the reference period of 17 weeks, which will take account of school closures, the limit of 48 hours per week set by the Regulations is unlikely to be exceeded. Any member of staff whose workload dictates that they are required to work excessive hours should raise this with the Head Teacher.

any other relevant emergency procedure.

Supply teachers must be fully aware of any local arrangements for emergency action e.g. fire evacuation, accident procedures and reporting, and any other safety arrangements which affects them while in school.

3.30 Grievance and Disciplinary Procedure

All matters concerning Health and Safety matters will be dealt with under the procedures laid down in the appropriate terms and conditions of employment.

3.31 Physical Education, Sport and Play Activities

Most injuries to pupils occur during these activities.

General rules for play times

A sufficient number of staff will be available to supervise play times and will be positioned where they can see all pupils.

Staff shall watch for and control over-enthusiastic behaviour. In particular, running and ball games shall only take place in the designated areas. Running and ball games are prohibited in the 'Quiet' areas.

The retrieval of balls from neighbouring gardens by climbing fences or entering without specific permission is prohibited.

Staff shall not carry hot drinks whilst on play time supervision duties.

Fixed outdoor play equipment shall be visually inspected on a daily basis by staff. A termly inspection will be made and a record kept. All play equipment is annually inspected by a specialist contractor. New roundabout/swings only to be used when supervised by TA/Teacher.

General rules for sport and physical education

It is the policy of the school to follow the guidance in the document 'Safe practice in Physical Education' published by the British Association of Advisers and Lecturers in Physical Education (BAALPE) and the guidance from the relevant national governing body for the activity concerned.

Only suitably qualified members of staff are to supervise physical education and particular attention should be paid to the following:

Physical activities should be quietly undertaken and there should be strict control, especially if competitive games are being played;

Ensure pupils are involved in activities appropriate to developing their existing abilities;

Staff shall position themselves where they can see all pupils;

Appropriate clothing should be worn at all times. Loose and floppy clothing should be tucked in shorts; no baggy tops should be allowed;

Long hair should be tied back;

Watches, large rings and ring type earrings must be removed;

Sports areas and pitches should be checked before activities start, to make sure there are no dangerous objects around the side of the hall or any of the outside areas being used;

Ensure all equipment is safely set up before using;

Check equipment for signs of wear/defect regularly;

Limit the number of pupils using any one piece of apparatus;

Set up apparatus with adequate spacing between each item;

If pupils are involved in moving equipment, make sure this is done using the correct techniques with enough pupils to ensure that they do not have to struggle;

Apparatus being used should be at least two metres from any wall;

Pupils must be supervised at all time in the hall;

Make sure that equipment is put away safely.

Rebound Therapy using a trampoline

Trampoline use at St Francis School

Safe Practice in Rebound Therapy (CSP Information Paper August 2006) forms the basis of the policy in respect of trampoline use in St Francis School. A copy of this document should be appended to the Health and Safety Policy Document.

The trampoline is at present used solely for the purpose of rebound therapy and the practices and procedures are designed specifically for this purpose. This policy therefore does not cover the use of trampolines for any other purpose and a separate policy should be written and implemented before such use is undertaken.

The session leader must be a person with evidence of competence in rebound therapy. In the absence of such a trained person the therapy session must not be carried out.

A copy of the above document should be held by the trained person. Risk assessments should be carried for individuals undergoing therapy, using the guidelines contained in the document.

General Safety Issues

It is the responsibility of the session leader to ensure that appropriate clothing is worn by all those involved in a rebound training session.

The session leader supervising the session should ensure that:

No jewellery, watches, chains or articles that could catch on the trampoline bed, or on the person are worn;

Long hair is tied back, nails are kept short;

Suitable loose clothes are worn, which will protect the skin, depending on the activity;

All accidents are reported to the appropriate authority using local policies and procedures;

The trampoline should be chained or locked away in a folded position when not in use.

The session leader must check that, when unfolded, the trampoline is safe for use.

Trampolines must be serviced annually by a recognised contractor to ensure that they are safe. A copy of the written service record should be retained for future reference.

The above paragraphs are highlighted for information purposes only and are not intended as a substitute for the Safe Practice guidelines, which should be read by all persons involved in the implementation of rebound therapy.

3.32 Swimming Pool

Pool Maintenance

One swimming session a week is reserved for pool cleaning, maintenance and checking equipment.

The pH level of the pool is to be maintained between 7.4 to 7.6.

The chlorine level is to be maintained between 1.5 and 4.00 parts per million according to testing.

Testing is to be done 3 times daily for pH and chlorine and on a regular basis by the site manager or trained personnel

Equipment should be checked weekly, including collars, floats, stools, plinths, benches, parallel bars and handrails, and any defects should be reported to the Administrator.

The hoist is to be checked daily by the staff first thing in the morning. The hoist is serviced Bi annually and checked six monthly by the insurance company.

Foil Blankets are to be kept in the changing areas in readiness for evacuation procedures.

A telephone is available for emergencies.

For more detailed information see Pool Health & Safety policy.

3.33 Science, Technology and Art

A separate health and safety policy has been produced for science which is based on the CLEAPPS School Science Service Model Health and Safety Policy in Science for Primary Schools (L224).

The advice and guidance in the following documents are practiced to control the risks:

CLEAPPS	L5p Safe use of Household and Other Chemicals
	L86p Electrical Safety - Primary
	L164a Heating in Primary Science
	L190p Studying Microorganisms in Primary Schools
	GLU Glues and Adhesives

The Association for Science Education (ASE) - 'Be Safe - Some aspects of safety in school science and technology for key stages 1 & 2'

The National Association of Advisors and Inspectors in Design and Technology

(NAAIDT) - 'Make it safe!'

DfEE - 'Safety in Practical Studies' and 'A Guide to Safe Practice in Art and Design'

In particular teachers shall ensure that:

Sharp knives and sharp ended scissors are stored securely and only used by older pupils under close supervision.

Round ended scissors to be used where possible.

Only non-hazardous paints and glues are used.

Pupils shall be shown how to use the simple hand tools available to them in the classroom safely and it must not be assumed that they have been taught this previously because they have used the tools before.

Eye protection is used by pupils where materials or tools are likely to produce chips or splinters which fly off.

Hot wire polystyrene cutters are only to be used in well ventilated rooms.

Pupils do not use spray glue.

Only low temperature glue guns are to be used by pupils

In cookery lessons the quantities of hot liquids are to be kept to a minimum and pans positioned so as not to be knocked over.

3.34 Statutory Engineering Inspections

Thorough examinations are carried out by engineers from an Insurance Company every 6 months for the track hoists used for moving pupils with special needs. The reports from these examinations are reviewed by the Head Teacher who will initiate any necessary action to prevent danger. The reports are then kept available for inspection for at least 2 years.

3.35 Safety in particular areas of school

- (i) Staff Room
- (ii) Laundry Room
- (iii) Toilet areas
- (iv) Gymnasium
- (v) Art Room
- (vi) Kitchen areas
- (vii) Outside Play areas
- (viii) Gardening and Garden areas
- (ix) Swimming Pool Pump Room
- (x) Enterprise House
- (xi) Workshop and Garage's

(i) Staff Room

Children should not be allowed in the staff room without permission and this should only be given to particularly responsible children.

(ii) Laundry Room

No child must be allowed in the laundry room unaccompanied by a member of staff. All soiled laundry items should be immediately placed in the appropriate container, and particular emphasis placed on hygiene at all times. All equipment should be regularly checked and disinfected especially when there is evidence of infection.

When not in use the laundry must be kept locked. At all other times any chemicals and sharp instruments should be kept locked in the cupboard provided.

(iii) Toilet areas

Children should be encouraged to flush the toilet after use, wash their hands and close toilet doors. Girls should be carefully instructed in the use and disposal of sanitary pads in the disposal bins.

(iv) Gymnasium

All apparatus should be safely connected and thick mats placed in locations where children might fall off the apparatus.

Care must be taken to ensure that only competent children carry apparatus and under supervision, and that they do not injure themselves on it e.g. have one child at each end of bench.

Children should not be allowed in the P.E. store unsupervised.

P.E. equipment must be constantly monitored for risks due to wear.

Children should be taught how to handle P.E. equipment safely.

Children with Down's Syndrome should not perform forward rolls due to possibility of the medical condition of 'Atlanto Axial Instability'.

Children should always be under supervision when on climbing apparatus. Individual cases may require an adult to shadow them in their movements up the climbing apparatus.

(v) Art Room

Tools and equipment must be carefully inspected and checked after use. Children must not be allowed to use potentially dangerous equipment without careful instruction or close supervision, including physical and gestural prompting. A teacher should not walk away from this area whilst leaving the children holding tools. Tools should be placed in the lockable cupboards when not in use.

(vi) Kitchen areas

The main power supply to the electric cooker should be turned off at the wall when not in use. The electric iron should be replaced in the stand attached to the wall after use when still hot, and the cable wound around the iron stand. Children must not be allowed to use any dangerous equipment unsupervised.

Only competent children should be allowed to carry hot food or liquids, crockery or glass into the dining area from the kitchens. Children are not allowed into the school kitchen.

During lunchtime, liquid or soft food should not be allowed to accumulate where it would be likely to cause someone to slip. The dining area should be cleaned after lunch.

Normal domestic health and safety precautions should be taught in this area e.g. possible hotness of hob even when switched off, care with toaster if bread stuck, not touching electrical items with wet hands, wiping up pools of water to avoid slipping, making sure electric kettle does not boil dry, care in chopping with sharp knives, adjustment of shower temperature before entering.

(vii) Outside play areas

Throwing sticks, stones etc. which appear from time to time should be discouraged.

No playing is allowed on the car park.

Children must be closely supervised when playing on the adventure playgrounds. No wheelchairs are allowed on the adventure playground.

Children should be discouraged from running out of sight.

The playground should not be used if it is unsafe e.g. icy.

Children should not be out on the playground when the grass is being cut by the grounds staff.

All outside play equipment should be regularly inspected and not used if faulty.

All outside play areas should be cleaned of debris weekly by the Grounds Maintenance Staff.

(viii) Gardening and Garden areas

Children should be instructed in the correct use of tools and should not be allowed to carry excessive weights (e.g. in a wheelbarrow) which may lead to back trouble. Children should not be allowed to come in contact with potentially harmful fertilisers or insecticides. Gardening equipment should be safely stored away.

The 'poly tunnel'.

The tunnel should be kept clear of obstructions so that users can reach the entrances safely. Care must be taken to ensure that adequate ventilation is provided to prevent the

temperature from reaching unsafe levels during hot weather.

(ix) Swimming Pool Pump Room

All staff entering the pump room should be in two-way radio communication with the School reception area, to avoid the risk of being undetected in the event of an accident/incident.

Only those chemicals in 'use' should be stored in the Pump Room.

All chemicals should be clearly labeled to avoid the risk of inadvertent mixing.

Staff responsible for handling the chemicals should have received training or be supervised by a competent person.

Any spillage in the bottom of the chlorine overflow bowl should be washed out with warm water and the bowl monitored and rinsed on a regular basis.

Checks should be made for signs of corrosion and leaks from the chemical injection points.

To improve ventilation in the room, it is recommended that the door should be kept open while staff are working inside. The door should be securely locked at all other times

(x) Enterprise House

Although annexed to the main school site, Enterprise House is subject to the safety policies contained in this document.

Access

The site is accessed through a locked gate adjacent to the school playground. The gates opposite middle school should be kept locked to prevent pupils entering the premises during break times.

Security

All Staff attending the site should ensure that they notify main reception staff. All internal doors should be locked when rooms are not in use. Keys should be left with kitchen staff.

Hair Salon

No more than 2 wheelchairs to be allowed upstairs (see fire assessment)

Kitchen

Students should be supervised at all times.

Hairdressing Salon

The Salon store room is to be kept locked at all times.

If power chairs are used in the salon area, extra care must be taken when operating near the large window. To enable wheelchair users to be evacuated in case of a fire, there must be no more than two wheelchairs in use at any time on the first floor.

Lift

Lift safe operating procedures are to be followed at all times.

Stairs

It is essential that the stair guard is used when wheel chair users are in the building.

(xi) Workshop and Garages

The doors to the workshops and garages must be kept locked when not in use. Supervision must be provided when students are on work experience. Access to maintenance workshop is strictly for key-holders only.

3.36 Pupil Safety

Children should be supervised by a responsible member of staff at all times. Since we are aiming to steer our children towards independence, this supervision may need to be unobtrusive and tactful. However, no child or group of children should be left unattended.

Children should be encouraged to move around the school in a quiet and orderly manner with due consideration for others.

All potentially dangerous items of classroom equipment e.g. scissors, electrical equipment etc. should be stored away and checked immediately after use.

It is not permitted for any child to enter a store cupboard where dangerous equipment is stored, without the express permission of the teacher in charge, and then only under close supervision. Store cupboard doors should normally be kept closed.

All dangerous liquids e.g. disinfectant, bleach etc. should be stored away in locked cupboards out of the reach of children.

Children should be warned of the dangers of playing with electrical sockets, plugs, light switches and any other potentially dangerous item in regular use.

In the interests of hygiene, toilet and changing room doors should be kept closed unless this interferes with the adequate supervision of children.

In classrooms, loose carpets should have their edges covered by furniture or be taped down.

Glass or other dangerous material should not be left in class waste paper bins. It should be cellotaped in several layers of newspaper and placed immediately in the dustbins at the rear of the school. Whenever possible, an alternative to glass should be used where

pupils are expected to handle an item e.g. transparent plastic beakers instead of jam jars.

Any spillage of liquids should be mopped up immediately and the floor dried to avoid slipping accidents.

Children should be closely supervised when they are handling any potentially dangerous item of equipment e.g. scissors, saw, needle.

Provided this is practicable, it should be the Teaching Assistant who leaves the classroom to attend to individual children in toileting areas, rather than the class teacher. This also applies outside school on visits. The class teacher should maintain oversight of as many of the class group as is reasonably possible in any situation.

Any potentially dangerous toys from home should be removed from the child on arrival and handed to the bus/taxi escort at the end of the day. This also applies to potentially dangerous items being sent home from school.

Medication or medical appliances arriving at school, should be handed to the teaching assistants by bus escorts and then passed on to the school nurse. Any medication or medical appliances should be put in the pupils bags to take home.

If any pupil has a major epileptic convulsion, they should have their neck clothing loosened and, if possible, they should be placed in a `recovery` position or such a position that they will not hurt themselves whilst convulsions continue. If possible any food etc. should be removed from their mouths to prevent choking. The School Nurse should be informed. This and any further convulsions should be recorded with the date, time and duration.

There is 24 hour nursing care in school for all medical matters. In addition a recognised first aider has responsibility for checking and refilling the first aid boxes in school.

Special care must be taken when mobile equipment is being used in the classroom e.g. Black and Decker Workmate, Primary Toolbox for woodwork, Mobile cooker etc. Children must be carefully supervised during these activities to prevent injury by sharp or hot items and no child allowed near these items during waiting periods e.g. when cake in oven.

Animals should only be brought into school with the permission of the Headteacher. Teachers should establish, to the best of their knowledge, that the animal does not carry any infection which may be transmitted to pupils. Children should be supervised when handling animals and encouraged to wash hands afterwards.

The school white gates should be kept closed in between the times of arrival and departure of children and locked over night. A one-way system operates for vehicles using the drive and signs are provided indicating this.

3.37 Staff Safety

Suitable footwear must be worn on school premises. 'Open toe' footwear raises the risk of foot injury, especially when wheelchairs are in use, and therefore should not be worn.

Backless footwear should also be avoided as the risk of slips and trips are increased.

3.38 General Duties and Responsibilities

The Domestic Staff are responsible for the maintenance of floor surfaces to ensure there are no tripping hazards or slippery surfaces. In the event of a floor surface becoming dangerous it must be reported to the Headteacher immediately.

The Site Manager is responsible for the maintenance of fixtures and fittings e.g. replacing light bulbs and broken door handles etc. When working with electrical systems e.g. changing light bulbs, it is necessary to ensure that the electricity supply is isolated before carrying out any work. If there is doubt over any task, expert advice should be sought.

The Site Manager is responsible for the boiler house. The plant rooms must be clean and tidy and free of all flammable and combustible materials. The air ventilators must be open and never obstructed. Cleaning and servicing of electrical or moving parts must never be carried out without isolating first.

3.39 Lettings

It is a school policy that lettings of the school premises will not be undertaken. It is also policy that the school premises will not be used for private parties.

Where use of the school premises are undertaken outside of normal school hours, sufficient members of staff who are familiar with the Health and Safety policies must be present. It is not acceptable to include those members of staff who may be working in the residential area as they have duties and responsibilities to the pupils in their care.

3.40 Interactive Whiteboards and Projectors

Where portable projectors are used in School, users should be aware that the light emitted is extremely bright and may cause damage to the eyes. When making adjustments to the projector, avoid looking directly at the lens. It is also important that students are not placed in a position so that they are looking directly at the light from the projector.

A rise and fall interactive whiteboard has now been installed in the school. The projector is mounted on a boom which is attached to the board. In consequence, when the board is lowered, it is possible that users may strike their head on the projector boom. It is therefore recommended that the board is raised to its maximum height when not in use. For safety reasons pupils should be informed that they are not to touch the board during non teaching times.

3.41 Hot Works

Any work that produces open flames, hot slag or sparks. Defined as cutting, welding, brazing, soldering, grinding, thermal spraying, thawing pipes, torch applied roof systems

will require a competent person to monitor the work area for signs of potential fire both during and 1hr after the works have been finished.

An LCC Hot Work permit is required for permission to undertake such work and can be found in the front of the asbestos file in reception

3.42 Risk Assessment Policy

“Sensible risk management is about practical steps to managing real risks. Address the real risks, not only to pupils, but also to the health and well-being of all staff and visitors. And remember, risk assessment is just good planning – keep it fit for purpose and act on it.” The Governors of ST Francis School and staff are fully committed to promoting the safety and welfare of all in our community so that effective education can take place. Their highest priority lies in ensuring that all the operations within the school environment, both educational and support, are delivered in a safe manner that complies fully with not just with the law; but with best practice. Risks are inherent in everyday life. We need to identify them and to adopt systems for minimising them. Our pupils need to be educated into how to cope safely with risk.

WHAT IS A RISK ASSESSMENT?

A risk assessment is a tool for conducting a formal or informal examination of the harm or hazard to people (or an organisation) that could result from a particular activity or situation.

- A hazard is something with the potential to cause harm (e.g. fire).
- A risk is an evaluation of the probability (or likelihood) of the hazard occurring (e.g. a chip pan will catch fire if left unattended).
- A risk assessment is the resulting assessment of the severity of the outcome (e.g. loss of life, destruction of property).
- Risk control measures are the measures and procedures that are put in place in order to minimise the consequences of unfettered risk (e.g. staff training, clear work procedures, heat detectors, fire alarms, fire practices, gas and electrical shut down points and insurance).

Accidents and injuries can ruin lives, damage reputations and cost money. Apart from being a legal requirement, risk assessments therefore make good sense, focusing on prevention, rather than reacting when things go wrong. Many cases simple measures are very effective and not costly.

Risk assessments need reviewing and updating regularly At ST Francis School we are very aware that all staff and pupils need to receive training.

Records of staff training can be found on the school data drive/staff only/Residential/All risk assessments.

WHEN TO USE A RISK ASSESSMENT

There are numerous activities carried out in ST Francis School, each of which requires a separate risk assessment. These can be found on the g drive under staff only/admin and staff/risk assessments

3.43 Sharp Knives

Sharp knives for food DT classroom use(room 43) are to be stored in a lockable metal box in the cupboard in room 43.

The cupboard is locked and the key is with the home economics tutor.

A risk assessment can be found on the staff drive.

3.44 Liquid Medical Oxygen

Medical oxygen cylinders can be found on 1 or 2 pupils in the school

An oxygen statement can be found in the updated policies file 2017/18

4.0 Departmental Health and Safety Policies

(i) General Considerations

When considering health and safety issues for inclusion in the Policies for particular Curriculum Areas (National Curriculum Subjects) the following guidance and legislation should be taken into account:

The control of Substances Hazardous to Health Regulations 1988 (COSHH)

The Manual Handling Operations Regulations 1992 recording any manual handling assessments which have been carried out within this section of the Safety Policy.

Working at heights - identifying rules and safe working practices.

General Duties and Responsibilities.

(ii) Catering Area

The following list indicates the guidance and legislation that should be taken into account:

The Food Hygiene Regulations 1990. Seek advice from Clients Services Group or Environmental Health Officer on Food Hygiene matters.

The Electricity at Work Regulations 1989. Ensure that electrical equipment is inspected and tested as necessary under the regulations.

The Control of Substances Hazardous to Health Regulations 1988. There is a need to have an inventory of substances used and ensure that COSHH assessments have been carried out on any hazardous chemicals with a significant risk to health. Full COSHH assessments should already be available within the kitchen area. It is the responsibility of the main contractor to provide this information, instruction and training.

Fire Risk Assessment

Record of the Significant Findings

Fire hazards identified in the premises.

Combustible materials and flammable liquids/gas hazards

Pupils' coats and outdoor clothing, books, papers, cardboard/paper displays, carpets in some rooms, soft toys, soft balls/footballs, bean bags, plastic covered foam filled gymnasium mats, dressing up clothes, foam filled chairs (Staff room only), oil for heating, waste paper/packaging, tea towels, Christmas decorations during Dec/Jan.

Source of ignition hazards

Fixed and portable electrical equipment, gas fired boilers for the hot water radiator central heating system.

Risk assessment and control measures

Preventing a fire starting

The main control measure to prevent fires starting in the school is to ensure that combustible materials do not accumulate around the electrical equipment, that staff are aware of this and routine monitoring is carried out by the Head Teacher. A high proportion of the combustibles are kept in storerooms, items being stacked carefully to prevent any likelihood of contact with the lights.

Waste bins are emptied into plastic sacks at the end of each day, the sacks are placed in bins located clear of the buildings at the back of the school. Any large amounts of waste packing materials are removed to bins immediately.

Smoking is not allowed in the school.

The boilers are located in a separate room which is kept free of combustibles. Supplementary heaters are not needed.

The fixed and portable electrical equipment is inspected/tested at the recommended frequencies and maintained where necessary to prevent danger.

The only cooking appliances are a microwave cooker in the staff room and 'Baby Belling' electric oven which is used occasionally in classes for simple cookery demonstrations.

A meeting is held with contractors before any maintenance work is carried out at the school. The measures necessary to safeguard pupils and staff are agreed, along with fire prevention measures where blowlamps, pitch boilers or other heat producing equipment is to be used.

Limiting the injury and damage if a fire starts

General

No one is particularly at risk from fire. Combustible materials are kept to a minimum to limit the size of any fire that starts.

Fire detection and warning

During the normal school day, staff are in and around all parts of the building every few minutes and a fire developing would be noticed quickly. A 'breakglass' operated, electrical fire alarm is fitted with 'breakglass' points at each exit door. The sounders can be heard throughout the school.

Means of escape (A plan is a good way of assessing these, attach one if possible)
Exit doors fitted with 'push bar to open' devices provide escape routes from the hall and three of the classrooms to the outside of the school. The exit door from the only classroom without an external fire exit door is only three metres away from an exit door which is in continuous use.

All entrance doors in normal use are secured with a push button lock from the outside; these can be opened easily from inside with a turn latch.

Emergency lights are positioned in the corridors and all exit doors are signed with the 'Fire Exit' notices incorporating 'Pictograms'.

Fire fighting equipment

Water extinguishers (9 litres) are located in the hall and in the main corridor. A dry powder extinguisher (2.5 kg) is located near the main entrance. A foam extinguisher (9 litres) is located in the boiler house

Planning for an emergency

Procedures to follow in the event of a fire are displayed on notices around the school. Staff are instructed about these on their induction and the procedures are tested by carrying out a fire drill once every term. Special procedures for evacuating disabled pupils have been devised and are practiced on fire drills.

Maintenance and testing of fire equipment

The following is carried out by the Site Manager:

The fire alarm is tested weekly from a different point;
Self closers on fire doors are checked weekly to ensure they fully close automatically;

Fire extinguishers are checked visually on a weekly basis to ensure they are present and unused;

The emergency lights are tested in accordance with BS 5266 (checked monthly that lights illuminate when power switched off, every 6 months this repeated but lights left on for at least 1 hour, every 12 months this repeated but lights left on for at least 3 hours).

Fire extinguishers are serviced annually by the chubb fire and the fire alarm is serviced by specialists on a contract basis.

Assessment conclusion and any risk reduction measures necessary

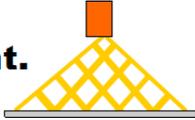
The above measures are adequate to control the risks from fire. This conclusion is confirmed by satisfactory reports in the past from Fire Brigade inspections

Appendix (1)

Interactive whiteboards.

The following notice is displayed next to each whiteboard or screen in the school.

- **Don't look into the beam.**
- **Use stick or computer mouse to point.**
- **Warn pupils not to enter beam area.**





Health and Safety

Interactive Whiteboards and Projectors

All users must be reminded of
the following:

- Never look into the beam.

Three mobile trolley projectors that pose a greater risk of looking into the beam also have the following notice displayed:

One long-throw projector (P16 shared area) also poses a greater risk of looking into the beam and therefore has a large notice above the screen warning of this danger.

St Francis interactive whiteboard and projector provision

Two primary, two KS3 and two KS4 classrooms have short-throw, board-mounted projectors, minimising the risk of looking into the light-beam. The interactive boards in these rooms are height-adjustable for ease and safety of access except for one KS4 room where the traffic across the board area posed a greater risk of hitting heads on the projector and so a ceiling-mounted projector is used. This is also the case in the Art, D.T and Science rooms. Three post-16 rooms have ceiling mounted projectors which will be converted to board-mounted short-throw projectors as funds become available. One primary room also has a ceiling-mounted projector for occasional use but a height-adjustable plasma screen is used for interactivity.

Wireless “air mouse” and mini-keyboard sets are available together with wireless switch-access systems for all rooms allowing whiteboard interactivity for those who can not access the boards by direct touch and to allow presenters to avoid directly facing the projectors.

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21/10/2005 Rev 1.00

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17/11/2008 Rev 1.09

16/06/2009 Rev 1.10 Enterprise House added to section 3.35 (x)

14/10/2009 Rev 1.11 Interactive Whiteboards added

28/06/2010 Rev 1.12 Workshop and Garage's

12/10/2010 Rev 1.13 Section 3.35 (viii) & (x) amended

1/05/2011 Rev 1.14 Section 3.35 (viii) pond area added.

25/05/2011 Rev 1.15 Section 3.22 (Swimming Pool) Reference to policy included.

18/10/2012 Rev 1.16 Section 3.35 (x) Max users in EH salon.

21/10/2012 Rev 1.17 section 3.13(Security Gates updated)

14/10/2013 rev 1.18 section 3.22 recommended shower head cleaning

14/10/2013 Rev 1.19 section 3.10 handling plans evidence location
25/10/2014 rev 1.20 section 3.41 hot works
01/10/2015 rev 1.21 section 3.42 risk Assessment Policy
10/10/2016 rev 1.22 section 3.31 rebound therapy
14/09/2017 rev 1.23 section 3.43 Sharp Knives
14/09/2017 rev 1.24 enterprize house (change of use)
14/09/2017 rev 1.25 pond area deleted(pond filled in)
19/02/2017 rev 1.26 oxygen policy