



HEALTH AND SAFETY POLICY

The ethos of our school is embedded in our key Christian values

Honesty

Forgiveness

Love for all

Celebration

Fairness

Being Thankful

This school is committed to safeguarding and promoting the welfare of children and this policy supports this commitment.

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October 2013*

*Review Date: February October 2013
FGB 07.03.2013*

Next review: January 2017

Christ Church C E Primary School

Health and Safety Policy

Introduction

The health, safety and welfare of all the people who work or visit at our school are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The Health and Safety at Work (etc.) Act 1974 places a legal responsibility on the Governing Body to ensure that standards for health and safety meet legal requirements and follow best practice in review and management. We are supported by the Local Authority in discharging this duty. This Policy outlines how we will manage Health and safety at Christ Church School.

Policy Statement

The Governing Body of Christ Church CE Primary School will ensure that high health and safety standards are maintained in order to protect pupils, members of staff, visitors or others who may be affected by school activities. Christ Church School operates within the overall health and safety policy of the Royal Borough of Kingston, which specifies required standards of health and safety for schools.

In particular it is the school's policy to ensure so far as is reasonably practicable that:

- There is a safe and healthy environment throughout the school.
- Working systems, protocols and procedures to ensure health and safety are established for staff, pupils and others persons (such as contractors, parents, governors, and volunteers) who visit or work on the premises.
- Sufficient health and safety information, supervision and training are provided for staff, governors, pupils, contractors, volunteers, and visitors to ensure the health and safety of all who may be affected by their work or activities.
- Health and Safety standards and practices are regularly monitored and reviewed and where deficiencies are identified they are promptly rectified.

General Health and Safety connections to the Policy

The School Curriculum

We teach the children about health and safety in order to equip them with the skills, knowledge and understanding that will enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard as part of the normal school curriculum. For example, through the

science curriculum we teach children about hazardous materials, and how to handle equipment safely.

We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in PSHE lessons, and we reinforce these points in design and technology, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons.

Health and safety issues also arise when we teach care for the environment, and awareness of the dangers of litter. Children in Key Stage 2 receive both drugs education and relationship and sex education (see the relevant policies).

Children are taught about appropriate posture when using laptops and when working at their desks to promote healthy postural awareness.

We believe that everybody in our school can and should promote everybody else's safety, so we teach children to spot hazards in the classroom or around the school, and inform their teacher.

Our school promotes the spiritual welfare and growth of the children through the RE curriculum, through special events, such as harvest festivals, Peace and Prayer day, Values day, and through the daily act of collective worship.

Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers use circle time to help children discuss and overcome any fears and worries that they may have. These concerns are handled with sensitivity.

School Meals

Children can bring their own packed lunch to school, we provide them with a suitable place to eat it, and we supervise them during this time. Some children have school meals provided through the LA appointed caterers. This service provides a balanced nutritional meal.

Our school promotes a healthy lifestyle. As sweets can damage children's teeth, we do not allow sweets to be eaten in school. Children in KS1 are provided with free fruit each day and children in KS2 can purchase fruit at the fruit tuck shop.

All children are encouraged to drink water throughout the day. Water coolers are provided around the school to facilitate this.

School Uniform

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

We always take a sensitive approach and do not discriminate when there is a need to consider uniform in relation to equality.

If a parent is in financial difficulties, and this results in a child not having the school uniform, our school will do all it can to support the parent.

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

Child Protection – please refer to the detailed Child Protection Policy

The named person with responsibility for child protection in our school is the headteacher, who liaises with Chair of Governors. We follow the procedures for child protection drawn up by the LA and the Governing Body.

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

When following up incidents or suspicions, the person responsible in the school for child protection works closely with social services, and with the Area Child Protection Committee (ACPC). We handle all such cases with sensitivity, and we attach paramount importance to the interests of the child.

We require all adults employed in school to have their application been vetted by the police (Criminal Records Bureau CRB or Disclosure and Barring Service DBS), in order to check that there is no evidence of offences involving children or abuse. From October 2009 the school will also check to see if a person is registered with the Independent Safeguarding Authority (ISA). This will apply to paid and voluntary employment.

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

Safety of Children

It is the responsibility of each teacher to ensure that all curriculum activities are safe. Similarly, subject teachers will always be vigilant for hazards concerning equipment or activities related to their area of responsibility. If a teacher or curriculum coordinator has any concerns about pupil safety, they should bring them to the attention of the headteacher before that particular activity next takes place.

We do not take any child off the school site without the prior permission of the parent.

If an accident does happen, and it results in an injury to a child, the teacher will do all s/he can to aid the child concerned. We keep a first aid box in the medical room. Designated staff at the school have been trained in first aid and are listed at Appendix 1.

Should any incident involving injury to a child take place, one of the designated trained first aiders will be called to assist. If necessary, the office staff will telephone for emergency assistance.

The school logbook records all incidents involving injury, and in all cases we inform parents. Should a child be seriously hurt, we contact the parents through the emergency telephone number that we keep on file. These numbers are updated annually, but it is individual parents/guardians responsibility to inform us if contact details change midyear.

There may be rare occasions where it is necessary for senior staff to restrain a pupil physically, to prevent them from inflicting injury to others, causing self-injury, damaging property, or being disruptive. In such cases only the minimum force necessary may be used, and any action taken must be only to restrain the pupil. If restraint has been required, a written report will be made.

School Security

While it is difficult to make the school site totally secure, all reasonable steps are taken to ensure that the school is a safe environment for all who work or learn here. Security measures are reviewed each term. The advice of experts (e.g. police officers, fire officers, architects and other consultants) may be included where relevant.

We require all adult visitors who arrive in normal school hours to sign the visitors' book in the reception area, and to wear an identification badge at all times whilst on the school premises.

If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the headteacher immediately. The headteacher will warn any intruder that they must leave the school site straight away. If the headteacher has any concerns that an intruder may cause harm to anyone on the school site, she will contact the police.

Access to the school is through a main gate that has a keypad and intercom system to both the main office and the Sunrise and Sunset Clubs, and via the rear gates which have an intercom/CCTV systems to the main office toalso.

Emergency Procedures

Procedures for fire and other emergency evacuation are displayed prominently in all rooms. Fire drills are held each term. Arrangements are made to monitor the condition of all fire prevention equipment regularly. This includes the visual inspection of fire extinguishers, and the testing of the fire alarm system.

Other emergency procedures are covered by the School Critical Incident Policy currently being reviewed.

Educational Visits

The school takes very seriously its responsibilities for ensuring the safety of children whilst on school trips (see also the policy for Off-Site Visits).

Seat Belts

We use coaches and mini-buses only when seat belts are provided. We instruct the children to use seat belts at all times when the bus is moving.

Medical Needs

Medicines

These policies and procedures are constantly under review and are applied according to a child's individual needs.

Internet Safety

(See also Communications Policy)

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

Children are taught about appropriate posture when using laptops and when working at their desks to promote healthy postural awareness.

Theft / Criminal Acts

The teacher or headteacher will investigate any incidents of theft involving children. If there are serious incidents of theft from the school site, the headteacher will inform the police, and record the incident in the HT Record File.

Should any incident involve physical violence against a teacher, we will report this to the Health and Safety Executive, and support the teacher in question if he or she wishes the matter to be reported to the police.

The Health and Welfare of Staff

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

After long absences due to ill health a return to work interview will be held and referrals made to the Occupational Health for those who require it.

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

1. ORGANIZATION AND RESPONSIBILITIES

a. Role of the Governing Body [GB]

The GB has the responsibility for keeping under review standards of health and safety within the school. Where deficiencies are identified the GB HAS RESPONSIBILITY for ensuring that corrective action is taken. The GB also has particular responsibility to:

- Ensure that decisions of the GB take account of, and comply with, the health and safety advice and direction of the LA, SDBE and the Health and Safety Policy of the Royal Borough of Kingston upon Thames [RBK];
- Ensure that sufficient resources are allocated to meeting the mandatory minimum standards of the RBK Health and Safety Policy and any legal requirements relating to health and safety;
- Ensure that health and safety standards in the school are monitored and reviewed. The GB will appoint a Governor with special responsibility for Health and Safety issues and receive termly health and safety reports from the Headteacher via the HT Report to the G.B. Health and Safety will be a permanent agenda item at both the Premises Sub Committee and Full GB meetings;
- Ensure that school premises, buildings and equipment for which they are responsible, are adequately maintained and inspected so as to

- ensure the health and safety of staff, pupils, visitors and contractors who may visit, use or work on the premises;
- Ensure that procedures and systems are in place, including those stipulated by the Construction (Design and Management) Regulations 2007 (CDM), when contractors are engaged to undertake work on school premises or buildings and that an adequate assessment of the prospective contractors involved is undertaken in order to ensure that any contractor selected has adequate resources and competence to undertake the work safely and without putting the contractor's employees, or school staff, or pupils at risk;
 - Ensure that where volunteers are used to assist in school activities, or undertake work in school premises, is organised and supervised to ensure that volunteers have sufficient competence to undertake the work safely and protect anyone who may be affected by it;
 - Ensure that any off-site event or trip, organised by, or on behalf of, the school has been adequately risk assessed and organised in accordance with Government and Local Authority Guidance and to approve reports and information from the Headteacher and Educational Visits Co-Coordinator in this regard;
 - Ensure a Critical Incident Policy is in place and regularly updated to deal with any health and safety emergency that might arise and is shared annually with staff and the G.B.

b Role of the Headteacher

The Headteacher has overall responsibility for the day to day management of health and safety in the school and in particular to:

- Ensure that the health and safety standards detailed in this Policy and the RBK Health and Safety Handbook for Schools are implemented and maintained.
- Ensure that school staff receives adequate health and safety training appropriate for their responsibilities and, in particular, that minimum staff training, as specified in the RBK Health and Safety Handbook for Schools, is implemented for relevant staff.
- Chairs school H&S meetings and ensure that staff are adequately consulted on health and safety matters either through staff meetings, or directly, and that staff to be allocated health and safety responsibilities are adequately consulted on the type and nature of the duties allocated.
- Ensure that the standards of health and safety are formally monitored and that a health and safety report is presented to the GB at least every term. (HT report to Governing Body).
- Attend any required health and safety training provided by the school or the Council.
- Ensure that health and safety monitoring and inspection arrangements are implemented.
- Ensure that when new staff is recruited, the selection process takes adequate account of the training and competence of the prospective staff

member to undertake the work safely, having regard to the degree of supervision they will receive.

- Ensure that, unless authority has been delegated by the GB, approval has been obtained for any off-site event or trip, organised by, or on behalf of, the school and that adequate arrangements are made for the supervision of the pupils involved and the safety of the staff and pupils, and that arrangements are in accordance with Government, LA and SDBE guidance and standards;
- Ensure that, where required, school specific risk assessments have been undertaken and recorded;
- Ensure that the health and safety requirements identified, either in the school specific risk assessments or in relevant LA or CLEAPPS risk assessments, are implemented;
- Ensure that arrangements for first aid, both on school premises and on school outings or activities are in accordance with the LA guidance.

c Fire Safety Management

The Headteacher will have responsibility for overall planning and organisation of fire safety matters within the school. In particular he or she will:

- Ensure that fire precautions in the school premises are maintained in accordance with the standards detailed in the Health and Safety Handbook for Schools and that practice fire evacuation drills are undertaken at least every term;
- Ensure that all staff are aware of their particular responsibilities in the event of fire;
- Ensure that there are arrangements made for nominated members of staff to call the fire brigade and meet them on arrival;
- Ensure a regular schedule of inspection and maintenance arrangements for fire alarm and detection systems, emergency lighting, fire extinguishers and access for emergency vehicles is in place, is being undertaken correctly and that a report is provided to the headteacher on the results of this check;
- Ensure that Fire Safety Management is included in the Health and Safety report to the GB.

d Teaching Staff

Teachers and their support staff have a responsibility for the health and safety of themselves and pupils under their control. In particular teachers are responsible for:

- undertaking lessons and school activities in accordance with any national, Council or school guidelines relevant to the health and safety of the staff and pupils;
- ensure fire doors remain closed at all times and vision panels kept clear.

- ensuring that they are familiar with the school fire procedure and their role in it;
- maintaining good standards of housekeeping and cleanliness in the activities under their control; particularly in ensuring corridors are tidy at all times to reduce slips, trips and falls and to keep evacuation routes clear.
- ensuring that any special equipment for which they have particular responsibility is maintained in a safe condition and is suitable for the purpose for which it is used;
- reporting any faulty equipment to the site manager.
- ensuring that where there are health and safety considerations in relation to a particular lesson or activity, the lesson plan addresses these issues and is adhered to;
- ensuring that any off-site outing or activity for which they are responsible, is risk assessed and only takes place following authorisation by the EVC_[C1] and in accordance with a plan which specifies an adequate level of supervision and health and safety arrangements to ensure that pupils or others are not put at risk;
- attending any required health and safety training provided by the school or the Council;
- ensure volunteers working with children follow health and safety requirements.
- undertaking, as required by the headteacher, any formal health and safety monitoring or inspections, in order to assist the school maintain adequate health and safety standards;
- reporting, promptly, any deficiencies in health and safety standards they are not able to correct, either to the headteacher, Business Manger or the Site Manager as appropriate.
- Ensure that only parent helpers that have a CRB/DBS check, work with pupils and with teacher supervision unless the CRB/DBS is enhanced.

e Premises Management

The Site Manager is responsible for:

- ensure the following is actioned and reported to premises committee.
- ensuring that fire equipment and fire alarm systems are adequately maintained and tested in accordance with the standards specified in the Health and Safety Handbook for Schools and that records are kept;
- overseeing the safe practices of contractors who are to work at the school;
- assisting the Headteacher and GB to assess the competence of any contractors who it is intended to use for undertaking work at the school, and monitoring the standards of health and safety whilst the work is undertaken;

- ensuring that statutory inspections of school utility plant, equipment (including playground equipment) and systems are undertaken using competent staff or contractors in accordance with RBK policies and procedures and that any corrective action identified as necessary is promptly implemented and the required records are kept;
- ensuring that inspections of portable electrical equipment, the fixed electrical installation, ladders, stepladders, playground equipment and gas equipment are undertaken in accordance with the standards in the Health and Safety Management and that records are kept;
- ensuring that all necessary corrective steps; identified by health and safety inspections detailed above are actioned;
- maintaining a register of dangerous and hazardous substances used or stored at the school and ensuring that this register contains copies of up to date material safety data sheets;
- ensuring that the cleaning contractor has COSHH assessments for materials used or generated in the maintenance and cleaning of the school and for the control of legionella in school water systems;
- ensuring relevant work is undertaken and controls maintained in accordance with the appropriate COSHH assessments;

The Site Manager is responsible to the Headteacher for:

- the general tidiness of the school on a daily basis and ensure that the weekly walk through inspections of the standards of housekeeping in the school premises are undertaken and that deficiencies which cannot be promptly corrected are reported to the headteacher;
- ensuring that he/she only undertakes work which is within his/her training or competence and, in particular, that he/she does not undertake work on roofs, scaffolding, or in confined spaces such as drains or tanks, unless he/she is both trained and authorised to do so.
- ensuring that the day to day maintenance of the school premises is undertaken and that serious deficiencies which cannot be quickly corrected are notified to the headteacher;

f. Business Management

The School Business Manager is responsible for:

- ensuring that a list of qualified first aiders is maintained, together with the dates for refresher training;
- arranging necessary refresher training for first aiders;
- reporting to the headteacher the need to train further first aiders in order to meet the minimum required for the school;
- ensuring all staff are aware and updated of the location of the first aiders and how to contact them.

- ensuring paediatric first aid training is given and refresher training provided as necessary.
- maintaining records of health and safety training undertaken for school staff liaising with the Deputy Head.
- ensure CRB DBS checks are undertaken for all new appointments, parent helpers and staff in accordance with LA guidelines.
- maintaining the school accident book and arranging for statutory accident reports to be completed in accordance with the procedure in the Health and Safety Handbook for Schools;
- ensuring that a record of practice fire evacuation drills is kept, showing the date of the fire evacuation and the time taken to evacuate the premises;
- ensuring that assessments are undertaken of display screen equipment workstations used in the school by employed staff and that records of the assessments are kept;
- ensuring that records are kept of pupils undertaking school trips and outings, together with the names and responsibilities of supervising staff accompanying the pupils;
- ensuring that where school visits or holidays involving adventure activities are planned, written confirmation and evidence is obtained from the centre involved that a current licence, issued under the Adventure Activities Licensing Regulations, is held for the activities involved.

g Other School Staff

All school staff have a responsibility for undertaking their work in accordance with any instructions or training provided by the school or the Council and for drawing to the schools attention any equipment or situation which could create a danger to themselves or others. All staff are also required to ensure their work is carried out in a way which avoids risks to themselves or others.

h School Pupils

All pupils at the school are required, having regard to their age and maturity, to act in accordance with any school health and safety instructions, rules and procedures and not to behave in a way which would put themselves or others in danger. Pupils are also required not to interfere with, or misuse, any safety or fire equipment.

2 ARRANGEMENTS

a Standards and Guidance

Mandatory common standards and guidance are contained in the RBK Health and Safety Handbook for Schools, which gives information on a number of health and safety issues of relevance to the school. Where internal guidance does not

cover a specific issue, the school will adopt the practices or standards recommended in Health and Safety Executive, or Department of Education publications, or relevant British or European Standards.

b Competent professional health and safety support and assistance

Competent advice on health and safety issues is available to the school through the Health Safety and Welfare Unit of the Council.

c Health and safety consultation / reporting

The school does not have a health and safety committee but H&S is permanent agenda item at Governor's Premises Committee. The Site Manager, Headteacher and HS Governor tour the school every term, interview staff re concerns, and present the findings at the Governors Premises Sub Committee meeting. The outcome of the meeting and actions taken are presented to the full Governing Body each term.

d Fire safety and fire procedure

The fire procedure is displayed on the wall in each room and next to fire alarm call points. New members of staff will be instructed in the fire procedure and their responsibilities by the fire safety manager, or a member of staff nominated to deputise for the fire safety manager, on their first day of employment via the school handbook and induction process

Fire evacuation drills will be held at least once a term and are reported to the GB. Fire extinguishers and the fire alarm system are subject to regular inspection and maintenance, which is organised by the Site Manager.

Self-closing fire doors are provided in the school to delay the spread of fire and smoke and must not be wedged or left open. Such doors are labelled "fire door keep shut". A copy of the fire safety risk assessment for the school is held by the Site Manager. Included with the fire safety risk assessment is the overall fire safety plan for the school, which designates responsibilities to individual members of staff^[C2].

e Accidents and first aid

The school's designated first aiders are made known to all staff and listed at appendix 1. Any injuries to pupils or staff must be reported to a first aider, who will ensure that appropriate action is taken. Records of such injuries must be entered in the accident book. The contents of first aid boxes are maintained by the first aiders to whom they are allocated. Accidents, ill health conditions and dangerous occurrences which fall within statutory reporting requirements, will be reported, in accordance with Council procedures, by the school secretary. The school's defibrillator is located in the corridor near the medical room in the ^[C3] A and operatives are listed in appendix 1 also.

f Contractors

Standard arrangements exist for the assessment of competence and the control and monitoring of contractors. The school also has a standard set of rules for contractors which are notified to the contractor and form part of the contractual arrangements. These arrangements are documented in the RBK Health and Safety Handbook for Schools and are operated by the Site Manager, or another member of staff, who has been allocated to deputise for this role. Where staff or pupils become aware of dangers caused by contractors, these should be immediately reported to the Site Manager.

g Health and safety training

Minimum standards of health and safety training are specified in the Health and Safety Handbook for Schools and this training is provided for all relevant staff. Specialist training, for particular purposes not covered in the Health and Safety Handbook for Schools, will be specified by the headteacher.

h School trips and visits

Off-site visits and trips will only be undertaken where a written plan for the trip, including health and safety risk assessment and the level of supervision, has been produced and approved by the EVC_[C4]. Adventure holidays organised by the school must be approved by the GB and will only be undertaken at centres holding a current licence under the Adventure Activities Licensing Regulations. Further requirements for off site visits are contained in the Health and Safety Handbook for Schools and in the DFES Guidance.

i School security and pupil safety

A risk assessment has been undertaken for the school to establish the necessary security measures required for pupil safety. These are monitored weekly at Premises meetings with the head teacher, business manager, and the premises manager. Termly reports are made to the school governors. Measures in relation to building fabric for which the LA are responsible are implemented on a progressive basis by the LA. All staff and pupils are required to assist in maintaining good standards of security on school premises.

The School undertakes risk assessments for children who present challenging behaviours.

j Smoking

No smoking is allowed on school premises.

k Medical suitability for work and medical arrangements

Pre-employment medical surveillance is undertaken for all new staff, usually by means of a confidential questionnaire, by the Occupational Health Medical Adviser. Confidential medical details are held in the strictest confidence and will

only be disclosed to the school with the prior consent of the staff member. However, information such as restrictions on particular types of work, or special precautions necessary for health and safety reasons, will be provided to the school to avoid putting the employee or others at risk. Where a staff member becomes pregnant or suffers from an ill health condition which is likely to affect their work, they should notify the school as soon as possible to enable any special precautions needed to be implemented.

l Evening events and use of school premises by external bodies

Where school events are planned to take place out of normal school hours, within school premises, this must be authorised by the headteacher or the Governing Body in, relation to 'dangerous' events or numbers exceeding [C5], a health and safety plan for the event will be drawn up by the teacher responsible for the event in conjunction with the Head teacher/GB or with the external body responsible for the activity. The health and safety plan will particularly address fire safety issues, the safety of equipment brought on to the premises, first aid arrangements and any arrangements for serving food. Where a number of events of the same type are held, one plan covering all the events may be used. Where external bodies are responsible for the event, or activity, then the relevant requirements of the health and safety plan will be agreed, in writing, with the body concerned as a condition of using or hiring the premises.

m Electrical safety

The safety and maintenance of the school electrical installation is of great importance in order to ensure the health and safety of pupils and staff. The fixed electrical installation will be subject to an electrical inspection and test by an NICEIC contractor at least every five years and this will be organised by the Head teacher who will keep records of the inspection. Any deficiencies identified by the inspection will be promptly corrected, or, where this is not possible, the relevant part of the installation will be electrically isolated.

All portable electrical equipment and equipment connected to the electrical installation by means of a plug and socket will be subject to a combined electrical inspection and test and a formal visual inspection. The frequency of such inspections will be those specified in the Health and Safety Handbook for Schools appropriate to the type of equipment concerned. Such equipment will be labelled with the date of inspection and a date of the next inspection due. The Site Manager will be responsible for organising these tests, using an NICEIC electrical contractor. Mains powered electrical equipment belonging to staff or pupils (e.g. Christmas lights) must not be used on school premises unless it has been electrically inspected and tested.

Work on the electrical installation, or minor repairs such as fitting or changing plugs, or changing bulbs or tubes in lighting units, will be organised or undertaken by the Site Manger. Such work will only be undertaken when the relevant part of

the installation has been isolated.

Volunteers will not be permitted to undertake work on the electrical installation or repairs to portable electrical equipment unless they are an NICEIC approved contractor and can provide a Certificate of completion when the work is finished. Pupils and staff will not be permitted to undertake work on the fixed electrical installation of the building.

Where portable mains electrical equipment is to be used outside the school buildings, it must be suitable for the intended use. Work on the school electrical installation by contractors will be undertaken in accordance with the schools standard rules for contractors.

n Work at heights

Work at heights, necessitating the use of ladders, step ladders exceeding 3 metres in height or in areas where there is a risk from falling, will only be undertaken by, or when approved by, the Site Manager. School pupils must not be permitted to undertake work at heights.

o Work on maintenance or improvement of school premises or facilities by volunteers

The school relies on, and greatly appreciates, assistance from parents and other volunteers in support of school activities. Where, however, work on school buildings or facilities is proposed to be undertaken by volunteers, a health and safety plan will be developed in conjunction with the Site Manger to ensure the work can be undertaken safely. The health and safety plan must show how the work is to be supervised, the competence and experience of those involved and any necessary health and safety arrangements for the work.

HEALTH AND SAFETY INSPECTION, MONITORING AND AUDITING

In order to ensure that health and safety standards are maintained and deficiencies are identified, a system of regular monitoring and inspection operates at the school and is co-ordinated by the Headteacher and Premises Committee.

Inspections will be undertaken at least once^[C6] a term and will cover each area of the school. The inspections will be undertaken by a team consisting of the HS governor and the Site Manager^[C7], the inspection reports will be reviewed by the premises committee and necessary actions followed up. A summary of the results of inspection reports are also reviewed by the governors. Where problems identified by inspections cannot be satisfactorily resolved at school level the headteacher will raise the matter with the LA.

The governors meeting will also receive from the headteacher a health and safety report including details of at least the matters specified for such reports in the

Health and Safety Handbook for Schools.

Reports on LA Health and Safety Audits will be provided to the governors for consideration and action.

Monitoring and Review

The governing body has a named governor with responsibility for health and safety matters. The governor in question will, when necessary, liaise with the LA and other external agencies, to ensure that the school's current procedures are in line with those of the LA. In conjunction with the school and in consultation with professional advisors regular risk assessments will be carried out with the object of keeping the school environment safe.

Written Spring 06

Review annually

Last review February 2013.

Appendix 1 List of People in Posts

Head Teacher	Miss Tracey Coton
Chair of Governors	Mr Chris Newport
Governor with special responsibility for Health and Safety issues	Mrs Linda Clark
Educational Visits Co-Coordinator Wright	Mrs Ruth JamesJane
Site Manager	Mr Nigel Hall
School Business Manager	Christine Carpenter

<u>First aiders:</u>	Tris Anderson	<u>Paediatric First Aiders:</u>
	Christine Carpenter	Azad Jowhari
	Pippa Brass	Karen Moses
	Nigel Hall	Julie Pearce
	Julia Marsh	
	David Oram	
	Jacqui Russell	
	Cheryl Schlaefli	
	Emily Woolford	
	Zoe Kelly	

Trained Defibrillator Operators: [C8]Tris Anderson, Pippa Brass, Christine Carpenter, Azad Jowhari, Nigel Hall, Cheryl Schaepli, Emily Woolfors and M'Liss Wickham (PSA).

The list above shows those people currently fulfilling posts mentioned in the text of this document. This list should be updated whenever there is a personnel change.

Last Updated; February October 2013

