

# **HEALTH AND SAFETY POLICY**

## **RATIONALE**

We believe that children learn best through practical experiences and active involvement in all areas of the curriculum. Children are taught to have care and consideration for themselves and others.

Good safety habits are taught as part of the whole curriculum with a particular emphasis on the Personal Development and Mutual Understanding area of the curriculum. Health and Safety can be taught through themes and topics which may involve outside agencies such as the police, fire brigade, road safety officer etc. Health and Safety may also be taught through a health related topic.

At Queen Elizabeth II Primary School, children are encouraged to develop healthy habits through good health and hygiene routines:

- In the classroom
- When moving around the school
- When using equipment e.g. scissors, tools, PE apparatus
- When carrying out investigations
- When on educational visits

## **ROLES AND RESPONSIBILITIES**

The Board of Governors are responsible for ensuring the Principal and school management develop and implement a safety management system throughout the school, monitor its effectiveness and ensure procedures are in place for the safety of all persons using the premises.

The governor with responsibility for Health and Safety is Jason Martin

The Principal is responsible for the day to day management of health and safety within the school, developing and implementing an effective safety management system.

All employees are responsible for exercising care and attention regarding their own safety and take care not to endanger the safety of pupils or anyone else likely to be affected by their actions or omissions.

The Caretaker, under the direction of the Principal and Governors, is responsible for ensuring that the building is safe and provides a healthy environment for all. The Caretaker strives to maintain a clean and tidy building and grounds. Any minor repairs or maintenance issues are completed by the Caretaker, or through the use of authorised contractors. Any equipment/hazardous substance is kept locked away from the children. All equipment is to British Standards and is maintained regularly.

## **GENERAL SAFETY ISSUES FOR STAFF**

All teaching staff must keep their classroom tidy and organised.

As part of the PDMU curriculum, health and safety issues are addressed with the children as part of their teaching and learning in class.

Staff must not overload electrical sockets.

Staff must ensure that there are no trailing electrical leads; if on the floor, they must be taped or a mat placed over them.

If a spill occurs anywhere in school, this must be cleaned up immediately and the wet floor sign positioned appropriately.

All potential trip hazards should be removed.

Staff members should not boil a kettle to provide hot water for mug shots, cup a soup etc. If a child wishes to take something like this for lunch, it must already be made up and in a flask.

Staff members must report any minor maintenance issues to the Principal who will then deal with them according to EA practice.

Staff must ensure that the front door is not left on the hook at any time. During Assemblies pupils will be reminded that they are not permitted to release the door to anyone, even if they recognise or think they may know them. The buzzer system in the KS2 classroom will be used as a means to open the front door.

All visitors to the school must sign the Visitors' Book which is located in the staffroom.

## **SCHOOL TRIPS**

For all outings, the following procedures must be followed:

- Staff must carry out risk assessment prior to the outing/trip
- Written permission will be sought for all trips.
- When walking through the village, children must wear high visibility vests.
- A First Aid kit must be taken by a member of staff
- A mobile phone must be carried by a member of staff
- Staffing ratios must be maintained – 8 pupils – 1 adult. Additionally, where possible parents should be encouraged to join with us on school trips if deemed necessary
- Parents who accompany the children must be on the school's register of volunteers and are therefore vetted according to the school's Child Protection Policy. Parents are invited annually to join the volunteer register. The register is kept in the Risk Assessment Folder – under 'Individual'.
- The children must be counted before setting off (on the coach if used) and counting must be ongoing at regular intervals throughout the outing. If the group is broken up into sub-groups a designated person in charge must be

assigned and that person is responsible for counting the children at regular intervals.

- Toilet facilities must be provided for the children at regular intervals
- Where possible, food and drinks must be provided at similar times to those in school and additional drinks should be offered if the weather is warm or if energetic exercise is part of the day's activities.
- Meeting points must be pre-designated and times arranged when all the party should assemble. These must be strictly adhered to.
- Transport must be fully insured and on the EA's list of authorized carriers. The maximum seat capacity of the vehicle must not be exceeded. Seat belts must be worn.

A copy of the document 'EDUCATIONAL VISITS – Policy, Practice and Procedures' is available in school.

## **CRITICAL INCIDENT**

We have procedures in place in the event of an emergency or critical incident in school.

(See Critical Incident Policy).

## **RISK ASSESSMENTS**

A risk assessment will be carried out before any school event or trip. Risk assessments are in place under the following headings: separate work areas, activities, defined tasks, individual, equipment, substances and other.

The governor with responsibility for Health and Safety is Jason Martin. The governor will complete an annual walk around the school and report any maintenance issues to the Principal who then consults the Education Authority, if repairs are necessary.

## **SMOKING POLICY**

- It is the policy of the Governing Body that our school is a non-smoking school (this includes e- cigarettes)
- Smoking is not permitted in any area of the school by staff, parents or visitors to the school
- No-smoking signs are clearly displayed in the building

## **PTA EVENTS**

A Risk Assessment must be completed before all PTA events in school. All children must be supervised by their own parent at PTA events. However, if the event is a school disco and children are dropped off, then the PTA must provide adequate supervision. At least one teacher must be in attendance at PTA events.

## **SUPERVISION OF PUPILS**

### Morning Arrival

The front door will be opened to pupils at 8.45 am. At this time all teachers will be in their classrooms. Pupils should make their way to their own classroom.

### Break-time supervision

Outside Break time play is from 10.40 – 10.55 am. Each day there are two adults on duty, one at each of the playgrounds. Each adult must ascertain there are no dangers in the playground area i.e. broken glass before the children go outside. No child must go outside before at least one of the adults is on duty. The adults on duty must maintain contact with the pupils throughout their period of duty, keeping all children within vision, where reasonably possible. The adults on duty are also responsible for pupils lining up after break-time and ensuring all pupils return safely to their class.

Staff on duty are solely responsible for the safety of the children and will be held accountable in cases of negligence of their duty.

### Lunchtime supervision

At lunchtime, one supervisor will ensure the safety and well-being of the children. Packed lunch and dinners will be eaten in the dining hall. No child is allowed to leave the hall until 12.40pm when they will be accompanied to the playground by a supervisor. When pupils are outside the procedure will be the same as at break time outside supervision.

Parents wishing pupils to remain indoors due to casual ailments must provide a note to cover a stipulated period eg, 1, 2 days etc. These children will remain in the dinner hall, where they can be viewed by the small playground supervisor and staff in the staffroom.

### Wet/cold break and lunchtimes

On very cold, windy or wet breaks and lunchtimes, children will remain indoors. Foundation Stage and Key Stage One children will watch a DVD in the Dinner Hall. The Key Stage 2 children have a selection of 'Rainy Day Games' to play.

## **SAFETY AT PLAY**

Those on duty at break and lunch times are asked to note the following points:

Children may only play on the grass areas when authorised to do so by the Principal as these areas are wet and muddy for the greater part of the school year.

The two front access gates must be closed at break and lunch time.

Children should not run while eating.

Rough play, pulling, dragging, chaining, etc. is not allowed and will be dealt with by those on duty. Serious occurrences must be reported to the Principal who will follow the guidelines in the Positive Behaviour Policy.

During Play Based Learning, if the water tray is being used, the wet floor sign must be set up. All toys must be cleared away from the floor space.

## **MINOR INJURIES AT BREAKTIME OR LUNCH TIME**

Staff on duty will treat minor injuries but if a more serious injury is suspected the school First Aider, Mrs Robinson should be informed.

## **SAFETY IN THE CLASSROOM**

It is the responsibility of each class teacher to ensure the safety of their pupils during lessons. If a member of staff sees a potential hazard in the classroom, it must be reported immediately to the Principal. Staff will train pupils in appropriate behaviour and techniques for using potentially hazardous equipment. E.g. scissors, saws etc.

## **SAFETY FOR PE**

For any physical activity ie PE, sports club, children change into appropriate clothing for both outside and inside activities. It is part of our school policy that children do not wear any form of jewellery in PE or sports club. If earrings cannot be removed, children will have their ears taped (See PE policy and Jewellery Policy).

## **DISMISSAL OF CHILDREN AT HOME TIME**

Each member of staff will bring their class in an orderly fashion to the main front door. Pupils are permitted to gather in the playground until their lift arrives. A member of staff will be on duty during this period. Once a child leaves the school playground and enters the carpark he/she becomes the responsibility of the person collecting him/her.

## **EMERGENCY PROCEDURES**

A practice evacuation of the building will be conducted termly, the outcome of which is recorded in the Schools Fire Log Book.

Fire evacuation procedures are displayed in all rooms throughout the school and all staff are made aware of the school's fire procedures.

### Evacuation Procedure

As soon as the fire alarm sounds (continuous bell) all children and adults must stop what they are doing and walk out of the building through the nearest exit to the assembly point at the front of the school. Each teacher must check the toilets closest to her classroom on leaving the building. On no account is anyone allowed to delay the evacuation by collecting any personal belongings.

Exit routes for each classroom are displayed openly in each classroom. If the normal exit is blocked for any reason, then the nearest available exit should be used.

### Staff Responsibilities

The register must be brought from each class. All teachers must check that all the children are present, the report to the Principal. Nobody is to go back into the building. If a child is missing, this information must be reported to the Principal. Each class may go in only when the all clear is given.

All children must walk in and out of school in a sensible manner.

### Fire and Bomb Alerts

In the event of a fire or bomb alert the Principal or person designated must:

- Ring the fire alarm to activate the evacuation of the premises of all adults and children (see fire drill procedure)
- Phone 999 for the fire brigade and police
- Check that the evacuation procedure has been followed
- Remain at the front of the school to meet the fire brigade/police and direct them to the incident
- All children and adults must remain outside
- Only when the all clear has been given will children and adults be able to re-enter the building

### Lunchtime Fire procedure

- On hearing the fire bell, the Supervisor on duty in the playground will gather all children together away from the building and ensure no child re-enters the building
- Staff members will assist with the evacuation of children inside the building

## **ADMINISTRATION OF MEDICATION IN SCHOOL – (See separate policy)**

### **HEALTH CHECKS**

Each year the school Nurse visits the school to carry out regular health checks on some pupils and where necessary they deal directly with parents if any problems are identified.

### **POLICY ON FIRST AID IN SCHOOL**

#### Minor incidents

The qualified first aider is Mrs Robinson. She attends training once every three years.

All staff, both teaching and non-teaching are responsible for dealing with minor incidents requiring first aid.

During lesson time, first aid is administered by the class teacher or classroom assistant.

At lunchtimes minor first aid is administered by one of the supervisors.

If an accident occurs in the playground and first aid is required, one of the members of the staff on duty must send the child to the staff room where the first aider will examine the child.

If there is any concern about the first aid which should be administered at any time, then the qualified first aider must be consulted.

#### Safety/HIV protection

Staff must wear disposable gloves when treating any accidents/incidents which involve body fluids. All waste (wipes, pads, paper towels etc.) should be placed in a plastic bag and fastened securely ready to take home.

### **First aid Box**

The First Aid box is located in the school office

It contains:

- Scissors
- Bandages
- Plasters, single and strip
- Sterile water
- Sterile gauze
- Disposable gloves
- Wipes

Mrs Robinson is responsible for checking the contents of the first aid box on a regular basis and for placing orders to replenish stock. All staff are responsible for notifying her if the supplies are running low.

## **Accidents**

Accidents fall into four categories

- Fatal
- Major injury
- To employees resulting in more than three days consecutive absence
- Other accidents

### Fatal or serious injury

One member of staff dials 999 and requests ambulance support. This member of staff must be prepared to tell exact location and nature of the illness or accident. Another member of staff remains with the injured person. If the accident involves a child, the parent must be contacted. If the accident involves a member of staff, the next of kin must be contacted.

Accidents in the first two categories should be reported immediately to the Education Authority and staff there will advise on procedure.

Education Authority (S Region - Legal Department) Tel: 028 90564000

### Other accidents

These are the accidents which more commonly occur in school.

Procedure to follow:

- If the First aider has treated a child (possibly minor cuts and grazes), a note is made using the School Check Book system and a copy sent home with the child. This method of reporting is explained to each parent in the beginning school booklet issued to each parent at the start of each school year.
- For a more serious accident ie. Bump on the head, a fall causing swelling of a body part, the relevant section in the Accident Book needs to be completed.
- If a child has a bump on the head or there is a concern over the injury, the school will do all reasonable possible to contact a parent by phone. A letter will be sent home via the child outlining relevant information. See Appendix 2 'Head Injury Letter'
- If a child is taken to hospital as a result of an accident in school, the relevant Accident Form and other documentation must be copied and sent to the Education Authority.



All incidents will be reviewed as part of the annual H&S audit and risk assessment process. The number and type of incident/accident will feature in the annual H&S report to Governors.

### Reporting School Accidents

Certain accidents arising out of or in connection with work are reportable to the Health and Safety Executive under the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985. The following gives practical advice to schools on compliance with this duty.

It is not a complete statement of the duty.

When informed, the Education Authority will see to the notification of all relevant bodies.

### Employee Accidents

(This applies to all Education employees and self-employed persons on school premises)

Any accident to an employee resulting in a fatal or major injury must be reported to the Education Authority immediately by telephone. The details must be confirmed on the appropriate Form with 7 days.

If the accident does not result in a fatal or major injury, but the employee is incapacitated from their normal work for more than three days (excluding the day of the accident) there is no need to telephone, but a form must be completed and sent to the Education Authority within seven days of the accident.

### Pupil Accidents

Fatal and major injuries to pupils on school premises during school hours must be reported in the same way as those of employees. However, injuries during play activities arising from collisions, slips and falls are not reportable unless they are attributable to:

- The condition of the premises (for example potholes, ice, damaged or worn steps etc.
- Plant or equipment on the school premises
- The lack of proper supervision

Fatal and major injuries to pupils occurring on school trips or controlled activities off the school site (such as field trips, sporting events) must be reported to the Education Authority

ALSO SEE – CRITICAL INCIDENT POLICY

## **CAR PARKING**

Drivers parking cars in the carpark nearby the school, near the school or dropping/collecting at the school should at all times have consideration for the safety of pedestrians, other road users and the immediate community.

## **POLICY ON THE MOVING OF FURNITURE**

In the normal day to day running of the school, there are certain situations where children will need to move equipment or items of furniture. For example:

- Chairs and/or tables
- Sports equipment
- Small items of equipment

Children must always be supervised when moving any equipment or item of furniture. Some items they will need to move may be heavy or awkward to handle. Children need to be shown how to lift and carry safely. This needs reinforcing on a regular occasion.

### **PE and Sports Equipment**

When using large apparatus, children must be trained in how to move, lift and set out each piece of apparatus. This includes how to lift correctly, and how many children are needed for moving each piece of equipment (this should include how to bend), for example football posts, benches – one child at each end.

### Furniture

Chairs should be moved one at a time, and children must be shown how to carry them correctly. They may carry single chairs on their own. If a large number of chairs are needed, then the Caretaker or teacher will supervise.

Tables need one child at each end, a child must not attempt to lift a table on his/her own. Canteen folding tables must not be set up or put away by pupils unless under adult supervision.

Heavy objects may need at least two children per item as they are awkward to handle. Children need to be shown how to pick them up and put them down so that their fingers or feet are not trapped.

The PA system must only be moved and set up under adult supervision.

Small items of equipment include tape players, CD player, Music, I pad's etc. can be moved freely by the children.

Staff must ensure that when any item of equipment or furniture is being moved from one room to another, that there is another child available to open and close doors.

Items children should not move:

- Desktop computers
- Piano

## **SECURITY OF THE PREMISES**

The Principal, Caretaker and Mrs Rainey are the designated key holders and are responsible for the security of the building. To gain admittance to the school all visitors must sound the Buzzer at the front door. All visitors must sign the Visitors' Book.

### Class teacher

It is the responsibility of the class teacher to make sure their classroom is secure, windows closed and equipment switched off before leaving the premises.

### Caretaker

It is the responsibility of the Caretaker to check daily that:

- All locks and catches are in working order
- The emergency lighting is working
- The fire alarm has no faults

Before leaving the premises, the caretaker must check:

- All the windows are closed
- The doors are locked and secure
- All gates are closed

### Principal

It is the responsibility of the Principal to perform the above functions in the absence of the Caretaker

In addition, the Principal is responsible for the security of the premises during the school day.

## **CONTRACTORS ON SITE**

Contractors are encouraged to telephone and make appropriate arrangements prior to visiting the school. They must either contact the Principal or Caretaker

- Contractors must consult the Asbestos Register
- Contractors will work under close supervision of the Caretaker if possible, so as not to endanger the health and safety of children or adults in school
- Any equipment that contractors bring into school must be stored in a safe place away from corridors, classrooms, or any areas used by adults and children
- No repairs or maintenance can be carried out in area which children or adults are occupying, this includes cloakroom and toilet areas

- If contractors are working near the children's play areas, then all equipment and machinery must be cleared away during this time, and the contractors must leave the area

All work will be monitored by the Caretaker and any concerns reported to the Principal, the contractor concerned and the appropriate department at the Education Authority.

### **Monitoring of Health and Safety**

Risk assessments will be reviewed on a rotational basis annually, by the Principal and Health and Safety Governor. A timetable for these reviews is drawn up at the beginning of each year and kept in the Risk Assessment File.

Health and Safety will be an item on the agenda at each Governors meeting.

Once a year the Principal and Health and Safety Governor will meet to complete Health and Safety Monitoring. (See Appendix 1 for checklist to be used)

The Health and Safety Governor will produce an Annual Report to the Governors. (See Appendix 3 for timetable of Monitoring, Evaluating and Review timetable)

### **LINKS TO OTHER POLICES**

Positive Behaviour Policy

Critical Incident Policy

Pastoral Care Policy

Child Protection Policy

Administering of Medicine Policy

Educational Trips Policy

Emergency Evacuation Procedure Policy

PE Policy

This Policy is shared annually with staff during August whole school staff meeting.

Policy Consultation: April 2019

Policy Adopted: \_\_\_\_\_

Signed \_\_\_\_\_ (Principal)

Signed \_\_\_\_\_ (Chair of Board of Governors)

Policy to be Reviewed – June 2020

## Appendix 1

### Health and safety monitoring checklist for schools

Note: a “No” tick normally requires prompt action by the school

Management of health and safety		Yes	No
Does the school have a safety policy?			
Are all staff aware of the policy?			
Does it identify the roles and responsibilities of members of staff, and board of governors?			
Is it signed, and dated by the chairperson of the board of governors, and principal?			
Is there a review date?			
Are the arrangements for health and safety e.g. first-aid etc., clearly defined?			
Does the school have an emergency management plan?			
Does the school budget make adequate health and safety provision for:			
<ul style="list-style-type: none"> <li>• Training</li> </ul>			
<ul style="list-style-type: none"> <li>• Personal Protective Equipment</li> </ul>			
<ul style="list-style-type: none"> <li>• Safety signs, and notices</li> </ul>			
<ul style="list-style-type: none"> <li>• The testing of pressure systems, if applicable</li> </ul>			
<ul style="list-style-type: none"> <li>• The testing of portable electrical equipment</li> </ul>			
<ul style="list-style-type: none"> <li>• The testing of fume cupboards</li> </ul>			
<ul style="list-style-type: none"> <li>• The regular maintenance of heavy electrical equipment</li> </ul>			
Action required	Responsibility of	Date completed	

Accidents		Yes	No
Is the procedure followed (contact of parents, administering first-aid, etc.) as is outlined in the safety policy?			
Are all accidents, no matter how minor, recorded?			
Is an accident report form completed as required, and forwarded to the claims and legal administration unit?			
Are all serious accidents investigated?			
Are accident records checked regularly to determine if there may be a trend?			
Action required	Responsibility of	Date completed	

General		Yes	No
Have all members of staff been told that they must keep their workplace clean and tidy?			
Are teachers encouraged to visually inspect their classrooms for hazards each day before class?			
Is there a system in place for the reporting of any hazards noted e.g. missing tiles, uneven surfaces, etc.?			
Are lights on when they should be?			
Is there a procedure in place for the replacement of missing light bulbs, light switches, etc.?			
Is there adequate lighting in stairways and corridors?			
Are the banister rails in stairways secure?			
Are steps worn or broken?			
Are window frames sound?			
Can windows be opened?			
Is glazing secure, not cracked or broken?			
Have areas been identified where safety glazing may be necessary?			
Do roof areas have any loose or broken tiles, or loose coping stones?			
Are there any roofing areas that might be vulnerable to damage in high winds?			
Have any large building cracks being assessed to ensure structure stability and safety?			
Action required	Responsibility of	Date completed	

Contractors on school premises		Yes	No
Has an individual been delegated the duty of liaising with contractors on school premises?			
Are only Education Authority (EA) approved contractors used?			
If the school appoints contractors directly, have they supplied the school with confirmation of:			
Adequate public liability insurance; and			
ACCESS NI checks carried out on contractors staff.			
Are all contractors asked to report to the office prior to commencing any work?			
Has the contractor informed the school of any risks that the work will involve?			
Is there a clear understanding of the work involved?			
If work involves roof renewal or repairs, or structural alterations, are adjacent classroom areas cleared and areas fenced off?			
Does the contractor adhere to the safe working procedures written down in the contract?			
Action required	Responsibility of	Date completed	



Control of Substances Hazardous to Health (COSHH)		Yes	No
Are there safety data sheets for each substance used?			
Has a COSHH assessment been completed for any hazardous substance used?			
Is there a procedure in place for the review and revision of these assessments?			
Is there a procedure for the disposal of hazardous chemicals?			
Is there a procedure in place for dealing with a chemical spill?			
Are chemicals stored in accordance with guidelines e.g. CLEAPSS?			
Is there a procedure in place to ensure that all new purchases, especially those not on the board's schedule, are controlled and assessed prior to purchase?			
Is appropriate Personal Protective Equipment available, e.g.?			
<ul style="list-style-type: none"> <li>Gloves</li> </ul>			
<ul style="list-style-type: none"> <li>Goggles/face masks</li> </ul>			
<ul style="list-style-type: none"> <li>Barrier cream</li> </ul>			
Are all staff/pupils aware of the necessity to use any PPE supplied?			
Is there a procedure in place for the replacement of PPE?			
Is PPE stored in accordance with manufacturers' instructions?			
Are all ventilation systems used to control harmful emissions (dust, vapours, fumes, gases) checked for efficiency every 14 months?			
Is there a person who acts as a co-ordinator?			
Action required	Responsibility of	Date completed	

Electricity		Yes	No
Have the fixed electrical installations been tested by a competent electrician within the last five years?			
Is there provision for checking all portable electrical equipment in accordance with the schedule of test intervals by a competent electrician?			
Do you know when this was last carried out?			
Do members of staff prior to use examine portable electrical items of equipment to identify broken plugs, loose or damaged cable?			
Are members of staff barred from bringing personal items of portable electrical equipment into school?			
Is all defect electrical equipment labelled and removed from use?			
Do you keep, and regularly update a record of all portable electrical equipment held in the school?			
Are there a sufficient number of switched socket outlets to eliminate the need to use multi-way adaptors?			
Is a residual current device (RCD) used when portable equipment is used externally?			
Action required	Responsibility of	Date completed	

Fire precautions		Yes	No
Has the school a written fire evacuation policy?			
Are all members of staff aware of their duties and responsibilities in a fire evacuation?			
Are regular fire evacuation drills carried out?			
Is a record kept of the drills (date, time, any problems)?			
Has someone been delegated the duty of monitoring fire precautions in the school?			
Is there a no-smoking policy in the school?			
Are members of staff encouraged to adopt a good housekeeping policy?			
Are there signs/notices showing assembly points, routes for escape, fire doors, etc.?			
Is all fire-fighting equipment checked annually?			
Have members of staff received training in how to use fire-fighting equipment?			
Action required	Responsibility of	Date completed	

First-aid		Yes	No
Has a risk assessment been completed to determine the number of first-aiders and or appointed persons that the school requires?			
Do all members of staff know who the first-aid personnel are for the school and how to contact them?			
Do first-aid boxes only contain the Health and Safety Executive (HSE) recommended contents?			
Is someone delegated the task of checking and refilling the first-aid boxes as required?			
Does the school have adequate first-aid cover in place for outdoor trips, visits, etc.?			
Is there a written procedure for the administration of prescribed and non-prescribed drugs?			
Is there a policy for the reporting and recording of infectious diseases?			
Action required	Responsibility of	Date completed	

Services		Yes	No
Are members of staff encouraged to report all electrical and mechanical services defects, e.g. corroded pipes, broken sockets, etc.?			
Are there written emergency procedures to deal with gas leaks, and water leaks?			
Is the school heating system regularly serviced?			
Are fresh drinking water supplies located in the school and marked accordingly?			
Action required	Responsibility of	Date completed	

Exterior of premises		Yes	No
Are there any uneven paving slabs, walkways, potholes, etc.?			
Is the external lighting to the premises adequate, especially where the school is used after hours?			
Are all external handrails in position and secure?			
Do members of staff check playgrounds prior to use?			
Is play equipment in good condition?			
Is there a safety surface under potentially high-risk equipment (nursery)?			
Are playgrounds in good condition without any trip hazards?			
If areas are bad, are procedures in place to cordon the area off pending remedial action?			
Action required	Responsibility of	Date completed	

Educational visits and activities		Yes	No
Does the school have written procedures controlling school trips/visits?			
Is parental consent obtained before pupil participation?			
Is the team leader competent, and trained as necessary?			
If the school trip includes activities, is the activities team leader trained and competent?			
Is there adequate first aid provision for the group?			
Are there procedures in place for:			
<ul style="list-style-type: none"> <li>• The monitoring of pupils who may need to take certain medications</li> </ul>			
<ul style="list-style-type: none"> <li>• Management of emergencies</li> </ul>			
<ul style="list-style-type: none"> <li>• Ensuring adequate arrangements for pupils if trip includes an overnight stay</li> </ul>			
<ul style="list-style-type: none"> <li>• Ensuring adequate supervision</li> </ul>			
Action required	Responsibility of	Date completed	

Office safety		Yes	No
Is there a written office health and safety policy?			
Are all members of staff aware of the policy?			
Is there an individual responsible for monitoring health and safety matters in the school offices?			
Are all new and temporary staff provided with induction training on arrival?			
Have risk assessments been completed for all display screen equipment users?			
Is the use of multi-way adaptors avoided?			
Are storerooms tidy and paper stores separate from flammable substances?			
Is there an adequate number of signs/notices e.g. no smoking, fire exit?			
Are the following adequate:			
• Lighting levels			
• Heating			
• Ventilation			
Action required	Responsibility of	Date completed	



Art – craft - pottery		Yes	No
Is there a departmental health and safety policy?			
Is there an individual responsible for monitoring health and safety matters?			
Have risk/COSHH assessments been carried out for machinery, equipment, substances, and operational tasks?			
Do these assessments form part of the safe working arrangements?			
Are all new staff, student teachers, and substitute teachers made aware of the department's safe working arrangements?			
Are members of staff trained in the safe use of machinery, equipment and substances used?			
Is equipment, machinery inspected on a regular basis?			
Are there adequate cleaning arrangements in the department?			
Are there adequate storage arrangements in the department?			
Is there sufficient and suitable Personal Protective Equipment (PPE) for staff and pupils?			
Is a regular check carried out on PPE and defective items replaced?			
Are floors non-slip, and easy to clean?			
Are windows and ventilation easily accessible?			
Are work surfaces in good condition?			
Do members of staff know the location of shut off devices for main services?			
Is there suitable fire-fighting equipment located in the area?			
Are members of staff aware of how to use this equipment?			
Are there an adequate number of suitable safety signs?			
Is there an adequate amount of working space?			
Are regular inspections of the area carried out?			
Is the level of supervision adequate?			
Has an assessment of first aid needs been made?			
Action required	Responsibility of	Date completed	

Craft – design - technology		Yes	No
Is there a departmental health and safety policy?			
Is there an individual responsible for monitoring health and safety matters?			
Have risk/COSHH assessments been carried out for machinery, equipment, substances, and operational tasks?			
Do these assessments form part of the safe working arrangements?			
Are all new staff, student teachers, and substitute teachers made aware of the department's safe working arrangements?			
Are members of staff trained in the safe use of machinery, equipment and substances used?			
Is equipment, machinery inspected on a regular basis?			
Are there adequate cleaning arrangements in the department?			
Are there adequate storage arrangements in the department?			
Is there sufficient and suitable Personal Protective Equipment (PPE) for staff and pupils?			
Is a regular check carried out on PPE and defective items replaced?			
Are floors non-slip, and easy to clean?			
Are windows and ventilation easily accessible?			
Are work surfaces in good condition?			
Do members of staff know the location of shut off devices for main services?			
Is there suitable fire-fighting equipment located in the area?			
Are members of staff aware of how to use this equipment?			
Are there an adequate number of suitable safety signs?			
Is there an adequate amount of working space?			
Are regular inspections of the area carried out?			
Is the level of supervision adequate?			
Has as assessment of first aid needs been made?			
Action required	Responsibility of	Date completed	

Home economics		Yes	No
Is there a departmental health and safety policy?			
Is there an individual responsible for monitoring health and safety matters?			
Have risk/COSHH assessments been carried out for machinery, equipment, substances, and operational tasks?			
Do these assessments form part of the safe working arrangements?			
Are all new staff, student teachers, and substitute teachers made aware of the department's safe working arrangements?			
Are members of staff trained in the safe use of machinery, equipment and substances used?			
Is equipment, machinery inspected on a regular basis?			
Are there adequate cleaning arrangements in the department?			
Are there adequate storage arrangements in the department?			
Is there sufficient and suitable Personal Protective Equipment (PPE) for staff and pupils?			
Is a regular check carried out on PPE and defective items replaced?			
Are floors non-slip, and easy to clean?			
Are windows and ventilation easily accessible?			
Are work surfaces in good condition?			
Do members of staff know the location of shut off devices for main services?			
Is there suitable fire-fighting equipment located in the area?			
Are members of staff aware of how to use this equipment?			
Are there an adequate number of suitable safety signs?			
Is there an adequate amount of working space?			
Are regular inspections of the area carried out?			
Is the level of supervision adequate?			
Has an assessment of first aid needs been made?			
Action required	Responsibility of	Date completed	

Science		Yes	No
Is there a departmental health and safety policy?			
Is there an individual responsible for monitoring health and safety matters?			
Have risk/COSHH assessments been carried out for machinery, equipment, substances, and operational tasks in accordance with CLEAPSS guidance?			
Do these assessments form part of the safe working arrangements?			
Are all new staff, student teachers, and substitute teachers made aware of the department's safe working arrangements?			
Are members of staff trained in the safe use of machinery, equipment and substances used?			
Is equipment, machinery inspected on a regular basis?			
Are there adequate cleaning arrangements in the department?			
Are there adequate storage arrangements in the department?			
Is there sufficient and suitable Personal Protective Equipment (PPE) for staff and pupils?			
Is a regular check carried out on PPE and defective items replaced?			
Are floors non-slip, and easy to clean?			
Are windows and ventilation easily accessible?			
Are work surfaces in good condition?			
Do members of staff know the location of shut off devices for main services?			
Is there suitable fire-fighting equipment located in the area?			
Are members of staff aware of how to use this equipment?			
Are there an adequate number of suitable safety signs?			
Is there an adequate amount of working space?			
Are regular inspections of the area carried out?			
Is the level of supervision adequate?			
Has an assessment of first aid needs been made?			
Action required	Responsibility of	Date completed	

Sports and physical education		Yes	No
Is there a departmental health and safety policy?			
Is there an individual responsible for monitoring health and safety matters?			
Have risk assessments been carried out for the use of equipment, and undertaking activities such as gymnastics, and outdoor pursuits?			
Do these assessments form part of the safe working arrangements?			
Are all new staff, student teachers, and substitute teachers, and pupils made aware of the department's safe working arrangements?			
Is a regular inspection made of halls, floors, gyms and equipment prior to use?			
Is there a planned programme of inspection for equipment used?			
Are there adequate storage arrangements for equipment?			
Are there a sufficient number of safety mats for placing under equipment?			
Are they a non-slip type?			
Are they stored safely?			
Are halls and gyms free of dangerous projections where running and ball games are played?			
Are there adequate first aid arrangements in place?			
Are members of staff aware of safe lifting and carrying procedures?			
Are the guidelines and checklist provided in the Association for Physical Education (afPE) publication " <i>Safe Practice: In Physical Education, School Sport and Physical Activity</i> " followed?			
If used, are freestanding goal posts safely secured?			
Action required	Responsibility of	Date completed	

Transport and vehicles		Yes	No
Is there an individual responsible for monitoring vehicular access to school premises?			
Is there a written procedure for the use of school minibuses?			
Is there a safe procedure for the coaches arriving and departing?			
Is there safe access and egress for delivery vehicles and emergency vehicles (fire, ambulance)?			
Is there a procedure for bringing cars onto school premises?			
Is there a separate access for the kitchen and school meals delivery service?			
Are there safe procedures that minimise the risk of accident or collision with staff, pupils or visitors?			
Is there a clear procedure for contractors using vehicles on school premises (plant hire, grass cutting, etc.)?			
Action required	Responsibility of	Date completed	

## Appendix 2

### Head Injury Letter

Date: \_\_\_\_\_

Dear Parent/ Guardian

Your Child ..... received a bump on their head today whilst attending School.

Description of how head injury occurred

.....

.....

.....

.....

.....

A School First Aider assessed your child. Although no problems were detected at the time, we request that you observe your child for the next 24 hours for any of the following symptoms:

- Blurred vision
- Drowsiness
- Nausea or vomiting
- Severe headache
- Confusion
- Slurred speech
- Unresponsiveness
- Clumsy, staggering or dizziness
- Bleeding from ears or nose

**Contact your GP or the nearest Accident and Emergency Department if you notice any of the above symptoms.**

Yours faithfully

Mrs Robinson

## **Health and Safety**

### Monitoring, Evaluation and Review Activity

<b>What</b>	<b>Why</b>	<b>Who</b>	<b>When</b>
Annual walk around school	Identify maintenance issues (to be reported to the Principal)	Health and Safety Governor	Term 3
Meeting	Review of Risk assessments	Principal Health and Safety Governor	Rotational basis annually (see timetable in Risk Assessment folder)
Item on BOG agenda	To inform Governors <ul style="list-style-type: none"> <li>• number and type of incidents/accidents which have taken place</li> <li>• maintenance issues to be raised, action to be taken/action taken</li> <li>• changes needing made/or made to risk assessments</li> </ul>	Health and Safety Governor B.O.G.	Each meeting
Annual Report	Overview of Health and Safety in school	Health and Safety Governor	Last B.O.G's meeting of the year
Meeting	Complete Health and Safety monitoring checklist ( see Appendix 1 – Health and Safety Policy)	Principal Health and Safety Governor	Term 2