



Stockton-on-Tees
BOROUGH COUNCIL

LEVENDALE SCHOOL Health & Safety Policy



Reviewed - <u>RBeadnall</u>	Date Sept 14	Reviewed - <u>RBeadnall</u>	Date Sept 15
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Chair of FGB: **Date:**

Introduction

The **Health and Safety at Work, etc Act 1974** (s.2(1)), states that it is the duty of every employer to conduct his or her business in such a way as to ensure, so far as is reasonably practicable, that persons who are not in his or her employment but who may be affected by it are not exposed to risks to their health and safety, and accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff and others using the school premises or participating in school-sponsored activities.

At Levensale we believe that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of our pupils.

The aim, *“To provide a safe and healthy working and learning environment for staff, pupils and visitors.”*

The greatest problem in Health and Safety is, perhaps, keeping things in proportion - neither complacency nor alarmism is appropriate. A cautious, common-sense approach is likely to prove best, based on a clear understanding of agreed procedures and a professional concern for the safety of oneself, other staff, children, parents/guardians and visitors. We embrace and are committed to promoting the UNCRC, specifically Article 24.

Other essential references are:-

School Visits Policy

Guidelines for School Visits

Safe Practice in PE

PE Guidelines

SBC Health & Safety Manual (electronic resources on Shared Area)

Make it Safe – Design & Tech.

Be Safe – Science

CLEAPSS – safety & Science

Safety in Practical Studies

Emergency Aid in Schools

All staff who have been trained by J D Training Solutions have a copy

Fire Drill

Posted all around school

All staff need to be aware of the advice they contain. Any future documentation referring to similar areas will be brought to the staff attention and it is the individual's responsibility to be aware and follow the guidance of such documents.

SCHOOL POLICY

The Health and Safety Policy of the school aims to comply with current regulations and any relevant guidance which may be issued from time to time.

ORGANISATION AND RESPONSIBILITIES FOR HEALTH AND SAFETY WITHIN THE SCHOOL

Responsibility of the Governors and Headteacher

The Governors and Headteacher are responsible for implementing this policy within the school. In particular they will:

1. Monitor the effectiveness of the safety policy and the safe working practices described within it and shall review and amend it, as necessary, on a termly basis with a Health and Safety Representative Report to the Resources Committee.
2. The Headteacher will have overall responsibility for the implementation and day-to-day management of this policy as detailed in the Health and Safety Manual.
3. Prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills, soon after new occupants arrive at the beginning of the school year, and repeated at least once a term and the results of these to be recorded in the Log Book and reported to the Governing Body. Notices are therefore displayed in every classroom or shared area identifying the appropriate procedures.
4. Make arrangements to draw the attention of all staff employed at the school to the school safety policies and procedures and of any relevant safety guidelines and information.
5. Make arrangements for informing staff and pupils of relevant safety procedures by inclusion when appropriate in staff meetings/distribution or information to each member of staff. Other users of the school will be appropriately informed.
6. Ensure that regular safety inspections are undertaken termly, and audits are undertaken annually.

7. Arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe by the health and safety inspection or audit.

- 9 Report to the **Trust** any defect in the state of repair of the buildings or their surrounds which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed.

N.B. The Governing Body will deal with all aspects of maintenance and report to the **Trust** any other situation identified as being unsafe or hazardous and which cannot be remedied within the financial resources available to them. Such issues will be encompassed in the school's Asset Management Plan once formulated.

10. Monitor, within the limits of their expertise, the activities of contractors, hirers and other organisations present on site, as far as is reasonably practicable. Ensure contractors and employees are reminded to always be alert to the school environment and to be aware of others working around them or passing by. Contractors will be alerted to the issues at pre-contract meetings.

11. Identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist the Governors and Headteacher in the management of health and safety at the school.

12. Ensure all staff in the school share responsibility for health and safety by taking reasonable care to conduct their duties in a way that safeguards the health and safety of themselves, other staff, pupils, and visitors.

13. Risk Assessment is the responsibility of the Resources Committee and is delegated to the Headteacher on a day-to-day basis.

Duties of the Senior Management Team and Health and Safety Representative

It is perceived that under the direction and guidance of the Headteacher, the School's Senior Management Team and Health and Safety Representative will co-operate and assist in the management of health and safety by fulfilling the responsibilities outlined below.

1. Provide practical assistance in the implementation, monitoring and development of the safety policy within the school;

2. Monitor general advice on safety matters given by the LA/Trust and other relevant bodies and advise on its application to the school;
3. Co-ordinate arrangements for the design and implementation of safe working practices within the school. In particular the COSHH file for the school, with appropriate assessments, should be regularly reviewed and updated termly to coincide with reporting arrangements to the Governing Body.
4. Investigate any specific health and safety problem identified within the school and take or recommend (as appropriate) remedial action.
5. Order that a method of working ceases on health and safety grounds on a temporary basis subject to further consideration by the Governors and Headteacher;
6. Assist in carrying out regular safety inspections of the school and its activities alongside the Health and Safety Governor, and make recommendations on methods of resolving any problems identified.
7. Ensure that staff with control of resources (both financial and other) give due regard to safety.
8. Co-ordinate arrangements for the dissemination of information, by inclusion, staff meetings, distribution to each member of staff and for the instruction of students, pupils and visitors on safety matters and to make recommendations on the extent to which staff are trained.
9. Health and Safety related training courses undertaken by staff should be recorded in the Health and Safety Manual.

Responsibilities of staff towards pupils and others in their care

All staff are responsible for the health and safety arrangements in relation to staff, students, pupils and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

1. Exercise effective supervision over all those for whom they are responsible, including pupils.
2. Be aware of and implement safe working practices, and set a good example personally. Identify actual and potential hazards and introduce procedures to minimise the possibility of mishap.

3. Ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards.
4. Provide written job instructions, warning notices and signs as appropriate.
5. Provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required.
6. Minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process.
7. Evaluate promptly and, where appropriate, take action on criticism or concerns expressed of health and safety arrangements.
8. Provide the opportunity for discussion of health and safety arrangements.
9. Investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action.
10. Provide for adequate instruction, information and training in safe working methods and recommend suitable “off the job” training.
11. Where private vehicles are used to transport children to and from school functions, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used. No single adult should transport an individual child: there should be at least two children in need of transport before a single adult can privately transport children. Where this is not practical, two adults must be present at all times.

N.B. When any member of staff considers that corrective action is necessary but that action lies outside the scope of their authority, they should refer the problem to the Headteacher.

Responsibilities of all employees

All employees have a responsibility under the act to:

1. Take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work.
2. Co-operate with the LA/Trust and others in meeting statutory requirements. Not interfere with or misuse anything provided in the interests of health, safety and welfare.
3. Make themselves aware of all safety rules, procedures and safe working practices applicable to their posts. Where in doubt they must seek immediate clarification from the headteacher.

4. Ensure that tools and equipment are in good condition and report any defects to the headteacher, Senior Management Team or Health and Safety Representative.
5. Use protective clothing and safety equipment provided and ensure that these are kept in good condition.
6. Ensure that offices, classrooms and general accommodation are kept tidy.
7. Ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the Headteacher.

Whenever an employee is aware of any possible deficiencies in health and safety arrangements she/he must draw these to the attention of the Headteacher.

Please note the following:

1. It must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage.
2. Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time-to-time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards.

All volunteer helpers will be informed and expected, as far as reasonably possible, to meet the same standards required of employees.

Responsibilities of Pupils

All pupils are expected, within their expertise and ability, to:

1. Exercise personal responsibility for the safety of themselves and their fellow pupils.
2. Observe standards of dress consistent with safety and/or hygiene.

3. Observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency.
4. Use and not wilfully misuse, neglect or interfere with things provided for safety purposes.

N.B. The Governors and Headteacher will make pupils (and where appropriate the parents) aware of these responsibilities through direct instruction, notices and the School Brochure, website, Facebook page, SchoolComms system and smartphone app.

In order to fulfil this requirement, all staff should:

1. Know of any special safety measures to be adopted in their own working areas and to ensure that they are applied;
2. Observe standards of dress consistent with safety and hygiene;
3. Exercise good standards of housekeeping and cleanliness;
4. Know the correct procedures in respect of fire and first aid;
5. Refrain from interference with things provided for Health and Safety reasons;
6. Co-operate with others in promoting good Health and Safety practice;
7. Give clear instruction and warnings as often as necessary

IDENTIFICATION OF RISKS

1. OFFICES, STAFFROOMS AND STORES

Potential risks are associated with:-

- a) Lifting and carrying goods, equipment and materials.
- b) Packing and unpacking goods, equipment and materials
- c) Storing goods, equipment and materials
- d) Using or being in the presence of equipment operating on mains electricity e.g., computers, typewriters, other office machines, photocopiers, heaters, kettles etc

- e) Mains electricity outlet sockets, plugs and cables.
- f) Trailing leads and telephone cables.
- g) Other tripping and slipping hazards. e.g. defective floors or floor coverings, waste bins, low furniture, etc
- h) Unstable filing cabinets or furniture, defective equipment, doors, windows, furniture or fittings.
- i) Materials or decorations which are displayed above head height, on the walls or on glass surfaces.
- j) Using tools, scissors, knives, pins and drawing instruments.
- k) Using guillotines.
- l) Using of being in the presence of substances which are defined as being “hazardous to health” by pastes, powders, liquids, oils, gases, aerosols, sprays, fumes, dusts.
- m) Using steps/ladders

These risks can be minimised/removed as follows:-

- a) The lifting and carrying of goods, equipment and materials must be organised and carried out in order to prevent the member of staff being injured or causing risk to other persons during the course of lifting and carrying. Correct lifting and carrying procedures must be observed. If equipment is provided for such tasks it must be used and protective clothing which is provided must be worn.
- b) The safe method of packing and unpacking goods and equipment must be followed.
- c) Goods, equipment and materials must be stored in order to prevent them falling from the shelves and to prevent the contents from being spilled and creating a hazard.
- d) Electrical Safety –

The increasing use of computers, televisions, audio visual equipment, etc, necessitates increasing caution and health and safety awareness.

- 1 All mains operated equipment should be visually inspected regularly (each occasion of use would be best). Look especially for loose wires, worn insulation, and damaged plugs.
- 2 Where found to be defective, electrical equipment must be taken out of service and reported to the Headteacher/Deputy Headteacher as soon as possible on that day.

- 3 Always switch off when not in use. For maximum safety, remove the plug from wall when leaving classroom.
 - 4 Secure trailing leads and cables to prevent tripping and slipping hazards.
 - 5 Staff should not attempt any electrical repairs, but should inform the Head teacher/Deputy Head teacher as the need for repairs to be carried out by a suitably qualified person.
- e) Other tripping and slipping hazards must be removed and/or be reported as quickly as possible. If there are wet floors as a result of cleaning operations, a warning notice must also be posted if there are defective floor coverings. Waste bins and low furniture must not be left in places where the risk of tripping over them or colliding with them can occur.
 - f) Filing cabinets must not become unstable or top heavy and materials must not be stored at a height which is unsafe. The drawers of furniture must be kept closed. Defective equipment, doors, windows, furniture or fittings must be reported to the Head teacher/Deputy Head teacher.
 - g) Materials or decorations which are displayed above head height or on the wall must not be hung from light fittings or near heat sources in order to reduce the risk of them catching fire. If materials or decorations are to be displayed above head height or on the wall, great care must be taken in assembling and dismantling the materials or decorations, and step ladders must be used. Great care must be taken where materials are displayed on glass surfaces to prevent cuts and abrasions.
 - h) Great care must be taken when using tools, scissors, knives, pins and drawing instruments. As standard practice only safe versions of paper cutters (i.e. rota-trims) are provided in this school.
 - i) Where substances are assessed as being “hazardous to health”, appropriate preventative or control must be in place.
 - j) Fire doors must be kept free of obstruction at all times.

2 CLASSROOMS AND OTHER TEACHING AREAS

Most of the potential risks which have been identified in (1) will also exist in classrooms and other teaching areas, and can be minimised as previously described.

In additions there are risks associated with:-

- a. Making, testing and flying things
- b. Food and hygiene

- c. Glassware
- d. Heating and burning
- e. Chemicals
- f. Electricity
- g. Living things
- h. Non-living materials
- i. Working out of doors
- j. Use of sharp pointed scissors and other implements
- k. Using, being in the presence of and storing substances which are defined as being “hazardous to health” by the control of Substances Hazardous to Health Regulations 1988. These can come in the form of pastes, powders, liquids, oils, gases, aerosols, sprays, fumes dusts.

These risks can be minimised or removed as follows:-

Advice relating to items (a) to (i) above is contained in the booklet ‘Be Safe’ and is essential reading for all staff.

(j) Scissors – in general, children can safely be permitted free access to ‘round-ended’ scissors, but ‘pointed’ scissors must be used only for specific purposes and under close supervision.

(k) Where substances are assessed as being “Hazardous to Health” appropriate preventative or control measures must be followed.

3. SCHOOL HALL, DINING AREA, FOYERS, TOILETS AND OTHER COMMUNAL AREAS

a) Some of the potential risks listed in section 1 and 2 overleaf will also exist in these areas, e.g. from electricity, slipping and tripping hazards, hazardous substances etc.

Risks are also associated with:-

- 1) Horseplay
- 2) Hurried movement around school

- 3) Glass doors and large glass areas.
- 4) Slipping hazards caused by the weather, wet floors or spilled food
- 5) Unhygienic conditions
- 6) Use of cleaning materials and disinfectants
- 7) Storage of P.E. equipment especially large apparatus

b) Some of the actions detailed in the other sections overleaf will be appropriate in order to minimise risks but staff should further assist by:-

- 1/2) Preventing pupils from running or indulging in horseplay and ensuring that, as children leave their classroom e. g. break times and lunch times, an orderly routine is followed. NO RUNNING is a major preventative rule.
- 3) Identifying and preventing contact with large areas of glass
- 4/5) Preventing access to an area until the floor is in a safe condition

4. PLAYGROUNDS AND PLAYING FIELDS

1) Identification of Risks

Over half of all injuries occurring to children at school happen in the playground. Most of these are from slips and falls, and most are caused by good-natured exuberance. However, there can be further risks from the following:-

- a) Access and egress from cloakroom areas – this must be supervised by staff
- b) Damaged playground and playing field surfaces
- c) Damaged fences or gates
- d) Broken glass

- e) Unreasonable pupil behaviour

2) Risk Removal

Staff should be observant in noting damage or hazards and should make a report as soon as practicable to the Headteacher/Deputy Headteacher. The staff duty rota will ensure adequate supervision of playground activities, especially at break times. Play areas made dangerous by glass, tins, large pot holes, etc, must not be used until the hazard has been contained or removed. Children should not be allowed to climb onto, over or through the perimeter fence.

As standard practice:-

- a) Football is permitted on the playgrounds and grassed areas adjacent to these.

If a football is kicked over the fence near the upper school play area, a pupil may retrieve the ball but must first ask permission, then use the gate to exit and be supervised as they recover the ball.

- b) Unruly/dangerous play should be stopped. Games like bulldog, Last Man Standing etc, which are clearly of a dangerous nature, should not be permitted.

- c) Hand stands/somersaults and any other games/activities of this type in the playground are to be discouraged at all times. These activities may be allowed on the grassed area when this is accessible, but the teacher on duty should be happy that the children are reasonably competent. Where concerns arise over the safety of children, the teacher on duty should intervene.

SAFETY IN P.E

In P.E., good teaching is safe teaching. The booklet 'Safe Practice in Physical Education' is recommended reading for all staff. Important points are:-

- a) Premises and equipment should be checked for safety before the lesson begins.
- b) Children should be taught the need for safety and warned against behaviour likely to cause a hazard.
- c) Attention should be paid to footwear, clothing and adornments i.e. jewellery/hair ornaments.
- d) Children should remove all jewellery before lesson begins. Ear-rings should be removed (or taped over if unable to be removed).

Swimming – Responsibility for the children’s safety covers the time from leaving the school site and includes the duration of the swimming lesson and the return to the school site.

EMERGENCY SITUATION – Fire etc

Each classroom has a file labelled Emergency Procedures. Within each file is a very detailed description of exactly what should be done should we have an emergency situation.

An emergency situation in school which requires evacuation of the building will be indicated by a bell which rings CONTINUOUSLY. In the event of a continuous bell, the basic procedure will be for each teacher to see the children quietly and calmly out via the nearest fire doors and directly across to the designated assembly point (the KS2 playground, where each class will assemble for registration. All medication should be taken out in this instance in case the situation is such that the building cannot be re-entered.

Before leaving the building, ensure that the classroom door is closed, and the fire door, too, should be closed after the class has left. N. B. Certain teachers have responsibilities to check shared areas of school before leaving the building (check the school’s Fire Procedure, available in each classroom and shared area).

A class in the hall at a time of emergency should leave via the hall fire doors and make their way directly to the assembly point.

Please make sure it is absolutely clear to the children that if they hear a bell which rings without stopping, they must stop whatever they are doing and follow your instructions. Children who may be in the library or toilet when the bell rings, should make their way quickly to their classrooms, and leave the building with their teacher and classmates.

N.B. AT NO TIME DURING THE DAY SHOULD THE FIRE DOORS IN CLASSROOMS BE LOCKED OR OBSTRUCTED

There are occasions where an emergency situation might arise but the course of action would be lockdown: refer to the Emergency Policy for details of this procedure.

ILLNESS, ACCIDENT AND REPORTING PROCEDURES.

Cases of illness or accident, if of a minor nature, will be dealt with in school by the application of simple treatments in line with standard First Aid procedure.

Where more serious illness or accidents occur, the matter should be referred to the Headteacher/Deputy headteacher, who will contact parents or arrange for additional treatment to be administered.

As a general rule, parents have been asked not to send medicines to school. The Head Teacher and Governors have agreed that where it is necessary for medication to be

given during the day, parents must complete the **Administration of Medication in School** form and this will only apply to medication that has been prescribed by a Doctor. On no account should staff accept responsibility for administering medicines unless this has been completed.

N. B Under no circumstances should aspirin be given to children, unless prescribed by a doctor.

Occasionally a parent will request that his/her child stay in school during playtimes. The school's general policy is that children who are well enough to be at school are well enough to play out at break times, and adequate supervision cannot always be provided to allow children to remain indoors. In case of difficulties, letters/parents should be referred to the Headteacher – staff should not assume responsibility for allowing a child to remain indoors in an unsupervised situation.

All accidents resulting in a child or adult seeking hospital treatment directly from school must be entered in the Accident Book (~B1510) which is located in the School Office and these incidents reported to the Headteacher/Deputy Headteacher. Any instance of First Aid or simple treatment being administered to a child should be recorded in the smaller accident book in the first aid cupboard within the non-fiction library and the appropriate red slip sent home with the child to make parents aware.

Please note that the names and addresses of witnesses (even if they are pupils) may be required in the case of serious accident.

MEDICAL CONDITIONS

1. Infectious Diseases

Responsibility for all aspects of pupil health rests with the local district health authority (via school medical officers and school nurses).

Cases of some infectious disease are notifiable and defined periods of pupil exclusion may apply. All cases of infectious diseases should be reported to the Head teacher, who will see that appropriate action is taken. Public Health England's 'Guidance on infection control in schools and other childcare settings 2014' is used to determine any exclusion that may be necessary on medical grounds.

2. Asthma

As increasing number of children suffer from asthma and bring inhalers to school. Generally, their condition is well controlled and they know how to deal with it. However, should a pupil have an asthma attack, the advice is as follows:

- a. Keep calm. It's treatable.
- b. Let the child sit down on a chair, leaning forwards slightly: don't make him/her lie down
- c. Let the child take his usual treatment – normally an inhaler
- d. Wait 5-10 minutes.
- e. If the symptoms disappear, the child can go back to what (s)he was doing
- f. If the symptoms have improved, but not completely disappeared, alert the Head teacher/Deputy Head teacher. Parents will be sent for/another dose of inhaler will be administered).

If the attack is severe i.e. the child is breathless, has difficulty talking, has a high pulse rate/rapid breathing or is experiencing cyanosis (blue colouration to the lips and/or skin), send for Head Teacher/Deputy Head teacher at once. It is likely to require a 999 call at this point.

3. Head Lice.

Problems with head lice are more of a nuisance than a health risk but can be a cause of distress to parents/carers, pupils and staff.

Most health authorities agree that routine periodic head inspections are ineffective as a control measure. Where infestation is suspected or confirmed in school, our policy is to inform the parents of children in the class concerned without identifying the child or children in question.

A standard letter is issued from the school office, advising precautionary action or appropriate treatment as necessary.

4. Medical File

The child's contact information is kept on SIMS as well as in the data folders in the School Office and should contain information that is critical in relation to medical matters. The information also has the name and telephone number of the child's doctor.

STANDARDS OF HYGIENE

Where large numbers of people are in close proximity, there is an ever present risk of certain infectious diseases. The risk is always greatest among younger children. The risks of such outbreaks can be minimised by sensible hygiene precautions.

- a) High standards of personal hygiene should be encouraged.....wash hands after toilet/before meals, use soap and hot water, dry hands thoroughly.

- b) When dealing with bleeding or other spillage of body fluids, staff should:-
 - 1) Wear, disposable plastic gloves
 - 2) Cover cuts or broken skin with a waterproof or other dressing.
 - 3) Keep the area clear until the spillage is dealt with.
 - 4) Put soiled cotton wool or dressing into inside out plastic glove or a plastic bag and tie bag before disposal.

There are no well-documented cases of the AIDS virus being transmitted via saliva, urine or tears or during the course of normal social activity....the precaution outlined above should suffice.

PARTICULAR HAZARDS TO STAFF

On third of all staff injuries (and 80% of all serious injuries) result from slips, trips and falls. All previous advice relating to potential hazards (wet floors, loose carpets, unsuitable footwear, trailing leads, objects left in walkways, hurrying and inattentiveness) are especially relevant for staff safety. In addition, makeshift methods of reaching heights and inexpert use of ladders and steps are particular hazards.

Ladders and Steps

An all too common cause of injury in schools is the use of substitutes for ladders and steps (chairs, tables, chairs placed on tables etc)

Short step ladders are provided as standard throughout the school and should be used instead of 'makeshift' options.

Basic precautions include:

- do not over-reach

- keep both feet on the tread
- keep waist level below top of steps
- position steps at the right angle to work
- fully extend stepladders
- where possible, ask a colleague to be present with you in the area in which you are working on steps/ladders.

Large stepladders are kept by the Caretaker

SCHOOL SMOKING POLICY

School has a non-smoking policy and smoking is not permitted on any part of the school site. It is also discouraged within the immediate vicinity of the school site.

CONTRACTORS ON SITE

Where contractors are working on site, it is not necessary to warn them about dangers which they should know about (i.e. occupational hazards) but they must be told about any hazards that are peculiar to the site and about which they should be aware. The Caretaker, Head teacher, Deputy Head teacher or Administrator will normally ensure that this is done.

The Caretaker is responsible for ensuring that the cleaning contractor and employees observe health and safety requirements and that the premises are safe, with no risks to health.

WORK EXPERIENCE PLACEMENTS

Students on work experience are to be regarded as employees rather than visitors. As such, we should take all reasonable steps to safeguard their health and safety and see that they are not exposed to risks during their placement. In accordance with the Management of Health and Safety at Work Regulations (1999) a Young Persons Risk Assessment must be completed prior to the commencement of the experience and given to the school/parent.

As employees, however, they also have a responsibility for their own safety and for the safety of those others affected by their acts (or omissions) at work, and they should be made aware of this requirement i.e. asked to read this policy statement.

Specifically the Fire Procedure should be clearly explained, together with the procedures for notifying accidents (including the location of the accident book) and our First Aid Procedures. Where COSHH regulations apply, attention should be drawn to recommend safety procedures.

USE OF PRIVATE VEHICLES BY STAFF FOR SCHOOL PURPOSES.

Any member of staff who uses a private vehicle, on Council business, must have comprehensive insurance cover which includes use by the employee concerned for the business of the Council.

HEALTH AND SAFETY MEETINGS

In our school, the formality of a Safety Committee is unnecessary, and there is a value in all members of staff regularly considering Health and Safety matters. The following point should be noted as regular school practice.

1) Where there is any Health and Safety concern, take any action necessary to eliminate the immediate hazard, and report the matter to the Head teacher/Deputy Head teacher.

The Headteacher will report on Health & Safety matters to the Full Governing Body each term as part of the Headteacher's report to Governors.

