



We are all part of God's vine and are rooted in His rich soil. We are nurtured and supported so that we may grow and spread out into the world to love and to serve.

I am the vine; you are the branches. If you remain in me and I in you, you will bear much fruit. John 15:5

Goring Church of England Primary School Health and Safety Policy

Policy Approved by Health & Safety Governor on 27 April 2022

Signed **Chair of Governing Body**

Review Date ...April 2023

To conform with the requirements of GDPR (General Data Protection Regulation) all data is handled according to the terms of our Privacy Notice. A copy of this is available on the noticeboard in the staffroom and in the school office.

Section 1 Introduction

1.1 Purpose

The purpose of this policy is to further our aim to provide a secure, safe, healthy and stimulating environment for all pupils, staff and visitors to the school. Parents need to know that every measure will be taken to keep their children safe, however, we believe that the prevention of accidents and hazards is a key responsibility for every member of the school community.

1.2 Who/what was consulted?

This policy is based on the Local Authority's (LA) model. The content has also been influenced by guidance from the DCSF and the Health and Safety Executive (HSE).

1.3 The Law

Health and safety in schools is governed by health and safety legislation and associated regulations. These are enforced by the HSE. Section 29(5) of the Education Act 2002 outlines the duty of school governors and Headteachers to comply with directions on health and safety from the LA.

Section 2 Roles and Responsibilities

This section complies with the Oxfordshire County Council Health and Safety Policy model part 4.

2.1 AIM

- To establish and maintain a safe and healthy working environment to comply with the Health and Safety at Work etc. Act 1974 and subsequent regulations under the Management of Health and Safety 1999.

2.2 OBJECTIVES

- All employees and contractors have a legal obligation to work and act with due regard to the Health and Safety of themselves and others, to cooperate in complying with statutory duties, and not to intentionally or recklessly misuse anything provided by the school in the interests of health, safety and welfare.
- To take all reasonable precautions to protect people by reducing risks both on and off site.
- To take prompt and appropriate action in the event a hazardous situation developing, and of an accident and / or emergency occurring on or off site.

2.3 RESPONSIBILITIES

GOVERNORS

- To monitor the allocation of funds based on suitable and sufficient risk assessments.
- Prioritise health and safety matters within the School Improvement Plan.
- Purchase and maintain equipment to British and European Standards.
- Have health and safety as a standing item on the agenda of all meetings.
- Carry out regular inspections as outlined in the Governors' Handbook.
- Cooperate with the employer, Oxfordshire County Council (OCC) on matters of health and safety and ALL related H&S Policy documentation.
- Nominate a Governor with responsibility for health and safety.

HEADTEACHER

- As the '**responsible person**', the Headteacher is responsible for ensuring the health, safety and welfare of all the employees, pupils, visitors and contractors in their school. The responsible person may delegate such responsibility to nominated and **competent** person(s), but in delegating such responsibility and duty, the responsible person maintains overall leadership and management responsibility for ensuring, maintaining and evidencing compliance with the requirements of the Health and Safety policy.
 - Line managing the Leadership Team.
 - Allocating sufficient resources to meet health and safety priorities.
 - Ensuring attendance on appropriate health and safety training courses (See the

Learning Zone on Schools' Insite and/or contact the Health and Safety team for information on the training available.

- Liaising with the employer (OCC) over health and safety issues
- Regularly checking the Health and Safety toolkit/A-Z:
- Ensuring good communications by including health and safety issues in staff briefings, bulletins, and meetings (recorded agenda/minutes).
- Organising and implementing termly inspections in consultation with
- Trade Union Safety Representatives and Governors
- Overseeing the completion of the arrangements and risk assessments for all on/off site activities.
- Ensuring that health & safety is a criteria for performance management/ appraisal scheme
- Formulate and implement a policy for the management of critical incidents (Please visit the Health and Safety A-Z for Emergency Plans - CIEMP)
- Provide equipment and articles for the school that are adequate for their intended use, are correctly serviced and properly maintained in accordance with OCC guidance

DEPUTY HEAD

- Include health and safety in all new employees' induction.
- Undertake an annual health and safety training needs analysis of all employees (visit the Learning Zone and/or contact the schools H&S team). Training matrix document available on the H&S A-Z.
- Monitor departmental documentation, risk assessments, practices, and procedures.
- Encourage and support employees in completing risk assessments for pupils giving cause for concern. (Model risk assessment can be found on the A-Z, Risk Assessment).
- Ensure that QCA / HSE health and safety curriculum requirements are being delivered in lessons
- Support employees with personal safety issues including stress. (Please visit A-Z for Stress at Work Policy)
- Ensure off site visits are approved and appropriately staffed. (procedures – EVC, guidance on A-Z)
- Review departmental coordinators risk assessments annually.

SCHOOL BUSINESS LEADER

- Is required to ensure that:
 - All office risk assessments are completed and reviewed. (Model risk assessment can be found on the A-Z, Risk Assessment).
 - Visitors are registered wear a badge and are briefed on the emergency procedures.
 - Hazard reporting and maintenance documentation is actioned
 - Timely Accident and Physical and Verbal Abuse report is completed on the online reporting system.(Links to the Accident Reporting System are on the Health and Safety Pages on the Schools Insite)
 - All appropriate risk assessments guidance and hiring documentation is completed for community use of the site
 - All community users are registered and made aware of emergency procedures.
 - All staff receive statutory fire awareness training annually and all other H&S training is regularly reviewed/refreshed as required.
 - Adequately trained first aid cover is available for on /off site activities and
 - Periodic checks are made of the first aid arrangements and containers. (Please visit the A-Z for the First Aid at Work Policy)
 - Organise the planned programmed maintenance of plant and equipment.
 - Arrange for the annual electrical testing programme. (Please visit A-Z for policy on Portable Appliance Testing)
 - Maintaining accurate records of all equipment and resources.
 - Purchase and maintain all equipment and resources to County Council prescribed standards

LEADERSHIP and COORDINATOR TEAMS

- Produce health and safety risk assessment guidance and documentation as appropriate especially in Art, Design & Technology, ICT, Science, PE, and off-site activities (please visit A-Z for Risk Assessment guidance in different classroom settings).
- Ensure all hazardous equipment and materials are appropriately marked, assessed, maintained, stored, and used by a competent person.
- Advise colleagues on the completion of risk assessments and ensure they are carried out, reviewed periodically and recorded.

- Annually undertake training needs analysis for their teams.
- Ensure health and safety is a standing item on all agendas.
- Check that pupils are aware of health and safety issues and that these are being continually reinforced.

SITE MANAGER

- Ensure that the school follows the County Council procedures:
 - when selecting a contractor (if applicable to job role). (Please visit A-Z for Contractor Management guidance)
 - when completing a Self-Financed Improvement Project (SFN Form). (See guidance under 'S' on the schools Insite page)
 - when liaising with contractors over health and safety matter (if applicable to job role).
 - when monitoring health and safety issues on-site regarding either County or school appointed contractors.
 - Carry out daily checks of the site and take appropriate remedial action.
 - Prioritise and process the maintenance forms.
 - Review progress with the Headteacher, SLT, or SBM on a regular basis (frequency to be determined locally).
 - Ensure all employees and contractors are fully briefed on health and safety site issues.
 - Complete all relevant risk assessments.
 - Staff within their control are adequately trained and/or instructed to perform their duties safely.
 - Carry out recorded termly fire drills, recorded weekly fire alarm tests, monthly checks of fire extinguishers/emergency lighting and maintain the Fire Safety Folder. (Please visit A-Z for Fire Safety Folder).
 - Carry out monthly water temperature and maintain the water hygiene documentation. Ensure the WHRA is current and identified actions are addressed to comply with L8 regulations.
 - Alert the Headteacher immediately of any issues relating to any identified hazards on site; site security, lone working, manual handling, working at height, slips, trips and falls etc., and anything related to COSHH management, Asbestos, Fire Safety, electrical issues.
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TEACHERS

- Teachers are responsible for the creation and completion of risk assessments for class based high risk activities and for educational visits (unless there is a trained/appointed EVC).

ALL EMPLOYEES

All employees to be familiar with the schools Health & Safety policy and other associated policies relative to the site:

- ensure that they work in a safe manner and without risking injury to themselves, pupils, other staff, or visitors
- co-operate with their employer by adhering to the Health & Safety policy and related policies, advice, instructions, protocols, and procedures
- reporting any unsafe practices including defects, accidents, near misses and hazardous situations

- contributing to achievement, adherence to and improvement of Health & Safety standards
- complete and refresh as necessary (and applicable to job role) all elements of H&S training; manual handling, working at height, slips, trips and falls, lone working, DSE, COSHH etc., as determined by the Headteacher
- adhere to ALL the schools associated Health & Safety policies

- use, but not misuse, items provided for your health, safety, and welfare

- do not undertake unsafe acts
- be familiar with the emergency action plans for fire, first aid, CIEMP and off-site issues

- raise, without delay, health, safety, and environmental issues with pupils.

VISITORS, CONTRACTORS and PARENTS

- All visitors to the school will sign in at Reception/school office and will be provided by a visitor badge to be worn for the duration of the visit and handed back to reception/school office on departure (badges may be colour coded as to whether or not said visitor has DBS clearance).
- Visitors will be collected from reception/school office by the member of staff concerned or escorted to the appropriate area of the school
- All visitors to be made aware of site-specific health and safety/emergency procedures on arrival at the school.
- Contractors will be informed of hazards peculiar to this site, e.g., asbestos.
- Follow evacuation procedures in the event of an emergency.

PUPILS

- Behave in a way that does not put their health and safety at risk or that of others.
- Observe standards of dress consistent with good health, safety and hygiene practices as set out in the schools' uniform policy/school specific H&S Policy
- Follow ALL safety rules including the instructions from staff given in an emergency situation
- Use, but not misuse, things provided for health, safety and welfare.

Section 3 Emergency Procedures

3.1 Fire Safety

3.1a Sequence

In the event of an outbreak of fire, the emergency procedure should be as follows:

Alarm – Call the Fire Service – Evacuation – Assembly – Roll Call – Fight Fire.

3.1b Alarm

Any adult discovering an outbreak of fire should activate the nearest fire alarm by breaking the glass cover. Any child discovering an outbreak of fire should tell the nearest adult. The fire alarm system in this school is a bell system.

3.1c Calling the Fire Service

All outbreaks of fire, however small, or any suspected fire, must be reported immediately to the Fire Service.

3.1d Evacuation

On hearing the alarm, pupils should stand by their tables and when instructed by the teacher should leave the classroom in single file by the outside door. Pupils must WALK to the playground. A member of staff should follow at the rear, closing the classroom door. Classes not in their own room should go straight to the playground. The Headteacher or other nominated person will go to the playground, with the attendance register and remain there until he/she has received a report from all classes.

Anyone not in class when the alarm sounds, e.g. on the field, in the toilets, PTA room or PE Hall should go immediately to the assembly area and join their class, leaving the school by the nearest outside door.

On hearing the alarm the administration, kitchen and caretaking/cleaning staff should go immediately to the playground and report to the Headteacher.

With the exception of a search for a missing person, no one is allowed to re-enter the building until permission is given by the Headteacher.

If the alarm sounds at break time, the duty supervisors will initially be responsible for assembling children on the assembly area. Other staff will proceed there as soon as possible.

If the alarm sounds during a “wet break”, each teacher should go to their own classroom and follow normal evacuation procedure.

If the alarm sounds during lunch time and there are still children in the dining room, the supervisors should escort children to the playground whilst supervisors outside check that all classrooms and toilets are empty.

3.1e Visitors Involved in Fire Procedures

Visitors will make their way out of the building by the nearest available exit door and report to the Headteacher on the assembly area. If reasonably practicable, the Headteacher, administrator or other nominated person will take the visitors’ book to the designated assembly area so that any visitors can be accounted for.

3.1f Assembly Area

The hard area of the playground.

3.1g Roll Call

As soon as classes reach the Assembly Area, a careful roll call and count must be taken from the attendance register, (if possible) and a report made to the Headteacher. If anyone is missing, an immediate search by staff, directed by the Headteacher will be made. The Officer I/C Fire Service should be met on arrival and immediately informed whether or not all persons have been safely evacuated.

3.1h Fire Drills

Drills will be held at least once a term and recorded in the Fire Log Book. It is essential that everyone treats them seriously and carries out the procedure.

3.1i Fire Extinguishers – Colour Coding

All Fire Extinguishers are colour coded **Red**.

3.1j Fire Precautions

The Fire Safety folder will contain a model fire risk assessment. This folder is updated periodically by the Headteacher and School Business Leader and reviewed by the Governing body. The Headteacher must ensure that all necessary checks of the fire systems are periodically undertaken and recorded. The County Council's authorised Fire Service Officers enforce this legislation.

The Fire Safety folder is held in the School Office.

3.2 First Aid

3.2a Appointed Persons – Emergency First Aid Training

We aim to have a suitably trained Appointed Person (AP) on site during school hours. A trained AP will render first aid assistance where appropriate.

3.2b First Aid Equipment

First aid equipment is available in the medical room, the PE hall, and in the Foundation Stage classroom.

The Headteacher will ensure that the nearest location of first aid equipment is displayed on appropriate signs throughout the school. It is the responsibility of the Headteacher (or appointed persons) to ensure that the school has all the first aid equipment it needs, but it is the responsibility of all who use the first aid container to report any shortages or inadequacies.

Refer to the "*First Aid at Work*" procedure:

<http://schools.oxfordshire.gov.uk/cms/sites/schools/files/folders/folders/documents/healthandsafety/FirstAidAtWork.pdf>

3.3 Accident Reporting

We will attempt to contact the parents of a child who has been hurt as soon as possible after an accident.

3.3a Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

Certain incidents need to be reported to the Health and Safety Executive.

Refer to the “*Accidents, incidents and near-misses*” procedure:

http://schools.oxfordshire.gov.uk/cms/sites/schools/files/folders/folders/documents/healthandsafety/proceduresaz/AccidentsIncidentsNearMisses_0.pdf

Incidents are to be reported using an online system. For more information:

<http://schools.oxfordshire.gov.uk/cms/sites/schools/files/folders/folders/documents/healthandsafety/usersguide.pdf>

A directory of relevant phone numbers is included under ‘*Appendix A*’ together with guidance regarding the care and support of individuals after an emergency.

Section 4 - Equipment Safety

4.1 Standards of Equipment Purchasing and Maintenance

It is the policy of this establishment, whenever practicable, to purchase and maintain equipment at recognised British or European standards.

4.2 Provision and Use of Work Equipment

The Headteacher will ensure that annual inspections are made of all work equipment (including PE equipment) and that suitable records are kept. Where necessary, this equipment should be repaired and maintained to prescribed standards.

Refer to the “*Work Equipment Safety*” procedure:

http://schools.oxfordshire.gov.uk/cms/sites/schools/files/folders/folders/documents/healthandsafety/Work_Equipment_Safety_PUWER.pdf

4.3 Electricity at Work: Electrical Testing

The Headteacher will ensure that an annual inspection of portable electrical equipment is made by a competent person and that adequate records are kept.

Refer to the “*Electricity Safety – Portable Electrical Equipment Procedure*”:

http://schools.oxfordshire.gov.uk/cms/sites/schools/files/folders/folders/documents/healthandsafety/PAT_Policy_Procedure.pdf

4.4 Gas Safety

All gas systems will be inspected annually by a competent person (Gas Safe registered) and any maintenance or repairs must be undertaken by such a competent person.

Refer to “*Gas Safety*” procedure:

http://schools.oxfordshire.gov.uk/cms/sites/schools/files/folders/folders/documents/healthandsafety/Gas_Safety.pdf

4.5 Control of Substances Hazardous to Health

All substances/materials will have had a suitable and sufficient risk assessment made before being allowed on site. It is our objective to eliminate hazardous substances and, where possible, to substitute them with safer alternatives.

Refer to “*Control of Substances Hazardous to Health (COSHH)*” procedure:

http://schools.oxfordshire.gov.uk/cms/sites/schools/files/folders/folders/documents/healthandsafety/Chemical_safety_COSHH.pdf

4.6 Non-Ionising Radiation

Equipment such as mobile phones, microwave ovens, infra-red lamps, welders, photocopiers, laser printers, CD players and multi-media computers in schools can emit non-ionising radiation in the form of radio waves, micro-waves, infra-red heat, visible light and ultra violet. Prolonged exposure to these can be harmful. All such equipment must be properly maintained by a competent person.

Refer to the “*Non-ionising Radiation*” procedure:

http://schools.oxfordshire.gov.uk/cms/sites/schools/files/folders/folders/documents/healthandsafety/Non_Ionising_Radiation.pdf

Section 5 Personal Health & Safety

5.1 Management of Health & Safety at Work

The school:

- will take the necessary preventative and protective measures to adequately control risk, where identified;
- will comply with the other requirements made under this and other Health & Safety regulations.

5.2 Contingency Arrangements for Persons with Special Needs

An assessment of a person's special needs will be necessary for that particular individual and any appropriate action taken, to ensure his/her health, safety and welfare when employed or based in Goring C of E Primary School.

5.3 Smoking on Educational Premises

The school does not permit smoking on the premises. This rule applies to all persons on the whole of the school site.

5.4 Young Workers – Work Experience

The school, when offering to take a work experience student will adopt the practice and procedures of the Oxfordshire Education Business Partnership Work Experience Scheme, and undertake the necessary risk assessments required ensuring that all placements are low risk.

A parent of a student under the minimum school leaving age (16) will need to receive comprehensible and relevant information concerning any risks the student may be exposed to and the control measures introduced by the school to minimise the risk.

Refer to the "*Work Experience Placements*" procedure:

http://schools.oxfordshire.gov.uk/cms/sites/schools/files/folders/folders/documents/healthandsafety/work_experience.pdf

5.5 Pregnant Workers

At work, a healthy, pregnant woman can generally do many of the tasks she did before she became pregnant. However, pregnancy does place an extra strain on working women. The Headteacher must risk-assess the working condition, hours worked and exposure to physical, chemical and or biological agents including infectious or contagious disease(s) associated with the person's job and implement precautions so as to minimise these risks to the expectant mother as identified in the Management of Health & Safety at work Regulations. The Headteacher may suspend the employee from work for so long, as is necessary if the working conditions etc. cannot be altered so as to avoid risk(s) to her well-being.

The employee must notify the Headteacher in writing that she is:

- pregnant;
- has given birth within the previous 6 months;
- breastfeeding.

Refer to the “New and Expectant Mothers at Work” procedure:

<http://schools.oxfordshire.gov.uk/cms/sites/schools/files/folders/folders/documents/healthandsafety/PregnantNewMothersProcedure.pdf>

5.6 Food Health & Safety

This school operates under the Food Safety Act and other Food Hygiene Regulations. Persons involved in the regular food preparation and/or the serving of food will undertake appropriate training to comply with these requirements. A minimum training standard in school is the “Foundation Food Hygiene Certificate”.

The school operates within the Requirements for School Food Regulations 2014 which sets minimum standards for healthy food.

5.7 Lone Workers/Personal Safety

The Headteacher will identify individuals “at risk” and make a suitable and sufficient risk assessment to ensure that appropriate arrangements are in place to overcome the problems faced by lone workers, both on and off site.

Refer to the “*Personal Safety: Lone Working*” procedure:

http://schools.oxfordshire.gov.uk/cms/sites/schools/files/folders/folders/documents/healthandsafety/proceduresaz/PersonalSafety_LoneWorking.pdf

5.8 Visitors to School/Security

All visitors to school are required to report to the office and sign the visitors’ book. Visitors must wear a distinctive identification badge when they are on the school site.

5.9 Violence to Staff

The school does not tolerate any form of violence to staff, be it physical, verbal or mental, and will report such incidents to the County Council on the Physical and Verbal Abuse of Staff Incident Report Forms (Form PVA1). A copy must be sent to the Learning and Culture Health & Safety Team.

Refer to “*Personal Safety – Physical and Verbal Abuse of Staff*” procedure:

<http://schools.oxfordshire.gov.uk/cms/sites/schools/files/folders/folders/documents/healthandsafety/perpav.pdf>

5.10 Manual Handling Operations

The school will identify employees who need to move loads as part of their work, undertake risk assessments and determine any appropriate steps, including the provision of suitable lifting equipment, necessary to prevent the risk of injury during manual handling operations, namely lifting/carrying objects or people.

Refer to the “*Manual Handling*” procedure:

http://schools.oxfordshire.gov.uk/cms/sites/schools/files/folders/folders/documents/healthandsafety/Manual_Handling.pdf

5.11 Personal Protective Equipment

The school will provide and maintain all necessary and appropriate personal protective equipment, which is required to ensure that its activities are carried out safely and without risk to health.

Refer to the “*Personal Protective Equipment*” procedure:

<http://schools.oxfordshire.gov.uk/cms/sites/schools/files/folders/folders/documents/healthandsafety/proceduresaz/PPE2015.pdf>

5.12 Display Screen Equipment (DSE) Safety

Whilst the use of DSE is fairly low risk, the school seeks to minimise this risk as much as possible by following appropriate guidelines, as laid down in the “*Display Screen Equipment*” procedure:

<http://schools.oxfordshire.gov.uk/cms/sites/schools/files/folders/folders/documents/healthandsafety/DSE-PolicyGuidanceSelf-Assessment.pdf>

5.13 Oxfordshire County Council Occupational Health Service

The Occupational Health Unit provides a confidential service for all employees. This service covers pre-employment health assessments, ill health retirements, medical referral, health advice and counselling.

Occupational Health Unit: 01865 815421

occupational.health@oxfordshire.gov.uk

5.14 Managing Stress in School

It is recognised nationally by the HSE that stress-related problems in education are costly. The school aims to positively examine stress levels throughout the school and take appropriate action as necessary. Work/life balance is discussed during performance management.

Refer to “*Stress Management*” procedure:

<http://schools.oxfordshire.gov.uk/cms/sites/schools/files/folders/folders/documents/healthandsafety/StressatWorkOct2010.pdf>

5.15 Infectious diseases

The school management is required to facilitate the control of any infectious diseases and seeks to do so in accordance with general guidelines.

Refer to “*Infectious Diseases*” procedure:

http://schools.oxfordshire.gov.uk/cms/sites/schools/files/folders/folders/documents/healthandsafety/Infectious_Diseases.pdf

5.16 Waste Management

The school will dispose of its waste in accordance with both national and local guidelines and legislative requirements.

Refer to “*Waste Management*” procedure:

http://schools.oxfordshire.gov.uk/cms/sites/schools/files/folders/folders/documents/healthandsafety/Waste_Management_Litter.pdf

5.17 Working Time

The school will comply with the requirements identified in the Working Time Regulations and will not exceed an average maximum of **48 hours per week** worked over a 17-week period. An employee is entitled to an uninterrupted break of 20 minutes when daily working time is more than six hours. It should be a break in working time and should not be taken either at the start or at the end of the working day.

Refer to the “*Working Time Regulations*” procedure:

<http://schools.oxfordshire.gov.uk/cms/sites/schools/files/folders/folders/documents/healthandsafety/workti.pdf>

5.18 Educational Activities

Staff responsible for developing schemes of work will implement risk assessments and monitor their effectiveness for all hazardous activities undertaken on or off site.

Refer to “*Risk Assessment*”:

<http://schools.oxfordshire.gov.uk/cms/sites/schools/files/folders/folders/documents/healthandsafety/proceduresaz/riskassessmentprocedure.pdf>

5.19 Educational Visits

The school will ensure that the selection, vetting and monitoring of procedures are adhered to in accordance with Local Authority guidelines.

Refer to “*Off site visits guidance*”

<http://www.oxfordshireoutdoorlearningservice.co.uk/cms/content/oxfordshire-guidance>

Staffing ratios per visit will depend on the age/maturity of pupils, the activities, the location, the time of the year. As a general rule:

1:3 for the Reception Class

1:6 for Years 1 to 3

1:10 for Years 4 to 6

Section 6 Additional Health & Safety Procedures
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6.1 Physical Education (PE)

All apparatus and equipment is regularly checked for faults, and once a year a service engineer from an outside contractor carries out a full inspection of all PE equipment. Refer to “Physical Education Safety” procedure:

<http://schools.oxfordshire.gov.uk/cms/sites/schools/files/folders/folders/documents/healthandsafety/peprim.pdf>

6.2 PE Indoors

Portable apparatus is checked regularly to ensure that it is stowed away safely. Children are only allowed to participate in PE if they are correctly dressed. Watches must not be worn. “Pirates” and other competitive activities on apparatus are never allowed. Warming-up activities precede any work on large apparatus.

6.3 PE Outdoors

We concentrate on skill training for football, netball, hockey, cricket and rounders leading up to small and eventually full games. Other skill training may be available and parents are notified of opportunities as and when they arise. In athletics, we ensure that children are not overtaxed. We do not allow the children to do the high jump.

The children must be properly clothed in PE kit, including suitable footwear.

6.4 Steps, Walls and Trees

Children are discouraged from playing on the steps and walls and forbidden to climb trees.

The school business leader, will in conjunction with site management, monitor the trees, and arrange any necessary remedial action.

6.5 Wildlife Area

8.5. The wildlife area is no longer used by children as it is not maintained, access is only allowed if agreed by the school business leader or the Headteacher. No children are allowed in the wildlife area.

6.6 General Arrangements for the Supervision of Children outside the Classroom.

Parents are requested, by prospectus and newsletters, not to send their children to school before 8.40am for an 8.55am start.

A teacher or teaching assistant is always on duty at break and lunch time(s).

When the Headteacher is absent from the School premises the Deputy Headteacher is left in charge.

6.7 Car Parking

Parking is limited at the school so we discourage parents from bringing their cars up the drive, unless they are coming to work at the school or are collecting a sick or injured child.

6.8 Bikes and Scooters

Whilst it is our policy to encourage and support children using bikes and scooters as a method of transport to and from school, the use of bikes and scooters in school grounds is forbidden. Parents and children are regularly reminded in school newsletters that bikes and scooters must be pushed and not ridden through school grounds.

6.9 The School Minibus

We abide by the OCC Minibus Regulations. The bus is regularly checked and serviced and has an annual MOT.

Seat belts are provided and must be worn and adjusted before a journey begins. The new minibus does not have booster seats as it has adjustable seat belts suitable for all age groups

Only adults who have passed the county test and are authorised are permitted to drive the minibus. Two adults must always be present when transporting any of the children. For children in Key Stage 1 (Years R, 1 and 2) the teacher should be a passenger, not the driver. Drivers are to evaluate their fitness to drive prior to each journey. For all journeys over 30 miles, two drivers are necessary. For journeys of over one and a half hours' duration, rest stops at intervals of approximately one and a half hours must be made.

6.10 Transport by Coach

We organise visits on coaches which have been fitted with seat belts. Children are closely supervised upon boarding and alighting from the coach.

6.11 Medicines in School

Occasionally, it may be necessary for children to bring short-term prescribed medication to school, in which case we ask that it should be handed to the class teacher who must be fully informed of the circumstances that make it necessary. A form is provided for parents/carers to complete which details their child's medication. Each dose should be measured and put in individual containers labelled with the child's name.

We hold no non-prescribed oral medication in the school.

Parents of children with a long-term condition (for example, asthma, diabetes, allergies) must inform the school and liaise with the Headteacher.

Please see our Drug Education and Incident Policy

6.12 Glues, Adhesives and Tipp-Ex

Tipp-ex and similar products must only be used by a member of staff and should be kept in his/her desk when not in use. The glue gun should only be used by a member of staff. All adhesive products used in the school meet the recommended safety standards.

6.13 Water Hygiene

Once a month, the temperature of the hot and cold water system is taken and recorded in the Water Hygiene Manual. If the hot water is below 42 degrees Celsius (50 degrees Celsius where adults are working) or the cold water higher than 20 degrees Celsius, then remedial action is taken and logged in the Manual.

6.14 Out of School and Residential Visits

We ensure that all trips and visits are adequately supervised. A group of 30 on a residential visit will commonly have three accompanying adults. Day trips will adhere to the ratios mentioned in 5.19.

6.15 Wearing of Jewellery to School

We do not allow children to wear jewellery in our school. The only exceptions to this are earring studs (only gold or silver) in pierced ears, a discreet watch, and small objects of religious significance such as a crucifix on a chain. We ask the children to remove these objects during PE and games. In addition, hair decorations, especially alic bands, should be simple and practical, preferably navy blue. Long hair should be worn away from the face and should not impede the child's vision.

6.16 Communication of Health & Safety Matters to Staff

The Headteacher is responsible for communicating with staff during staff meetings. Any health and safety issues or situations which have arisen can be discussed in these meetings. The Headteacher will liaise with the Chairman of Governors/Health and Safety Governor as appropriate.

6.17 Dogs in School

The presence of dogs within the school boundaries presents a possible hazard and danger to pupils so dogs are not allowed beyond the school gates.

6.18 Hiring out of School Premises

We require all hirers, whether charged or not, to complete and adhere to the school's Condition of Hire form.

Section 7
Governors Health and Safety Representative

The Representative will meet with the Headteacher and School Business Leader as necessary and at least once a term and carry out a full inspection of the school annually.

Section 8
Review of the Effectiveness of the Health & Safety Policy

The Headteacher and School Business Leader will monitor this policy in cooperation with the Governors' Health and Safety Representative. On reviewing the effectiveness of the policy, any amendments will be drawn to the notice of all employees and of the Governing Body.

Appendix A

Emergency Plan Directory

Contact	In School Hours	Out Of School Hours
Head	01491 872289	
Site Manager	01491 872289	07547 582 877
School Business Leader	01491 872289	01491 875 126
School organisation and planning	01865 894811	
Chair of Governors	01491 872162	
Clerk to Governors	01491 872289	

General Guidance for Staff and Managers after the event

The consequences of any major event upon all those connected with it cannot be precisely defined. The care and support necessary for individuals will be needed as quickly as possible after the event.

At this stage you will not be on your own and outside support will be available to you - Education Psychology can help (see Directory) - also consider Welfare Officers.

Teachers know their own pupils and will have some idea on how best to handle them. Each individual may need a different approach.

There will be much to consider and the job ahead may be very difficult.

TEACHERS – REMEMBER

- You are the person best placed to help your children.
- If possible keep to your routine.
- Talk to your children today, tomorrow and so on.
- Talk to other staff – you are your best support group -- you are not alone, lean on your colleagues.
- Listen to your children and each other – take time.
- Arrange for debriefings.

LATER

- Consider what may have been lost – not only lives but other things – resources, accommodation, coursework, personal property, continuity.
- Consider re-entry to school of injured pupils/staff.
- Consider establishing a memorial/holding a service.

REMEMBER

- You can do no more than your best.
- Expect heightened anxiety or guilt.
- Mistakes may happen, we are only human.
- Do not expect instant results.
- Do not expect to please everyone.