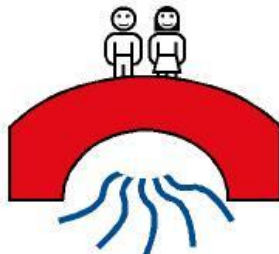


# Loddon Primary School



## Health and Safety Policy

Author: Jenny Sumner

Committee responsible: Environment Committee

Date of last review: November 2018

Date of next review: November 2019

### Policy statement

Loddon Primary is committed to providing and maintaining a safe and healthy working environment for our community and for ensuring that the schools' premises and activities do not adversely affect the health and safety of our pupils or any other people. The school's aim is to integrate health and safety into everything we plan and do so that it becomes an intrinsic part of our culture.

The Head Teacher and the Governing Body recognise and accept their responsibilities for putting the Wokingham Borough Council Health and Safety Policy into effect by:

- providing adequate control of the health and safety risks arising from the school's work activities;
- consulting with our employees on matters affecting their health and safety;
- providing and maintaining safe plant and equipment;
- ensuring the safe handling and use of substances;
- providing information, instruction and supervision for employees;
- ensuring all employees are competent to do their tasks, and to give them adequate training;
- preventing accidents and cases of work-related ill health;
- maintaining safe and healthy working conditions; and
- an annual review and revision as necessary of this policy including the organisation for its implementation and the health and safety procedures.

Responsibilities for health and safety and the school's health and safety procedures are set out in this policy.

\_\_\_\_\_ (signature)      Head Teacher      Date \_\_\_\_\_

\_\_\_\_\_ (signature)      Chair of Committee      Date \_\_\_\_\_

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## Organisation

### Objectives

The objectives of Loddon Primary School Health and Safety policy are

- To promote high standards of safety, health and welfare consistent with the Health and Safety at work ACT 1974 other statutory instruments and approved codes of practice.
- To ensure that places and methods of work are safe and healthy through arrangements set out in part 3 and others, which are adopted from time to time as appropriate to changing circumstances.
- To protect personnel, whether they be employees, pupils, members of the general public visiting the school or contractors and their employees from any reasonably foreseeable hazards.
- To ensure adequate training, instruction, supervision and information is given to all employees in order that they may work in safety in so far as is reasonable and practicable.
- To ensure a safe and healthy working environment for all personnel and sufficient facilities and arrangements for their welfare.
- To ensure that awareness with regards to all aspects of safety is fostered by all personnel.
- To ensure personnel are aware of their responsibility to take the steps necessary to protect the health and safety of both themselves and others.
- To ensure that full and effective consultation with staff on all Health and Safety matters is encouraged.

### Responsibilities

#### Strategic Director Children's Services

The WBC Strategic Director of Children's Service has

- Overall responsibility to ensure that the Council's Health and Safety Policy is effectively implemented, in so far as it is reasonably practicable to do so, with regard to maintained schools.
- Overall responsibility to ensure that adequate resources, including sufficient guidance and advice, are made available to support maintained schools in the effective implementation of the Council's Health and Safety Policy.

The Director has a duty to

- Ensure effective communications and consultations on health and safety matters exist between Children's Services and maintained schools.
- Provide for a School's Health and Safety Committee to meet on a termly basis to enable cross school employee health and safety issues to be identified and appropriately resolved.
- Plan for health and safety to ensure that health and safety is adequately considered at the earliest possible stage when making decisions related to maintained schools.
- Ensure maintained schools put an effective system in place for assessing and controlling the risks to health and safety of all persons. The Strategic Director of Children's Services will need to ensure that expectations in relation to risk assessment are clearly communicated.
- Ensure maintained schools have the necessary arrangements in place for the provision of a safe working environment and equipment that is adequate for its intended use, correctly serviced and properly maintained.

- Ensure that maintained schools have adequate first aid facilities and incident reporting schemes in place. The facilities must ensure that the arrangements enable the Council to fulfil its legal requirements in relation to RIDDOR, First Aid at Work Regulations and to ensure compliance with civil procedure rules.
- Ensure an effective system is in place for evaluating the collective need for health and safety training of maintained school staff and to support its delivery where appropriate/required.
- Bring to the attention of the Chief Executive any matters of health and safety that cannot be resolved, or are of imminent danger to any person in respect of maintained schools.
- Ensure periodical audit and inspection in order to monitor and review the safety management systems of maintained schools.

#### Governing Body

The Governors have the overall responsibility to ensure that the Council's Health and Safety Policy is effectively implemented, in so far as it is reasonably practicable to do so, with regard to the staff, pupils, activities and premises for which they are responsible. They have the duty to ensure compliance with any direction given by the Council in relation to the safety of persons on the school site or taking part in school activities elsewhere. (Sect 29(4), Education Act 2002).

The Full Governing Body monitors the school's arrangements for Health and Safety management by:

- Delegating to the Environment committee responsibility for monitoring Health and Safety (H&S)
- Receiving a report from the Environment committee every term.
- Receiving an annual School Premises Operational Plan from the Head Teacher.
- Appointing a Governor as the H&S governor.

#### The Environment Committee

- Meets ~~simultaneously at least once a term and includes members of~~ with the Health and Safety Committee ~~once a term~~
- Has H&S as a standing item on the agenda

#### Head Teacher

The Head Teacher in conjunction with the Governing Body, has overall responsibility to ensure that adequate resources are made available for the effective implementation of the Council's Health and Safety Policy with regard to the staff, pupils, activities and premises of their establishment. They have the duty to

- Ensure preparation and regular review of a statement of safety policy and safe working practices appropriate to the establishment.
- Ensure preparation and regular review of an emergency evacuation procedure and arrange for periodic practice drills (at least once each term).
- Make arrangements to ensure that the contents of the establishment safety policy, procedures, the Council's health and safety manual and all relevant safety guidelines issued by the authority are brought to the attention of all staff employed at the establishment.
- Ensure arrangements are in place for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe
- Report to Property Services or, in an establishment with its own responsibilities for maintenance, take action to instigate work to remedy, any defect in the state of repair of the buildings or their surrounds which is identified as being unsafe. The Head Teacher should also make such interim arrangements as are reasonable in the circumstances to limit the risk entailed.
- Report to the Governing Body governors or the Strategic Director of Children's Services as may be appropriate, any other situation identified as being unsafe or hazardous and which cannot be remedied from within the resources available to them.
- Make arrangements for the implementation of the authority's procedure for reporting incidents, occupational diseases and dangerous occurrences and draw these to the attention of all staff at the establishment.
- Remain aware of the level of compliance with health and safety requirements and the standards of health and safety management with regard to the staff, pupils, activities and

premises specifically covered by the council's H & S manual, by monitoring health and safety performance in a systematic manner.

- Ensure feedback to the Council's Health and Safety Manager if required.
- Ensure procedures are in place for managing fire safety and ensuring adequate precautions are implemented and complied with.
- Ensure nomination of Fire Wardens, First Aiders, and DSE Workstation Assessors, and to ensure adequate resources and training are provided to establish an appropriate level of competence for these persons with regard to the staff, pupils, activities and premises specifically covered by this policy.
- Ensure that a health and safety policy, risk assessments and arrangements are prepared and put into effect in respect of the staff, pupils, activities and premises specifically covered by this policy and that they are reviewed systematically and revised as necessary. These will supplement the Council's Health and Safety Policy in terms of specific responsibilities and arrangements for safe working. These should be brought to the attention of all staff.
- Ensure the correct assignment and communication of responsibility down through lines of management with regard to the staff, pupils, activities and premises specifically covered by this policy.
- Make adequate provision for the health and safety training needs for all employees, including appropriate training for temporary and agency staff working in activities and premises specifically covered by this policy, and to ensure that they work safely, protecting themselves, colleagues, pupils, members of the public and Council property.
- Ensure that appropriate training is provided in health and safety management for the managers and supervisors of the staff, activities and premises specifically covered by this policy so that they can fulfil their functions effectively including induction training.
- Establish and maintain effective means of communication and consultation in good time on health and safety for the staff, pupils, activities and premises specifically covered by this policy.
- Plan for health and safety and give adequate consideration to health and safety at the earliest possible stage. Ensure that all decisions taken on health and safety matters regarding the staff, pupils, activities and premises specifically covered by this policy are based upon competent assessment of any significant risks to health and safety.
- Ensure safety inspections and audits are carried out at appropriate frequencies.
- Ensure liaison with contractors working on site to ensure the health and safety of all persons who may be exposed to harm.
- Nominate a school safety coordinator to ensure effective co-ordination of safety management.

#### Safety coordinator

The Safety co-ordinator (currently the School Business Manager) is responsible for ensuring that action is taken to formulate and monitor health and safety at the school and to comply with the requirements set out in this Appendix 1 and arrangements. The safety coordinator will:

- Maintain and prepare for annual review school Health and Safety policy and arrangements.
- Monitor risk assessments and ensure they are reviewed at least annually.
- Ensure action is taken to meet legal requirements.
- Act as the first point of contact for health and safety matters in the operation of the school, giving advice or indicating sources of advice.
- Review annually the provision of first aid, emergency regulations, safety procedures and risk assessments.
- Initiate the necessary action to remedy defects in the school buildings and grounds (e.g. heating, lighting and play equipment).
- Withdraw from use any unsafe equipment, arrange its proper repair and return and where necessary its correct disposal.
- Ensure that all equipment provided for the school is adequate for its intended use, is safe and correctly serviced and maintained.
- Ensure all accidents and near misses are investigated and that action is taken to eliminate the cause as far as is reasonably practicable.
- Arrange H&S training as required.

- Ensure good liaison between the school and contractors or their representatives undertaking any works on the site to ensure the safety of all persons exposed to hazards.
- Establish and chair a School Safety committee to monitor the school's Health and Safety arrangements, carry out continuous programmes of audits and checks, and ensure that the requirement of the school's health and safety standards are being met.
- Prepares and updates the annual Premises Operational Plan for presentation to the Governors including recommendations on new facilities, procedures and training and their associated costs.

#### Senior staff (eg team leaders and subject leaders)

As well as the duties and responsibilities they hold as employees, team leaders and subject leaders have the following responsibilities:

- Apply the school Health and Safety policy to their area of responsibility. The specific arrangements should be included in the school Health and Safety policy and refer to the WBC H&S manual.
- Complete risk assessments under the appropriate regulations.
- Establish and maintain safe working procedures.
- Resolve any health and safety problem that a member of staff might raise and refer any problem for which there is not a satisfactory solution to the school safety coordinator.
- Carry out regular safety inspections of the department and submit reports to the school safety co-ordinator if necessary.
- Ensure, so far as is reasonably practicable the provision of sufficient information, training and supervision in order to enable other employees and pupils to avoid hazards and to contribute positively to their own health and safety at work.
- Propose to the school safety co-ordinator through the safety committee, changes and additions to policies or procedures that are necessary for the maintenance of safety.
- Ensure that all equipment is safe to use and where necessary seek advice from the school safety coordinator.

#### Teachers

The safety of students in classrooms is the responsibility of the teacher. These rules also apply to student teachers who must be made aware of their professional responsibilities by their mentor. A class teacher (or the adult in charge of the class) is expected to:

- Know the emergency procedures with respect to fire, first aid and lockdown.
- Know the special safety measures adopted for the subjects they are teaching and ensure they are applied.
- Exercise effective supervision of pupils and ensure that the pupils know the general emergency procedures for fire and first aid and for the subjects they are being taught.
- Give clear instructions and warnings as often as necessary (signs are not enough).
- Ensure that pupils' bags, coats etc are safely stowed away.
- Personally follow safe working procedures.
- Integrate all relevant safety into teaching practices and if necessary give special lessons on safety.
- Ensure protective clothing used and/or special safe working procedures are followed when necessary.
- Make recommendations on safety to subject leaders and the safety coordinator as necessary.

#### Site Controller

As well as the duties and responsibilities they hold as employees, the site controller is responsible for Health and Safety matters relating to the buildings, grounds and buildings services. This includes:

- Maintaining plant, equipment and substances in a manner that will not affect their own health and safety or that of other staff, pupils or visitors.
- Ensuring that cleaning materials and equipment liable to be a danger to pupils or staff are correctly used and properly stored when not in use.
- Maintaining a clean and effective boiler area including the safe storage and delivery of fuel as required.

- Ensuring all waste materials from the school are disposed of in accordance with WBC policy.
- Maintaining a high standard of house keeping.
- Investigate damage or problems that are reported and either fix or report and monitor to ensure they are resolved.
- Reporting to the health and safety officer or Wokingham reactive maintenance any problem or imminent danger associated with their responsibility as soon as it is practicable to do so.
- Monitor H&S on site using Loddon Primary Regular H&S tasks (Appendix) as a checklist.
- Monitoring and testing fire safety arrangements in consultation with Safety Co-ordinator.
- Monitoring and cleaning taps, showers etc in consultation with Safety Co-ordinator.

### Employees

Each employee is responsible for their own acts or omissions and the effect they may have upon the safety of themselves and others. In addition all employees have the duty :

- To ensure that they wear any protective clothing which is provided for any specific job.
- To ensure that they correctly use any safety devices at all times.
- To report all incidents, near miss incidents and damage to their line manager or Head Teacher. In the case of the Head Teacher to the School Safety Coordinator.
- To ensure that details of any incident, which caused bodily injury to them, are recorded in line with the Council's incident procedures.
- To assist their Head Teacher, immediate manager, school Safety Coordinator, Council Health and Safety Adviser, Insurance Officer or any outside agent acting on behalf of the authority, in the investigation of incidents with completion of appropriate forms etc.
- To report any defects in premises, plant, equipment, safety devices, protective clothing etc, to their Head Teacher/manager or the Site Controller.
- To set a good example to fellow workers, especially young or inexperienced workers.
- To help in the training of fellow workers, especially young or inexperienced workers.
- To avoid taking unnecessary risks.
- To ensure that neither their actions nor their negligence result in their fellow workers being exposed to unnecessary hazards or risks.
- To ensure their activities do not endanger the general public or any other individuals affected by their actions.
- To familiarise themselves with the arrangements in Appendix 1.

### Pupils

Pupils have the duty:

- To exercise personal responsibility for the safety of themselves and others.
- To observe standards of dress consistent with safety and/or hygiene (this could preclude for example unsuitable footwear, clothing, jewellery and other items considered dangerous).
- To observe all the safety rules of the establishment and in particular the instructions of staff given in an emergency.
- To use and not wilfully misuse, neglect or interfere with things provided for their safety and the safety of others.

### Safety representative

There are [a minimum of](#) two health and safety representatives ~~from~~**electe**d by the school staff. They should:

- Investigate potential hazards and dangerous occurrences in the workplace (whether or not these are drawn to their attention by the employees they represent) and to examine the cause of accidents at the workplace.
- Investigate complaints by employees they represent relating to that employee's health safety or welfare at work.



- Make representations to the school safety co-ordinator and Head Teacher on matters arising out of the above functions.
- Carry out inspections and receive information on risk assessments undertaken.
- Represent the employees in consultations at the workplace with the Health and Safety Executive, HSE, and any other enforcement bodies.
- Receive information from the HSE in accordance with Section 28(8) of the 1974 Act.
- Attend meetings of the safety committee in the capacity of the safety representative, in connection with any of the above functions.

The Health and Safety representative is not liable in law and has no additional duties other than those of all employees as laid down in section 7 and 8 of the Health and Safety at Work Act 1974. **The do not carry legal liability for their activities or omissions as a safety representative.**

#### School Safety Committee - role to be reviewed at Environment committee

The Safety Committee as a whole or through nominated individual members, monitors health and safety performance and recommends any necessary action should the performance appear unsatisfactory.

The Safety Committee is comprised of:

- The safety coordinator
- A member of SLT
- The school health and safety representatives
- Governors Environment Committee
- The Site Controller

The representatives of the School Safety committee will meet once a term with the Governors' Environment Committee to conduct Health and Safety Walkabouts, the representatives will highlight areas of concerns and the walkabouts will help to familiarise Governors with the school environment. The committee will be chaired by the Governor Environment Committee Chair. The Clerk to the Governors will take on the administrative role of this Committee.

#### **Terms of reference of the Safety Committee**

Under section 2 (7) of the Health and Safety at Work Act 1974 the safety committee have the function in consultation with the staff and pupils they represent, of keeping under review the measures taken to ensure the health and safety at work of all employees and pupils.

Specific functions include:

- The study of accident and notifiable disease statistics and trends so that reports can be made to the governors on unsafe and unhealthy conditions and practices, together with recommendations for corrective action.
- Review all independent maintenance and safety inspection reports received.
- Review all Health and Safety audit reports.
- Consideration of reports and information provided by inspectors of the enforcement authority.
- Consideration of reports from the health and safety representative.
- Assistance in risk assessment, the development of school safety procedures and safe systems of work.
- Monitoring the effectiveness of the safety content of employee training.
- Monitoring the adequacy of safety and health communication and publicity in the school.
- Organising a premises walkabout once a term with the full involvement of at least one member of the governing body ~~(this is currently completed during the Environment committee meeting)~~ to identify any potential unidentified hazards, including areas that could affect safeguarding and to check the areas identified as having asbestos. Updating H&S Walkabout report termly and forwarding it to Governors Environment committee termly. These walkabouts are more in depth than the ones at environment Committee.
- Monitoring that regular fire alarm and evacuation drills are carried out by the school.

- Reviewing the H&S Walkabout report termly.
- Reporting to the Governors Environment committee termly.

#### Contractors

Contractors and their employees are responsible for reading and complying with the School Health and Safety Policy. See appendix 1 and 2

#### **Risk Assessments**

The management of Health and Safety at work regulations requires every employer to make a fully recorded, suitable and sufficient assessment of risks to health and safety of employees.

The Head Teacher and governors are responsible for ensuring that suitable and sufficient risk assessments and safety audits are carried out in relation to all school activities. These are reviewed annually but more frequently if there are significant changes in buildings, machinery, equipment, work practices and personnel; or following an incident. The risk assessment team in each area will be led by a member of staff with expertise in the area. Risk assessment and training shall be performed in consultation with the safety co-ordinator.

The school Premises Operational plan will establish targets for carrying out and reviewing risk assessments. The safety coordinator will agree deadlines with the staff involved and check on progress throughout the year.

Risk Assessments are saved electronically in [\\server-01\StaffShare\Risk Assessments](#). The WBC electronic system (EVOLVE) is used for all offsite educational visits outside the immediate locality of Wokingham and Reading or involving an overnight stay or high risk activity. These risk assessments are checked by the Head Teacher and local authority representative. Risk assessments for local offsite activities are checked by the off site visits coordinator and the Head Teacher using school based risk assessments. Risk assessments for one off on site activities are stored with educational visits plans and risk assessment information in the [\\server-01\StaffShare\Risk Assessments](#) folder.

Any actions identified on a risk assessment are added to the school H&S Walkabout Action Plan by the safety coordinator which is monitored by the H&S committee and Head Teacher.

<b>Risk Assessment : Activity</b>	<b>Responsibility</b>
Work Experience / Volunteers / Under 18's	SBM/DHT
New and expectant mothers	TL/HT
Lone working (see caretaking RA)/ Violence	HT/SBM
Work related stress	HT
Asbestos	HT/ SBM/ site controller
Fire (see fire log book, WBC 22/4/09)	HT/SBM
Legionella (see water log book, WBC 4/10/04)	HT
First aid and medication	HT/SBM
Private hire of rooms/ equipment	HT/SBM
Public events	HT/SBM
Whole site, Playtime and lunchtime breaks (inc outdoor playground equipment, finger Entrapment)	HT/AHT
Buildings and Grounds (inc site security and management of contractors)	HT/ SBM/ site controller
Working at height Manual Handling, COSHH	HT/ SBM/ site controller
Physical restraint	HT
Caretaking, maintenance and cleaning (inc Electrical safety, PPE, Work equipment, confined spaces, lone working )	SBM/ site controller
Clerical administration Display screen equipment DSE (for all office staff, HT)	HT/SBM and DSE users
Educational visits	HT, EV coordinator and Group leader
Arrival and departure from school (inc vehicles)	HT/SBM
Swimming (inc maintenance)	swimming subject leader , SBM/ site controller/HT
PE including football	PE subject leader/HT
Creative arts (Drama , Music & Art)	Art subject leader
Science	Science subject leader
Design and technology including cooking	DT subject leader
Working with SEN pupils (general)	Inclusion
ICT, laptop trolley	ICT subject leader(s)
Foundation Unit including wraparound	FSU manager
General classroom activities	DHT
One off on site activities	School Group leader
Adverse weather conditions	HT / SBM
Individual children (see locked filing cabinet)	Inclusion/SBM/class teacher HT
Catering	Caterlink
School Events and working parties	Event leader
PTA events	PTA chair
School trip risk assessments (paper work online)	Group leader

## Health and Safety Arrangements

### Introduction

The Safety Arrangements set out below are for the information, guidance and compliance of all staff in Loddon Primary School.

Health and safety are integral parts of management.

They are the key consideration that should under-pin and facilitate educational and financial activity. Under the Health and Safety at Work Act 1974 employers and employees must look after the children in their care.

In carrying out their normal functions, it is the duty of all staff to do everything possible to prevent injury to individuals. This will be achieved so far as reasonably practicable, by adoption of arrangements and procedures developed out of risk assessment for control of risk. These can be summarized as follows:

- Providing and maintaining safe equipment and safe systems of work.
- Making arrangements to ensure the safe use, handling, storage and transport of materials, drugs substances and other articles.
- Providing the necessary information, instruction, training and supervision to ensure all personnel are aware of their responsibilities for health and safety.
- Providing safe places of work with safe access to and from them.
- Providing a safe and healthy working environment.
- Providing a system for rapidly identifying and remedying hazards.
- Where hazardous conditions cannot be eliminated, providing suitable protective clothing and equipment.

The specific arrangements for the school are set out in Appendix 1. These will be supplemented and amended from time to time as necessary to address new risks identified. They are approved by the Head Teacher.

All staff have a statutory duty to co-operate in fulfilling the objectives of the Governing Body and a personal responsibility to take reasonable care to ensure that their actions do not cause injury to themselves and to others.

Employees are required to observe special rules and safe methods that apply to their own work and to report hazards discovered to their line manager.

No person shall intentionally or recklessly interfere with anything provided in the interests of health and safety.

### Further information

More information is available from

- WBC online Health and Safety Manual for Schools  
<http://wsh.wokingham.gov.uk/leadership/health-and-safety/manual/>
- email [healthandsafety@wokingham.gov.uk](mailto:healthandsafety@wokingham.gov.uk)
- Health and Safety Helpdesk on (0118) 974 6386.

## **Appendix 1: Specific Health and Safety arrangements at Loddon Primary** Arrangements affecting all employees

### **Induction and training**

The staff handbook (available on staff shared/office/staff handbook) used as part of the induction policy includes a check list and information on the H&S policy and arrangements.

All staff attend the annual H&S training session at the start of the autumn term organised by the safety coordinator. It includes the following:

- Fire precautions;
- Evacuation procedures;
- H&S responsibilities and arrangements (critical and non critical incidents)
- First aid and sick children
- Registration procedures.

The school H&S policy and arrangements is available on staff shared/ approved policies/ premises. The Risk assessments are in [staff shared/risk assessments](#).

Additional training will be arranged as required for

- First aid (see section 14)
- Site controller (eg working at heights, swimming pool maintenance, asbestos)
- SBM (fire warden, asbestos, Health and Safety)
- Teaching staff and support staff (Swimming pool supervision, Epi-pens)
- Head Teacher (Health and Safety, risk assessment)

### **Safe working procedures**

Team Leaders must ensure that safe working procedures detailed below are developed through:

- Assessing the tasks;
- Identifying the hazards;
- Defining a safe method;
- Implementing the system; and
- Monitoring the system.

Once developed, safe working procedures must be promulgated to protect all personnel within their area of responsibility from dangers to their health and safety. All heads of area must familiarise themselves with laid down procedures and ensure that personnel under their control are fully conversant with these procedures.

### **Reporting risks and defects**

Any practice or condition that is likely to have an adverse effect on health and safety of personnel or damage to equipment or property, is to be reported to the safety co-ordinator. This includes dangerous near miss situations. Such problems are to be recorded.

Where the risk is immediate and significant, the member of staff responsible for the area must ensure that action is taken to address the issue. Where the problem cannot be addressed satisfactorily in the short term then action may be required to cordon off the area, change or stop the activity. The member of staff responsible for the area will make the decision in consultation with the safety co-ordinator or a senior member of staff. Where the safety co-ordinator is not available the members of staff may need to make that decision.

### **Calling the Emergency Services**

Fire police or ambulance can be contacted by dialling 9 (to get an outside line) followed by 999 and asking for the service required.

There is a first aider or appointed person on call from the school office during working hours.

### **Lockdown Policy**

The school has a Lockdown Policy which should be referred to in the event of a 'lockdown'.

### **Good housekeeping**

Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety. Following the guidelines listed below can prevent accidents:

- Keep corridors and passageways unobstructed.
- Ensure shelves in store rooms are stacked neatly and not overloaded.
- Keep drawers of desks and cabinets closed.
- Keep floors clean.
- Keep emergency exits clear.

The site controller is responsible for completing H&S checks daily /weekly/ monthly. The check list (see appendix 3) is monitored by the SBM regularly.

### **Smoking**

Smoking, including e-cigarettes and vaping, is not permitted in the school or anywhere on the school site.

### **Consumption of food**

Food should only be consumed in the kitchen / dining areas and recognised rest rooms (meeting room, classrooms, the staff room and offices). Fruit and water may be consumed by staff members on playground duties.

### **Use of vehicles**

Only those persons authorised and in possession of the appropriate licence are to drive vehicles on school business. Staff must have business use insurance if they are driving their own car on school business including when driving to or from training courses or work related meetings.

### **Phone calls and email**

Staff are expected to refrain from using personal mobile phones in teaching areas and when they are on duty during the school day. When they are offsite carrying out formal duties a school mobile can be provided to communicate with school or for emergency use. The office telephone may be used by staff for personal purposes.

Each member of staff has access to the computer network and learning platform via an individual user name. These should be obtained from the ICT technician.

Young People under 18, work experience students and volunteers

Work experience students (including student teachers) and volunteers should sign in at reception as a visitor and wear a badge at all times. They should read and sign a safeguarding briefing (see volunteers policy). They should not

- be left alone with children,
- work at an inappropriate height,
- undertake manual handling of equipment,
- perform first aid, or
- go into the site controllers room or electrical cupboard.

Young People under 18 and work experience students are assigned a member of staff as a mentor who is responsible for their induction and supervision.

### **New and Expectant mothers**

The Management of Health and Safety at Work (amendment) Regulations 1994 and the Maternity (compulsory leave) regulations apply to any employees who are pregnant, breast feeding or who have given birth within the last six months.

Staff should inform the Head Teacher as soon as possible after the pregnancy has been confirmed. On being notified that an employee is pregnant, has recently given birth or is breastfeeding, the team leader will carry out a new or expectant mother risk assessment involving the employee (a

form is on WBC website). This risk assessment will be updated regularly throughout the pregnancy or as circumstances change. Remember to

- Check whether a health professional e.g. GP or midwife has made recommendations about the employee's work.
- Discuss the outcome of the new or expectant mother risk assessment with them.
- Review the new or expectant mother risk assessment at appropriate intervals or sooner if health issues should arise.
- Retain the completed new or expectant mother risk assessment on their personnel file.

New or expectant mothers are entitled to rest facilities which include the facility where necessary to lie down. Nursing mothers will be given a private area to express milk if required.

#### **Lone Working** (also see the online WBC H&S manual)

Wherever possible Lone Working should be avoided but if this is not possible then

All staff should:

- Inform colleagues or partner of the time they plan to be home.
- Inform colleagues or partner where they are
- Sign in and out at reception before and during school hours.
- Holiday working - Sign in and out at Hillside Road Entrance.
- Refer to the Lone Working Risk Assessment on staff shared

#### **Violence** (also see the online WBC H&S manual)

If you are in a situation that could turn violent:

- Try to Stay Calm.
- Be aware of your own and the other person's body language.
- Try to keep a safe distance and avoid physical contact if possible.
- If you cannot calm the situation down, call for help or look for opportunities to move away.
- Report all incidents to the health and safety coordinator and Wokingham Borough Council

The online Wokingham H&S Manual contains protocol for dealing with abuse, threats or violence from adults on education premises.

#### **Work related stress**

The school has risk assessment for work related stress detailing our arrangements which is reviewed annually or more frequently if required. The school also has an 'Every Adult Matters' working group which aims to support positive working relationships, work life balance and minimise stress in the work place.

#### **Noise**

The School does not currently have any noise problems. If one were identified the school must

- Implement noise reduction control measures.
- Select suitable hearing protection and consult with staff
- Issue hearing protection to relevant staff; provide storage information, instruction and training
- Make sure staff are wearing their hearing protection correctly
- Provide health surveillance if required
- Keep the noise risk assessment under review
- Make it a policy to purchase quieter equipment and machinery wherever possible

#### **Asbestos** (also see the online WBC H&S manual)

The School maintains an "Asbestos File" kept on the reception desk in the school office. It contains:

- The asbestos report and maps showing the location of the asbestos in both buildings.
- Contractors' signing in sheets.
- Emergency procedures.
- Permits to work.
- A record of training completed.

A visual check of asbestos is included as part of the termly H&S walkabout. The location of asbestos is displayed in the staff room.

### **Fire Safety and Prevention**

The school has a “fire log book” (kept in the SBM cupboard) and a separate fire safety policy.

### **Legionella** (also see the corporate policy for schools in WBC H&S online manual)

The primary aim is to prevent the build-up of the Legionella Pneumophillia organisms in water systems and to prevent inhalation of infected water droplets. To minimise growth of Legionella the hot water should be stored at 60°C and distributed at 50°C and the cold water should be below 20°C.

Control measures are as follows:

- Individual heaters are used for each basin or set of basins so there is no main hot water tank.
- There are no cold storage tanks storage tanks in the school. There are hot water tanks in the ladies WC and the small boiler room.
- Water tanks should be covered and not contain sludge, scale, rust, algae or organic matter which would provide nutrients to the bacteria.

The school responsible person is the site controller. The water temperature tests, flushing through of infrequently used outlets and de-scaling of shower heads are included as part of the Weekly H&S checks. As part of our reactive maintenance WBC organise monthly checks of the water outlets, regular decaling and maintenance of the air conditioning units.

The school “water log book” (kept in the SBM cupboard) contains the following information:

- Records of all cleaning and temperature checks carried out.
- Records of any maintenance, water treatments or disinfection.
- Results of the water temperature monitoring. Any problems are reported to WBC if they cannot be resolved.
- Date that the shower in the accessible WC’s are tested.

### **Incidents, Accidents, first aid and medication**

#### **Reporting incidents (this includes near misses and accidents involving injury).**

All incidents or injuries should be reported.

The accident log in the school office (or in FSU Hedgehogs and Moles sink area) must be completed for all pupil injuries incurred no matter how minor. It includes a reference to who if anyone should follow up the incident. Periodically the FSU accident log is transferred to the School office accident book. The accident logs are monitored termly by H&S committee.

If a child suffers a head injury the class teacher is informed by the first aider and a letter sent home with the child. If an injury is suspected to have been caused as a result of the action of another child the class teacher is informed. If an injury is considered to be H&S related the SBM is informed.

Where an injury is such that we know the child needs to attend A&E the parents (or other emergency contacts) will be called as soon as possible and asked to confirm how long they will take to arrive. A decision will be made by a member of the SLT and firstaider as to whether to call an ambulance, transport the child to hospital by staff car or wait for the parent to be available. In the event that emergency contacts are not available then a member of school staff will attend A&E with the child.

The WBC Health and Safety helpdesk should be informed immediately on (0118) 974 6386 if

- The person is killed, seriously injured or is taken from the accident site directly to a hospital for treatment in respect of that injury; and
- The accident arises out of or in connection with the work activity.



Wokingham Borough Council (WBC) Incident Report form should also be completed for:

- All employee incidents, including accidents, violent incidents (both verbal and physical) and work-related ill health and disease.
- All serious accidents (for example an injury that involves an overnight stay in hospital).
- Incidents to a non employee 'arising out of or in connection with work' i.e. one that is work-related, should be recorded on a WBC Incident Report form; this requirement includes pupil and student injuries that result from curriculum and educational activities even if they took place outside of the school site. (Non employee covers pupils, students, visitors, contractors, temporary agency workers and members of the public).

The form should be completed by the injured person and the line manager / SBM and signed by the Head Teacher. It should be filed in the accident book in the SBM Cupboard and a copy sent to WBC Corporate Health and Safety. Employees must report all injuries to their manager immediately after treatment.

All contractors are responsible for reporting accidents to the safety co-ordinator as well their own reporting chain.

Incident reporting arrangements are included in induction training and repeated at the start of each academic year as part of housekeeping training. The school accident books are archived annually in the meeting room.

#### Investigating Incidents

The safety co-ordinator will investigate H&S incidents and accidents to identify the cause of the accident, any suitable remedial action and to follow through to the timescales set. Incidents are reviewed every term by the H&S committee to identify trends and to ensure the effectiveness of the risk control measures.

#### Accident and First Aid procedures

First Aid cover is available from the office between 8am and 4.15pm during term time, except during break time and lunchtime when it is provided by the staff on playground duty. A flow chart of what to do is set out in Appendix 4.

Users of the school out of hours and during the holidays, have access to first aid equipment in the medical room or from the Out of School club. There is a telephone in the school office and staff room. Hirers are expected to provide their own first aid equipment and to be first aid trained.

If a child suffers a head injury the class teacher is informed by the first aider and a letter sent home with the child. If an injury is suspected to have been caused as a result of the action of another child the class teacher is informed. If an injury is considered to be H&S related the SBM is informed.

#### Training

A complete list of people who have completed first aid training is displayed in the medical room and in the FSU first aid area.

Training	Who	when
First Aid at Work	Midday Supervisor: Kaldip Sangha Secretary: Zahra Colwill	As required
Paediatric First Aid:	All Early Years Practitioners and wraparound staff	part of induction
Emergency First Aid	All Office staff, Head Teacher, Some Teaching Assistants and Lunchtime Controllers	onsite course is arranged most years
Epipen training	All staff are invited (a list of those attending is in the risk assessment book)	held annually during lunch breaks.
School first aid arrangements	All staff	part of the start of year H&S briefing

### **First aid Equipment**

First aid equipment is checked and restocked by the school office

- First aid equipment including medication is kept in the medical room (and for FSU in the FSU room 2 medical area and in the Nest). (First aid sign on door.)
- Ice packs for bruises are in the staff room fridge and FSU fridge.
- Travel first aid kits (including buckets) are available from the school office for school offsite visits.
- A small first aid kit is in the DT science room (first aid sign on wall).
- “Emergency cleaning” bucket is kept in the office.

### **14.3 Medication**

#### **Asthma and Asthma Inhalers**

Pupils should keep their inhaler in their classroom. The inhaler should be clearly named. Parents must complete a request for medication form; a copy is kept in the office and in the classroom. The child is responsible for using it as and when they need it. They should take their inhaler on school visits. A list of pupils with Asthma is displayed in the medical room and each classroom.

#### **Severe conditions and Epipens**

The names and pictures of all the pupils who have a severe condition (including allergies) are displayed in the classroom, School Kitchen, FSU medical area and medical room. There is a box for each child containing their epipen and instructions in the medical room (or the FSU medical area). Parents must complete a medication form annually, the form should be completed by the NHS and is called ‘Allergy Action Plan’. If a child is suspected of having a severe allergic reaction the first aider or trained adult should send for their epipen, ask an ambulance to be called and give the epipen. Training sessions for all staff are run annually. The teacher in charge or class teacher will take a child’s epipen on offsite visits.

#### **Other medicines**

The school does not normally administer medicine.

A child may need to take **prescribed medicine** during school hours and administered (in the school office or FSU medical area as appropriate) by volunteer school staff if required.

The school does not administer unprescribed medicine.

#### **Storage and administration of medicines**

If a medicine is kept in school, parents must complete a medication form annually and include any other relevant information. The medicine must be within the use by date and have a doctor’s label giving the name of the child, the medicine and the dosage. The medicine, form etc is kept in the office (or FSU the medical area) in a zipped wallet or box. In FSU the child’s name and time to give medication is noted on the whiteboard and the appropriate staff notified.

When the medicine has been given the medication record book (and the FSU whiteboard) should be updated. Office or FSU staff (as appropriate) check termly that the medicine is in date. Any out of date medicine is returned to the parents and a replacement supplied if it is still needed.

The medication forms are stored in the office. A flow chart of how information is obtained is set out in Appendix 4.

### **14.4 Allergens**

A list of food used during school curriculum is maintained in staffshared/food allergies and the allergens recorded.

#### **Hirers and public events**

The planning and organisation of public events (e.g. school performances, fetes) is extremely important. Where events are being organised and run by the school, as the responsible person,

the Head Teacher is required to ensure that appropriate health and safety arrangements are in place to safeguard all those involved as well as the members of the public who come along to support the event.

As part of the lettings agreement all hirers of the school premise or facility must comply with the conditions listed in lettings agreement and school lettings policy.

#### Requirements

- There are suitable and sufficient risk assessments in place for the event. For example, if you plan to have a bouncy castle or a trampoline, your risk assessments will need to cover such equipment. If outside organisations provide these services for you, ask for their risk assessments and check that you are satisfied with them;
- There are arrangements in place for appropriate supervision on the day of the event, particularly if special activities are planned or equipment such as bouncy castles and trampolines are used. If parents are expected to supervise their children, this needs to be communicated to parents prior to the event taking place;
- If an outside organisation is putting on an event at the school, the organiser checks their safety procedures, including risk assessments and public liability insurance together with any relevant documents relating to the safety of any equipment being provided. Furthermore, ensure the organisation views, and where appropriate contributes to, the school risk assessment for the event.
- The organiser obtains copies of all relevant documentation from outside organisations and set up an events folder where all information is kept centrally. This will enable the safety co-ordinator and safety management team to access the relevant information more readily.
- Ensure that all involved in the planning and organising of the event are clear as to who is responsible for what. For example, supervision, the first aid arrangements, evacuation procedures and the movement of vehicles on the premises. These issues should all be included in the risk assessment.
- Remember that if a member of staff has an accident or a pupil or visitor is taken to hospital as the result of an incident arising out of a school event, it must be reported to WBC Corporate Health and Safety Advice Service, just as it would be if it had arisen out of normal school activities.
- If you are planning to have a bouncy castle at your event, make sure the company supplying this equipment sets it up; provides a trained operator or supervisor for the duration of its use and also has the appropriate public liability insurance cover. Further information entitled: 'Guidelines for the Use of Inflatable Bouncing Devices' can be accessed via the Health and Safety Executive (HSE) website. The Inflatable Play Inspection Association's (PIPA) website provides guidance on operators, products and inspections. The WBC Business Assurance Team can also provide insurance and risk guidance on the use of inflatable devices, bouncy castles and trampolines. (links/sources of information at foot of document).
- If you are planning to have a trampoline, you need to ensure you have parental consent for children to use this equipment and have adequate first aid and supervision arrangements in place. Organisations such as the British Trampoline Federation can provide relevant guidance. You must also ensure that the trampoline is in good condition. If you are unsure about the history, maintenance or condition of the trampoline, do not use it.
- Because of the significant dangers involved if not properly planned and operated, putting on a firework display requires special considerations and precautions. Click the link to the HSE microsite [HSE explosives](#) which contains essential information on organising firework displays.

- Any public event will require public liability insurance so make sure you have adequate insurance cover. If you are unsure as to whether the school's policy fully covers the event and the activities you are planning, check with your insurers or contact the WBC Business Assurance Service on (0118) 974 6571 well in advance.

#### **The safety co-ordinator's role**

The person taking on this role should be capable and competent, having gained the necessary knowledge and understanding of health and safety requirements and risk management through training. Their role is an important one as they will be liaising and communicating with all parties involved, including any contractors or outside organisations. The safety co-ordinator can:

- assist with the selection and monitoring of contractors or outside organisations;
- conduct school risk assessments and check other party's risk assessments,
- take the lead on developing the emergency arrangements; and
- check safety documentation and certificates for any structures that might be erected or electrical supplies that may be used.

#### **The safety management team's role and responsibilities**

- The safety management team should meet on a regular basis to ensure that the planning, organising, monitoring and running of the event goes smoothly. This will also help to maintain a steady flow of information.
- Ensure there are plans and arrangements in place to cover entry/exit points, site safety, emergency routes, barriers, exclusion zones; position of toilets, first aid, provision of marshals/stewards, incident reporting, and that safety guidelines are in place for any equipment being used.
- Have a contingency plan in place should poor weather impact on the safety of the event.
- Ensure there are procedures in place for regular site checks, crowd and traffic management.
- If food is to be served ensure those handling food have appropriate knowledge and/or training to carry out this activity. Enquiries regarding food hygiene should be directed to the WBC Environmental Health team, telephone (0118) 974 6765.
- If entertainment or the serving of alcohol is being planned, ensure appropriate licensing is applied for in good time. Enquiries should be directed to WBC Licensing, telephone (0118) 974 6358.
- In situations where other organisations such as the PTA are organising public events the above requirements will still apply.

#### **Insurance**

Should the school agree to an event being run on their site by a private individual, organization, or the Parent and Teacher Association (PTA), the responsibility for ensuring that adequate health and safety arrangements are planned and in place on the day sits with the organiser/hirer; this includes having their own appropriate insurance cover. The school should satisfy themselves that the risks assessments and arrangements are suitable and sufficient and should take a copy of the organiser/hirer's public liability insurance policy. It is recommended that schools contact the WBC Business Assurance Team on (0118) 974 6571 or email: [insurance.wokingham@wokingham.gov.uk](mailto:insurance.wokingham@wokingham.gov.uk) for advice.

#### **Further information or advice**

- [HSE website](#): public events, use of inflatable devices such as bouncy castles, and organising fire work displays.
- [PIPA \(Inflatable Play Inspection\) website](#): what to look for when inspecting inflatable devices such as bouncy castles and a list of approved operators in this region.
- The Royal Society for the Prevention of Accidents [rospa website](#): trampolines, what to look for and how to use such equipment.

#### Thermal comfort

The SBM monitors the temperature within the school to maintain it within the acceptable range. All staff need to be involved in this process for example:

- **In cold weather** the outside doors and windows should be kept closed (except for short term ventilation), blinds should be open and staff and pupils should wear warm clothing.
- **In hot weather** the blinds should be shut and the windows opened as soon as possible in the morning to cool rooms down before school starts and unnecessary electrical equipment should be switched off. Drinking water is available in all classrooms and the staff room.

#### Physical safety of children

##### Playtime arrangements

- Morning Break: KS2 and KS1 children are supervised by eight duty adults on the playgrounds and in the corridors. If it is wet play they are supervised in their classrooms by their class teacher or TA.
- Lunchtime: KS2 and KS1 children are supervised by the duty lunchtime team ten adults in the school buildings and playground.
- Afternoon Break: KS1 children are supervised by their class teachers in the playground.
- At the end of break or lunchtime the bell is rung, children stand still and then walk into school supervised by the staff.
- FSU children are supervised in their areas by FSU staff throughout the day (minimum ratio 1:13).
- The children have well known defined boundaries (marked with red lines) beyond which they are not allowed to go.
- The children are given appropriate play equipment and are not allowed to bring in their own.
- The swimming pool is locked if it is not in use, unless a club is being run by a member of staff

##### Adventure playgrounds

- The adventure playgrounds are visually checked daily by the staff on playground duty.
- The surface is checked regularly. This is recorded as part of the site controller weekly H&S check.
- The adventure playgrounds can only be used if an adult is directly supervising the area.
- The playground is independently inspected every three months and any advised safety measures are completed.

##### Finger Entrapment

- Finger safety devices are fitted where doors pose a risk (e.g. classroom doors).
- Door safety devices are regularly inspected as part of H&S checks.
- Staff are reminded in the annual start of year H&S briefing about finger hazards and asked to be vigilant and to report incidents or near misses.
- The finger trap risk assessment is reviewed annually or sooner if changes, incidents or near misses occur.
- Door safety is considered at the design stage of new or refurbished classrooms or toilet blocks.

#### Site Security

##### Boundary Fences

The outer boundary fence surrounds the whole site and car parks (see vehicle access to site below). The pedestrian gate are never locked.

The inner fence is between the children's play areas and the car parks.

- Pedestrians should not use the school grounds as a short cut between 9:00am and 3:30pm.
- The pedestrian gates next to the music room and on the path from Silverdale road are locked between 9:15am and 3pm.
- The pedestrian gate next to the back of the small hall is kept locked at all times.
- The vehicle gate from the Silverdale carpark is kept locked at all times
- The pedestrian gate from the [Silverdale-Silverdale Road opposite the Year 1 entrance is carpark](#) is shut between 9:10am ~~and 3.10pm~~to 11:35am, 11:45am to 12:15pm, 12:25pm to 3.40pm and overnight. There is tag access for staff and it can be remotely operated from the school office.
- The pedestrian gate from the Silverdale Road carpark is open from 11.35am to 11.45pm and 12.15pm to 12.25pm for Nursery drop offs. The gate will be closed at all other times.

The Gypsy Lane playing field has a boundary fence: the gate is kept locked except when the field is in use.

### Signing in

There is security tag access to the Hillside and Foundation/Year 1 Building for all staff. All members of staff using the Hillside building sign in and out during and after the school day using the sheets provided outside the office. During the holidays they sign in / out at the Hillside entrance.

Visitors and contractors sign in at the School Office and indicate which building they are working in. Cleaners, Catering staff and Out of school club staff have separate signing in books.

There is a separate signing sheet in the Foundation Stage Unit/ Year 1 for members of staff using the building.

### Children moving between buildings during lesson time

If children are asked to walk unaccompanied between the school buildings there must be at least two of them and they should use the Hillside front door. They should sign in and out of both buildings.

### Alarm systems

The school security alarm system is regularly maintained and tested through traded services (see H&S checks and inspection book).

The school fire alarm system is regularly maintained and tested by the site controller and traded services (see fire log book).

### Vehicle Access to grounds

The vehicle barrier into Silverdale Road carpark is shut between 8:15am and 4pm and overnight. It is automatic with tag access for staff and can be remotely operated from the school office. The car park is for staff and visitors to the school.

The Hillside Road car park gate is closed 8:30-9:00am and 3:00-3:45pm. Between 8:30am and 3:45pm the car park is for staff only.

The vehicle gate from Silverdale car park onto the playground is kept locked; it may be left open when the playground is being used as a car park if for example there is an evening performance. Drivers of vehicles needing access to or across the playground between 8:00am and 4:00pm should sign in at the office before driving onto the playground. They must use a Banksman.

### Visitors

All visitors to the school (including the FSU/Year 1) are expected to report to [reception the school office](#) on arrival. They will be required to sign the visitor's book and will be given a Loddon Primary Visitor Badge.

The emergency procedures and information that visitors need to be aware of is displayed in reception (Appendix 2).

Any person (other than a member of staff) on the school site not in possession of a Loddon Primary Visitor Badge will be challenged and if necessary asked to leave.

### Contractors

All contractors must sign in at reception. They are then taken or directed to the correct location by the office staff or site controller as appropriate.

The school will only employ competent contractors, who will be selected and managed according to the procedure set out in the contractor safety guidance from WBC H&S Manual. The school buys in to the WBC reactive maintenance contract. However, the school has a responsibility to properly manage contractors on their site to avoid things going wrong.

The Health and Safety at Work Act 1974 and the management of Health and Safety at Work Regulations 1992 impose duties to safeguard the health and safety of non employees who may be affected by our activities.

The school must:

- Inform contractors of any risks they may encounter whilst on site (for example relevant risk assessments and the asbestos file).
- Check their risk assessments and method statements.
- Seek approval from WBC for substantial works or major construction projects.
- Ensure adequate co-operation between the school and contractor for example, informing all staff before work commences and of any steps they may need to take.
- Seek approval for all contractors from the school safety coordinator (currently the SBM) before they are allowed on site.
- Monitor contractor's activities to ensure they are meeting the agreed health and safety requirements (normally done by SBM and site controller).

Contractors must:

- Safeguard visitors, pupils and school employees in relation to risks arising from their activities.
- Inform the school of any risk factors.
- Show the school their risk assessments and method statements.
- Sign in and out (in the contractors book) when visiting the site.
- Sign the asbestos file (SBM cupboard) if they are doing work to the fabric of the building.
- Follow the school H&S guidelines (see appendix 2 for summary in contractors signing in book)

### Working at heights (also see the online WBC H&S manual)

Staff should avoid work at height wherever possible. If it is unavoidable staff should take adequate precautions to prevent injury by:

- Using a small ladder or Kick stool, NOT A CHAIR.
- Ensuring it will not slip or get knocked into.
- Not reaching sideways.

Staff can always ask the Site Controller for help.

Kick stools are stored in

- Stationary cupboard
- Science & DT kitchen
- FSU
- Classrooms (3,4,5,6,7) which contain cupboards

Small step ladders are stored in

- Music room,
- End of KS1 corridor,
- End of KS2 corridor,
- After school club cupboard

Staff using higher ladders or the tower must have been trained (~~March 2015: Ron Mendoza and Graham Russel~~) and complete refresher training every three years. The Site controller should use a tower to access the lights in the main school hall.

The ladder inventory includes a list of tower and ladders, where they are stored, the three months inspection results and training completed is kept in the Risk Assessment book. Ladders are checked regularly as part of the Site controller H&S inspection checks (appendix 2).

#### **Physical Restraint**

See School Positive Behaviour Policy

#### **Electrical Safety**

Loddon Primary will control the risks from the use of electricity at work by implementing effective electrical safety arrangements to protect all users.

#### **Definitions**

- Fixed electrical installation: lighting, wiring etc.
- PEA: Portable Electrical Appliances e.g. kettle, floor polisher etc.
- User visual checks: visual check of PEA before use for any sign of physical damage or disrepair.
- PEA formal visual inspection: recorded and undertaken by competent person.
- PEA combined inspection and test: carried out by an external competent person.
- Competent person: someone who has successfully completed an assessed training course that has included the type of work involved.

#### **Arrangements and procedures**

- Risk assessments will identify electrical hazards and where applicable, suitable electrical equipment and electrical safety devices will be provided.
- On induction, staff will receive instruction on what to look for when carrying out a visual check of PEA.
- Staff must carry out user visual checks before using PEA.
- The Site Controller is trained to conduct PEA formal visual inspections.
- The school buys into the WBC contract for fixed electrical installation testing (the frequency is every 5 years), the test certificates are held in the main office.
- The WBC contract also covers PEA combined inspections and tests carried out on an eighteen-month cycle by a competent electrical contractor.
- All PEA is recorded on the PEA inventory held in the main office.
- The Site Controller is responsible for co-ordinating the PEA combined inspection and test programme.
- The SBM will issue a notification to staff in advance of the programme to advise of the dates and request that all PEA is made available on those dates.
- Electrical equipment not purchased directly by the school must receive authorisation from the Head Teacher and be electrically inspected and tested by a competent person before use.



- Staff must follow the school's defect reporting procedure for faulty electrical equipment - see 3.3
- Only authorised and fully qualified personnel are to install, repair or attempt to repair electrical equipment.
- The use of electrical extensions should be avoided where possible; otherwise good quality gang plug extensions should be used.
- Electrical equipment that is known or suspected of being faulty must not be used
- The SBM will, with the help of other staff, add all electrical equipment (including kettles and photocopiers) on the premises to the asset register. Staff obtaining new equipment must ensure the list is updated by informing the safety co-ordinator

#### **Work Equipment**

- Any equipment used by the site controller is visually checked prior to use.
- The purchase of work equipment is checked by the SBM to ensure that it is suitable for the intended use.
- The risks created by the use of work equipment are assessed with action taken to eliminate or control the risks.
- Where necessary equipment is maintained and formally inspected by a competent person and records are kept of such inspections.
- Where necessary adequate information, instruction and training are provided to the person using the equipment; and monitoring measures are put in place to ensure that safe systems of work are being followed and that guards and protection devices are in place.
- The school documents and communicates the WBC health and safety procedure for the selection and safe use of work equipment.

#### **Manual handling of loads**

Staff must not attempt to lift, drag, push or carry heavy or awkward loads unless training has been undertaken and risk assessments carried out. Staff should not attempt to lift pupils.

Children must not lift the dining tables. They may carry chairs (a maximum of two) but must not use the chair trolley.

A flat bed trolley (stored in the gents) should be used if appropriate. Staff can always ask the Site Controller for help.

#### **Safe use of harmful substances (COSHH)**

Some substances have the potential to cause ill health and we will introduce measures to identify what substances our employees use or are exposed to in the course of their work. Detailed guidance on the control of substances hazardous to health may be found in the online WBC H&S Manual.

In accordance with the COSHH regulations 1994 our policy will be to avoid the use of harmful substances by looking for suitable and less hazardous substances whenever possible.

The safety co-ordinator must be informed of any new substances that are hazardous and COSHH risk assessments carried out before they are used. The COSHH safety data sheets are stored on the SBM [cupboarddesk](#).

Work involving lead or asbestos is not to be carried out any circumstances without reference in the first instance to the safety co-ordinator.

Information, instruction and training will be provided for all employees and others who may be exposed to hazardous substances.

Hazardous substances are stored in appropriate containers in locked and labelled rooms or cupboards, risk assessment is reviewed annually

Location	COSHH substances
site controller's room	cleaning materials & DIY chemicals
swimming pool shed	swimming pool chemicals
kitchen cloakroom	cleaning materials
staff room	dishwasher tablets
caretakers lockup	petrol, fluorescent tube "coffin"
electrical cupboard	hazardous waste box (for batteries, toner cartridges)

A notice in the staffroom gives instructions to all staff on disposal of hazardous waste.

#### Occupational Health

The school has a separate sickness absence policy based on the WBC model policy and uses Occupational Medicals as our Occupational Health provider.

#### Display Screen Equipment: Safety in the school office

All VDUs will be assessed using the assessment checklist provided in the WBC schools online H&S manual. Those users classed as DSE (Display Screen Equipment) users will receive priority for corrective measures. Loddon Primary will minimise the risks associated with display screen equipment (DSE) work by ensuring that work areas and jobs are well designed.

#### Definitions

- Workstation: the term includes furniture, equipment and working environment.
- DSE User: someone who habitually uses DSE as a significant part of their work.
- HSE: Health and Safety Executive.
- VDU: visual display unit which is basically the same as a display screen.

#### Arrangements and procedures

- The WBC DSE standards and guidance and risk assessment form are used (see the WBC schools online H&S manual)
- The School Business Manager is currently the school's nominated Workstation Assessor and has completed DSE assessor training
- The workstation assessor will
  - identify all DSE workstations and ensure they meet minimum requirements
  - identify all DSE Users
  - train and instruct all DSE Users on how to use DSE safely
  - give DSE Users a copy of HSE guidance 'Working with VDUs' and the WBC Workstation Assessment form
  - ensure forms are completed and assist the DSE User in resolving any difficulties
  - review forms with Head Teacher, to make recommendations and get approval of actions required
  - file completed forms in staff member's personal files and in the risk assessment file
  - arrange for assessments to be reviewed annually and when major changes occur e.g. workstation re-sited or if health problems are being experienced possibly caused by DSE work.
- DSE Users are entitled to eye and eyesight checks paid by the school. Approval from the Head Teacher is required first.
- The optician must confirm the interval for the next test in writing.
- If a DSE User requires spectacles specifically for their DSE work, the school will make a contribution to the cost - prior to ordering the optician must confirm the requirement in writing and approval from the Head Teacher must be obtained.

#### Personal Protective Equipment (PPE)

The term personal protective equipment (PPE) is used to describe all equipment (including clothing giving protection against the weather) that is worn or held by a person at work to protect against risks to health or safety.

Where there is risk to health and safety at work that cannot be adequately controlled in other ways, the school supplies PPE to staff free of charge and ensures that it is properly used.

### **The law**

The Personal Protective Equipment at Work Regulations 1992 requires that PPE:

- is properly assessed before use to ensure it is suitable;
- is maintained and stored properly;
- is provided with instructions on how to use it safely; and
- is correctly used by employees.

Examples of PPE used in the school are eye protection, safety footwear, protective gloves, high visibility clothing, etc.

Certain types of PPE fall outside of the scope of the PPE Regulations, for example, hearing protection required under the Control of Noise at Work Regulations 2005 and respiratory protection equipment, because they are covered by specific pieces of legislation; however, they do need to be compatible with any other PPE provided.

### **Requirements**

The Head Teacher has a duty to provide PPE to employees exposed to a risk at work, where that risk has not been controlled by other means. Because the effectiveness of PPE can be easily compromised, for example, by not being worn properly by the user, PPE should be viewed as the last resort in the hierarchy of control measures and must be used only where other precautions cannot adequately reduce the risk of injury.

The PPE provided must be suitable for the employee and be appropriate for the risks involved. PPE must:

- be selected taking into account the nature of the hazard and the task;
- be compatible with all other PPE that will be worn;
- carry a CE mark (this mark signifies that the PPE satisfies certain basic safety requirements and in most cases will have been type-tested and certified by an independent body);
- be provided free of charge to employees;
- be provided in conjunction with appropriate instruction and training for the wearer;
- be maintained in an efficient working order and in good repair; and
- be stored in an assigned and suitable area.

### **Assessing suitable PPE**

To ensure that the right type of PPE is chosen, the Head Teacher should consider the following when assessing whether the PPE is suitable:

- is it appropriate for the risk involved and the conditions at the place where the exposure to risk may occur?;
- does it prevent or adequately control the risks involved without increasing the overall level of risk?;
- can it be adjusted to fit the wearer correctly?;
- has the state of health of those who will be wearing it been taken into account?;
- what are the needs of the job and demands on the wearer? For example, the length of time the PPE needs to be worn and any visibility or communication requirements;
- if more than one item of PPE is being worn, are those items compatible with each other?

The PPE assessment should follow on from but not duplicate the general risk assessments carried out under the Management of Health and Safety at Work Regulations 1999.

Once suitable PPE has been identified, the selection process should include consultation with the staff who will be wearing the PPE or their representatives. Their input, especially when it comes to personal issues like comfort, will have a bearing on whether the PPE is worn once it has been issued.

#### **Maintenance and replacement**

PPE should be maintained - including replaced or cleaned as appropriate - in efficient working order and in good repair. A local procedure should be put in place to ensure that manufacturer's recommended replacement periods and shelf lives are followed.

#### **Storage**

Suitable accommodation should be provided for the safe storage of PPE when it is not in use. Contaminated or defective PPE awaiting repair should be segregated.

#### **Information, instruction and training**

The Head Teacher is responsible for ensuring that adequate information, instruction and training is provided to staff to enable them to make proper and effective use of PPE.

The training, which should be both theoretical and practical, should include:

- an explanation of the risk(s) present and why the PPE is needed;
- how to operate the PPE and when it is to be used;
- any limitations of the equipment which may affect the protection offered;
- how to maintain the PPE in a good state of efficiency and repair;
- information on the storage arrangements;
- information on the arrangements for reporting loss or defects and how to obtain a replacement.

Any PPE training given to employees must be recorded as should the issue of PPE. A PPE issue record template is available for download from the WBC online schools H&S Manual.

The Head Teacher should ensure that regular checks are made to monitor that PPE is being used and worn in the correct manner; any non-use or improper use should be investigated.

#### **Employee's responsibilities**

It is the responsibility of employees to:

- take reasonable care of the PPE provided;
- use PPE in accordance with the training and instruction received and return the PPE to its place of storage after use;
- report losses or defects immediately to their Head Teacher or line manager.

#### **PPE for pupils and students**

The Regulations apply to trainees and young persons on work experience programmes but not apply pupils in a school. The Health and Safety at Work etc. Act 1974 does, however, impose a duty on the employer not to expose non employees to risks to their health and safety as a result of the work activity. In respect of the curriculum, relevant subject risk assessments need to be completed to ensure the health and safety of pupils and students and steps should be taken to minimise any risk; this could involve the provision of general use PPE as opposed to a personal issue.

CLEAPSS guidance indicates where appropriate PPE should be used in relation to pupils and students in the practical sciences curriculum.

### **Further information or advice**

For PPE issues relating to practical science refer to CLEAPSS, click on [cleapss publications](#) or phone the CLEAPSS Helpline on 01895 251496.

#### **Educational visits**

All visits must be arranged in accordance with the advice set out in the WBC Offsite and Hazardous Activities manual and with the prior approval of the Head Teacher. Activities involving a journey of more than 30 miles must have a prior approval of the Local Authority. Activities involving an overnight stay must have the prior approval of the Governing body and Local Authority.

All personnel that arrange or actively participate in school visits must follow the Loddon Primary Educational Visits Policy. The risk assessments are completed via the WBC EVOLVE system or for more local trips internal risk assessment protocols.

Children arriving and leaving school

These arrangements are also described in the staff handbook

### **Children in Year 1-6**

- Children should arrive for school from 8:45am and go directly to their classrooms. They are returned to the playground by their teacher at the end of the school day. Any parents who need to go into the building should go to reception to sign in and out.
- The children are allowed to cycle to school. The school normally organises cycle training for Year 5. Children should wear helmets and lock their bike securely.
- Children will normally be collected by a responsible person but those in years 5 and 6 may leave the school unaccompanied at the end of the day. It is the schools expectation that pupils in Year 4 and below will be collected by a responsible adult for safety. Any child expecting to be collected, but not collected by 3:40pm should go or be taken to the school office.
- All pupils arriving after morning registration must report to the school office and be entered in the late book.
- All pupils who leave or return during the school day should go to the school office to enable the offsite book to be updated. Pupils must be collected by an adult from reception when they leave the site during the day.

### **Children in the Foundation stage**

- Children are taken into the unit by their parents from 8:40am,
- Staff hand children over to their parents / carers individually at the end of the session. Any child not collected by 3:30pm will be taken to the office.
- All pupils arriving outside the normal times must be signed into the FSU late book in school reception. The FSU registers must be updated to reflect children arriving or leaving outside the normal times.

### **Children absent unexpectedly**

If a pupil is absent, without explanation, when the morning register is taken (and afternoon register for FSU) the office will contact their parents.

### **Child going offsite procedure**

In the Foundation Stage, specific procedures and physical barriers are in place to prevent children leaving the building unaccompanied at any time, particularly during arrival and departure time.

As part of our duty of care, if a child is seen by a member of staff leaving the building without an adult or with an unknown adult, he/she may choose to follow that child after an assessment of the risks involved. The child's age and any specific needs will always be contributory factors in assessment of risk. Before following the child, they should alert another staff member and inform

them of their chosen course of action, insuring that no other children are put at risk by their decision.

**For children in Year 1-6 the following procedure should be used**

If they are on site

Watch them - from a distance if possible

Tell the office who will inform a senior member of staff

If they go off site

**Assess the risks involved before following any child**

Tell your team leader what has happened

Tell the office what happened (you may need to talk to the Head Teacher)

Complete an incident form

The office will

1. Start an incident log (exact time/event)
2. Find out what happened and what the child was wearing
3. Ring the parent
  - a. say their child has left the site,
  - b. ask if it is OK if we ring the police (if they say no the parent is taking responsibility for the child)
4. Tell the Head Teacher what has happened (or equivalent)
- If OK to ring the police or we can't contact the parent immediately (within 5/10 minutes)**
5. The Head Teacher should ring the police on the fast response number **101**, using the following information
  - a. Name and DOB of child
  - b. Home address and telephone
  - c. Contact numbers and address for parents
  - d. Description of child, what (s)he was wearing
  - e. Which direction (s)he went in
  - f. What caused him/her to run away
6. The office will continue to monitor the situation including
  - a. Signing the child out
  - b. Telling interested parties (parents, police, Head Teacher etc) when (s)he is found

**Children not collected at the end of the day**

The Loddon Primary school "Uncollected children policy" will be followed for children who are taken to the office at the end of the day.

**Support with Pupil Personal Hygiene / continence training**

Education providers have an obligation to meet the needs of children with delayed personal development and incontinence in the same way as they would meet the individual needs of children with delayed language, or any other kind of delayed development.

Having admitted a child to our setting we need to ensure that the child is well cared for, including changing a child's nappy and clothing when necessary. Asking parents of a child to come and change a child is likely to be a direct contravention of the Disability Discrimination Act (DDA) 2001, and leaving a child in a soiled nappy/clothing for any length of time pending the return of the parent is a form of abuse.

**Facilities:-**There are nappy changing facilities in the accessible WC's in FSU and in Hillside. The member of staff involved should ensure privacy and dignity are maintained. Hot water, liquid soap, paper towels, antibacterial spray, wipes and plastic bags should be readily available.

**Health & Safety:** When dealing with soiling, or changing nappies

- Staff wear disposable gloves.

- Staff use fresh disposable gloves for each nappy/clothing change.
- Soiled nappies are double wrapped and placed in a foot pedal bin.
- The changing mat should be cleaned after each use.
- Staff wash hands with hot soapy water after each nappy change is completed

**Safeguarding:** The normal process of changing a nappy should not raise child protection concerns, and there are no regulations that indicate that a second member of staff should be present to ensure that abuse does not take place - OFSTED and DBS checks are carried out to ensure the safety of children with staff employed in childcare and education settings. Parents, carers and students on placement should not change a nappy unsupervised.

### Staffing levels

It can take up to 10 minutes to change a nappy. This is the same length of time that might be allocated to work with a child on an individual learning target - so it should not impact on staffing ratios. However, at certain times of the day e.g. Welcome Time, Key Group Time, Home Time, check that the remaining children are safely covered by staffing ratios before commencing the changing process, as some children may need to be relocated.

### Our Procedures

Parents will be made aware that a member of FSU staff will change their child's soiled clothes/nappy. Parents should provide a change of clothes and, if the child is still in nappies, a supply of nappies in the correct size, wipes and nappy sacks, in a named bag. Children who stay in the FSU for more than 3 hours at a time and are still in nappies, should be changed routinely just after lunch, unless they have been changed during the morning. Changing will take place in the accessible WC changing facilities.

Staff will follow this routine:

- When you notice that a child has soiled his/her clothes/nappy, inform another member of staff that you are going to change the child's clothes/nappy and where you will do it.
- Take the child to the appropriate area, ensuring that all equipment is to hand.
- Put on a disposable plastic apron and gloves before beginning the task.
- Ask the child to remove the necessary clothing (adult to remove if child is unable to), then clean the child using wipes or paper towels and warm water, drying as necessary.
- Dispose of the soiled nappy/apron/gloves in a double bag and then into the appropriate bin (yellow bag).
- Soiled clothes should also be double bagged and then sent home with the child.
- Put on a clean nappy.
- Give the child clean clothing to put on (adult to dress child if child is unable to dress self).
- Clean changing mat with disinfectant spray and paper towels.
- Help child to wash their hands and wash your own even though gloves have been worn.
- Return child to play/activity
- Complete nappy/clothing change log
- Report to FSU Manager immediately if child seemed unduly distressed by the experience, or if you notice marks or injuries
- Report any deficiencies of paper towels/wipes/disinfectant spray/nappies to FSU Manager.

Swimming pool safety (also see the online WBC H&S manual)

#### Water treatment

- A suitably qualified person (currently the site controller) will monitor and maintain the water quality.
- The water quality is checked and recorded three times a day. If this is not possible (through staff absence for example) or the water is below an acceptable standard the pool must be closed.
- The water quality is independently tested before the pools opens and every 4 weeks throughout the season.
- The swimming pool shed must be kept locked to prevent unauthorized access to the chemicals and pool machinery.
- Detailed Guidance is given in section 16.22 of the Wokingham Safety Manual.

#### Use of Pool

- The site controller is responsible for the maintenance of the pool and surrounding areas.
- There must be someone with a current shallow water certificate or STA level 1 award in Pool Emergency Procedures in the pool area at all times. The teacher in charge should collect the key and a walkie talkie from the office.
- There must be a minimum of two members of staff (normally a teacher or swim coach and one member of support staff) at the pool at all times.
- A maximum of 16 children are allowed in the water at any one time. The pupil to adult ratio for swimming sessions is 12:1 for non-swimmers and beginners, which means that both adults need to be at the poolside throughout the session. If all children in the group are competent swimmers (able to swim at least 10 metres competently and unaided on their front and back) the pupil to adult ratio at the poolside is 16:1.
- The primary concern of the teacher is the safety of all children. The teaching of swimming is their secondary concern. The primary concern of the teaching assistant is the safety of all children at all times, they are not to be used to teach small groups in the pool.
- Everyone should enter the pool area using the gate nearest the Hillside building. Both gates must be unlocked during swimming sessions but the gate onto the playground must always be shut.
- In the case of an emergency the walkie talkie should be used to contact the office. A member of staff from the Hillside building will come to the pool area immediately.
- At the end of each session both adults must check the whole pool area, including both changing areas and the shed, to ensure that all children have left safely. They should then lock the shed and both gates.
- Children must only enter and exit the pool using the steps by the changing rooms.
- Diving or jumping into the pool is prohibited.
- All equipment must be put back into the shed at the end of the day.
- The Swimming Subject leader must be notified if any of the equipment is broken or thought to be unsafe.
- If the fire bell sounds during a swimming session the staff and children should leave the pool area and join their class on the playground.



## Curriculum arrangements

### ICT in the curriculum

The School has a separate ICT and internet policy.

### One off on site activities

Check lists are available in staff share/office/checklists and procedures to help planning school events or when a group is visiting the school. A risk assessment should be completed by the person organising the event if necessary.

### Loddon Primary School closure

If it is necessary to close the school in an emergency (perhaps due to staff shortage or snow) the Head Teacher, delegating as appropriate, should use the Emergency communication flowchart for closing the school - [\server-01\StaffShare\Office\Checklists and Procedures\Emergency Contacts Flow Chart\emergency communication flow chart - CURRENT.docx](#) and if necessary, the business continuity plan and the rainbow plan.

Also

Office staff should check diary to:

- Cancel arrangements.
- Cancel supply staff.
- Check and cancel after school activities including lettings and security.
- Note school closure in school calendar.

Head Teacher should prepare press report if necessary.

In the event of school closure

- All staff should refer to the agreed emergency communication cascade and contact other staff members as agreed.
- Class teachers should use school website and email to communicate with children by adding ideas for home work and receiving work.
- The Head Teacher will use the website and parentmail to communicate with parents and staff to say when the school will reopen and if any snow clearing parties etc are planned.
- Staff should work at home and keep in touch via email, staff share and the learning platform.

### Bad weather

Site Controller and Premises team

- September: Order rock salt for winter season
- Ensure heating and frost protect is working during cold weather and when the school is closed during winter months
- Clear snow/ ice using grit and snow shovels as follows
  - Priority 1 before 8:30am
    - Silverdale Road to FSU ,
    - Silverdale carpark to [School Office Reception](#), KS2 entrance and KS1 classrooms
    - Hillside car park to children's entrance and school back door
    - Steps to KS2 children entrance
  - Priority 2
    - [Turning circle and slope in](#) Silverdale road car park
    - Footpath from Hillside [Road](#) to Hillside car park
    - [Foot](#)Path on playground to bins and Silverdale car park
    - [Path-Footpath](#) through Silverdale car park

All staff preparations

- Check that your team leader/next person in communication cascade has your home email, telephone number and mobile numbers.
- Make contingency plan for offsite activities if bad weather is predicted

- Remember to wear appropriate clothing and non slip footwear if there is possibility of snow or ice on the playground
- Let SBM and your team leader know you will find it particularly difficult to get to school if it snows.

All children and parents preparations

- Remember to wear appropriate clothing and non slip footwear if there is possibility of snow or ice on the playground.
- The school website will be updated in the event of school closure.

If it snows overnight we will make every attempt to keep the school open.

All staff should:

- make your own decision about whether to drive to school and consider other options eg walking, car sharing or public transport
- contact your team leader (if possible by 7:00am) to let them know if you decide it is not possible to get to school or if you suspect that you will be very late.

Senior staff should ring the Head Teacher before 7:10am if they are not planning to come in and to tell her what they know about their team members' situation.

The Head Teacher will attempt to decide by 7:30am if the school is going to be closed or open and then follow the school closure procedure above.

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Loddon Primary School

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**Health and Safety Arrangements for Contractors**

Before you start

- Sign in at the school office and get a Loddon Contractor Badge.
- Ensure you have a risk assessment and method statement and show it to the school if requested.
- Ensure you are complying with COSHH, manual handling and working at heights guidelines.
- Ask us if you need to see any Health and Safety information e.g. relevant schools risk assessments, asbestos file etc.
- Tell the office if you are doing any work that will need a hot work permit.
- Tell the office what you are doing and if there are any H&S implications.
- Make sure that somebody responsible knows if you are working alone.
- Get permission from the Site Controller or School Office if you need to bring a vehicle on site.

While on site please remember that

- You will normally be monitored by the Site Controller or School Business Manager.
- You should wear your Loddon Contractor Badge at all times.
- You should report all incidents (e.g. near misses and accidents) to the school office as we may have to report it to WBC or the HSE (this is in addition to your own incident reporting system).
- First aid equipment and the list of first aiders is available in the school medical room.
- The children should not talk to you, so do not talk to them (except in an emergency).
- This is a no smoking site; you should not smoke anywhere even your car.
- If the evacuation alarm sounds (a continuous bell) you should go to the assembly point in front of the main office to be registered.

When you leave

- Give a copy of any paperwork and information about of what you did with the school office.
- Sign out in the School Office.

## Welcome to Loddon Primary School

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Please can you take a few moments to read about our

### Health and Safety Arrangements for Visitors

#### When you arrive

- Sign in at the school office and get a Loddon Visitor Badge.
- Tell the office why you are here and if there are any H&S implications.

#### While you are here

- Wear your Loddon Badge at all times.
- Report all incidents (e.g. near misses and accidents) to the school office as we may have to report it to WBC or the HSE (this is in addition to your own incident reporting system).
- This is a no smoking site; you should not smoke anywhere even your car.
- If the fire alarm sounds (a continuous bell) you should go to the assembly point in front of the main office to be registered.

#### When you leave

- Leave any relevant paperwork and information about of what you did to the school office.
- Sign out in the school office.

#### Safeguarding

- If you are working alone with any children on a regular basis we will have asked you to ensure you have shared an up to date DBS with us.
- Inform a member of staff if a child says/does anything that concerns you.
- Speak to a member of staff if you feel a child is being overly familiar in their talk or behaviour.
- Use language appropriate to the children at all times.
- Use the adult toilets located in the corridor leading to the hall (women) or next to the library (men).
- Remember the children are looking to you as an adult role model at all times.

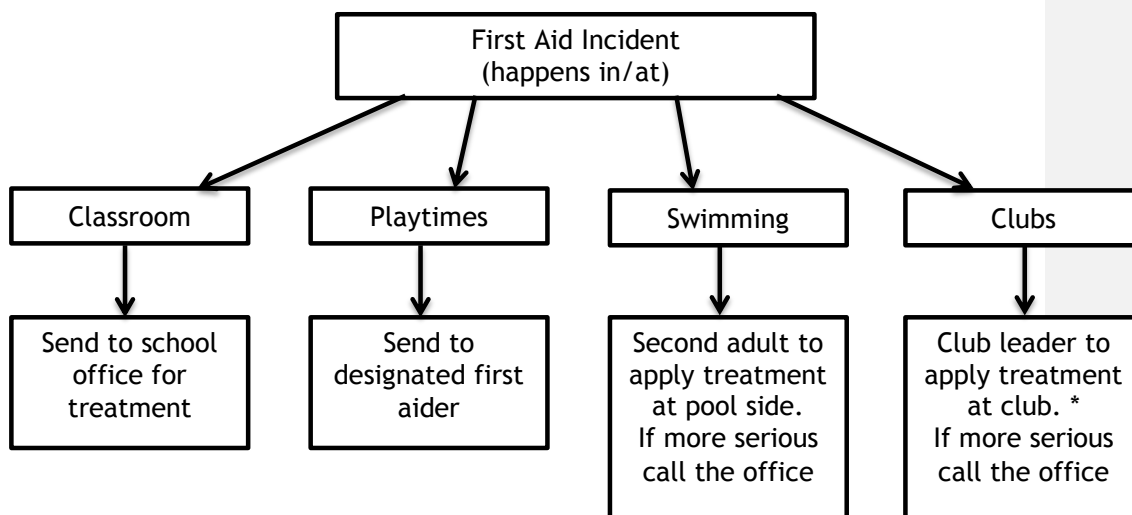
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Appendix 3: Loddon Primary Regular H&S tasks (sign and date weekly)

	How Often	Date	Date	Date	Date	Date	Date
<b>Daily</b>							
Check KS2 toilets (between 10:50-12:00)	Daily						
Check toilets before lettings	Daily						
Monitor Swimming pool (when in use)	3 x Daily						
Pedestrian gates: lock 9:15/unlock 15:00	Daily						
Shut Hillside gates 15:00	Daily						
Visual check all Fire extinguishers	Daily						
Check carpet edges	Daily						
Top up soap, paper towels (if necessary), toilet paper in all toilets including hut	Daily						
Put recycling from green bins in Grundon	Daily						
<b>Check inside equipment</b>							
ladders / step stools safe and stored in correct locations	Monthly						
Fire exit and fire action signs in place next to all fire exits	Weekly						
<b>Check outside equipment</b>							
Wildlife garden	Weekly						
Bark path and edges	Weekly						
Check Field area	Weekly						
<a href="#">Check MUGA</a>	<a href="#">Weekly</a>						
FSU climbing frame	Weekly						
Hillside Trim trail and safety surface	Weekly						
Climbing wall	Weekly						
<a href="#">Double trapeze swing</a>	<a href="#">Weekly</a>						
Picnic tables (missing nuts & bolts)	Weekly						
Gates and locks for ease of use	Weekly						
Empty litter bins	Weekly						
Collect litter ( playground, drives, bins, field edges , swimming pool, paths, behind sheds etc)	Weekly						
Outside classroom (litter and other hazards)	Daily						
<b>Building</b>							
Locks working in children's toilets	Weekly						
Clear gutters and check roof Hillside	Monthly						
Clear gutters and check roof Rdale	Monthly						
Check finger safety devices	Weekly						
Clear gutters Hut	Monthly						
Run shower in hillside	Weekly						
<b>Sweep up leaves, mud etc</b>							
FSU waiting areas and entrance	Weekly						
Boiler room stairwell	Weekly						
Hillside Trim trail	Weekly						
Netball court	Weekly						
Doormat outside reception	Weekly						
Slope in Silverdale carpark	Weekly						
KS2 entrance	Weekly						
Year 1 playground	Weekly						
FSU wet pour playground	Weekly						
Clear out ground drains in FSU play area	Monthly						
Clear drains in FSU entrance walkways	Monthly						
Check pool when closed	Monthly						

<b>Damp Patches</b>	Monthly						
Monitor/note any damp patches and changes							
<b>Tests recorded elsewhere</b>							
Check Aquacare reports for actions	Monthly						
Run Infrequently used outlets	Weekly						
Fire alarm test	Weekly						
Emergency lighting test (inc FSU, hut & Hillside)	Monthly						
Water, electricity and gas meter readings	Monthly						
<b>CCTV</b>							
Check cameras for damage	Weekly						
Check hard drives are still recording	Weekly						
<b>Any Other Concerns</b>							
Signed Caretaker R. Mendoza							
Signed SBM J. Sumner							
Date							

## Appendix 4 First Aid Procedures - What to do at Loddon Primary School

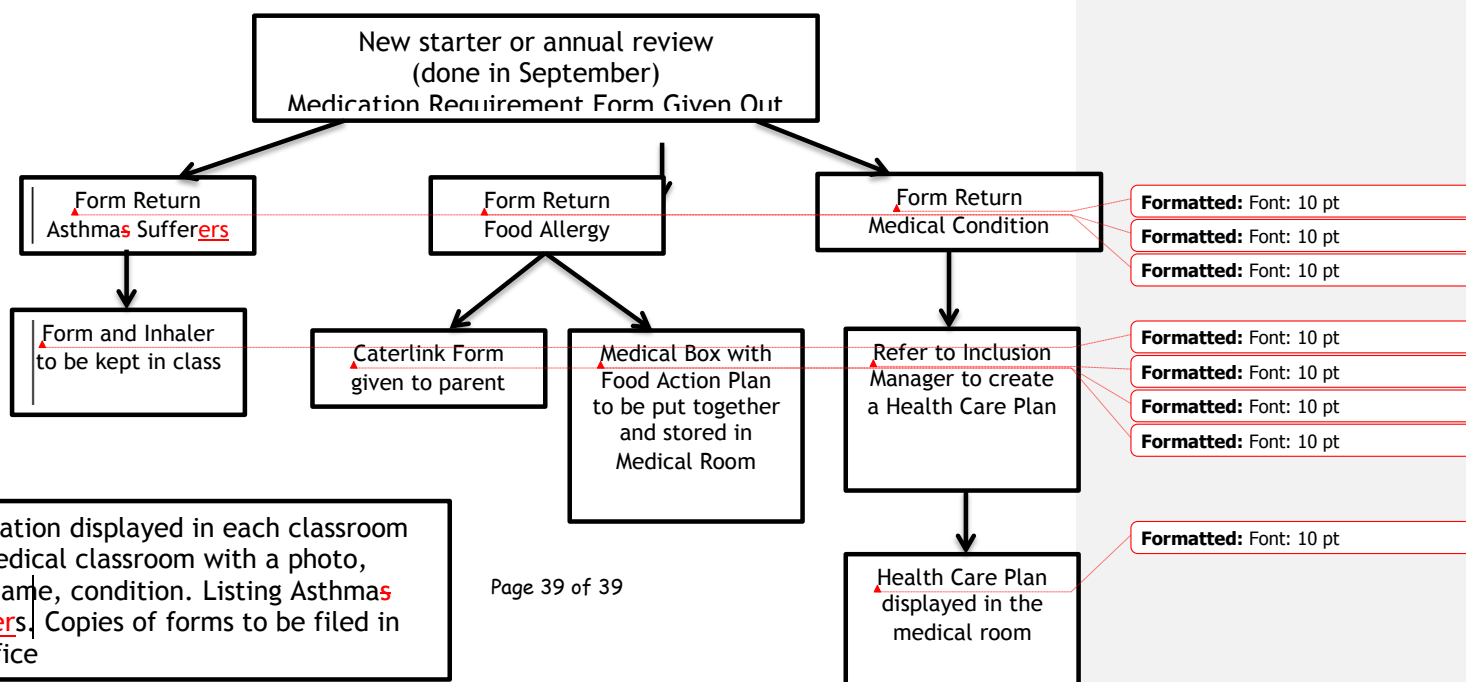


\*if you are running a club you will need to take a first aid kit out with you from the medical room.

### Notes

- The school office is open from 8am to [4.154.30pm](#) daily during term time.
- Emergency contact information is for clubs is available in the clubs folder in the office.
- Children with allergies, information is available in the medical room and each classroom.

### Medication Held in School - how it works



Information displayed in each classroom and medical classroom with a photo, child name, condition. Listing Asthmas sufferers. Copies of forms to be filed in the office