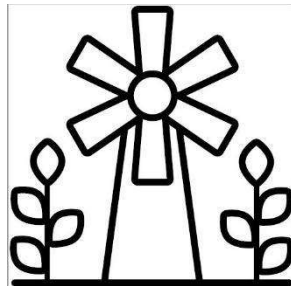


Sibsey Free Primary School



Health and Safety Policy

Approved by: Governing Body

Date: December 2023

Next review due by: December 2024



Sibsey Primary School is a 'Smoke and Vape Free Zone'

Overall and final responsibility for health and safety lies with the Governing Body.

Day to day responsibility is delegated to the Headteacher.

Responsibilities of the Governing Body

The governing Body is responsible for ensuring that:

- ❖ A Health and Safety policy is prepared, implemented and reviewed to ensure it remains valid.
- ❖ Health and Safety standards are monitored.
- ❖ Actions are prioritised where resources are required.
- ❖ Health and Safety comes under governor monitoring and assurance
- ❖ A Governor(s) is given specific responsibility for Health and Safety.
- ❖ That Governor above and the Headteacher have relevant Health and Safety Management Training.
- ❖ Assistance is obtained from specialists when in any doubt about Health and Safety.
- ❖ The Director of Education and Cultural Services is informed of any situation of concern where appropriate Health and Safety standards cannot be implemented.
- ❖ Staff functions are set.
- ❖ Staff are aware of what is expected of them.
- ❖ Staff are competent to meet these expectations.
- ❖ Liaise with the Headteacher to complete and review the Local Authority's annual Health & Safety Audit.

Responsibilities of the Headteacher

The Headteacher is responsible to the Governing Body for ensuring that:

- ❖ The Health and Safety Policy is implemented on a day to day basis.
- ❖ Risk Assessments are carried out and measures are implemented to control the significant risks and comply with Health and Safety legislation.



- ❖ The significant findings of the Risk Assessments are recorded.
- ❖ Health and Safety standards are monitored informally on a day to day basis and formally monitored three times a year, keeping records of the findings and any actions required.
- ❖ Staff are aware of what is expected of them and that they are capable of dealing with the health and safety requirements of their work.
- ❖ Any problems with implementing and maintaining appropriate Health and Safety standards are reported to the Governing Body.
- ❖ The results of health and safety monitoring are reported to the Governing Body along with details of any major injuries to staff, pupils or visitors.
- ❖ Specialist help and assistance is obtained when necessary.
- ❖ Relevant health and safety legislation is identified.
- ❖ These arrangements are monitored to ensure they are working.
- ❖ A regular slips and trips check is carried out.
- ❖ Liaise with the Governors to complete and review the Local Authority's annual Health & Safety Audit.

Responsibilities of staff

All staff are responsible to the Headteacher for:

- ❖ Taking reasonable care of their own health and safety and that of others who may be affected by their activities.
- ❖ Where appropriate, exercise effective supervision of pupils so as to minimise risks to their health and safety.
- ❖ Using any work equipment in accordance with the training and instructions provided.
- ❖ Co-operating as is necessary to implement the arrangements of this policy and the measures detailed in any Risk Assessments.
- ❖ Monitoring the Health and Safety standards of their own areas, ensuring that appropriate risk control measures are implemented.
- ❖ Not misusing anything provided in the interests of health and safety.
- ❖ Reporting to the Headteacher any health and safety matter they cannot, or do not feel competent to deal with themselves, or any perceived shortcoming in the health and safety arrangements.



Responsibilities of Pupils

Pupils are expected:

- ❖ To exercise personal responsibility for their own Health and Safety and that of others.
- ❖ Observe standards of dress and behaviour consistent with the safety of themselves and others.
- ❖ Observe the rules of the school and in particular the instructions of staff.

Responsibilities of Parents

Parents are expected to:

- ❖ Encourage children to follow school rules regarding Health and Safety and follow instructions of the staff.
- ❖ At all times maintain responsibility for siblings who are on the school premises.

Health and Safety Assistance

The Corporate Health and Safety Team are available to provide health and safety assistance. The team can be contacted on 01522 550485/553514, or by email:

CorporateHealth&Safety@lincolnshire.gov.uk

Local arrangements for complying with Health and Safety Legislation – School Leaving Time

When considering arrangements, reference should also be made to the Risk Assessment Procedure.

At the end of the school day, the following arrangements should be adhered to:

- ❖ Parents/Carers are requested to wait outside the school fence.
- ❖ Children from Poplars and Redwoods will be escorted into the front playground by staff. Children will be allowed to leave the gate nearest the electricity substation once their parent/carer has been identified.
- ❖ Children from Maples, Oaks and Cedars will leave the school via the pupil entrance and meet their parent/carer at the gate opposite the main entrance to the school. The children will be led out and supervised by staff in the playground.
- ❖ Children are reminded on a regular basis by staff to remain in the playground/return to staff if their parent/carer is not there to collect them. Children are reminded that they should not leave the school premises unless their parent/carer is there.
- ❖ Parents of children in Years 5 and 6 who wish their child/children to walk home unaccompanied should notify the Headteacher in writing.
- ❖ When there are bus/taxi children they will be escorted by a member of staff from the transport company to the bus/taxi.
- ❖ Children who have passed their 'Bikeability' training, and who are wearing the appropriate safety equipment, will be allowed to bike to school. Cyclists should leave the school by walking with their bike to the gate nearest the electricity substation. Parents must provide written permission for their child to cycle home.



- ❖ Parents are regularly reminded about parking too close to the school and around the roundabout outside of school.

General safe working practices and procedures

Proper access equipment is provided and should be used where necessary to reach items on shelves and racks above eye level. Staff are not to use chairs, boxes or similar items to reach items stored in this way, and must not climb up the face of any cupboards or storage racks. Heavy objects should be stored at a low level to reduce the risk of injury from falling.

Specific attention should be given to wires trailing from computers and other electrical equipment, particularly in classrooms. Trailing leads should be channelled through purpose designed equipment.

Children will not be asked to manoeuvre heavy objects i.e. piano. The member of staff should assess the risk in asking children to perform manual handling tasks i.e. manoeuvring PE equipment.

Certain activities require their own written procedural policy and risk assessments. These are listed below. If carrying out any of the listed activities please refer to the procedural policy before carrying out such duties.

- ❖ Caretaking
- ❖ Design and Technology
- ❖ Physical Education and Swimming
- ❖ Information Technology (Computing)
- ❖ School Outings – Educational Visits
- ❖ Volunteers in School

Working In School Alone

Any staff working in school alone e.g. during holidays, weekends or late at night should ensure that a friend or family member is aware of this circumstance and has an anticipated time for return home. If in the unlikely event of a problem then the friend or relative can raise the alarm.

Display Screen Equipment

The Headteacher will arrange to assess “users” and “workstations” under the Display Screen Equipment Regulations as required. Once the assessments are complete arrangements will be made to reduce any risks which are highlighted from the assessments.

The Headteacher will plan display screen equipment work so there are breaks or changes of activity and provide information, instruction and training for the usage of display screen equipment as required.



Workplace (Health and Safety and Welfare)

The Governors and Headteacher will review the school in line with the Workplace Health, Safety and Welfare Regulations.

Manual Handling

The Headteacher will assess all manual handling operations (lifting loads, lowering loads, pushing, pulling, carrying, etc.). Wherever possible manual handling operations will be eliminated. If this is not possible then suitable arrangements will be made to reduce the risk of injury as a result of a manual handling operation.

The Headteacher will arrange for the provision of manual handling equipment where necessary and will arrange for appropriate training of personnel involved in manual handling operations.

Personal Protective Equipment

The Headteacher will provide personal protective equipment where risks cannot be controlled at source. Personal protective equipment will only be used when other methods of controlling risks to health are not reasonably practicable. All personal protective equipment which is provided will be to the relevant safety standard. Instructions on the use, maintenance and cleaning of the equipment will be issued to the staff.

Control of Substances Hazardous to Health (COSHH)

No work will take place within or without the classroom involving pupils with hazardous substances. The Headteacher will ensure that all work involving hazardous substances has been assessed. This assessment must be formally recorded where there is a significant risk to health. The Headteacher will ensure that the relevant safe systems of work, appropriate control measures and monitoring systems are in place and working. The individual department arrangements for dealing with COSHH are outlined in each policy.

The Headteacher must ensure that sufficient information, instruction and training is provided to all persons handling hazardous substances.

Approach to risk estimation and management of public health incidents

Some types of control are more effective at reducing infection risks than others. Risk reduction measures should be assessed in order of priority as set out below. Schools should not simply adopt the easiest control measure to implement. Sibsey School should work through the following steps to address risks, considering for each risk whether there are measures in each step that can be adopted before moving onto the next step.

1. Elimination: stop an activity that is not considered essential if there are risks attached.
2. Substitution: replace the activity with another that reduces the risk. Care is required to avoid introducing new hazards due to the substitution.
3. Engineering controls: design measures that help control or mitigate risk.
4. Administrative controls: identify and implement the procedures to improve safety (for example, markings on the floor, signage).



5. Having gone through this process, personal protective equipment (PPE) should be used in line with UK Health Security Agency guidance.

Machinery and Electrical Equipment

The Headteacher will ensure that all equipment purchased meets the relevant safety standard required and is suitable for the intended task. In addition instructions, information and training will be provided to all operators of equipment.

The Headteacher will ensure that all equipment is maintained to prevent danger. All such maintenance inspections must be formally recorded.

Any defects or malfunctions must be immediately reported to the Headteacher.

Electrical equipment and systems are subject to the Electricity at Work Regulation. The Caretaker is responsible for arranging the routine testing of the sockets to ensure proper earth continuity and correct phase/neutral connections. This testing will be carried out every 5 years.

All items of portable electrical equipment (including those which do not belong to the school i.e. pupils' personal equipment) must be visually inspected on a termly basis and inspected and tested by a competent person on an annual basis in accordance with the Electricity at Work Regulations (see Education Health and Safety Manual for procedure). Portable Appliance Testing (PAT) is undertaken annually.

All portable electrical equipment should be fitted with safety type plug heads BS1363.

Legionella

The hot water provision in school is monitored regularly by Guardian. This company provides written advice and results of their inspections. These are forwarded to the caretaker for appropriate action. The school has consulted regularly with Mouchel regarding safe water temperatures and as yet has had no direct concrete advice. The Governors therefore have decided that the risk of scolding is greater than that of contracting Legionella. As a result some water heaters have not been set at the recommended temperature and are therefore identified on each inspection as being a potential risk. Guardian is also employed by the school to carry out regular disinfecting of the water system.

Contractors

All contractors must report to the school office on arrival and departure from the school. This is to ensure that the Headteacher can make any necessary arrangements to ensure the safety of staff and pupils. Reference should be made to 'The Management of Contractors' information available on the microsites website detailed herein. When contractors are working at school the Headteacher will liaise with the contractor and his/her supervising officer to make them aware of the school rules, any particular hazards, which may be present, and any temporary rules, which apply during the contractors' presence.

The Headteacher will ensure that all temporary rules such as exclusion from the premises or parts thereof are made to all staff, pupils and visitors to the premises whilst contractors are working in the school.



Fire Precautions

Fire prevention is part of everyone's duties. In particular attention should be paid to checking the premises before leaving at night to ensure nothing has been left which could lead to fire developing whilst the premises are unoccupied.

All electrical equipment that need not be left on such as computers, photocopiers and kettles are to be switched off. Equipment needed to be left on should be kept clear of combustible material in case of a fault developing when unattended.

The volume of combustible rubbish must be kept to a minimum in order to reduce the risk of fire. Arrangements must be made to have any large amounts of combustible rubbish removed from the building.

The Headteacher is responsible for ensuring that:

Termly fire evacuation practises are carried out (by the Headteacher)

Fire alarms are tested on a weekly basis by the Caretaker and inspected annually

Any emergency lighting is tested on a monthly basis by the Caretaker and inspected annually.

These tests must be recorded and the Headteacher is responsible for ensuring that the Caretaker is accurately recording these inspections.

The Headteacher is responsible for ensuring that the Caretaker makes monthly inspections of all fire extinguishers are that they are inspected and maintained annually.

For certain identified children within school, Personal Emergency Evacuation Plans (PEEPs) will be prepared. Copies will be placed on the relevant Health & Safety files.

Fire Drill

The sequence of events on discovering a fire is:

ALARM-EVACUATION-CALL 999-ASSEMBLY-ROLL CALL-TACKLE THE FIRE

The Fire Assembly Point for the school is the front playground.

The purpose of the Drill is to prevent panic and ensure the safe, orderly and efficient evacuation of all occupants of the school using all the exit facilities available.

- ❖ If a child discovers a fire, they must inform the nearest adult, who will then sound the nearest alarm. In the case of an adult discovering a fire they would be required to operate the nearest alarm.
- ❖ On hearing the alarm one of the School Administrators must phone the fire brigade immediately. All outbreaks of fire, however small, or suspected fire, will be reported immediately via a 999 call without delay.



- ❖ On hearing the alarm, all adults in the school who are not supervising children/in classrooms e.g. visitors, cleaners, dinner ladies etc, should leave the building and wait at the assembly point.
- ❖ School Administrators must take all Class Registers and the Visitor Book out with them to the assembly point.
- ❖ On hearing the alarm all children will stand and form a line to leave their classroom in a single file and in orderly manner by the nearest fire exit.
- ❖ The person in charge of the children will give instructions to the children indicating that they must leave by the nearest safe exit. The adult will follow behind the children and close all doors. Windows will be closed and electrical equipment switched off where possible.
- ❖ The Headteacher, on hearing the alarm, will immediately go to the assembly point and will remain there until he has been notified that all children, staff and visitors have safely evacuated the building. The Headteacher will take charge of the next appropriate action that needs to be taken, including a complete evacuation of the school site.
- ❖ Bright Sparks Playgroup will be notified of the fire alarm by a member of The Cedars
- ❖ Any class in the hall should leave by the fire exit out onto the rear playground.
- ❖ If the whole school is in the hall children from Maples, Oaks and Cedars to leave by the pupil entrance and children from Pines, Poplars and Redwoods to leave by the fire exit leading into the rear playground, and then walk to the front playground.
- ❖ If there are children in Hoeft Hall or the Music Room then they should leave through the main (parent) entrance.
- ❖ If the event of a fire (or other Critical Incident) at Bright Sparks @ Sibsey, adults/children from Pines, Poplars and Redwoods should leave via the Hall through the Main Parent entrance. Adults/children from Maples, Oaks and Cedars should leave by the Main Pupil entrance. Any adults/children in the School Office, Hoeft Hall, the Music Room or School Hall should leave by the Main Parent entrance.
- ❖ The Fire Assembly Point is normally the front playground. The positions in the front playground should be as follows. Children leaving through the main Pupil Entrance should line up in their classes nearest that entrance. Children leaving via exits nearest the electricity substation should line up in their classes nearest that area. Each class to form two compact lines of boys and girls facing the school and suitably distanced. Children and Staff from Bright Sparks Playgroup will gather near the electricity substation.
- ❖ If children are involved with Read, Write, Inc, children working in classrooms should leave the school and line up as detailed in the above point and then line up with their relevant class. Children working in groups outside of classrooms should leave by the appropriate exit as detailed herein relevant to their position in the school building and line up with their relevant class.
- ❖ In the event of a fire, ScholarPack registers will be taken out to the assembly point by the Class Teacher or adult in charge.



- ❖ In addition, in event of a fire, the School Administrator/Assistant Administrator will print off a 'Not at School Report.
- ❖ The teachers will be responsible for undertaking a roll call/check of their children and then reporting to the Headteacher either that all children are present or reporting any missing child.
- ❖ With the exception of a search for missing children/adults, no-one will be allowed to re-enter the building until permission is given by the Fire and Rescue Service (or in the case of a Fire Drill Practice, by the Headteacher).
- ❖ If anyone (child or adult) is missing, then an immediate search should be made as directed by the Headteacher. On arrival of the Fire and Rescue Service, the Officer in charge will be informed whether or not all persons have been safely evacuated.
- ❖ If children are in a state of undress (e.g. getting changed after P.E.) A responsible adult should pass the children coats as they leave the building. In an emergency a child should be given any coat.
- ❖ Circumstances will dictate as to whether the firefighting equipment should be used but **FIREFIGHTING MUST ALWAYS BE SECONDARY TO SAFETY OF LIFE.**

Additional Information

- ❖ The Headteacher is responsible for ensuring that all fire extinguishers are in situations where required and designated.
- ❖ Fire Action notices are displayed around the school.
- ❖ As soon as practicable after the commencement of a school term, all new entrants, staff and children, should be made aware of this fire drill procedure, and a fire drill practice will be undertaken at least termly.
- ❖ Fire drill practices will not be allowed to become stereotyped, and different situations should be practised.
- ❖ A record of all Fire Drill Practices will be maintained.

Possible Evacuation of Site

In the event of a serious incident it may be necessary to evacuate the entire school site. Children will be gathered together by their class teachers and teaching assistants in an appropriate safe place e.g. the front playground. They will then be escorted out of the main school gates along Old Main Road via the public footpath, to St. Margaret's Church.

Should St. Margaret's Church be unavailable, the children will be escorted out of the school and along Old Main Road, turning left along Vicarage Lane and then on to the 'Green' on Amos Way.

The children will be supervised by the class teachers under the guidance of the Headteacher or the most senior member of staff present.



Children with Personal Emergency Evacuation Plans (PEEPs) will be accompanied by their named adult as per their PEEP.

First Aid Arrangements

(The School operates a separate Medical Needs Policy)

It is the policy of the school to train as many members of staff as possible in emergency first aid so that there is always cover for the most likely times that injuries occur, and for absences/school trips etc. This training is repeated every three years to maintain competence.

To comply with current regulations, at least one member of staff is trained as 'First Aider at Work', and two members of staff are trained Paediatric First Aiders (one solely for the Foundation Stage).

The 'First Aider at Work' is responsible for the regular updating of the First Aid boxes in accordance with the First Aid at Work Code of Practice. The First Aid equipment used for trips is located in the KS1 Wet Area. A First Aid box for use in KS1 is located in the KS1 Wet Area and for use in KS2 in the downstairs kitchen.

Staff should administer first aid in accordance with their training and always err on the side of caution by referring pupils for further medical attention as set out below or when in doubt.

Head injuries can easily be underrated. Any significant knock to the head which shows signs of swelling, grazing, crushing, or which changes the behaviour of the pupil, should be referred immediately for further medical attention. Slight knocks to pupils who have had previous head injuries could be serious and these also should be referred immediately for further medical attention. Parents are to be contacted immediately where further medical attention is necessary and informed via the standard letter of any non-significant bumps which show no signs or slight reddening.

Broken bones may sometimes not be obvious in children. Any injury which results in continued pain or changed mobility should be referred immediately for medical attention.

Aids and hepatitis viruses are a risk to staff involved in the provision of first aid. The universal precautions for cleaning up body fluid spillages detailed in the Department of Health poster 'Guidance on infection control in schools and childcare settings' should be followed to prevent the spread of infection. This poster is displayed in the office and in Poplars/Redwoods wet area.

If an accident occurs in a classroom the teacher in charge will deal with minor accidents and ensure that the Headteacher is informed if the accident is of a more serious nature.

If the accident occurs in the playground the non-teaching staff will deal with minor accidents and the First Aider at Work will support if a more serious accident takes place. Young first aiders (Cedars) are given training at the start of the year and are also able to support with minor injuries. All serious accidents will be reported to the Headteacher.

All accidents will be entered in the school's accident book.

The Headteacher is responsible for ensuring that there are adequate numbers of staff trained in First Aid.

Reporting of Accidents



All accidents to pupils, staff and visitors must be recorded on the appropriate documentation for accident reporting (see Education Health and Safety Manual for Accident <https://professionals.lincolnshire.gov.uk/downloads/download/144/health-and-safety-manual-index?downloadID=144> reporting procedure).

All serious accidents, near misses and dangerous occurrences must be reported to the Headteacher, and to the HSE using the appropriate forms. In all cases the Headteacher is responsible for ensuring that such remedial action as is reasonably practicable is taken to avoid a repetition of the incident.

- ❖ Minor and major accidents will be recorded, by the adult who deals with the child or adult, in the relevant accident report books.
- ❖ The Headteacher is responsible for telephoning the Incident Contact Centre (ICC) 0845 300 9923 in the event of ‘fatal’, ‘major’, or ‘over 3 day absence’ injuries, ‘reportable diseases’ and ‘dangerous occurrences’ as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). – **Appendix 1**
- ❖ ‘Major’ injuries to pupils and visitors are those which require them being taken directly to hospital. This only applies to injuries which arise in connection with work, either through a premises fault or through work organisation, such as lack of care. Injuries which arise from play activities or health conditions are not reportable, unless these happen in connection with work, or as a result of work activities. Injuries arising out of curriculum sporting activities, requiring hospital treatment, are reportable.
- ❖ ‘Major’ injuries to staff are any break of the large bones or any injury which requires hospitalisation for more than 24 hours.
- ❖ ‘Over 3 day’ absence are injuries to staff and do not count the day of the injury but every day after when they were unable to carry out their normal duties is counted, irrespective of weekends, holidays etc.
- ❖ ‘Reportable Diseases’ are those notified by a doctor’s certificate. These diseases are numerous but rare and include injuries from repetitive movements, infections such as Leptospirosis, Tetanus, Hepatitis and Legionellosis, and conditions from exposure to substances such as occupational dermatitis. The Health and Safety Team should be contacted for further details if there is any suspicion of a reportable disease (01522 836713). A List of these ‘Reportable Diseases’ are shown in the School Office.
- ❖ Injuries to self employed persons working on school premises must be reported in the same way as for school staff.
- ❖ Some incidents which do not result in injury must also be reported to the ICC. These are known as ‘Dangerous Occurrences’ and are only those which are specified by the Regulations. These are mainly large incidents in the construction and manufacturing, but do include the failure of a lift, and fires, or electrical short circuits which disrupt activities for more than 24 hours.
- ❖ The Corporate Health and Safety Team (01522 550485/553514) shall be contacted if in doubt about reporting procedures.

Statutory Notices



The statutory notice, 'Health and Safety Law' poster is displayed near the photocopier in school.

Safety Representatives

The staff may elect one of their number to act as a Trade Union safety representative who must be a member of and appointed by a recognised trade union. Any member of staff has the right to take up an issue on health and safety with his/her safety representative. There is a form provided by the Education Department (see Education Health and Safety Manual). Safety representatives will be given copies of all health and safety material and information received by the Governing body from outside agencies i.e. Health and Safety Executive and County Council, or produced by the school. Safety representatives shall be consulted by the Governing Body on all health and safety matters.

The Headteacher has a duty to respond to safety initiatives put forward by safety representatives or other employees.

The Headteacher has been appointed to act as the safety representative for the school.

Induction Training

The capabilities of all new staff with regard to their own health and safety and that of pupils in their care will be taken into account before employment starts.

All new members of staff must be given a copy of the Health and Safety Policy and they must sign to say they have read it. Their duties under the policy must be discussed and understood. New members of staff should be made aware of any special responsibilities under the Health and Safety Policy. The Headteacher is responsible for the induction training of new members of staff.

Supply teachers must be fully aware of any local arrangements for emergency action i.e. fire evacuation, accident procedures and reporting, and any other safety arrangements which may affect them whilst in the school. Brief notes will be given to supply teachers on arrival, in the form of a Volunteer in School Handbook/Support Staff Handbook. The School Administrator is responsible for providing the supply teacher with the relevant information.

In particular attention will be drawn to:

- ❖ Evacuation procedures.
- ❖ First aid and injury reporting arrangements.
- ❖ Any other relevant emergency procedure.

Risk Assessment Procedure

Risk Assessments will be recorded on the relevant forms.

These will be reviewed on a regular basis, or when circumstances occur.

Monitoring and Review of Performance



Regular monitoring of these arrangements is the responsibility of the Governors. Regular monitoring of the safety within the school will be carried out by the Headteacher through the normal managerial arrangements within the school.

The Headteacher will carry out a safety inspection of the premises annually with a representative of the Governors.

The local arrangements will be reviewed annually taking into account the findings of any Safety inspections and changes in Health and Safety legislation and amend where necessary.

Grievance and Disciplinary

All matters concerning Health and Safety matters will be dealt with under the procedures laid down in the appropriate terms and conditions of employment.

Caretaking

The caretaker is responsible for using all cleaning chemicals in accordance with the manufacturer's instructions. Full product information, safe working methods and COSHH assessments have been provided for all Premier Products used within the school. No alternative to Premier Products is to be used without the recommendation of the Headteacher. The caretaker must use these chemicals in accordance with the Premier Products booklet. If alternatives to Premier Products are used in the school then the Headteacher must make adequate COSHH assessment on these products before they are used. If not the product must be disposed of. These safe working methods and COSHH assessments are concluded to be a suitable assessment to the risk of health if used in accordance with the instruction and training provided.

The caretaker is responsible for storing cleaning materials in a safe manner and locked away out of reach of children. The caretaker's storage cupboard will be locked at all times during school hours. Cleaning materials will not be left in the classroom or toilet areas.

The caretaker is responsible for the maintenance of floor surfaces to ensure that there are no tripping hazards or slippery surfaces. In the event of a floor surface becoming dangerous it must be reported to the Headteacher immediately. The caretaker is also responsible for the maintenance of fixtures and fittings. When working with electrical systems i.e. changing light bulbs, it is necessary to ensure that the electrical supply is isolated before carrying out any work. If there is a doubt over any task, expert advice should be sought.

Working at Heights

The Caretaker will ensure that the following safe working practises are carried out when working at heights:

- ❖ Only specifically designed access equipment will be used i.e. ladders, steps and scaffolds.
- ❖ Regular checks must be carried out on all access equipment to ensure its safety. These checks are to be recorded by the Caretaker.



- ❖ Access equipment must be long enough to reach the place of work without the user having to over-reach in any direction. Only appropriate access equipment will be used i.e. steps must never be used unless their legs can be opened to their widest extent.
- ❖ Only authorised persons should erect scaffolds. It is recommended that personnel should be trained in the safe erection and use of tower scaffolds and any other type of scaffold that may be used in school.
- ❖ The caretaker is responsible for the boiler house. The plant room must be clean and tidy and free of all flammable and combustible materials. The air ventilators must be open and never obstructed. Cleaning and servicing of electrical or moving parts must never be carried out without isolating first. A warning sign must be attached to the switches and equipment that are isolated and if repairs are being carried out the warning signs must remain until all repairs are complete.

All instructions issued for boiler or plant must be displayed on a wall adjacent to the system to which it refers.

Art, Design and Technology and other creative curriculum activities

When carrying out activities using design and technology equipment with children, the class teacher will ensure that adequate training and guidance has been given to pupils to ensure the safe handling of such equipment.

Glue guns and Craft/Stanley knives will not be used by the children only by a responsible adult.

Science

For all aspects of Health and Safety in science in our school teachers should refer to ‘CLEAPSS’ (primary.cleapss.org.uk) and/or to the ‘Be Safe’ publication from the Association for Science Education to clarify any issues they are concerned about.

These will point out the correct procedures to use when working with any science activity that may be hazardous.

Teachers should consult with the science coordinator over any activity that may be deemed hazardous.

Outdoor Learning

The school operates a separate policy for risk assessing the controlled use of fire and related health and safety aspects.

Educational Visits and School Journeys

(The school operates a separate Educational Visits Policy)

- ❖ The Headteacher is responsible for ensuring that County Council guidelines on school trips are followed by all staff.
- ❖ First Aiders and First Aid material will be taken or will be available on all school trips including swimming.



- ❖ The Headteacher is responsible for ensuring that all those responsible for the organisation of the trip are aware of all possible hazards involved for both pupils and staff. This knowledge will be gained by first hand experience by staff of the school prior to the Educational visit.
- ❖ The Headteacher is responsible for ensuring that staff make adequate supervision arrangements and are suitably qualified for each school outing. These supervision/qualifications requirements will vary depending on the age of the pupil and the type of activity involved on each outing.
- ❖ Insurance cover will be taken out through the County for all educational visits other than swimming.
- ❖ A Risk Assessment form must be filled in before the teacher takes the children on any educational visit outside of school. A Generic Risk Assessment exists for short walks around the village e.g. down to the church.

Physical Education and Swimming

General

The “duty of care” is the responsibility of the teacher(s) from leaving the classroom to returning there. Supervision should be given on the journey, into changing rooms, at the poolside and in the pool.

Medical Considerations

Children should report to the teacher if they are unfit in any respect so that they may be excused from swimming.

- ❖ Teachers should be aware of children with medical disabilities e.g. epilepsy, whose parents wish them to take part in normal school swimming. In such cases clearance should be sought from the child’s doctor. Any child suffering from epilepsy should have a one to one observer whilst swimming.
- ❖ Swimming will not take place immediately following a meal.
- ❖ Children are advised to remove all jewellery. However, a swimming hat may be worn to cover any earrings that cannot be removed.
- ❖ For matters relating to Inhalers and Medication, please refer to the School’s ‘Medical Needs’ Policy.

Supervision

Thirty minutes will be the maximum length of time for a swimming lesson. All entry to the water is under the strict supervision of a teacher or qualified instructor. In accordance with relevant guidance, all children are adequately supervised throughout their lesson by appropriately qualified teachers and/or instructors. There is adequate life guard cover for the number of children in the session.



Teachers/instructors are conscious of the dangers involved in the act of entering the water and a pupil should be capable of working in the depth of water to be entered. No group should be more than 20 pupils.

- ❖ The teacher/instructor should be suitably dressed for comfort and ease in teaching and operate from a vantage point on the side of the bath, not in the water.
- ❖ The teacher/instructor must supervise and have the whole group under observation at all times.

Cycling to School

Upon successful completion of 'Bikeability' training, any child wishing to cycle to School must arrive and leave wearing a safety helmet. This is in support of Lincolnshire Road Safety Partnership guidance. Parents must confirm in writing to the Headteacher, their intention for their child to cycle to school.

Asbestos

An asbestos report is kept in the office and is the responsibility of the Caretaker and Administrator. All contractors visiting or working in school will complete the form attached to the report indicating that they have seen the report.

Health and Safety Audit

A Health and Safety Audit should be carried out at least three times a year by the Health and Safety Governor/Associate Member, Caretaker and appropriate member of the Governing Body/Staff Member. The Local Authority annual audit should be carried out by the Headteacher and the appropriate member of the Governing Body. A copy of the Local Authority audit is available in the office.

Emergency Lights Check

A form is available in the office and is completed monthly by the Caretaker.

Fixed Play Equipment Check

A form is available in the office and checks are the responsibility of the Caretaker supported by the Headteacher and relevant member of the Governing Body. These checks are carried out on a termly basis. Visual inspections carried out on a weekly basis.

Ladders and Step Ladders Check

A form is available in the office and ladders are checked monthly by the caretaker.

Fire Alarms Check

The fire alarm records are kept in the office and are the responsibility of the caretaker. The Headteacher will carry out fire alarm evacuations with the whole school on a termly basis. The



caretaker will check alarms are working on a weekly basis. Records of these will be kept in the correct folders.

Guidance for Schools is contained within the following website:

microsites@lincolnshire.gov.uk/children/performance-assurance/health-and-safety

Health & Safety Sheets are available covering the following topics:

- [actions for schools during the coronavirus outbreak](#)
- [HSE website: common hazards](#)
- [CLEAPSS guidance on Covid-19 in schools](#)
- [Outdoor Education Panel Coronavirus guidance](#)
- [DfE guidance: Asbestos management in schools](#)
- [DfE guidance: Emergency planning and response](#)
- [CLEAPSS for science and design and technology](#)
- [ASE for science](#)
- [The Design and Technology Association for design and technology](#)
- [Association for Physical Education](#)
- [Outdoor Education Advisers' Panel for school trips](#)
- [workplace safety for teachers, pupils and visitors – checklist for classrooms](#)
- [work at height](#)
- [slips and trips in educational establishments](#)
- [on-site vehicle movements](#)
- [managing asbestos in your school](#)
- [control of hazardous substances](#)
- [selecting and managing contractors](#)
- [good estate management for schools](#)
- [school building design and maintenance \(and where necessary examination and testing\)](#)
- [manual handling](#)
- [managing work-related stress](#)
- [ventilation in the workplace](#)
- [incident reporting in schools.](#)

[Appendix 1](#)



Is it RIDDOR-reportable?

Only **work-related** accidents/incident arising out of (or in connection with) our services could be RIDDOR-reportable.

Was the incident as a result of any of the below?

- The equipment / material / substances used
- The condition or design of a building / premises
- The way our work / services is organised, supervised or undertaken

If **YES** to any of these then it could be RIDDOR-reportable. If in doubt, contact the Corporate Health & Safety Team at corporatehealthandsafety@lincolnshire.gov.uk.

NO

No further RIDDOR actions required.

May still require FNOL form to be completed.

YES

Employee

Non-employee

Refer to www.hse.gov.uk for Reportable Disease or Dangerous Occurrence information.

Off work or normal duties for 7 days + due to any other injury.

Refer to www.hse.gov.uk for specified injuries.

Fatality

Person goes directly to hospital from site and receives treatment.

YES

NO

Managers to report on the HSE's on-line reporting system at www.hse.gov.uk, within 10 days for Dangerous Occurrence, and once diagnosis received for Diseases. For COVID-19, first contact corporatehealthandsafety@lincolnshire.gov.uk.

Manager to notify the Health & Safety Executive (HSE) without delay.
Phone: 0345 300 9923
Out of hours: 0151 922 9235

Manager to then contact
corporatehealthandsafety@lincolnshire.gov.uk.

Managers must report the incident on the HSE's online RIDDOR-reporting system ASAP (www.hse.gov.uk) for Specified Injury & Fatality and within 15 days for all other injuries.

Manager to ensure an LCC on-line FNOL form completed and an internal investigation is undertaken.

Manager to evaluate whether a 'Managers Investigation' is required or a more detailed investigation by the Corporate Health & Safety Team.

Examples of reportable and non-reportable accidents and incidents are available at www.hse.gov.uk.

Created: Oct 2014
Reviewed: Nov 2020
Version: 3.0
Owner: Corporate Health & Safety Team

