

DOWNTON CHURCH OF ENGLAND VA PRIMARY SCHOOL

Gravel Close, Downton, Salisbury, Wiltshire SP5 3LZ

Telephone: 01725 510556 Fax: 01725 512335

Email: admin@downton-pri.wilts.sch.uk Website: www.downton-pri.wilts.sch.uk

Headteacher: Mrs Paula Carlton BA (Hons) QTS NPQH

HEALTH AND SAFETY POLICY



Dream, Believe, Achieve

Love, Peace, Joy

Approved by: Paula Carlton

Date: Feb 22

Last reviewed on: Sept 23

Next review due: Sept 24

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STATEMENT OF INTENT

- 1.1 Downton Primary School is a Voluntary Aided Church of England school. The legal responsibility for health and safety in the school rests in the School Governors and not the Local Authority.
- 1.2 The aim of the Governing Body is to provide a safe and healthy working and learning environment for staff, pupils and visitors.
- 1.3 The Governing Body accepts that it has a responsibility to take all reasonably practicable steps to secure the health of pupils, staff and others using the school premises or participating in school-sponsored activities.
- 1.4 It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.
- 1.5 The Governing Body will take all reasonable steps to identify hazards and reduce them to a minimum. All staff and pupils must appreciate, however, that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.
- 1.6 This policy will be brought to the attention of all members of staff. A reference copy is kept in the head's office and on the school website.

THE DUTIES OF THE GOVERNING BODY

- 2.1 In the discharge of its duty the Governing Body, in consultation with the Headteacher, will:
 - 2.1.1 make themselves familiar with the Local Education Authority's Health, Safety and Welfare Policy (particularly Section 4.2 – Responsibilities of the Governing Body), the Local Management of Schools scheme and the advice and guidance provided by the Local Authority (LA);
 - 2.1.2 take account of that policy and scheme within budget and other policy considerations
 - 2.1.3 ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school;
 - 2.1.4 periodically assess the effectiveness of this policy and ensure that any necessary revisions are made;
 - 2.1.5 establish an effective health and safety management structure within the school and monitor and evaluate the Headteacher's performance on Health and Safety matters
 - 2.1.6 identify and evaluate all risks relating to:
 - the premises;
 - school activities;
 - pupils;
 - visitors to the school
 - 2.1.7 identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others;
- 2.2 So far as is reasonably practicable the Governing Body, through the Headteacher, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed-

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term contracts, to receive comprehensive information on:

- (i) this policy;
- (ii) all other relevant health and safety matters;
- (iii) the instruction and training that is available to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

3.0 THE DUTIES OF THE HEADTEACHER

3.1 As well as the duties which all members of staff have (see 5.0), the Headteacher has the general and specific responsibilities as set out in Section 4.11 of the LA's policy statement on health, safety and welfare. These are;

3.1.1 To manage the school's staff, site and activities so that the health, safety and welfare of all those involved is secured;

3.1.2 To comply with LA policy and duties under the Local Management of Schools Scheme

3.1.3 To bring any health and safety concern outside of own control or any health and safety responsibility that is unable to be met, to the attention of the Governing Body

And specifically –

3.1.4 To assess and record all significant risks to staff, pupils, visitors, contractors and hirers and to ensure that they are controlled as far as is reasonably practicable;

3.1.5 To develop and distribute school-specific policies on local health and safety issues;

3.1.6 To monitor and secure compliance with the school's policy and the control measures identified through risk assessments;

3.1.7 To ensure staff are properly trained, instructed and supervised for any relevant health and safety role and that all staff engage properly with LA and school health and safety procedures;

3.1.8 To inspect, or arrange for inspections of the school site and property for any unsafe condition and to make safe in a timescale commensurate to the level of danger;

3.1.9 To arrange routine maintenance and servicing of equipment through the LA mechanism or other competent means;

3.1.10 To consider health and safety in the selection of contractors and the planning of contracted work, and to provide general supervision to contractors whilst on the school site;

3.1.11 To investigate all accidents, near misses and episodes of work-related ill-health;

3.1.12 To monitor and evaluate the health and safety performance of staff;

3.1.13 To have and practise emergency and contingency plans;

3.1.14 To provide the means for consultation with staff on health and safety matters;

3.1.15 To supply a health and safety performance report of standard indicators to the LA upon request;

3.2 The Headteacher is required to take all necessary and appropriate action to ensure that proper health and safety standards are maintained at all times.

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4 THE DUTIES OF SUPERVISORY STAFF

4.1. In addition to the general duties which all members of staff have (see 5.0), all staff will be directly responsible to the Headteacher or the member of staff nominated by the Headteacher, to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility. As such the supervisory staff accept the responsibilities set out in Section 4.12 of the LA's policy statement on health, safety and welfare.

4.1 As part of their day-to-day responsibilities they will ensure that:

4.1.1 safe methods of working exist and are implemented throughout their area of responsibility;

4.1.2 health and safety regulations, rules, procedures and codes of practice are being applied effectively;

4.1.3 staff, pupils and others under their jurisdiction are instructed in safe working practices;

4.1.4 risk assessments are conducted in their area of responsibility as required by the Headteacher or as necessary

4.1.5 new employees working within their area are given instruction in safe working practices;

4.1.6 regular safety inspections are made of their area of responsibility

4.1.7 positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others;

4.1.8 all plant, machinery and equipment in the department in which they work is adequately guarded, in safe working order and restricted to authorised persons only;

4.1.9 appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work;

4.1.10 hazardous and highly flammable substances in the department in which they work are correctly stored and labelled, and exposure is minimised;

4.1.11 they monitor the standard of health and safety throughout the department in which they work and encourage staff, pupils and others the highest possible standards of health and safety.

4.1.12 all health and safety information is communicated to the relevant persons

4.1.13 they report any health and safety concerns to the Headteacher, staff Health & Safety Representative or Housekeeping Manager.

5 THE DUTIES OF ALL MEMBERS OF STAFF

5.1 All staff are expected to familiarise themselves with the health and safety aspects of their work.

5.2 All staff have a responsibility to:

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- 5.2.1 take reasonable care of their own health and safety and that of any other persons who may be affected by their acts or omissions at work;
- 5.2.2 follow agreed working practices and safety procedures;
- 5.2.3 report any accident, near miss, incidents of violent or verbal abuse or any hazard;
- 5.2.4 ensure health and safety equipment is not misused or interfered with.

6 HIRERS, CONTRACTORS AND OTHERS

- 6.1 The Headteacher will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.
- 6.2 When the premises are used for purposes not under the direction of the Headteacher, then the principal persons in charge of the activities for which the premises are in use will be expected to maintain the safe practices as indicated in section 5 of this document. They will be provided with a copy of the H&S induction pack.
- 6.3 When the school premises or facilities are being used out of normal hours for a school-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.
- 6.4 When the premises are hired to persons outside the employ of the Governing Body, it will be a condition of all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Governing Body and that they will not, without the prior consent of the Governing Body:
 - introduce equipment for use at the school premises
 - alter fixed installations
 - remove fire and safety notices or equipment
 - take any action that may create hazards for persons using the premises of the staff of the school
- 6.5 All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provision the Health and Safety at Work Act 1974 and must pay due regard to the safety of all persons using the premises.
- 6.6 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Headteacher will take such actions as are necessary to prevent persons in his or her care from risk or injury. This may include requiring the contractor to stop work or leave the site.
- 6.7 Within the H&S induction pack, the Governing Body will draw the attention of all users of the school premises (including hirers and contractors) to Section 8 of the Health and Safety at Work Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare.

7 STAFF CONSULTATIVE ARRANGEMENTS

- 7.1 The Governing Body, through the Headteacher, will make arrangements for full and proper consultation with employees on health and safety matters. The nominated safety

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representatives of each accredited trade union or staff association will be offered a role in these consultations.

8 EMERGENCY PLANS

8.1 In an emergency the fire evacuation procedure will be followed, with evacuation beyond the school grounds being carried out via the memorial gardens.

8.2 This plan is to cover foreseeable major incidents which could put the occupants or users of the school at risk. Everything possible will be done to:

- save life
- prevent injury
- minimise loss

This sequence will determine the priorities of the emergency plan.

8.3 The plan will be agreed by the Governing Body and be rehearsed by staff and pupils. The result of all such rehearsals will form part of the regular risk assessment survey and the outcome will be reported to the Governing Body.

8.4 Flooding:

In terms of flood risk to premises we consider that damage by flood waters is low risk. If children were in school and The Borough flooded the children would not need to leave school until they were being collected – if emergency egress was needed there are 3 options:

- Parents collect
- Exit through the Memorial Gardens
- Emergency services

9 Review

9.1 The Governing Body will review this policy statement annually and update, modify or amend it as it considers necessary to ensure the health, safety and welfare of staff and pupils.

10 Specific Procedures/Arrangements and Further Guidance

10.1.1 The Governing Body and the Headteacher will ensure that written procedures, preceded by risk assessments, are produced and maintained to provide details and current information about the specific health and safety arrangements in place to deal with particular risks and situations.

10.1.2 These procedures will give instructions as to how staff should carry out duties or activities and will clearly state who is responsible for doing what and in what circumstances (normal and abnormal). All staff will be informed about these procedures.

10.1.3 The written procedures required within the school are as follows, and are appended to this policy:

1. Storage and administration of medicines
2. Provision of first aid
3. Safety inspections
4. School managed projects
5. Fire and other emergency evacuations

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6. Stress and employee well being
7. Organising outdoor education activities
8. Swimming
9. Unexpected loss of utilities
10. Site security
11. Reporting of accidents, incidents, hazards and near misses
12. Use of dangerous tools, equipment, machinery
13. Use of or exposure to any hazardous substances or materials
14. Maintenance of dangerous plant and equipment and electrical systems
15. Access to any height liable to cause injury
16. Violence to staff
17. Lone working
18. Use of contractors
19. Out of hours use of school buildings and facilities
20. Vehicular movements on site
21. Use of minibuses
22. Managing water hygiene
23. Public performances
24. Waste disposal
25. Work experience for pupils/students
26. High risk activities associated with the curriculum or school sponsored events
27. Asbestos
28. Audit
29. Behaviour management/Bullying
30. Caretaking and cleaning
31. Cash Handling
32. Display Screen Equipment
33. Electrical Equipment
34. Good Housekeeping
35. Food Safety
36. Infection Control
37. Manual Handling and lifting
38. Outdoor play Equipment
39. Reporting Hazards and Premises defects
40. Risk assessments
41. Smoking
42. Vehicles –staff and parents
43. Volunteer helpers
44. Grounds Maintenance
45. Dogs & other animals

Further advice and guidance is available by referring to the Health and Safety Manual for Schools provided by the LA and held in the admin office. This school adopts all of the guidance within the Manual as applicable within the school and to all staff.

Signed _____
Headteacher

Signed _____
Chair of Governors

Date _____

Date _____

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Headteacher: Mrs Paula Carlton BA (Hons) QTS NPQH

Deputy Headteachers: Mrs M Ford BA (Hons) & Mrs A Bates BSC (Hons)



Procedures and Arrangements Register

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements. Wiltshire Council policy will be followed.

1. Storage and administration of medicines

- All medication in school is to be provided in the original pharmacy container, properly labelled and is administered by a member of staff as detailed in the H & S policy.
- Medication is stored in the main office in a cupboard fitted with child locks.
- Medicines requiring refrigeration are kept in the fridge in the main office.
- Controlled drugs such as Ritalin are kept locked in the school safe until needed. Parents are asked to provide only a small quantity at a time.
- Expiry date of medicine to be checked before administration and any out of date medication to be returned to parent for disposal.
- Asthma inhalers are named and kept in the office for use when needed.
- Epipens – Each child with anaphylaxis will have two epipens in school at all times (one to be kept in their classroom and a spare being kept in the labelled cupboard in the main office).
- Children are only given non prescribed medication with a signed letter from their family doctor.
- A note is sent home once any medication has been administered detailing to the parent the time and details of the medication was given.

2. First Aid

- First aid is available in the first aid post on the playground or in the main office.
- A list of trained first aiders is held in each room and also in the staff room.
- First aid is carried out by trained first aiders.
- First aid supplies are kept in each first aid station and are reordered as necessary by the housekeeping manager.
- Handwashing facilities are available at each first aid station together with gloves, aprons and disposal systems and spill kits.
- All accidents/incidents are noted and reported to HSE as necessary.
- All accidents / incidents are recorded in the first aid book.
- When a head injury occurs the child has a yellow band put on their wrist and given a letter - if the injury is considered serious then the parent will be informed by telephone.

3. Safety Inspections

- Safety inspections are carried three times per year by the Headteacher, and/or a Governor, Caretaker or Housekeeping manager using the compliance checklist provided by Wiltshire Council. Any issues will be addressed and reported back to the Premises and Health and Safety Committee.

4. School Managed Projects

- As soon as is reasonable practicable the school must notify the Council of the intention to undertake a school managed project by completing an Initial Notification Form as per attached. This requirement applies to all projects which are valued at greater than £1000 and/or include

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alterations, improvements or refurbishment to the building fabric, asbestos removal or change of use of any room within the building.

5. Fire and other emergency evacuations

- General emergency evacuation for non-fire related emergencies is to be carried out in accordance with the school emergency evacuation plan. The school has a fire emergency evacuation plan for fire related emergencies and an emergency evacuation plan for all non -fire related emergencies.
- Personal evacuation plans are to be completed for any vulnerable persons to be able to ensure safe, assisted evacuation in the event of an emergency.

Fire Safety

- Arrangements for fire safety are set out in the fire safety manual.

6. Stress and Staff wellbeing

- The aim of the Governing Body is to provide a safe and healthy working and learning environment for staff, pupils and visitors. The Governing Body accepts that it has a responsibility to take all reasonably practicable steps to secure the health of pupils, staff and others using the school premises or participating in school-sponsored activities. It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.
- The Governing Body will take all reasonable steps to identify hazards and reduce them to a minimum. All staff and pupils must appreciate, however, that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.
- The school will promote a culture where all staff are valued and are treated with consideration and where they feel able to raise concerns on stress-related matters and receive a constructive response.
- The school will be vigilant and take prompt supportive action when a member of staff shows signs of experiencing stress or emotional distress. It will also ensure that members of staff understand their job roles and that they have the necessary training to carry out their duties.
- Governors meet with staff once a year to complete a staff wellbeing survey and Full Governing Body (FGB) minutes show that outcomes are discussed.

7. High risk activities associated with curriculum or sponsored events and curriculum safety

- All high risk activities associated with the curriculum or sponsored event are carefully managed and are risk assessed prior to taking place using the Evolve system.
- The school recognise that programmes of study require that children should be taught how to identify and reduce risks in the way that they work. A balance must be achieved between independent learning and the necessary supervision to ensure safety.
- Teachers will ensure that they are familiar with all risks which might arise from the tools, equipment, materials and processes they plan for children to use. An appropriate Risk Assessment form should be completed. All guidance material will be reviewed where available from the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPS) and The Association for Physical Education (AfPE, formally BAALPE).
- All teaching assistants must be appraised of the safety procedures and practices relating to any of the activities that they support.
- Schemes of work will be reviewed to assess the risk in all activities in order to determine:
 - i. where close supervision is required
 - ii. suitable group size
 - iii. suitability for whole class participation
 - iv. where particular skills need to be taught

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- v. personal protective equipment (PPE)
- vi. levels of hygiene required

- All off site activities must be properly risk assessed (via the EVOLVE risk management system) and approval sought from the Headteacher at least four weeks before the activity takes place. Residential visits also require the approval of the LA LoTC Safety Officer via EVOLVE.

8. Swimming

- The school uses Odstock Hospital swimming pool and Godolphin School swimming pool.
- Approved swimming instructors and lifeguards are used for all sessions attended by pupils of Downton Primary School.
- Adults accompanying the children on the school minibus to and from the pool are DBS checked.
- It is the responsibility of the Swimming Pool to ensure that adults and children alike are aware of their fire safety procedures whilst at the pool.
- Swimming risk assessments are in place and take into account the age and abilities of the students.
- **Staff are not** to enter the pool.

9. Unexpected loss of utilities

- **Gas**
Safe guarding of children is paramount
If there is a suspected gas leak evacuate the building to a safe distance – Baptist church or Memorial Gardens (Emergency Gas 0800 111999)
Gas shut off – box outside front door, main kitchen cooker shut off
If evacuation needed please take: pupil contact book, mobile phones with internet so as to be able to send text via school comms to parents, laptop if possible
Use home numbers for those without email
School lunches – consider sandwiches
- **Electricity**
No heating or lighting – emergency lighting
If in winter may need to consider emergency closure if too cold. Follow County guidelines.
- **Water**
No water – no toilets – no drinking water – consider emergency closure

10. Site Security

- Risks to personal security, premises and property will be assessed through the risk assessment process. Security in the school is the responsibility of Headteacher and Governing body.
- The school now operates a new fob system for some of the main doors. All staff must wear their staff ID and fob at all times.
- To ensure pupil and staff security all external doors must be kept closed during school hours. External doors marked as 'Fire Exit' have special mechanisms which release the lock when the handle is turned on the inside. All gates must be kept closed during the school day. At the end of the school day one member of staff will open the school gate to allow parents in to collect their children. All staff on duty must supervise children at all times – children should never be left on their own in the buildings or outside in the playground.
- Visitors are required to sign in at the main office and will be asked to wear a visitors badge for the duration of their stay.
- Where possible we try to operate as a cashless school. Any money brought in should not be kept in classrooms. Parents are requested to send any monies into school in a sealed envelope. These should be sent to the main office with the register every morning. The Finance Officer is responsible for keeping monies receive in a secure location within the office. Cash and cheques should be processed in a secure environment and never left unattended.

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11. Reporting of Accidents, Incidents, hazards and near misses

- All staff are required to ensure that all accidents and incidents are reported to the Headteacher or Housekeeping Manager or senior teacher.
- Employees: All accidents must be recorded in the statutory accident book. In addition to this, the LA Online Incident Report and Investigation form must be completed. The accident form and the Incident report are filed securely. More serious injuries must be reported to the Health & Safety Executive (HSE) online and the LA online process. Any injury which prevents an injured person carrying out their duties for more than seven days must be reported to the HSE via the online reporting process.
- Pupils: All accidents must be recorded in the accident book. In addition to this, the LA Online Incident Report and Investigation form must be completed for more serious incidents along with online reporting to the HSE when appropriate.
- Non-employees: A detail record should be made and kept on file. Serious incidents must be reported to the HSE in line with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) requirements. In the case of contractors, their employer should be informed immediately.

12. Use of Dangerous tools, equipment and machinery

- Staff to follow manufacturers guidelines when using the kitchen equipment and wear protective clothing. They are asked to report any problem with equipment immediately to the Head teacher or Housekeeping Manager.

13. Use of or Exposure to Hazardous Substances or materials

- Where hazardous substances are used line managers themselves or a designated employee will undertake a Control of Substances Hazardous to Health (COSHH) risk assessment and adopt a hierarchy of control measures seeking to eliminate or substitute risk first and foremost.
- Currently, the school employs Marangi Ltd for cleaning and HC3S for catering.
- All hazardous materials not in use will be stored in a locked cupboard.
- Staff will be made aware of how to use the materials safely and the findings of the COSHH risk assessments.

14. Maintenance and Inspection of Dangerous plant and Equipment

- A service plan is kept by the Housekeeping Manager in the office and records kept of all services/maintenance undertaken.

15. Access to any Height liable to cause injury

- The Headteacher will ensure that working at height is risk assessed and that appropriate control measures are put in place to mitigate those risks.
- Staff themselves have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety. On a day to day basis three safety ladders (two and three steps) are provided and should be used.
- If lone working, working at height is not allowed.
- It is the responsibility of the Caretaker to undertake a regular visual inspection of all ladders and steps both fixed and moveable, and to keep a log of these inspections. Step ladders have been replaced and are now compliant.

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16. Violence to Staff

- The school has good signing in and out procedures, Lone Working procedures, and all external doors and gates are kept locked during school hours. The (senior teacher/admin officer/ senior MDSA) are responsible for assessing the risks of violence to staff.
- Where violence is identified as a significant risk, line managers will ensure that appropriate control measures are put in place. Staff must report incidents of violence and aggression in the same manner as accidents. These are then reported to the LA via the online incident report process.

17. Lone Working

- Staff are asked to ensure that they advise someone (a family member or friend) of their expected arrival and departure times, when they plan to be in school alone.
- They should carry a mobile phone to enable them to call for assistance if needed.
- Working at height is not allowed when working alone.
- Staff should ensure that they are familiar with opening and closing the school and setting and resetting the alarm.
- They should ensure that no heating or lighting is left on when they leave the building and that all windows and doors are securely locked.

18. Contractors

The school follows the guidance issued by the Diocesan Property Services Team & Wiltshire Council as outlined in the Health and Safety Manual for the selection, appointment and monitoring anyone undertaking works. These include:

- meetings held with Diocese/Contractors with Headteacher before start of works.
- checking the competence of contractors and visiting workers (competence can be judged from past experience, recommendation, pre-selection evaluation e.g. CHAS (The Contractors Health and Safety Assessment Scheme) or a combination taking into consideration nature and scale of the works required).
- examining risk assessments as appropriate to check that contractors and others have correctly interpreted any site specific conditions, etc
- having clearly identified personnel who are points of contact for contractors and visiting workers
- having all significant and unusual hazards and risks on site clearly identified.
- exchanging information on hazards and risks

Arrangements for monitoring and controlling works in progress. Key areas to focus attention are:

- segregation of traffic and pedestrians
- segregation of contractors and occupants of the school (where possible)
- safe systems of work to ensure that works undertaken within occupied areas of the premises are adequately controlled
- implications on fire precautions due to possible increased risk and interference with fire alarm system and routes of evacuation

Communication. The school recognises that it is crucial that issues relating to premises works are communicated effectively. This includes:

- providing visitors with copies of appropriate hazard registers such as the asbestos register
- telling visitors about hazards on site
- asking visitors about the hazards and risks which they are bringing on site (e.g. creating noise, dust, fumes)
- asking visitors about any possible interference with normal working practices (e.g. re-routing of emergency escape routes)
- controlling access so that contractors know who may also be working on site
- sign-off/safe completion certificates
- ensuring completion of the Premises Log Book by contractors and visiting persons

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19. Out of hours use of school buildings and premises

Please see School Lettings Policy.

20. Vehicular movements on site

- Vehicle movements take place in the school car park. Access from there to the school is through a locked gate.
- Children are not permitted to access the car park unsupervised.
- When the school minibuses are loading and unloading there are staff present to monitor this.
- Vehicles are not normally permitted on the school playground, and in the event of this happening for a particular event then there will be supervision when vehicles are moving.
- When children leave via the back exit at the end of after school clubs or school disco or productions then parents are asked to supervise their children at all times.
- See risk assessment for school car park.

21. Use of Minibuses

- All minibus drivers must have completed MIDAS (Minibus Driver Awareness Scheme, or equivalent) training prior to be permitted to drive minibuses and the school hold the appropriate insurance and permission of parents for children to be transported.
- The minibuses undergo 13 week checks, 6 week checks for older minibus.
- Maintenance checks are undertaken by staff prior to driving the bus on each use and these are recorded on sheets in the bus together with details of the mileage and driver for each trip.

22. Managing Water Hygiene

- Legionella bacteria are found naturally in rivers lakes and reservoirs. As a result low levels of legionella will enter school's water systems through the mains water supply. In most instances the bacteria pass uneventfully through the system as water is used for washing, cooking and flushing before being drained away. In certain circumstances the bacteria can proliferate within a water system to levels that might present a health risk if they were subsequently inhaled as water aerosol – as is created for example by a shower. Inhalation of water aerosol is the only significant means by which a legionella health risk is presented. Schools which have showers or other means of generating a water aerosol are therefore categorised as having significant potential risk of legionella.
- We need to have:
 1. A risk assessment undertaken by a specialist in legionella control.
 2. A Planned scheme of prioritised remedial work to system as advised by the risk assessment.
 3. Monthly recorded temperature checks on the hot water system (should be above 50c)
 4. Procedures for regular flushing through and cleaning of showers and other aerosol sources.

23. Public Performance

- Events attended by members of the public such as concerts in the hall, fetes and fayres are all subject to risk assessments. A generic risk assessment exists for most recurring events at the school. These are updated prior to the events. New events are subject to their own risk assessment.

24. Waste Disposal and Management

- All waste generated within the school is placed daily into the main dumpster bins located in the staff car park. There are separate bins for dried mixed recycling and general waste. Bins are emptied weekly from the car park by Biffa.
- Storage and movement are both risk assessed to ensure the safety and well-being of employees. Build up of combustible materials is minimised.

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25. Work Experience

- All work experience students are individually risk assessed. The induction interview includes a guided tour of the premises and information provided relating to health and safety, safeguarding and code of conduct procedures at the school.

26. High risk activities associated with curriculum or sponsored events

- All high risk activities associated with the curriculum or sponsored event are carefully managed and will be risk assessed prior to taking place.

27. Asbestos

- The school has an asbestos register showing the location of any Asbestos Containing Material (ACM) or suspected ACMs on site. The register is made available to all staff, contractors and anyone else who may be affected by the asbestos. Contractors must sign the register to show they have read and understood where the asbestos is located prior to work commencing.
- In ALL cases of damage to ACMs, or questions / uncertainty about ACMs Sarum Asbestos or Wiltshire Council will be contacted.
- As part of the planning for any building works a pre contractual meeting for professional advice will be sought on the appropriate approach to dealing with any ACMs present.
- All staff are aware of there being asbestos in the building and Asbestos information is kept in the staff room and in the main office.
- Asbestos to be reviewed every 5 years.

28. Audit

- Members of the Premises and Health & Safety Committee will undertake three site inspections a year, nominally scheduled for Autumn, Spring and Summer terms. This will include premises (internal/external), playgrounds and external play equipment.
- All risk assessments will be reviewed annually by the same committee as well as this policy.
- Three members of this committee (including the Headteacher) will ensure that the annual LA self audit is completed and returned to the LA by the agreed date.
- Weekly fire checks are completed by the Caretaker and reviewed termly by the Headteacher.
- The caretaker also undertakes a weekly audit of:
 - i. Floors
 - ii. Outdoor play areas
 - iii. Condition of the building
 - iv. General circulation areas
- These audits are recorded and kept in the health and safety file and reviewed by the Premises and Health & Safety Committee.

29. Behaviour Management/Bullying

- The school has a comprehensive behaviour and anti-bullying policy. All staff are required to be familiar with these policies and to adhere to the procedures set out in them.

30. Caretaking and Cleaning

- The school employs a cleaning company (Marangi Ltd.) Locking up and a final check on site security is delegated to the cleaning staff or whoever is last on site. Cleaning is undertaken by cleaning staff who are required to order cleaning products and store them safely. They are governed by the same procedures as any other contractor on site. Cleaning duties are risk assessed.

31. Cash Handling

- The school operates a cashless system as much as possible. All payments to the school are encouraged via our online payment system. Any cash received (lunch money, trips, photographs, charitable donations) from parents via pupils is handed to the main office as soon as is received. If necessary, any cash and cheques are processed daily and kept in a secure location until banked.

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Cash/cheques are never left unattended and banking is on a needs basis rather than a fixed point each week.

32. Display Screen Equipment

- The majority of staff and pupils within the school are not considered to be DSE users. The school will adhere to the Wiltshire Council Corporate policy, guidelines and procedure. The head teacher will ensure that DSE workplace assessments are conducted for all those considered to be users.
- DSE assessments will be reviewed annually and where equipment changes or office layouts change or when there are staff changes.
- Eye tests will be provided for those users who's risk assessment identifies the need and request a test.

33. Electrical Equipment (fixed and portable)

- Fixed installation testing by a competent person every 5 years and portable appliances are checked annually by an approved contractor. A record of the testing and inspection of all equipment is kept in the Health and Safety file.
- Members of staff are not permitted to bring into school electrical equipment of their own. Extension leads and sockets must never cross corridors or walk ways. All electrical appliances should be switched off at the end of the day with the exception of the computer trolleys and the office PC which are designed to be left on overnight.
- The school does not accept used electrical equipment.

34. Good Housekeeping

Tidiness, cleanliness and efficiency are essential factors in the promotion of good health and safety. The following conditions are to be adhered to at all times:

- All corridors and passageways are kept free from obstruction.
- Shelves in storage rooms and cupboards are stacked neatly and not overloaded.
- Floors are kept clean and dry and free from slip and trip hazards.
- Emergency exits and fire doors are not obstructed in any way.
- Supplies are stored safely in their correct locations.
- Rubbish and litter are cleaned and removed at the end of each working day.
- Poor housekeeping or hygiene conditions are immediately reported.

35. Food Safety

- Good hygiene practices when cooking in class or preparing food for wraparound care include washing hands before handling food and discarding food which has fallen on the floor. Food stuffs are bought just prior to usage and are within best by or best before dates. Food stuffs which require refrigeration prior to using must be kept in the fridge/freezer. Preparation surfaces are cleaned before and after usage. Utensils should be cleaned in the dishwasher after use and then stored appropriately. Sharp knives are required in food prep and children are taught how to use these safely.
- All staff should be aware of children with any allergies (both by ingestion and touch) and seek advice if needed from the office.

Main kitchen:

- All food served at lunch is prepared and cooked on site by HC3S.
- Kitchen staff have basic food hygiene training.
- All food is stored in at the correct temperature and fridge and freezer temperatures are logged daily.
- All food is temperature probed before serving.
- The meals sent to Morgans Vale are all temperature check on leaving Downton and again on receipt at the other school and temperatures logged.
- The kitchen is risk assessed regularly by HC3S in order to keep their staff safe.

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- Food provided by parents for cake sales etc is received into school on the day of the sale and stored in a cool place until needed.
- Events are planned in advance and the kitchen staff are aware of them and any high risk items such as meat, fish, eggs, milk products are refrigerated until needed.
- Good hygiene practices adhered to.
- Daily cleaning and half termly deep cleaning of kitchen.
- All kitchen equipment regularly serviced.
- Kitchen deep cleaned before preparation of food for children with multiple allergies. Each child has their own cutlery, crockery, pans, knives and chopping boards used for them.
- No children allowed in the main kitchen
- Staff wear protective clothing and footwear.

36. Infection Control

- The school follows the LA guidance entitled, [Control of Communicable Diseases in Schools](#) which is available on WISEnet.
- School outbreak or infection control issues contact the council's consultant in communicable disease control (CCDC) within the Wiltshire Health Protection Team and contact Public Health England 0845 504 8668 (replaces the HPA).
- All staff are required to take precautions to avoid infection and must follow basic hygiene procedures. First Aiders have access to single use disposable gloves and hand washing facilities. The usual precautions are taken when dealing with blood and other body fluids, or disposing of dressings or equipment. Anti-bacterial hand wash is available in all cloakrooms.

37. Manual Handling and Lifting

- Any activities that involve significant manual handling tasks shall be risk assessed and where appropriate training and equipment provided for staff. This includes the lifting and moving of people.
- All employees are responsible for assessing the appropriate approach to handling and lifting tasks.
- The Headteacher/senior teacher may seek professional advice from the Health and Safety Service and Occupational Health as necessary.

Short-term immobility

When a pupil or adult has a limb in plaster or is using crutches then the school will assess the means by which that person can move safely around the school site and most importantly, evacuate in the event of an emergency. Staff or, if suitable, other pupils can be allocated duties to provide a steadying hand for balance, on steps and slopes for example, but no untrained person should be allowed to lift, carry or provide significant weight-bearing support. If a pupil requires this level of assistance, then the school will undertake a full assessment of need with the parents before the child next attends. Individual risk assessment for that child to be completed and agreed

Long-term immobility

Pupils with permanent or long-term mobility-impairment require specific attention to ensure that the manual handling situations that will be encountered are identified, assessed and controlled so that the health, safety and well-being of the pupil and staff is protected.

38. Outdoor Play Equipment

- The outdoor play equipment was professionally installed and complies with current safety standards. The equipment is subject to an annual inspection and risk assessment. It is also checked daily by staff on duty and weekly by the Caretaker and these weekly checks are logged.
- Children are only allowed on the equipment when supervised by an employee of the school during school hours. Outside these times the school is unable to provide supervision and therefore does not allow it to be used by anyone. Signs on the equipment clearly state this procedure.
- A risk assessment is in place for this activity.

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39. Reporting Hazards/Premises Defects

- All staff are required to notify the Headteacher and housekeeping manager of any hazards or premises defects as a matter of priority. A maintenance book is provided for recording work that needs repair, and is referred to weekly. Anything needing urgent attention should be reported immediately to the Headteacher or housekeeping manager

40. Risk Assessments

- Risk assessment is the responsibility of the school's management at a variety of levels. Those responsible for premises or curriculum areas must ensure that risk assessments are undertaken **and recorded** for significant activities.
- The outcome of the risk assessments should be recorded and communicated to those affected and maintained on records of the establishment or service area. Risk assessments should be reviewed periodically or where there is a change in circumstances.
- The following are used to record our assessments:
 - i. RA0 – detailing responses to identified risks
 - ii. RA1 – General Risks
 - iii. RA2-7 – Premises
- For special risks (eg expectant mothers, outdoor education in residential, disability) we use a specific form.
- A register of risk assessments is kept by the Housekeeping Manager. All risk assessments are reviewed on an annual basis.

41. Smoking

- Smoking including e-cigarettes, is not permitted anywhere on the premises, including the grounds and car park. Staff who smoke are informed that they must leave the premises if they wish to smoke.

42. Vehicles – Staff/Parents

- Any vehicle used to transport children during school hours or to and from an approved school event must comply with current legislation. Drivers must show the school evidence that they have a clean licence, insurance, valid MOT prior to transporting pupils and complete the necessary paperwork in the office. Staff drivers must have business insurance. Information is given to parents regarding seat belts and car seat legal requirements. A risk assessment is in place for this activity.

43. Volunteer Helpers

- Volunteers are subject to Disclosure & Barring Service (DBS) clearance. All volunteers are informed of school practices including confidentiality, child protection, safety and fire procedures. All volunteers are required to sign in on arrival and sign out on departure. (Badges/lanyards) are worn to identify volunteers to all staff and children.

44. Grounds maintenance

- Grounds maintenance is currently contracted to Savages who usually work outside of normal school hours.
- Tree inspections are carried out twice yearly by David Mercer and the condition report kept on file.

46. Dogs and other animals

- Dogs and other animals are not allowed on the school site at any time.
- The only exception that will be considered is when application has been made to the Headteacher to allow 'working dogs' onto the school premises. Working dogs are those dogs in the category of assist dogs (such as a guide dog) or a dog identified as a PAT dog (Pets as Therapy).