

Potterhanworth Church of England Primary School

Health and Safety Policy (including First Aid)



Our Potterhanworth Church School Vision is inspired by Jesus' offer of 'life in all its fullness' (John 10 v10).

We believe that 'life in all its fullness' is about living a life full of opportunities, excitement, learning and respect for **ALL**.

We work together to encourage **ALL** our children to become advocates of justice and peace. We support our school community to look beyond its horizons, encourage a positive outlook on life and to overcome any challenges we may face.

Our fulfilment is achieved by creating an environment where **ALL** our children can thrive and blossom as we nurture them in their growth and journey through life.

Respect, Trust, Commitment, Fairness, Friendship, Responsibility

Policy Approved on : 16th September 2025

Signed on Governor Hub

Policy Review Date : September 2026

INTRODUCTION

1 Organisation and General Responsibilities

1.1 Governing Body

The Governing Body are 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 by direct involvement or by considering inspection reports;

actions are prioritised where resources are required;

health and safety is an agenda item at Governors' meetings;

there is a named Health and Safety Governor;

the Governor with specific health and safety responsibilities and the Head Teacher receive health and safety management training and are competent to deal with the health and safety aspects of the work;

assistance is obtained from specialists when in any doubt about the health and safety standards to apply;

the Director of Education and Cultural Services is informed of any situation of concern where appropriate health and safety standards cannot be implemented.

1.2 Head Teacher

The Head Teacher is responsible to the Governing Body for ensuring that:

hazards are identified and arrangements are made and implemented to control the significant risks and comply with the relevant health and safety legislation;

the health and safety policy is implemented on 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 along with details of significant injuries to staff, pupils and visitors;

specialist help and assistance is obtained where necessary.

1.3 School Health and Safety Co-ordinator

The Health and Safety Co-ordinator is responsible for assisting the Head Teacher with:

liaising with employees and Health and Safety Advisors where appropriate to ensure that hazards are identified and appropriate risk control arrangements implemented;

monitoring the health and safety standards of the school on a day-to-day basis, reporting any problems that cannot be rectified to the Head Teacher.

1.4 All Employees

All Employees are responsible for:

taking reasonable care for their own health and safety and that of others who are affected by their activities;

where appropriate, exercising 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 the risk assessments;

monitoring the health and safety standards of their own areas, ensuring

that appropriate risk control measures are implemented;

reporting to the Head Teacher any health and safety matters they cannot, or do not, feel competent to deal with themselves and any shortcomings they see in the health and safety arrangements.

Lunchtime Staff: in addition, lunchtime staff should refer to separate guidance about safe practice during lunchtime supervision (see Head Teacher for copy of this).

1.5 Pupils

Pupils are expected to:

- exercise personal responsibility for their own health and safety and that of others;
- to observe standards of dress and behaviour consistent with the safety of themselves and others;
- to observe the rules of the school and in particular the instructions of staff.

1.6 Health and Safety Assistance

The Health and Safety Team is appointed to be the competent person as required by the Management of Health and Safety at Work Regulations 1999 and is responsible for providing the health and safety assistance as and when requested.

Please note that your first and immediate contact for Schools Health and Safety matters, queries, questions, advice or help is – The County Health & Safety Team, who can be contacted on 01522 554917
corporatehealth&safey@lincolnshire.gov.uk

Arrangements

The arrangements for controlling risks from school activities are set out in

the risk assessments which are recorded separately. Other arrangements are below.

2 Arrangements and Significant Findings of Risk Assessments

Contents:

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2.1 General Hazards

A high standard of housekeeping is expected to reduce the risk of accidents. Furniture and equipment shall be kept tidy and not allowed to pile up so as to cause a toppling hazard. Unwanted items are to be cleared out and not allowed to accumulate in such ways as to congest the working areas. Pupils' bags are not left in walkways or areas where they create tripping hazards.

Specific attention is to be given to avoid slipping and tripping hazards such as trailing cables, damaged floor coverings, slippery floor surfaces. Staff are expected to rectify these situations where possible or report them to the Caretaker.

Step stools and step ladders are provided and must be used where necessary to reach above head height. Staff are to inspect these before use and report any defect to the Caretaker. Staff are not to use chairs, boxes or similar items and are not to climb up the face of cupboards or storage racks.

Filing cabinet drawers shall not be overloaded and employees must not open more than one drawer at once as this presents a toppling hazard. Desk and cabinet drawers are to be closed immediately after use and not left open.

Damaged or defective furniture and equipment is to be reported to the Caretaker. Also any sharp edges, which may cause injury and/or damage to clothing, must also be reported.

Pupils are reminded on a regular basis about the risk of fingers being trapped in doors. The Caretaker is responsible for checking routinely that the self-closers operate properly, ensuring that adjustments are carried out if doors close too quickly.

Concerns/faults with fixtures and fittings must be reported to the Caretaker.

Heaters in classrooms and ancillary areas are ceiling mounted. Storage heaters in room 9 are fitted with appropriate guards to prevent accidental scalding.

Running is not permitted within the school premises and care is necessary when using doors, particularly those without viewing panels. Doors must not be opened without regard for someone coming from the opposite direction.

2.2 Vulnerable Glazing

The vulnerable areas of glazing have been protected with anti-shatter film to prevent serious injuries in the event of breakage. In addition, the glazing in windows facing the playground have been safeguarded.

2.3 Electrical Equipment

Staff shall not attempt repairs nor make modifications to electrical equipment other than those normally associated with daily operations. Any defects or malfunctions must be reported.

The fixed electrical installations in the school are inspected and tested on a 5-yearly basis by electrical contractors and any maintenance to prevent danger is carried out.

Only electrical equipment provided by the school shall be used. Formal visual inspections/tests of portable electric equipment are carried out annually to identify any maintenance that is required to prevent danger. Low-risk office equipment, such as computers, where the mains cables are organised to prevent danger are not included.

Staff are alerted to the dangers of defective wiring and equipment and are encouraged to visually inspect electrical equipment before use and to report any defects immediately.

In the case of electrical repairs, ie changing light bulbs and fluorescent tubes, the electrical supply must be isolated first before carrying out any work. Fluorescent tubes must be disposed of safely, complying with guidance in the Health and Safety Manual.

2.4 Working at Height

Staff are reminded that falls from heights are the most common cause of fatal and serious accidents at work.

The need to reach things at height should be eliminated wherever possible, eg displaying pupils' work and storing things below head height, using window poles instead of climbing to open windows. Where this is not possible, proper access equipment must be used and the following rules followed:

- Staff shall not use ladders or step ladders if they are working alone in or around the school; if an incident occurs there is no one to call for assistance.
- Check that equipment is in sound condition, do not use ladders or step ladders with cracked, broken or splintered stiles/rungs/steps/hinges/cords/clips or other defects.
- Check the ladder is clear of overhead electrical cables.
- Set the ladder at the correct angle (1 out to every 4 up).
- Never climb higher than the fourth rung from the top to ensure adequate handhold.
- If using the ladder for access onto a flat roof or platform, etc, make sure it extends at least 1.1 m above the stepping-off point so as to provide an adequate handhold, especially for coming down.
- Move ladders and step ladders so as to avoid the need to overreach.
- Secure the ladder at the top wherever possible; this ensures the ladder cannot slip sideways or backwards and whilst doing this get someone to foot the base.
- If this is impracticable, see that it is firmly secured at the base or footed by a responsible person.
- Ladders less than 3 m in length, where securing or footing is not practical, can be used unsecured or footed, providing they are set at the correct angle on a firm, level, non-slippery surface.
- Ladders over 3 m in length must be secured as above or footed.
- Make sure that extension ladders have enough overlap to prevent collapse.
- Stand the ladder or step ladder on a firm, level base to prevent collapse.
- Stand the ladder or step ladder on a firm level base and not on loose material.
- Clean wet, icy or greasy rungs or steps before use; make sure footwear is in good condition and free from mud or grease on the soles before climbing.

- Carry light tools and equipment in pockets or a holster/tool bag slung from a strap over the shoulder; use a hoist line to raise larger items when at the working position
- Step ladders must be long enough to reach the work and provide a secure hand hold. Do not stand on the stop step or platform on a step ladder unless it is constructed with a secure hand hold
- Always spread step ladders to their fullest extent for stability and check that retaining hinges/cords/clips are secure.
- Whenever possible, place step ladders at right angles to the work, ie with the front or back of steps facing the work. Pushing, pulling or reaching sideways whilst on the step ladders should be avoided because it is less stable; where this is unavoidable another person should support the steps to prevent them tipping.

2.5 Substances Hazardous to Health

Where possible, all substances used in the school should be non-hazardous, eg not labelled 'Toxic', 'Harmful', 'Corrosive' or 'Irritant'.

All substances must be properly labelled, stored, used and - when necessary - disposed of in accordance with the manufacturer's instructions. Staff should be aware of the requirement to assess the risks to health of any hazardous substances brought into the school to ensure the appropriate risk control measures are devised, implemented and, where appropriate, recorded.

Some hazardous substances are unavoidable: the COSHH assessment for cleaning substances and legionella bacteria are given below. The control measures for the hazardous substances used in Science, Technology, Art are as recommended in the relevant section.

School Cleaning Substances

Liquid cleaners, disinfectants and bleach carrying the 'Irritant' and 'Harmful' warning labels are used for general purpose cleaning in the school

These substances are necessary; substitutes without these hazards are considered not to be effective.

The following measures are used to control the risks to health from the use of the substances:

The substances are kept secure in Mrs Taylor's store cupboard at all times when not in use to prevent access by pupils and unauthorised persons.

The substances are only to be used as directed by the manufacturers on the containers.

Substances shall not be mixed together. This is particularly important with bleach, where toxic fumes can be generated if this is mixed with other substances.

Skin contact with the substances straight from the containers or prolonged/repeated contact with diluted solutions can cause health problems, eg redness of skin, eczema or dermatitis. Contact with the skin is to be avoided by the wearing of protective gloves. These are to be inspected before use and replaced if damaged. At least one spare pair of gloves is kept in stock at all times.

Accidental splashing on the skin or in the eyes needs to be washed immediately with plenty of water and further medical assistance sought if any problems persist. Any skin problems associated with the use of these substances shall be reported to the Head Teacher and, where appropriate, to a medical practitioner.

Where substances are transferred into smaller containers for use, they are marked with their contents, dilution ratios and appropriate hazard sign. The above measures are considered necessary to comply with the COSHH Regulations and it is concluded that these will adequately control the risks to health presented by the use of these substances.

2.6 Fire Risk Assessment SEE SEPARATE DOCUMENT

2.7 Manual Handling of Items and Loads

Manual handling operations are required to some extent in most of the school's activities and it is not reasonably practicable to avoid them. Most of these within the classroom do not generally involve significant risks and are within the capabilities of all staff. The measures detailed below are considered adequate to reduce the risks of injury to the lowest level reasonably practicable.

Staff shall not attempt to lift or move anything they consider to be too heavy or awkward for them. If help is not at hand the matter should be reported to the Head Teacher.

Special care is to be exercised where pupils are involved with the moving of objects, eg moving PE equipment. Staff are required to assess these operations and only allow pupils to be involved where they will not struggle and to ensure that adequate precautions are taken to prevent injury.

The manual handling of any objects which present a significant risk of injury and which cannot be avoided is only to take place following a risk assessment to determine the control measures to reduce the risks to an acceptable level.

As far as is practicable, bags of salt and playground grit are to be delivered to the correct storage area. Large loads, eg bags of sand, should be broken down into smaller loads when moved.

Chair and Table Moving

Measures to reduce the risk of injury:

- using correct lifting techniques;
- carrying no more than 3 chairs at a time;
- carrying no more than 1 table at a time (single tables);
- obtaining assistance where the timescale involved could lead to over-exertion
- Lunchtimes - as our dining tables are on castors and have a metal lifting handle, it is safe practice for them to be moved one at a time by one adult.

Miscellaneous Packages and Items

Measures to reduce the risk of injury:

- using correct lifting techniques;
- obtaining assistance where the weight/size of load is beyond individual capacity.
- Furniture Display Boards, etc
- Measures to reduce the risk of injury:
- using the correct lifting techniques;
- obtaining assistance in proportion to the weight/size and distances involved;
- wearing protective equipment such as gloves and safety footwear.

2.8 Moving and Handling Assistance for Pupils with Special Needs

An assessment of the moving and handling needs of pupils with special needs will be carried out before the pupil starts at the school. Where necessary, advice and guidance will be obtained from parents, the Health Authority and Health and Safety Advisors.

The assessment will identify the moving and plan appropriate for each pupil. The hierarchy of measures in these plans shall be as follows:

hazardous moving and handling operations shall be avoided, so far as is reasonably practicable, by the use of hoists/slings and, where appropriate, encouraging pupils to move themselves or by re-organising activities.

where the above is not reasonably practicable, measures shall be implemented to reduce the risk of injury to the lowest level reasonably practicable; training for staff in using the correct techniques, team lifts, the use of wheelchair ramps, transfer boards, handling belts, sliding sheets, turntables, etc. Staff undertook Team Teach (Positive Handling Training), February 2017.

the moving and handling plans will be recorded in the pupil's care plan/ individual programme.

The assessments shall be reviewed each term or when significant changes occur.

2.9 Display Screen Equipment (DSE)

Computer equipment is used extensively by staff in the school office and some teachers. These members of staff have been designated as 'users' under The Health and Safety (Display Screen Equipment) Regulations 1992.

'Users' are provided with information and training about the risks to their health and how to minimise them.

Workstations used by the above 'users' have been assessed to ensure they satisfy minimum requirements and the risks are reduced to the lowest level reasonably practicable.

Frequent changes of activity occur; therefore no special breaks need to be planned into work routines to prevent the onset of fatigue.

'Users' are entitled to eye tests and any special spectacles required for display screen work. Initially, 'users' are to request these through the Head Teacher who will provide referral letters to take to an optician of their choice.

Work related upper limb disorders such as pain to the muscles, ligaments and nerves of the hand and arm can be brought about by repetitive movements associated with intensive keyboard or mouse operations. Properly arranged workstations and organisational systems will minimise the risks of these disorders. Staff should be aware of this type of injury and report any pain, discomfort, swelling or weakness experienced during or shortly after keyboard/mouse work.

2.10 Smoking at Work

Potterhanworth adopts a non-smoking policy. This is to prevent unwanted exposure to environmental tobacco smoke which is a health hazard and to minimise the risk of fire.

2.11 Contractors' Activities

Construction and maintenance work involves major hazards, and particular care is necessary where these activities take place on the school site. Contractors have a duty to carry out their work in accordance with relevant statutory provisions. The school has a duty to ensure the health and safety of pupils, employees and visitors on the site and must exercise sufficient control to make sure that contractors discharge their duties. Only contractors who are on the county Council's approved list, or can show in some other way that they are competent to carry out their work in accordance with the relevant statutory provisions, will be selected for work on the premises. Before work commences, the Head Teacher or delegated members of staff must ensure that arrangements to control the risks are implemented by the contractors to protect pupils, staff and visitors. The Head Teacher or delegated member of staff shall then monitor the contractor's activities to ensure the arrangements are adequate. Any situation where the control measures are insufficient must be raised immediately with the contractors.

The Construction (Design and Management) Regulations 1994 (CDM Regulations) will apply to larger projects, ie all demolition work irrespective of size, and construction work which involves more than four persons or takes longer than 30 days. In these cases the Head Teacher or delegated member of staff is responsible for seeking specialist advice regarding what must be done to comply with these Regulations.

2.12 First Aid Arrangements

Having staff trained in emergency first aid is considered to be appropriate for the risks and numbers of persons present. 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. First aid boxes stocked with the recommended contents are located in the children's toilets. Nominated member of staff to regularly check stores in children's toilets. All staff should familiarise themselves with the location of these so that, in the event of an injury or acute illness, these can be located quickly. In these cases, an ambulance can be summoned from the telephone in the office.

Staff should administer first aid treatment 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.

Injury Reporting

Minor pupil injuries/first aid treatments will be recorded by the person administering first aid in the red Accident Book in the main office.

All employee injuries and significant injuries to pupils will be recorded on report form PO3 (online). A copy should be kept on file. *Please note: As of Sept 2015, the Corporate Health & Safety Team no longer accept hard copies of this form.*

The Head Teacher is responsible 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).

'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 arising out of curriculum sporting activities, requiring hospital treatment, are reportable. 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.

Major' injuries to staff are basically 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 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 conditions from exposure to substances such as occupational dermatitis. The Health and Safety Team (01522 836713) shall be contacted for further details if there is any suspicion of a reportable disease. 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 Health and Safety Team shall be contacted if in doubt about reporting procedures.

Statutory Notices

The Head Teacher is responsible for ensuring that a 'Health and Safety Law' poster is displayed in school where staff can read it. This is kept in the staff toilet.

Health and Safety Representatives and Consultation

Mrs Parry has been appointed as the employee health and safety representative and will be consulted during the preparation and review of the school's health and safety procedures. Facilities and time off from normal duties will be provided so that Mrs Parry can carry out the functions of a health and safety representative as detailed in the Safety Representatives and Safety Committee Regulations.

Health and safety is a standing item on the agenda of all employee and full governors' meetings.

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.

- evacuation procedures;
- first aid and injury reporting arrangements;
- any other relevant emergency procedure.

Risk Assessment Procedures

Risk assessments shall be recorded on the attached form. Risk assessments will be reviewed every year or when circumstances change.

Head Injuries

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 head bumps which no signs or only slight reddening.

All head bumps are reported to parents.

Other Injuries

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

Staff will not remove splinters from pupils. If a pupil presents with a splinter, staff will clean the affected area, apply a plaster if necessary, and contact the pupil's parent or carer to arrange for appropriate removal and aftercare. This approach minimises the risk of infection or injury and ensures the safety and wellbeing of all pupils.

Infection Control

Aids and hepatitis B 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 nurseries' should be followed to prevent the spread of infection. This poster is displayed in the Staffroom.

2.13 Pregnancy and Work

Staff who become pregnant shall inform the Head Teacher so that an assessment can be carried out to ensure that any risks created by their work are identified and eliminated or controlled. Advice on pregnancy and work is given in the county Council leaflet PO/EL/12 and in the Department of Health poster 'Guidance on infection control in schools and nurseries' which is displayed in the Staffroom.

2.14 Young Persons Working or on work Experience in the School

If young persons come to the school to work, or are on work experience, special Regulations apply. A 'young person' is someone who has not attained the age of 18 and a 'child' is someone not over compulsory school age. Where such young people are involved, specific risk assessments need to be undertaken to identify any measures that are required to reduce the risks because of their immaturity, inexperience and lack of awareness. Where a 'child' is involved, the findings of the risk assessments and the protective/preventive measures to be taken must be communicated to the person having parental responsibility for the child.

All young persons will work directly under the supervision of an experienced member of staff who is responsible for ensuring the appropriate measures are taken to protect their health and safety. The activities that young persons are likely to be involved in are low risk. To ensure that persons having parental responsibility for a 'child' are aware of this, they shall be informed as described above; a copy of this policy shall be forwarded to them with the confirmation letter.

2.15 School Security

The main entrance is locked and monitored to prevent unauthorised access. Visitors can only gain access if the gate is opened by a member of school staff. The main entrance gate is covered by a camera which is monitored from the admin office.

All doors are locked from the outside to prevent unauthorised access but these can be readily opened from the inside in case of emergency.

When pupils are outside at playtimes or during sports they are supervised closely to ensure they do not go through the gates onto the road.

All visitors are required to report to the Main Entrance.

Unknown persons on the school site not wearing a visitor's badge are to be challenged and asked what they are doing and if they require assistance. In some cases it may not be appropriate for a lone member of staff to make this approach; in these cases the Head Teacher is to be informed and, if necessary, the police called for assistance.

2.16 Violence at Work

The school seeks to minimise staff vulnerability to violent disturbing behaviour, including threats, intimidation and verbal abuse as well as physical assault. This kind of behaviour will not be tolerated from pupils or parents and further action such as exclusion/banning/prosecution will be considered. The following steps should be followed:

- Staff who have any qualms about parental interviews should arrange for a colleague to be present;
- Staff should not become confrontational even if provoked; offer to arrange another meeting with senior colleagues and close the interview;
- Do not hold meetings with parents in isolated classrooms and have clear objectives and a set timescale;
- Do not make home visits alone;
- If verbally or physically abused, leave or call for assistance immediately;
- Staff should report any concerns and all incidents of verbal abuse, threats or actual assaults to the Head Teacher. This will enable incidents to be monitored, investigated, and appropriate action taken.

A register is kept of those who have demonstrated violent tendencies in the past. Reference should be made to this register when arranging meetings with parents so that appropriate support can be organised.

Staff who suffer violence at work will be sympathetically treated and a variety of support systems are available.

Further advice on violence at work is given in the leaflet PO/EL/18.

2.17 Educational Visits

All residential visits are registered with EVOLVE. The school has a trained EVC (Educational Visits Co-ordinator).

Staff should note that pupils face far higher risks on school visits than they do in the school. The hazards of all visits must be identified and appropriate risk control measures built into the arrangements. A summary of these must be recorded for all visits undertaken. A separate Visits Policy has been produced and the DfEE document 'Health and Safety of Pupils on Educational Visits' is used as a guide for the risk control arrangements. Also, during any visit a first aid kit is carried. Recommended qualified supervision levels are used and insurance as recommended by the county.

Farm visits pose a risk of infection and the precautions are detailed in the Department of Health poster 'Guidance on infection control in schools and nurseries' and the DfEE memo on this subject must be followed.

2.18 Medicines and Infection Control

Pupils who are unwell with an infectious disease should not be at school and should be kept away until they are better or no longer pose a risk of infection to others. The recommended periods of exclusion should be in accordance with the guidance set out in the Department of Health guidelines 'Guidance on infection control in schools and nurseries'.

2.19 Health and Safety Representatives and Consultation

The staff may elect a member to act as a 'Trade Union Representative'.

Health and safety is a standing item on the agenda of all staff and full governors' meetings at the school.

Health and Safety Representatives and Consultation

The nominated employee health and safety representative will be consulted during the preparation and review of the school's health and safety procedures.

Health and Safety is included within the standing item "Safeguarding" on the agenda for all full Governors' meetings.

2.20 Staff Induction Procedures/Supply Staff

The capabilities of all new members of staff with regard to their own health and safety and that of pupils in their care will be taken into account before employment starts. Adequate information and training will be given to ensure that they are aware of the school's health and safety arrangements, particularly:

- evacuation procedures;
- first aid and injury reporting arrangements;
- any other relevant emergency procedure.

Risk Assessment Procedures

- Risk assessments shall be recorded on the attached form.
- Risk assessments will be reviewed every year or when circumstances change.

2.21 Physical Education, sport and Play Activities

Most injuries to pupils occur during these activities.

Staff and children are all aware of general playtime rules.

A sufficient number of staff will be available to supervise playtimes and will be positioned where they can see all pupils.

Staff shall watch for and control over-enthusiastic behaviour. In particular, running and ball games/skipping shall only take place in the designated areas. Running and ball games are prohibited in the 'Quiet' areas.

The retrieval of balls from neighbouring areas or the road without specific permission is prohibited.

Staff shall not carry hot drinks whilst on playtime supervision duties.

General Rules for Sport and Physical Education

It is the policy of the school to follow the guidance in the document 'Safe Practice in Physical Education' published by the British Association of Advisers and Lecturers in Physical Education (BAALPE) and the guidance from the relevant national governing body for the activity concerned.

Only suitably qualified members of staff are to supervise physical education and particular attention should be paid to the following:

- Physical activities should be quietly undertaken and there should be strict control, especially if competitive games are being played;
- Ensure pupils are involved in activities appropriate to developing their existing abilities;
- Staff shall position themselves where they can see all pupils;
- Appropriate clothing should be worn at all times. Loose and floppy clothing should be tucked in shorts - no baggy tops should be allowed;
- Long hair should be tied back;
- Watches, large rings and ring-type earrings must be removed. If earrings cannot be removed, then they must be covered with the appropriate tape.
- Sports areas and pitches should be checked before activities start, to make sure there are no dangerous objects around any of the outside areas being used;
- Ensure all equipment is safely set up before using;
- Check equipment for signs of wear/defect regularly;
- Limit the number of pupils using any one piece of apparatus;
- Set up apparatus with adequate spacing between each item;
- If pupils are involved in moving equipment, make sure this is done using the correct techniques with enough pupils to ensure that they do not have to struggle;
- Recognising the dangers of mobile goal posts and complying with circular 3/92;
- Apparatus being used should be at least 2 metres from any wall;
- Pupils must be supervised at all times in the hall;
- Make sure that equipment is put away safely;

Lincolnshire County Council provide an annual inspection of PE equipment.

Please see attached information regarding the use of Branston Community College swimming pool (Requirements and guidelines for use of the College Pool)

2.22 Vehicles on the Premises

Vehicles manoeuvring around the premises, particularly reversing in restricted areas, are a major risk, and can cause serious, even fatal, injuries. Special care is necessary to ensure that pupils are kept away from the vehicles on the school premises. In particular,;

- Pupils shall not be allowed on the playing field whilst grass mowing takes place;
- Pedestrians must use the separate entrance provided;
- Delivery and contractors' vehicles must be prevented from entering the premises at school starting and leaving times.

2.23 Science, Technology and Art

A separate Health & Safety Policy has been produced for science which is based on the CLEAPPS School Science Service Model Health and Safety Policy in Science for Primary Schools (L224).

The advice and guidance in the following documents are practiced to control the risks:

CLEAPPS

L5p Safe use of Household and Other Chemicals

L86p Electrical Safety - Primary

L164a Heating in Primary Science

L190p Studying Micro-organisms in Primary Schools

GLU Glues and Adhesives

The Association for Science Education (ASE) - 'Be Safe - some aspects of safety in school science and technology for key stages 1 & 2'

The National Association of Advisors and Inspectors in Design and Technology (NAAIDT) - 'Make it safe!'

DfEE - 'Safety in Practical Studies' and 'A Guide to Safe Practice in Art and Design'

In particular, teachers shall ensure that:

- Sharp knives and sharp ended scissors are stored securely and only used by older pupils under close supervision.
- Round ended scissors to be used where possible.
- Only non-hazardous paints and glues are used.
- Pupils shall be shown how to use the simple hand tools available to them in the classroom safely, and it must not be assumed they have been taught this previously because they have used the tools before.
- Eye protection is used by pupils where materials or tools are likely to produce chips or splinters which fly off.
- Pupils do not use spray glue.
- In cookery lessons, the quantities of hot liquids are to be kept to a minimum and pans positioned so as not to be knocked over.
- A safety procedure is in place when the batik wax bath is used.

2.24 Statutory Engineering Inspections

2.25 Working Alone

Some activities involve special risks and shall not be carried out whilst alone on the premises. If an accident occurs, there will be no-one to help or summon assistance. These will include those listed below. These require specific risk control measures which are not detailed here:

- Working at heights of more than 2 metres (from floor to feet position);
- Moving and handling tasks where assistance is required to minimise the risk of injury;
- Work in roof spaces;
- Meetings with people who have a record of violent behaviour or meetings where conflict or disagreement is anticipated.

Working alone on the premises should be avoided where possible, but where this is unavoidable the doors should be secured to prevent intruders. (Doors which provide emergency escape can be readily opened from the inside). A telephone must be readily available. In addition, everyone who works alone on the premises must make sure that someone knows where they are and what time they will be finished. These persons should be instructed to make contact if the person working alone is overdue and raise the alarm if there is no reply.

Staff working alone during unscheduled hours (ie outside of their normal hours) are required to sign in using our Lone Working Log).

2.26 Working Time

The school recognises that when people work too many hours, their health can be affected and the risk of mistakes/accidents is increased. Compliance with the requirements of the Working Time Regulations 1998 is seen as the way to minimise these risks.

Normal school arrangements usually ensure that staff receive the in-work/daily/weekly breaks and annual leave entitlements specified in the Regulations. Some members of staff, during term time, work many hours more than the normal school week, both at the school and at home. When averaged over the reference period of 17 weeks, which will take account of school closures, the limit of 48 hours per week set by the Regulations is unlikely to be exceeded. Any member of staff whose workload dictates that they are required to work excessive hours should raise this with the Head Teacher.

The Senior Management Team work with staff to support the reduction of workload.

Appendix 1. Fire safety checklist

Issue to check	Yes/No
Are fire regulations prominently displayed?	
Is fire-fighting equipment, including fire blankets, in place?	
Does fire-fighting equipment give details for the type of fire it should be used for?	
Are fire exits clearly labelled?	
Are fire doors fitted with self-closing mechanisms?	
Are flammable materials stored away from open flames?	
Do all staff and pupils understand what to do in the event of a fire?	
Can you easily hear the fire alarm from all areas?	

Appendix 2. Accident report

Name of injured person		Role/class	
Date and time of incident		Location of incident	
Incident details			
<p><i>Describe in detail what happened, how it happened and what injuries the person incurred</i></p>			
Action taken			
<p><i>Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.</i></p>			
Follow-up action required			
<p><i>Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again</i></p>			
Name of person attending the incident			
Signature		Date	

Appendix 3. Recommended absence period for preventing the spread of infection

This list of recommended absence periods for preventing the spread of infection is taken from non-statutory guidance for schools and other childcare settings from Public Health England. For each of these infections or complaints, there [is further information in the guidance on the symptoms, how it spreads and some 'do's and don'ts' to follow that you can check.](#)

Infection or complaint	Recommended period to be kept away from school or nursery
Athlete's foot	None.
Campylobacter	Until 48 hours after symptoms have stopped.
Chicken pox (shingles)	Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to nursery or school. A person with shingles is infectious to those who have not had chickenpox and should be excluded from school if the rash is weeping and cannot be covered or until the rash is dry and crusted over.
Cold sores	None.
Rubella (German measles)	5 days from appearance of the rash.
Hand, foot and mouth	Children are safe to return to school or nursery as soon as they are feeling better, there is no need to stay off until the blisters have all healed.
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
Measles	Cases are infectious from 4 days before onset of rash to 4 days after so it is important to ensure cases are excluded from school during this period.
Ringworm	Exclusion not needed once treatment has started.
Scabies	The infected child or staff member should be excluded until after the first treatment has been carried out.

Scarlet fever	Children can return to school 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the school or nursery, the health protection team will assist with letters and factsheet to send to parents or carers and staff.
Slapped cheek syndrome, Parvovirus B19, Fifth's disease	None (not infectious by the time the rash has developed).
Bacillary Dysentery (Shigella)	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.
Diarrhoea and/or vomiting (Gastroenteritis)	Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed. For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health advisor or environmental health officer will advise. If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.
Cryptosporidiosis	Until 48 hours after symptoms have stopped.
E. coli (verocytotoxigenic or VTEC)	The standard exclusion period is until 48 hours after symptoms have resolved. However, some people pose a greater risk to others and may be excluded until they have a negative stool sample (for example, pre-school infants, food handlers, and care staff working with vulnerable people). The health protection team will advise in these instances.
Food poisoning	Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods (local health protection team will advise).

Salmonella	Until 48 hours after symptoms have stopped.
Typhoid and Paratyphoid fever	Seek advice from environmental health officers or the local health protection team.
Flu (influenza)	Until recovered.
Tuberculosis (TB)	Pupils and staff with infectious TB can return to school after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Pupils and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough.
Whooping cough (pertussis)	A child or staff member should not return to school until they have had 48 hours of appropriate treatment with antibiotics and they feel well enough to do so or 21 days from onset of illness if no antibiotic treatment.
Conjunctivitis	None.
Giardia	Until 48 hours after symptoms have stopped.
Glandular fever	None (can return once they feel well).
Head lice	None.
Hepatitis A	Exclude cases from school while unwell or until 7 days after the onset of jaundice (or onset of symptoms if no jaundice, or if under 5, or where hygiene is poor. There is no need to exclude well, older children with good hygiene who will have been much more infectious prior to diagnosis.
Hepatitis B	Acute cases of hepatitis B will be too ill to attend school and their doctors will advise when they can return. Do not exclude chronic cases of hepatitis B or restrict their activities. Similarly, do not exclude staff with chronic hepatitis B infection. Contact your local health protection team for more advice if required.
Hepatitis C	None.

Meningococcal meningitis/ septicaemia	If the child has been treated and has recovered, they can return to school.
Meningitis	Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.
Meningitis viral	None.
MRSA (meticillin resistant Staphylococcus aureus)	None.
Mumps	5 days after onset of swelling (if well).
Threadworm	None.
Rotavirus	Until 48 hours after symptoms have subsided.

ASBESTOS AWARENESS

Organisation	Representative	Date	Signed

It is the Contractor's responsibility to inspect the Asbestos Register before working in this building.