

Halton Lodge Primary School



HEALTH AND SAFETY INSTRUCTION AND INFORMATION EMPLOYEE HANDBOOK

**Last Reviewed and Ratified: by the Full Governing Body on 30th
November 2022 (FGB – Resources Focus)**

Review Cycle: Every 2 Years

**Approval Level: Non Statutory Policy
(Although Health & Safety Policy is a Statutory Policy that must be
reviewed annually by the “employer”).**

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This Handbook belongs to:

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HEALTH AND SAFETY POLICY STATEMENT

• Health and Safety Policy Statement

In accordance with its duty under section 2(3) of the Health and Safety at Work Act 1974 - and in fulfilling its obligations to employees and members of the public who may be affected by its activities - Halton Lodge Primary School has produced the following statement of policy in respect of Health and Safety:

It is our aim to achieve a working environment that is free from work-related accidents and ill health and, to this end, we will pursue continuing improvements from year to year.

The school recognises its Health and Safety duties under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, and all associated legislation, to ensure (so far as is reasonably practicable) the health and welfare at work of all employees.

Particular attention will be paid to duties required, namely:

- Provision of necessary information, instruction, training and supervision.
- Provision and maintenance of safe machinery and systems of work.
- Safe and healthy use, handling and storage of articles and substances.

We undertake to discharge our statutory duties by:

- Identifying hazards in the workplace, assessing the risks related to them, and implementing appropriate preventative and protective measures.
- Providing and maintaining safe machinery and work equipment.
- Establishing and enforcing safe methods of work.
- Recruiting and appointing personnel who have the skills, abilities and competence commensurate with their role and level of responsibility.
- Ensuring that tasks given to employees are consistent with their skills, knowledge and ability to perform.
- Ensuring that technical competence is maintained through the provision of refresher training as appropriate.
- Promoting awareness of Health and Safety and of good practice through the effective communication of relevant information.
- Furnishing sufficient resources needed to meet these objectives.

A successful Health and Safety programme is dependent on the participation and co-operation of all employees. All employees are aware that they have a legal duty to:

- Exercise reasonable care for the Health and Safety of themselves and others who may be affected by their acts or omissions at work.
- Co-operate with and assist the employer in meeting statutory obligations.
- Not intentionally or recklessly interfere with anything provided in the interests of health, safety and welfare.

Our Health and Safety Policy will be reviewed annually as a minimum, to monitor its effectiveness and to ensure that it reflects changing needs and circumstances. The Policy will be subject to additional review to reflect changes to legislative requirements, changes to key personnel in the school, and advancement in technologies that affect the school's activities.

Copies of this Health and Safety Policy Statement will be displayed in the main office and staffroom. The full School Health and Safety Policy will be available for all employees to read and is included as one of the key documents all staff (and volunteers) must read – and sign to state they have understood – at the start of each academic year (or within two weeks of their start date/appointment) as part of the school's Staff Behaviour and Conduct Policy.

All Employees, external Consultants and Contractors employed by the School will be expected to comply with this Health and Safety Policy.

REGULATION REFERENCES

- The Health and Safety at Work Act 1974.
- Construction (Design & Management) Regulations 2015 (CDM).
- The Provision and Use of Works Equipment Regulations (PUWER) 1998.
- The Lifting Operation and Lifting Equipment Regulations (LOLER) 1998.
- The Manual Handling Operation Regulations 1992.
- Personal Protective Equipment (P.P.E.) at Work Regulations 1992.
- Control of Substances Hazardous to Health (C.O.S.H.H.) Regulations 2002.
- Electricity at Work Regulations 1989.
- Control of Asbestos at Work Regulations updated 2012.
- The Health and Safety (First Aid) Regulation 1981.
- Management of Health and at Work Safety Regulations 1999.
- Confined Space Regulations 1997.
- Display Screen Equipment Regulations 1992.
- Health & Safety (Consultation with Employees) Regulations 1996.
- The Health & Safety (Safety Signs & Signals) Regulations 1996.
- Control of Noise at Work Regulations 2005.
- The Control of Vibration at Work Regulations 2005.
- Reporting of Injuries, Diseases, or Dangerous Occurrence Regulations (RIDDOR) 2013.
- The Workplace (Health, Safety & Welfare) Regulations 1992.
- Working at Height Regulations 2005 (amended 2007).
- Regulatory Reform (Fire Safety) Order 2005.

RESPONSIBILITIES

The Health and Safety at Work Act 1974 gives everyone responsibilities.

Schools must provide a safe place of work, safe equipment and the instruction and training to enable you to carry out your work safely.

Employees you have legal duties too.

They include:

- Taking reasonable care for your own health and safety and that of others who may be affected by what you do or do not do.
- The safety of pupils in classrooms, laboratories and workshops is the responsibility of class teachers. **This responsibility cannot be delegated to a student teacher.** If, for any reason, a teacher considers he/she cannot accept this responsibility he/she should discuss the matter with the Headteacher before allowing practical work to take place.
- Co-operating with your school on health and safety.
- Correctly using work items provided by the school, including personal protective equipment, in accordance with training or instruction.
- Not interfering with or misusing anything provided for your health, safety or welfare.
- The following safety rules have been implemented to ensure your safety and the safety of your school colleagues.

Do

- Wear Personal Protective Equipment when appropriate
- Report any accident or injury using the green carbonated First Aid / Incident forms - and provide first aid, communicating any serious accidents or injuries to a member of the senior leadership team (SLT) straight away. Any defects in plant or equipment, or any hazards in the school, must be reported the same way.
- Keep your workplace clean and tidy.
- Understand and comply with all safety signs and instructions.
- Drive carefully by observing speed limits & traffic signs.
- Use the eating, drinking & toilet (including hand washing) facilities provided.

Do not

- Report for work under the influence of drink or drugs
- Indulge in horseplay
- Alter or adapt safety equipment unless authorised and trained to do so
- Use plant or equipment for which you have not been authorised and trained
- Bring any equipment or substances in to school without prior permission from the SLT.

SAFETY GUIDELINES

Safe Use of Mobile Phones

Mobile telephones should be turned off and stored out of sight whilst working with and/or supervising children. ***Please see the Headteacher (or Deputy Headteacher in his/her absence) to gain consent if should you require your mobile to be on for any special circumstances.***

Staff should not give out their personal mobile phone details to children or parents.

Staff are permitted to take mobile phones with them when they are involved in a trip or off-site visit (this includes swimming). However, a copy of mobile telephone numbers of all staff accompanying children on a school trip or off-site visit should be included on the trip pro-forma which should be left in the school office. Alternatively, school staff have access to a school mobile – which is charged and stored in the main office - should you prefer to use a school mobile telephone, rather than your own, on any trips/visits.

Staff must inform office staff of the need to use a school mobile at least 48 hours (2 working days) in advance.

If staff are using their personal mobile phone they should communicate, where possible, via the school office – rather than directly with any parents/carers.

Mobile phones may also be required for communicating between members of staff in special circumstances.

The HSE advises that employees should be instructed not to use mobile phones whilst carrying out any task or duty where safety is important and the use of the phone might interfere with concentration such as: **working at height, working from a ladder, etc.**

Drugs and Alcohol

Alcohol and drug misuse has an effect on an individual's health and wellbeing and can cause a wide range of social problems, affecting family, friends and colleagues.

We have made it our policy and a condition of employment at school that, if it is suspected that anyone is intoxicated by drink, or are under the influence of un-prescribed drugs, they will not be permitted into school.

Smoking



Since 2007 it has been illegal to smoke at places of work.

It is also illegal to smoke in school vehicles, this includes any school transport (coaches, minibuses, etc.) and cars occupied by more than one employee (business travel).

All regulations relating to smoking also includes E- Cigarettes.

Smoking breaks on residential and school trips are to be agreed with the group/visit leader, and will only be permitted out of sight of the children and when safe supervision ratios can be safely maintained.

Staff taking smoking breaks during contracted hours must ensure they are not in sight of children and remove any school logo from sight of the public.

Always ensure that:

- You only smoke off the school grounds. This is a legal requirement.

Slips, Trips and Falls

Slips and trips account for about a third of all reported major injuries - just fewer than 90% of which involve fractures of arms, wrists and ankles.

They are the most common hazard faced at work, with nearly 1000 workers a month suffering serious injury (a broken bone or head injury) following a slip or trip.

What can I do to prevent slips and trips?

What can you do to make a difference?

- Your actions could make the difference between someone getting injured or not.
- Seen a spillage? Instead of thinking it is someone else's problem, please clear it up.

A useful checklist to help improve safety for you and your colleagues at Halton Lodge Primary School:

- ☑ Use your initiative
- ☑ Suggest ways of preventing contamination (water, oils, cardboard, waste etc.) from getting onto the floor
- ☑ Monitor everything you put in place
- ☑ Make sure the floor is clean and dry
- ☑ Clear up spillages immediately
- ☑ Dispose of waste materials
- ☑ Remove any obstructions
- ☑ Avoid trailing cables
- ☑ Store goods safely
- ☑ Keep workstations clear of obstacles
- ☑ Make sure flooring materials are level and secure (premises manager)
- ☑ Identify and mark slopes and changes of levels (premises manager)
- ☑ Ensure you have adequate lighting
- ☑ Wear suitable footwear



- ☑ Think about visitors to your workplace, what do they need to know? Do you need to do more to protect them?

Cleaning floors can prevent accidents - but unless it is done with care, it can also introduce new risks.

Working from Height

It is not possible to provide a comprehensive list of 'Working at Height' situations.

Definition of 'at height' is, if a person could be injured falling, even if it is at or below ground level. 'Work' includes moving around at a place of work (except by a staircase in a permanent workplace) but not travel to or from a place of work.

Premises managers should use only completed working platforms – with guard rails, toe boards, etc.

Do not interfere with, alter, move any scaffolding or ladder access equipment that is on school premises

All ladders must be tied or footed regardless of the duration of work. Only trained persons may erect or alter scaffolds.

Teachers, staff, volunteers and trainees are not permitted to use anything other than a two step ladder or elephant foot stool. Any other requirements the site manager must be informed. It is unacceptable to use chairs, tables etc. to gain access to height. Suitable footwear must be worn when using a step ladder or elephant foot stool (i.e. not high heel shoes).

Displays

When erecting a display all staff must take extra care. Please seek assistance from the premises manager if you require additional help or equipment.

List of Risks

- Falls from heights, slips, trips
- No handrails
- Falling objects
- Accessibility

SAFETY GUIDELINES

Considerations that should be given to minimise the risk:-

- The ability to reach the place of work safely.
- That any scaffold / platform provided is erected by a competent person and current safety tag is visible.
- Sufficient signage is on display.
- Advice is sought when appropriate

- When working from ladders, ensure the equipment is in good working order. The ladder should be secured to prevent slipping down / sideways.
- Never over reach or over stretch yourself to gain access.
- Never operate any lifting equipment (i.e. hoists), unless you have been authorised and trained to use the equipment specified.

Step Ladders

Before use, check the condition of:

- Treads.
- Stiles.
- Hinge arrangement.
- Restraining rope between legs.
- Floor / surface condition.

Damaged step ladders are to be taken out of use and either destroyed or returned to the supplier.

Working from step ladders:-

- Firm level base.
- Type of operation – should a mobile platform be used instead.
- Work no further than two thirds up step ladders (hand hold required).
- Boards not to be slung between treads on steps to provide working platform.



Where work is to be done at height:

- Identify the remaining work for which ladders can still be used. Restrict this to short duration, light duty work based on a suitable risk assessment of the risks.

Many accidents occur due to step ladders being poorly maintained or misused.

Safe Stacking

Many accidents occur when materials have to be taken from stacks, particularly when this is done by hand.

Care taken when material is stacked initially can help prevent many of these accidents.



SAFE STACKS SAVE INJURIES

- When handling dangerous materials, wear protective clothing i.e. gloves
- Only stack material in authorised areas, never near doorways, access ways or on fire routes.
- Stack on a level firm surface.
- When handling materials by hand, check weight, if in doubt ASK.

DO NOT ATTEMPT TO LIFT MORE THAN YOU FEEL ABLE TO

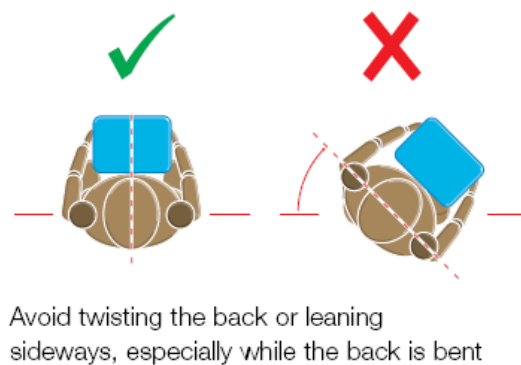
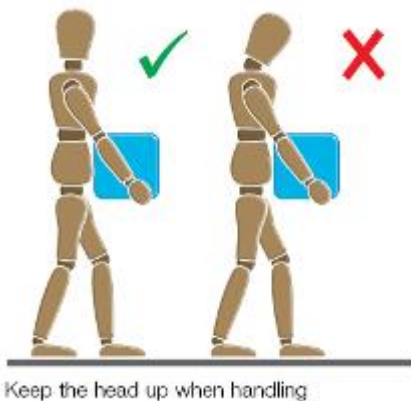
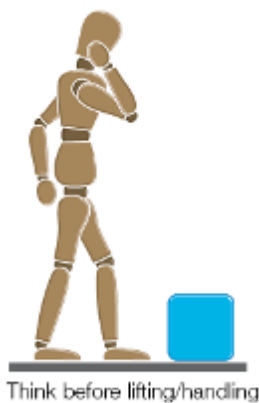
Staff are reminded that only adults should enter and access/return equipment from the PE cupboard, outside container and curriculum cupboards. Storing away all equipment safely and tidily afterwards is of paramount importance – and is the responsibility of the staff member who has taken and/or used these resources.

Manual Handling

One third of all injuries received at work are the result of bad lifting and carrying techniques. Many of these injuries result in permanent damage to the back, but if care is taken these injuries could be avoided.

- Size up the load and if necessary, make a trial lift of a few inches.
- Do not attempt to lift alone, any load that is too heavy, too large, or awkward.
- Ensure that there are no obstructions in the direction you will be going.
- Take up position, feet at shoulder breadth apart; one foot slightly forward pointing in the direction you will be going.
- Bend the knees – back muscles should be relaxed.
- Get a secure grip of the load.
- Lift, keeping the back straight, arms close to body, with leg muscles providing the power.
- Step off in the direction that advanced foot is pointing, load held close to body.
- Do not carry a load that obscures the vision.
- When lifting to a height from the floor, do it in two stages.

Remember- get down to the load, bend your knees not your back and lift using your legs



Personal Protective Equipment - PPE Clothing

Suitable and sensible clothing will be provided when required and can provide effective protection against a wide range of hazards.

Main Points

- Wear safety shoes/boots that provide protection to your toes and to the soles of your feet.
- Wear suitable gloves where there is any risk to your hands.
- Wear hi-visibility clothing/vests – be seen.
- Keep clothing reasonably clean to protect against dermatitis, fire, etc.
- Avoid loose clothing – especially loose ends that can get in machinery, etc.



Fire Precautions

Fire prevention is much better than firefighting. You should therefore be aware of the fire risks, particularly with those associated with your own work.

- a. Ensure that you know what to do in the case of fire.
- b. Ensure you know your escape routes.
- c. Keep fire doors and shutters clear and unobstructed.
- d. Do not obstruct access to fire extinguishers; learn how they operate – read the labels or ask.
- e. Do not hang clothing over or near heating equipment.
- f. Do not let paper or other rubbish accumulate.
- g. Do not smoke in unauthorised areas.
- h. Use proper containers for flammable liquids, not open tins or buckets.
- i. Handle flammable liquids at a safe distance from possible sources of ignition.
- j. Switch off from the mains any electrical equipment when not in use.
- k. Only bring substances and equipment into school with prior permission from the Headteacher
- l. Familiarise yourself with the trained Fire Marshals. A list is available at back of this handbook.
- J. Ensure you assemble in the appropriate assembly point and follow procedures for checking all children are present. Further detail is available at the back of the handbook.

Remember, if there is a fire and you have left the school, and fail to sign out or inform others, someone maybe risking their life searching for you. **It is essential for all staff to use the electronic signing in and out procedure every time they enter/leave the school grounds.** Staff are expected to adhere to this at all times.

HALTON LODGE PRIMARY SCHOOL will undertake fire drills, including full evacuation of the buildings, at the beginning of every new term (3 times each year).

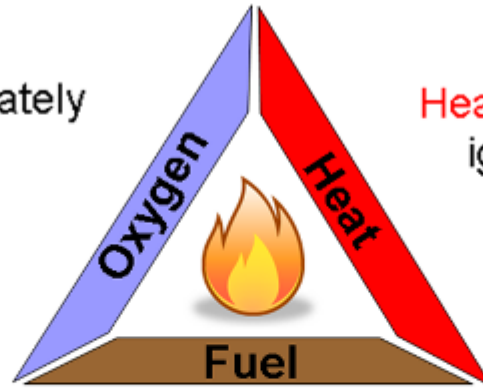
MEANS OF ESCAPE

Regular inspections should be made of means of escape, to ensure that they are kept free from obstruction. If it is found that they are even partially blocked, for example, by furniture or rubbish, **immediate action** must be taken to clear the obstruction.

Inspection should also include a visual check that all fire safety signs (e.g. direction of escape route) are in place and clearly visible. Immediate action should be taken to replace or expose to view any sign which is not visible. Primary, secondary and, where practicable, tertiary routes are displayed in every room.

The Fire Triangle...

Oxygen – Approximately 16% required.

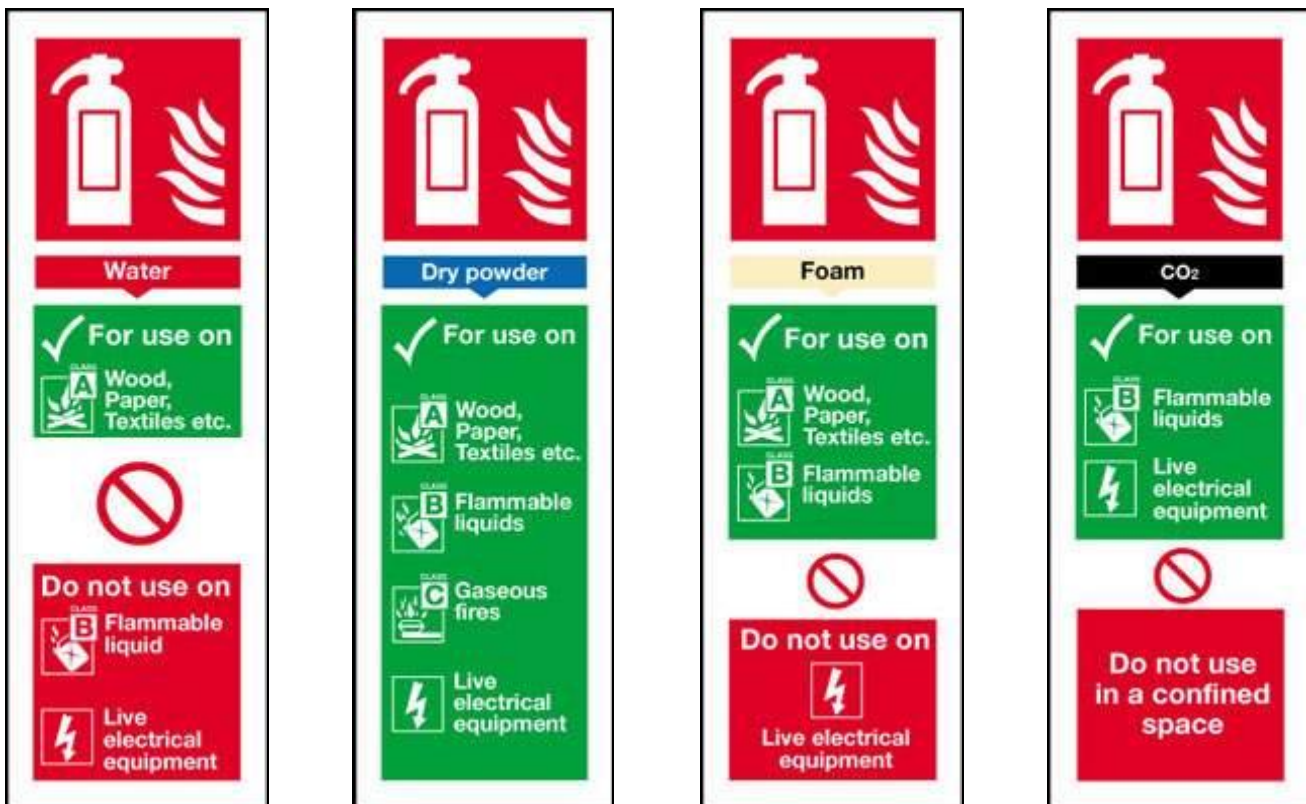


Heat Sources – To reach ignition temperature

Fuel – Gases, Liquids, Solids (Bulky – Dust)

Remove any one side of triangle will stop fire!

Types of Fire Extinguishers



Please note that although CO₂ is nonconductive, electrical equipment involved in a fire should always be isolated whenever possible before the extinguisher is used. **Because of extreme cold (especially the discharge horn), only the squeeze grip control and carrying handle should be held during use.**



Control of Substances Hazardous to Health

Whilst working in school it is possible that you will come into contact with materials or substances which could cause health problems if sensible precautions are not taken.

CARE OF SKIN

The Employment Medical Advisory Service in conjunction with the Health and Safety Executive has issued information on skin care as this is the most common occupational health problem.

The following advice may help prevent you becoming affected:-

SAVE YOUR SKIN

Occupational contact dermatitis is a rash caused by substances used at work. It can look like some common rashes not connected with work. Some people are more likely to get it than others but it is not catching. It most commonly affects the hands, forearms and legs although when it is caused by dust, mist, or fumes, you may also get it on the face, neck, or chest.

SOME COMMON CAUSES ARE:

Pitch, tar, bitumen, brick, stone, cement, plaster, dust, paints, varnishes, lacquers, stains, certain epoxy resins, certain woods, acrylic and formaldehyde resins chromates (in primer paints, cement) organic solvents, petrol, white spirit, thinners, acids, and alkalis to name but a few.

Some substances take weeks, months, or even years to cause dermatitis. This is because the skin becomes allergic to them. This type of dermatitis may also cause swelling of the eyes and lips.

Always read and follow the C.O.S.H.H 'safe use' advice supplied with the product and always wear the recommended P.P.E.



Infection Control & Blood-borne Viruses

Under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, we have a legal duty to protect the health of our employees and anyone else who may be affected by our work, or who may be on your premises at any time. We will consult all our employees on the risks identified and the measures needed to prevent or control these risks. We will also ensure all employees are familiar with our safety policy.

Specific legislation on hazards that arise from working with biological agents such as BBVs is contained in the Control of Substances Hazardous to Health Regulations 2002. Under COSHH we have a legal duty to assess the risk of infection for employees and others affected by your work. When the risk is known, you need to take suitable precautions to protect their health. We will also provide all our employees with adequate information, instruction and training on any risks to their health which they may face at work.

GUIDANCE

- Wash your hands before and after treating wounds. This helps protect both the patient and first aiders.
- Rubber or disposable gloves should be worn when dealing with bleeding wounds and body fluids.
- The glove should be kept separate for first aid use only.
- Cotton wool, lint and micropore tape and plasters are available for the dressing of wounds.
- Plastic bags must be used for the disposal of badly soiled cotton wool etc. For most injuries, soiled dressings can be wrapped in paper towels and taken to the bin by a member of staff. Children with cuts, bleeding noses etc., should not be sent into school with another child. They must be supervised by an adult at all times.
- All soiled dressings, after first aid treatment, should be placed in a “Disposan” unit. These are located in the medical room, staff female toilets and the Year 6 toilet.
- If the “Disposan” unit is needed in the classroom, only staff should move it.

Safety Signs



Prohibition signs - a sign prohibiting behaviour likely to increase or cause danger (e.g. 'no smoking');



Hazard signs - a sign giving warning of a hazard or danger (e.g. 'danger electricity');



Mandatory signs - a sign prescribing specific behaviour (e.g. 'ear protection must be worn');



Safety Signs - escape or first-aid sign - a sign giving information on emergency exits, first-aid, or rescue facilities (e.g. 'emergency exit/escape route')



Chemical Signs – a sign which gives warning of a hazard associated with a chemical or substance.



Accidents and Incidents

In the event of a child injury during playtime, PE or lesson time please ensure an incident form is completed and handed in to the child's class teacher (so it can be handed to the child's parent/carer at the end of the day). A member of the senior leadership team should be consulted if a child sustains a serious injury, requires further medical treatment or assessment, and/or the injury could have been avoided.

In the event of any head injury, the child's parent/carer **MUST** be contacted by telephone within 30 minutes (in addition to the class teacher being informed (so the child can be closely monitored) and the incident form being sent home. First Aid and Incident Forms are available from the main office – and are green in colour.

If you are in any doubt as to the seriousness of any injury, ensure a member of the senior leadership team is consulted. All school staff receive regular first aid training to enable them to deal with minor injuries. The school also has three First Aid At Work qualified personnel (Mr Hilldrup, Miss Simcock and Miss Ingram) who can be called upon when further advice or support is needed. Staff can also call for a medical support or an ambulance (999).

In the event of any staff accident please notify a member of the senior leadership team. This must be documented in the same way – and the Headteacher will deem whether it is safe or appropriate for the employee to remain in work / drive home safely.

Emergencies:

If a serious accident happens, prompt action may save a life or at least reduce the suffering of a child or one of your colleagues. You can help by making sure that first aid assistance is called promptly. Familiarise yourself with the staff members who are trained first aiders. A list of trained first aiders is provided at the back of this handbook.

Where instant action is needed:

- Do not move the injured person unless their position is life threatening.
- Get someone to call the emergency services, stay with the injured person, keep them warm and ensure that they can breathe freely.
- If there is serious bleeding, apply pressure near the wound, but do not touch the wound itself.
- Do not allow the injured person to eat or drink.
- In the case of electric shock do not touch the injured person until the power is switched off.

First Aid boxes are located in every classroom with additional first aid supplies accessible to all staff from the medical room. All staff are requested to inform Miss Simcock if any supplies - including ice packs - are running low; so additional resources can be ordered.

Main office

First aid kits for lunchtime supervisors, after school clubs and off-site trips/visits are stored in the main office.

Always report **All Accidents, Incidents and Near Misses**. It is important that they are reported so that they can be investigated and measures put in place to stop them from happening again.

Medical Information

A list of children with specific medical conditions is provided for relevant class teachers each year – which should be stored and kept in the class medical file. It is updated on a regular basis to ensure accuracy of information. A whole school medical notes list is stored in the main office.

There is also an allergies board located in the School Kitchen.

Illness

Children who become unwell during the course of the day should be monitored by the class teacher or teaching assistant. An ill child should never be left unattended.

If it is felt that they need to go home, a member of the senior leadership team should be consulted.

Children who leave school during the school day **MUST** be signed out of school by means of the signing out register kept in the main office.

Children who need to sit quietly when feeling unwell should be seated near the external door of their classroom or, if in need of isolation, the medical room / ELSA room may be used.

Medication

Medication may be administered by a class teacher, teaching assistant or office staff member provided he/she has received a request in writing - giving the school necessary authorisation - and provided it is a prescribed drug, in date and the precise details of the appropriate dosage, time to be administered etc. have been shared by the parent/carer.

Medication must be stored out of children's reach in an appropriate lockable cupboard.

All medication, including inhalers, should be returned to parents prior to the summer holiday.

If the medication is about to go out of date, it is important for the parent/carer to be informed at least 2 weeks in advance of the expiry date, so a replacement can be sourced.

If a teacher is not comfortable administering a medication, he/she may refer to the Headteacher or Administration of Medicines Officer (Miss Simcock).

Safety in PE

During any PE activity the class teacher has a duty of care to the whole class.



It should never be necessary to stand by one piece of equipment throughout an activity, or lesson, and firm control (class management) should be maintained at all times.

All children must be wearing appropriate dress and should not have anything in their mouths. Children should also not wear any jewellery or watches – and should be able to remove these themselves if they are to wear stud earrings* and/or watches for school. *It is important for staff to wear appropriate clothing – especially footwear – for PE lessons too.*

*Whilst parents are requested to only have their child's ears pierced during the summer holidays, should a child happen to have their ears pierced during the school year (against this advice), may continue to take part in PE and Sport provided the following advice is adhered to:

SCHOOL POLICY ON THE WEARING OF JEWELLERY

In the interests of health and safety, we do not allow children to wear any jewellery in school, other than watches and stud earrings. Both of these must be removed for PE lessons and swimming (and the children must be able to do this independently). Subsequently, we politely request that ear piercing, if desired, should be undertaken at the beginning of the school summer holidays, to ensure that pupils do not miss valuable PE lessons.

Should a child have their ears pierced at any other time of the school year, in the first instance, parents should be requested to come into school to remove their child's earrings prior to any sporting activity. Alternatively, they may choose not to send them in with their earrings in (even during the first six weeks) on the days their child has PE.

All health and safety guidance issued to schools prohibits the wearing of earrings for PE lessons - as the only safe way to participate is if the child is able "to make them safe by taping, front and back, which may offer a measure of protection. The taping should be sufficient to prevent the stud post penetrating the bone behind the ear should an unintentional blow be received (e.g. from someone or from equipment such as a ball)." This is stated in the Safe Practice in Physical Education, School Sport and Physical Activity guidance that schools must adhere to.

Furthermore, it is stated that teachers are not allowed to remove or tape the earrings for children. Therefore, the only other alternative is for the family to provide the necessary tape and ensure that the child is capable of doing this themselves. For children in the Reception, Year 1, Year 2 and Year 3, it would not be appropriate for a child to tape up their stud earrings safely so a parent must do this beforehand.

Equipment should be checked for stability and good repair before activities commence.

All movement of equipment must be supervised and safe practices observed.

In gymnastics it is important that an indirect teaching approach is adopted as this caters for the needs and abilities of all pupils.

PE equipment is to be stored safely in the PE store cupboard following the completion of the lesson. **No pupil is to enter the PE store at any time.**

In case of an accident in a PE lesson:

- Stay with the casualty - if in doubt do not move him/her
- Send a child or another adult to inform a member of the Senior Leadership Team or another teacher. The teacher will give the adult/pupil their lanyard, so the staff member who is alerted is aware it is a serious incident they need to attend to.
- If the casualty requires further treatment parents should be informed and any necessary arrangements made.
- Fill in an incident form.
- Staff are reminded if a child leaves site for further treatment (i.e. hospital) a further online incident form must be completed. See 'Accidents and Incidents' section.

Method Statements

A work method statement, sometimes called a "safe system of work," is a document that details the way a work task or process is to be completed. The method statement should outline the hazards involved and include a step by step guide on how to do the job safely. The method statement must also detail which control measures have been introduced to ensure the safety of anyone who is affected by the task or process.

Method Statements are requested by organisations of all sizes and in all industries. The reason they do this is so they can comply with Health and Safety legislation which requires them to make suitable and sufficient enquiries as to the competence of any organisation they contract to carry out work.

Other Health and Safety Arrangements

Off-site visits and residential holidays

Staff taking part in visits, journeys and residential excursions should ensure they have the necessary knowledge, experience and skills required so that they will be aware of, and have made arrangements to deal with, all risks involved. Insurance schemes are fully implemented by the school – and these are renewed on 1st April each year. Parental consent is obtained before taking any children off the school site. Vehicles used to transport children are fitted with seatbelts and car seats when required. Children are given appropriate supervision and instruction in the use of these. A separate policy for educational trips and visits exists. This also includes a risk assessment pro-forma.

Break and lunch time supervision.

At morning, lunchtime and afternoon breaks, children are supervised by a team of teaching assistants, midday supervisors, sports coaches and/or teachers.

Car park area.

Parent vehicles and taxis, other than those authorised by the school, are required to park outside the school grounds during arrival and departure periods. *The only exception to this is made for parents/carers (and School Transport) of pupils with special educational needs that*

mean it would be much safer for the adult bringing/collecting the child uses the Visitor Parking Bays.

Children who cycle or scoot to school are required to store these safely in the nominated area (bike and scooter shed) and will not their ride bikes/scooters while on site.

Security of premises.

During school hours all staff are responsible for the monitoring of visitors/strangers on the school premises. If an unattended visitor is found on the premises they must be offered assistance. If suspicions are raised, inform a member of the Senior Leadership Team immediately.

Staff are responsible for locking external doors outside of school hours when classrooms are unoccupied. (This includes periods of time when the classroom is vacant for short or long periods of time, such as to attend meetings, use the photocopier, go to the staff room etc.). Maintaining the security of the building – and staff safety – is of great importance. *Staff are also requested to switch off lights and computers when these are no longer going to be used.*

Staff are reminded that all visitors and contractors that we know are DBS checked will be issued with a green lanyard. Any person with a red lanyard must be supervised, whilst on site, by a staff member at all times.

Any person seen without a lanyard must be reported to the Senior Leadership Team immediately!

Lone Working

All staff should avoid lone working, wherever possible, by arranging for a colleague to also be on site. Where lone working is unavoidable, staff should ensure that all outside doors are locked and curtains/blinds are closed when it is dark.

Fire doors must be unlocked when staff are working on the premises (e.g. out of school hours).

Anyone lone working should ensure they have access to a personal mobile phone.

When two or more people work late they should try to leave the building together.

Cars should be parked as close to the access doors as possible.

Where possible, staff should let someone know if they will not be home at their usual time and what time they can be expected.

Key Holder Safety during Call Outs

Key holders on call out should be mindful of their own safety.

Before leaving, the key holder should ensure that the school is secure and the alarm re-set.

If any member of staff is onsite and concerned about their own safety - or damage to the school due to the presence of other people on or around the site - they should telephone the police (999).

Critical Incidents

The school has contingency measures in place for dealing with critical incidents. See Halton Lodge Primary School Emergency Response Plan.

Risk Assessments

A risk assessment is nothing more than a careful examination of what in your work could cause harm to people so that you can assess whether you have taken enough precautions or should do more to prevent them.

The purpose and function of risk assessments may be expressed as the following:

- To identify operations, tasks and processes which may foreseeably cause harm to employees or others, including members of the public (hazard);
- To identify the potential of the hazard being realised - and the potential consequences - which might then occur (risk).

A risk assessment is developed to assist in eliminating, or reducing, the exposure of the population to the risk.

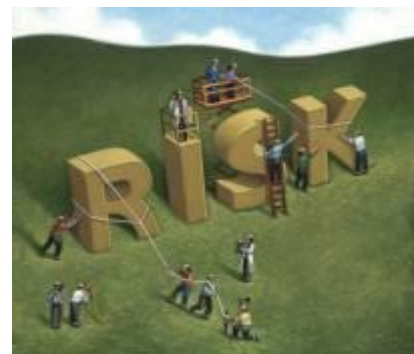
When an evaluation of the risk has been considered, the principles of prevention, control and protection should be applied. The hierarchy of control is as follows:-

- Avoid the risk if possible.
- Combat risk at source.
- Change the method of work to suit the individual.
- Make use of technological developments.
- Incorporate control measures into the procedures within an overall planned structure to reduce risks.
- Give precedence to controls which cover the whole workforce or activity.
- Provide information and training to employees and self-employed persons.
- Confirm that the control measures indicated by the risk assessment have been put into place and are effective.

Definitions that must be understood:

A **“Hazard”** is defined as something with the potential to cause harm. This includes injury and ill health, loss of production and damage to plant, goods, property or the environment.

“Risk” is the likelihood that the harm from a particular hazard is realised and the severity of its consequences.



To complete risk assessments efficiently an element of forethought and planning should be utilised.

The HSE recommend that we use a five step method:-

- STEP 1 Look for the hazards.
- STEP 2 Decide who may be harmed and how.
- STEP 3 Evaluate the risk arising from the hazard.
- STEP 4 Record the findings of the assessment.
- STEP 5 Review the assessment from time to time and amend it if necessary.

A suitable and sufficient risk assessment should identify all the hazards associated with that activity and be carried out by a competent person and record the significant findings and be communicated to those persons likely to be exposed to the risk.

Summary

As a school we expect that you will agree and abide by the advice and basic precautions outlined in this booklet.

We all know, however, that conditions can change rapidly, suddenly creating new dangers to guard against. For this reason you are asked to '**THINK SAFETY**' and recognise that accident prevention concerns everyone. Your concern will mean better safety, better conditions, improved productivity - and the continued prosperity of yourself, your fellow colleagues and your school.

You can prevent accidents happening!

Thank You!

Think Safety First!



For further Health & Safety information, please refer to the companies Health & Safety Policy.

Additional information can be found on the Health & Safety Executives Website:
www.hse.gov.uk.

ACKNOWLEDGEMENT

This is to acknowledge that I have received my copy of:

1. The Health and Safety Handbook
2. The Health and Safety Policy

I have read and will abide by all the rules and regulations in the Handbook and Policy, together with any additional safety rules and regulations relating to my job.

Signed Dated

Job Title

This is to acknowledge that I have delivered the Health and Safety Handbook and the Health and Safety policy to the person who has signed the above receipt and that I have given an orientation as to the contents of the Handbook to that person.

Signed Dated

Role

APPENDICES

Qualified First Aiders

First Aid At Work:

Mr Hilldrup

Miss Simcock

Miss Ingram

Paediatric First Aid:

Mrs Dixon-Gibbon

Mrs Ellis

Mrs Bickerton

Mrs Roberts-Cann

Mrs Harvey

Miss Hunt

Mrs Birchall

Mrs Doolan

Miss Murphy

Miss Stephens

Mrs Moss

Mrs Clemson-Banks

Mrs Urmson

Mrs Williams

Mrs Farrar

Miss Knight

Miss Whiting

Miss Burke

Miss Bellamy

Mr Dyson

Miss Little

Fire Marshalls:

Mr Gallagher (Premises Manager)

Mr Hilldrup (Headteacher)

Mrs Dixon-Gibbon (Deputy Headteacher)

Mr McClelland (School Business Manager)

Mrs Harvey / Mrs Burge (KS1 Phase Leader)

Mrs Moss (LKS2 Phase Leader)

Mrs Williams (UKS2 Phase Leader)

Miss Whiting (Staff Governor)