

HEALTH AND SAFETY POLICY

BATHEASTON C.E.V.C PRIMARY SCHOOL

1.0 Statement of Intent

This policy statement is produced in respect of Batheaston C.E.V.C Primary School and is supplementary to the Council's Health & Safety Policies. The policies can be found on the Council's intranet.

It is the intention of the school, to pay particular attention to the provision and maintenance, so far as is reasonably practicable of:

- *a safe workplace, including entry and exit from the premises;*
- *a safe and healthy working environment;*
- *safe plant, equipment and systems of work, which are without risks to health;*
- *safe arrangements for the use, handling, storage, transport and disposal of hazardous articles and substances;*
- *adequate information, instruction, training and supervision to enable all staff to work safely, and pupils to learn and play safely;*

The school recognises its responsibility to promote a culture where health and safety issues are discussed in an open and positive way to achieve improved standards and safe systems of work. The school regards the promotion of health and safety matters as a mutual objective of all that work here.

It is the school policy to take all such steps as are reasonably practicable to meet its statutory responsibility for providing a safe and healthy working environment for staff and pupils and extends such protection to visitors to the school premises. The school will also endeavour to ensure that the acts and omissions of school staff do not adversely affect non-employees.

To this end, the school endeavours to apply and enforce all current legal requirements together with other appropriate safety measures where reasonably practicable. This practice will be continued in the case of future legislation.

The school will consult with staff on health and safety issues that affect them and with individuals before delegating particular health and safety responsibilities to them.

Staff are expected to co-operate with the school Head Teacher and Governors in all measures taken to fulfil statutory health and safety duties and to protect the health, safety and welfare of staff, pupils and visitors.

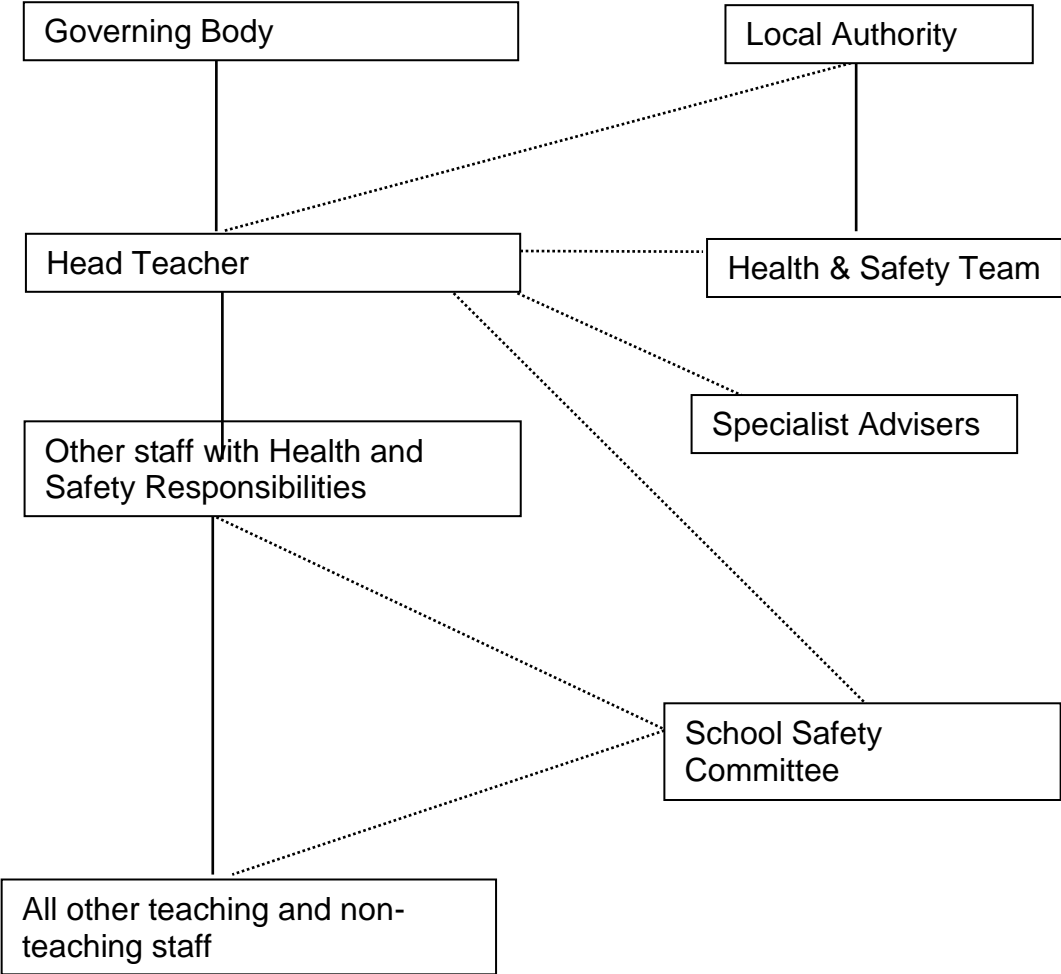
Signed..... Chair of Governors Date.....

Signed..... Headteacher Date.....

Review Date

2.0 Organisation for Health and Safety

2.1 Organisation Flow Chart



— Line Management
..... Advice / Liaison

2.2 Responsibilities of the Strategic Director of People and Communities Directorate

The responsibilities of the Strategic Director of the People and Communities Directorate **are** outlined in the People and Communities Statement of Health & Safety Policy. (This can be found on the Council's Intranet system).

2.3 Responsibilities of the Governing Body

The Governing Body has overall responsibility for health and safety within the school, although because of the corporate status of Governing Bodies, individual governors cannot be held to be personally liable, when they have acted on collective decisions, taken in good faith.

The Governing Body will ensure that all reasonable steps have been taken to fulfil the school health and safety policy and to reduce the possibility of accident or injury to staff pupils or visitors.

Community & Voluntary Controlled Schools - Governors have the responsibilities as identified in the Departmental Safety Policy.

They will ensure that:

- Risk Assessments of work activities are undertaken and a written record of these assessments are kept and reviewed regularly;
- Sufficient funding is allocated for health and safety, e.g. in respect of training, personal protective equipment, overalls or any other clothing identified by assessment as necessary etc;
- regular safety inspections are undertaken;
- a positive H&S culture is established and maintained

2.4 Responsibilities of the Head Teacher

The Headteacher is responsible to the Governing Body for the health safety and welfare of staff, pupils and visitors within the school and for the implementation of this policy.

The Headteacher may delegate some tasks to designated individuals; any duties not delegated are automatically their responsibility. They remain specifically responsible for ensuring that (even if delegated):

- a school H&S policy is produced for approval by the Governing Body and that the policy is regularly reviewed and revised as necessary;
- the school has the necessary Health & Safety specific co-ordinators appointed;
- all members of staff, pupils and so far as is reasonably practicable, visitors to the school, are aware of their general and specific health and safety responsibilities as set out in the Policy;
- information and advice on H&S is acted upon and circulated to all relevant parties;
- where required written risk assessments of work activities are undertaken, the identified risks to which staff and pupils are exposed are recorded and regularly reviewed together with their control measures;
- if he/she delegates health and safety duties to an individual (normally referred to as the H&S Coordinator) they ensure that the duties are clearly defined and the person is competent to carry them out, and have sufficient resources allocated to enable them to be carried out;
- the appropriate structures exist and operate for consultation with staff on the resolution of health, safety and welfare issues;
- regular inspections of premises, plant and equipment are undertaken;
- staff are competent to undertake the tasks required of them and that they have been provided with any necessary training, equipment or other resources to enable the task to be undertaken safely;
- health and safety problems are dealt with promptly and appropriately or referred to the Governors, School Surveyor or the Council's Health & Safety Team as appropriate;
- all serious accidents are reported on the 'On-Line Incident reporting' scheme and investigated;
- ensure all Health & Safety policies/procedures are available to all relevant parties;
- she cooperates with the Council in meeting its legal requirements in respect of the monitoring of health and safety practice and procedures;

2.6 Responsibilities of Teaching Staff

Teaching staff have the responsibility, to familiarise themselves with the following procedures and bring them to the attention of pupils:

- i. Emergency Evacuation Procedures.
- ii. Accident Procedures.
- iii. Safe working practices.

Teachers are responsible for ensuring that:

- they, and pupils under their control, make use of any H&S provision as necessary;
- they undertake regular inspections of equipment and their rooms and bring any faults to the attention of the designated person;
- they bring to the attention of the designated person any health and safety concerns relating to working practices, procedure, equipment, accommodation or fire;
- all off site activities are risk assessed and a copy of the risk assessment form is filed in the relevant place in the school office

2.7 Responsibilities of all School Staff

Under the Health and Safety at Work Act 1974, all employees have a duty to take reasonable care for their own safety and for the safety of others, which may foreseeably be affected by their acts and omissions at work.

They also have a duty to co-operate with the school management in all measures taken to fulfil statutory health and safety duties and to protect the safety of staff, pupils and visitors;

Whilst recognising management responsibilities regarding health and safety at work, the school expects all staff to set an example in safe behaviour by:

- ensuring staff and pupils follow safe procedures;
- ensuring that protective equipment is used correctly by staff and pupils when needed;
- bringing safety problems to the attention of the Head Teacher;
- reporting any accident, near miss incident, dangerous occurrence or case of ill health arising out of work and cooperate with management in investigating such accidents or incidents;
- checking that class rooms/work areas are safe; and

- checking that equipment is safe and properly maintained before and after use.

2.8 Responsibilities of Pupils

All pupils are expected to behave at all times in a manner that places neither themselves nor others needlessly at risk. They are expected to:

- comply with school rules relating to general behaviour (See Behaviour Ladder)
- to take note of and comply with information provided for safety with regards activities undertaken;
- in cases of emergency to remain quiet, listen and obey instructions given by staff; and
- not to misuse anything provided for H&S reasons.

2.9 Responsibilities of Health & Safety Co-ordinators

This is the person delegated with specific responsibilities by the Headteacher in respect of the management of H&S.

The H&S Coordinator will:

- receive all H&S information sent to the school and disseminate the information to staff/governors as necessary;
- advise the Headteacher and Governors on action required to comply with relevant H&S Legislation;
- in consultation with Head/Governors, set timescales/ensure work is carried out to meet the requirements of H&S Legislation;
- carry out the termly safety inspections.

Responsibilities of the COSHH (Control of Substances Hazardous to Health) Co-ordinator

The COSHH Co-ordinator will:

- maintain an inventory of substances covered by the COSHH Regulations;
- have responsibility for ensuring that the manufacturer data sheets are obtained;
- carry out a COSHH risk assessment on the use of substances used or generated;

- determine control measures required;
- notify staff who use or encounter the substances of the control measures;
- where control measures involve ventilation systems, or personal protective equipment the COSHH co-ordinator will ensure the maintenance of those controls;
- keep the assessments under review;

2.10 Responsibilities for Educational Visits

All teachers are responsible for ensuring safe planning and management of educational visits including adventure activities led by school staff.

They should organise the thorough induction of leaders and other adults taking pupils on a specific visit and make sure that any adult supervising children, eg visiting the toilet, does have a full DBS in place.

External Visits and Off-site Activities.

Teaching staff are responsible for supervising pupil groups whilst they are away from school on external visits, and for ensuring that pupils are aware of their responsibility to act with due consideration for their own safety and that of other people at the site or establishment. Pupil to staff ratios for school trips are not prescribed in law. Those planning trips, on the basis of risk assessment, should decide the ratios, taking into account the activity to be undertaken and the age and maturity of the pupils. We advise a ratio of up to 1:6 in KS1 and up to 1:8 in KS2 depending on the activity.

Trip Leaders are responsible for carrying out risk assessments prior to the external visit/off-site activity taking place. Whenever adventurous activities are being undertaken and/or residential take place, those responsible for leading groups off-site will have undertaken the 'Bath & North East Somerset Day Validation/Trip Leader' training.

2.11 Responsibilities of First Aider

In the event of an accident a *First Aider* is required to take charge of the situation and summon medical assistance if necessary.

A *First Aider* should assist casualties when requested and keep a record of treatment or advice given and ensure that an accident form has been completed where appropriate.

Persons will receive First Aid training to the appropriate level. It must be ensured that the First Aid Box is correctly stocked at all times.

A *First Aider* should ensure that the appropriate person is notified if the treatment needs to be logged on the 'on-line' reporting system.

A dedicated *First Aider* is assigned to each playtime and they are responsible for having the necessary first aid equipment in the playground and are the first port of call for playground accidents.

3.0 ARRANGEMENTS SECTION

Batheaston C.E.V.C. Primary School

GENERAL ARRANGEMENTS

3.0 ARRANGEMENTS FOR HEALTH AND SAFETY

Batheaston C.E.V.C. Primary School

This section of the policy is split into two parts, part one is the school wide procedures, general arrangements, and part two is the more activity-based arrangements, specific arrangements.

This policy must be read in conjunction with any other policy and/or procedures not specifically mentioned in this document that are in place for this establishment.

GENERAL ARRANGMENTS

The following arrangements have either been established through risk assessment at school level or are national standards.

3.1 Accident/Incident Recording/Reporting

Minor Injuries

All minor injuries requiring First Aid treatment to pupils (e.g. head bumps, bruises and grazes) should be reported in the Pupil Accident Note Book, which is kept in the hall area outside Oak class, near the door to the playground.

Any injury to a pupil, staff, or visitor that requires First Aid treatment, pupil's taken directly to hospital and/or involves lost time should be recorded on the 'On-Line Incident Report Form' as soon as possible and investigated to try to prevent re-occurrence.

Reportable accidents/injuries

Major incidents are those reportable injuries, dangerous occurrences and occupational diseases (as defined by the HSE) that the Health & Safety Advisers are required to report these to the Health & Safety Executive, by the quickest means possible and on the correct form. The school must therefore telephone the Health & Safety Team on 01225 395115, as soon as a major incident occurs, and immediately enter the details on the On-Line Incident Form.

Reporting Violence, Bullying or Harassment.

Violence is any incident in which the person is abused, verbally or otherwise, threatened, or assaulted and may also include bullying and sexual or racial

harassment. The school will endeavour to prevent violence to staff and pupils occurring, and to support and assist them should violence occur.

All violent or potentially violent incidents should be reported both to the Head Teacher and the Health & Safety Team, via the on-line incident form. Where actual injury occurs this should be specified on the report. It is vital that there is a written record of all such incidents, as the Council's Health & Safety team are required to report them to the Health and Safety Executive.

Any suggestions of bullying amongst children will be investigated and dealt with initially by the class teacher concerned and discussed with Senior Management. Incidents of bullying behaviour which continue will be referred to and dealt with by the Senior Management Team in conjunction with the Class Teacher.

3.2 Emergency Procedures

In the event of an emergency the Fire Brigade, Police or Ambulance Service may be summoned by any member of staff or school business manager, admin or office supervisor etc.

If the emergency is a fire or any other serious imminent danger, the alarm must also be raised by using the nearest call point.

Note

Evacuation as a result of a credible 'bomb threat' should be achieved without using the fire alarm as it may set off the device. Personal possessions bags etc. must also be taken with staff and children. Any evacuation assembly point may also need to be changed to avoid standing in front of windows, glazed areas.

On hearing the alarm all staff, pupils and visitors should immediately leave the premises and assemble in the designated areas, well away from the buildings. No one should re-enter the building until the alarm bells have stopped ringing and the Head Teacher or Fire Brigade have authorised re-entry.

Fire Drills will be held once a term and recorded appropriately.

Staff Responsibilities

Emergency evacuation procedures are posted in each classroom. Staff should familiarise themselves with the procedures and bring them to the attention of pupils.

Staff will ensure:

- all exits are unlocked while the building is occupied - report locked exits to the Caretaker;
- fire exits are free from obstruction at all times;
- fire doors are never propped open;
- missing or empty fire extinguishers are reported to the Caretaker;
- electrical equipment not in use, is switched off and the plug removed from the socket.

In the event of the fire alarm sounding, staff should ensure that wherever possible all doors and windows are closed, and electrical equipment is switched off. Staff may tackle small fires using the appliances provided if trained to do so, but only if this can be done without putting themselves at undue risk. Use of the fire appliances must only be regarded as a "first aid" measure and the Fire Brigade must always be summoned without delay.

Teachers should accompany their classes to the designated assembly point, where they should check their registers. If anyone is missing, the Head Teacher should be informed as soon as possible. No one should stop to collect personal belongings in an emergency, or re-enter the building until authorised to do so.

Safety of People with Disabilities

Individual arrangements for the safety and safe emergency evacuation of pupils with disabilities will be determined before their entry to the school. For staff with disabilities, a meeting will be arranged between them, the Head Teacher and the Health & Safety Team, if appropriate, as soon as possible after their appointment. For staff or pupils with temporary mobility problems, e.g. a broken leg, similar meetings will be held.

Security

Every endeavour will be made to ensure that the school is kept secure from unauthorised access at all times. All staff are expected to co-operate with this and to ensure that security does not compromise emergency evacuation in case of fire.

The front gate of the school is locked at all times and an intercom system connected to the office is in operation. There is an entry code which is held only by relevant members of staff.

3.3 First Aid

First aid cover in the school is provided to deal with injuries resulting from accidents, or medical crises, which occur on school premises. It consists of:

- the treatment of minor injuries, which do not require medical attention;
- first assistance to a casualty, while waiting for medical help;

First Aid Box and portable bags are located in the hall area outside Oak class, near the door to the playground and are taken into the playground, Forest School and offsite activities as appropriate.

The list of nominated first aid trained staff is available from the office.

First Aid trained staff are authorised by the school to render first aid strictly in accordance with the First Aid Regulations 1981 (amended 2009). No treatment of any kind, outside of the Regulations, such as dispensing pain-killing drugs, is authorised. If there is any doubt about the extent of an injury or the seriousness of an illness, an ambulance should be called without delay. In the absence of any First Aid trained staff, the Head Teacher assumes this responsibility.

First aid boxes are kept on site and these only contain approved materials. The boxes are available for use by all staff/adult visitors on site.

Injuries Involving Bleeding - Staff dealing with injuries involving bleeding must wear appropriate protective clothing. Disposable gloves and disposal aprons are provided for this purpose and kept in/next to the first aid box.

Administration of Medication

For the school Administration of Medication Policy, see School Office.

3.4 Infectious Diseases

The school follows the national guidance produced by the Health Protection Agency, which is summarised on the poster, 'Guidance on infection Control in Schools and Nurseries'. This is displayed in the School Office.

3.5 Medical Needs

The school will try to accommodate pupils with medical needs wherever practicable in line with the School Policy on Managing Medical Needs and Administration of Medication Policy. This policy is kept in School Office. Displayed copies of Individual Special Medical needs details in the School Office.

3.6 Risk Assessments

Teaching Activities

The significant outcomes from the risk assessments on teaching activities, i.e. those specifically related to educating pupils, are either included in the point of use text/scheme of work/job sheet or the standard followed for the individual activity.

Manual Handling

Equipment/Materials - Manual handling is defined as the transporting or supporting of a load which includes lifting or supporting people. Where ever possible manual handling will be avoided or done by mechanical means, so that the risk of injury to both staff and pupils, from manual handling is reduced to the lowest level reasonably practicable. All staff that carry out unavoidable manual handling tasks on a regular basis will be trained. Under no circumstances will pupils be allowed to move heavy items of furniture or equipment. Staff are reminded to reduce loads whenever possible and to seek assistance if necessary.

The practice for setting out PE Equipment is displayed near the equipment and the practice for setting out/putting away dining chairs/tables is displayed in the dining area.

Pupils - All pupils who may need to have manual handling support are assessed using the manual handling assessment forms. This initial assessment will identify if there is a significant risk of injury and subsequent to this if a significant risk of injury is identified further assessment information will be identified.

Only staff who have received manual handling training or instruction are to participate in tasks involving the lifting of persons.

Display Screen Equipment (DSE)

Any member of staff who is a USER of DSE has completed the Display Screen Equipment – Computer Workstation Risk Assessment (from the Council's intranet).

All staff that are classified as "Users" of Display Screen Equipment (DSE) will be given information and training on its correct use. They will be entitled to eye or eyesight tests and, if spectacles are necessary for DSE work exclusively, these will be supplied free of charge. This will normally apply to office staff only.

Other workstations incorporating DSE have been assessed to ensure they meet the minimum requirements as contained in the DSE Regulations.

Workplace

An inspection of the workplace, buildings/grounds, has been undertaken in order to identify any failures to meet the requirements of The Workplace (Health, Safety & Welfare) Regulations 1992 as supplemented by the Education (School Premise) Regulations. The school also undertakes regular, termly inspections to proactively identify defects with the workplace.

Staff and pupils are encouraged to report any defects they note. All works identified are prioritized and the work is then either carried out or programmed for completion as and when funding becomes available.

Control of Substances Hazardous to Health (COSHH)

The School will ensure that the risk to staff and pupils from substances hazardous to health is prevented or controlled so far as is reasonably practicable. Risk assessments will be carried out by the COSHH Co-ordinator, combining information from the 'Manufacturer's Safety Data Sheets (MSDS)' and its use. No new substances should be generated or brought into school, unless a risk assessment has been carried out and the 'safety data sheet' is held. The safety data sheet should be available in the event of an incident.

The COSHH Records are kept in Caretaker's Office and are available for inspection at all times.

Competence

All staff are considered to be competent to perform the tasks they are given. Competence is viewed as one of the key elements of risk management. This is the only way to control dynamic work situations by having a competent person in charge, who will react to changes and take appropriate measures.

The school considers its staff to be competent but will provide training/instruction or supervision as required. To facilitate this, training records are kept and training updates delivered.

Fire Precautions

The school has undertaken a fire precautions risk assessment and evacuation procedures can be found in the specific arrangements section of this policy.

- a) A fire plan is displayed in the Main School Office. This indicates the position of call points, fire exits, detectors, fire extinguishers and any other relevant fire equipment. It also indicates the location of the isolation points for Gas, Electricity and Water.
- b) Fire evacuation notices are displayed in each classroom and commonly used communal areas.
- c) Information is kept on maintenance arrangements, e.g. checks on alarms and fire extinguishers.
- d) Fire drills are carried out regularly and monitored accordingly.

3.7 Contractors on Site

Contractors will be given sufficient information to enable them to work safely in the school. They are required to co-operate with the school in all measures taken to ensure the safety of pupils, staff and visitors.

In conjunction with the Local Authority, the work of contractors on school premises is monitored, where this affects the safety of staff, pupils or visitors. All contractors on site will be given access to the asbestos register. There is a separate section on asbestos.

The Construction Design and Management Regulations (2015) are complied with as relevant to the work being undertaken.

3.8 Consultation with Employees

The school will ensure staff are consulted regarding all health and safety matters that affect them and where appointed, there is consultation with trade union accredited safety representatives.

To this end the accredited safety representative or elected representative of employee safety, if appointed, will be invited to become a member of the School Safety Committee/the Governors Health and Safety Committee.

3.9 General Maintenance Arrangements

All equipment on site will be maintained in efficient working order to ensure that it is safe to use. The following arrangements have been made.

Fire Extinguisher/Fire Alarms

Fire extinguishers are subject to an annual check and are checked on a weekly basis by Phil Reeves (caretaker) to ensure that they are in position and that the pins are in place.

Fire Alarms are serviced and maintained.

PE Equipment

All PE equipment is subject to regular visual inspection, carried out by staff prior to use. If defects are noted the designated person will assess whether the equipment can remain in use or whether it needs to be taken out of use pending repair.

On an annual basis an independent service contractor inspects the PE equipment.

Portable Appliance/Electrical Equipment (PAT) Testing

All portable electrical equipment is the subject of regular visual inspections, carried out by staff prior to use of equipment, to identify any damage to the equipment, plug or cable. If defects are identified then the equipment is put out of use until it is checked, to ensure safe operation, or the defect is remedied.

Portable electrical equipment, including the personal property of staff on school premises, will be tested annually by a competent person. No equipment should be used unless it has been tested.

The school will ensure that all electrical equipment is of an approved standard and maintained so as to prevent danger as far as is reasonably practicable, and will comply with the standards detailed in the Electricity at Work Regulations 1989.

An inventory of all electrical equipment is held in the school office.

Repairs and Maintenance

Buildings, services, and plant will be inspected termly. Staff should report any defects or problems that they notice promptly by entering them in the defects book held in the school office.

3.10 School Trips

The safety of every trip is considered using the council's Trip Safety Checklist as a reference.

Educational visits will be recorded and monitored through the computerised 'EVOLVE' system.

3.11 Transport

Staff transporting pupils/equipment in their own cars.

Staff who use their own cars must confirm that their insurance policy covers them for this purpose and the vehicle is fit for purpose. (This insurance cover is not provided by the Council).

Staff transporting pupils/equipment in a minibus hired in for the purpose.

Only Staff who hold the Council's Certificate of Competence to drive a minibus are able to drive the minibus.

Transport and driver hired in

Transport and driver's hire in are only from a reputable source.

Parent/volunteers who convey other parent's children in their cars on school business

Parents will complete a self-certification form, so that the school may check that such transport is legally used and safe.

3.12 Health and Safety Training

Health and safety information and/or training will be provided for all staff when they join the school and whenever they are exposed to new risks or changed work activities.

3.13 Safer Routes to and Around the School

The school will take appropriate measures to ensure the safety of pedestrians and vehicles accessing and leaving the school premises. Pedestrian routes are clearly defined and vehicle movements controlled.

Consideration is also given to road safety and traffic schemes around the school, keep clear markings and information and instructions for staff, pupils and parents.

3.14 No Smoking Policy

The school has an obligation to its staff to provide a safe working environment, without risk to health. It accepts that passive smoking presents a risk to staff and therefore has a no smoking policy. The smoking ban applies to all employees, visitors and pupils whilst on school premises or in school vehicles and to the premises in and out of normal school hours.

This policy also applies to volunteers transporting staff or pupils on school business.

3.15 Asbestos

NB: No asbestos is registered as being on site but LA checks still occur.

Asbestos Register

A non-intrusive asbestos management survey has been completed. An asbestos register of known, or presumed asbestos has been drawn up and is maintained for the school by the Local Authority Property Services Section. This register is available to all contractors on-line.

Asbestos Management Plan

The school Asbestos Management Plan of which this policy forms a part is held and maintained by the Site Manager.

The plan identifies where asbestos containing materials are known or presumed to be on site and how the materials are managed. Employees are informed of the locations of asbestos, instructed on the need to avoid disturbing it, and on the importance of closing off areas and reporting damage or defects.

Routine Monitoring of Asbestos Present

The Head Teacher will be the main duty holder but operationally delegates the task of visual monitoring of asbestos materials to the Site Manager. The asbestos present will be visually checked with any damage or defects reported immediately to Property Services. In some cases this may initiate the emergency procedures detailed below and place the area out of bounds. The asbestos will be checked (***delete as applicable***):

- ***Termly (six times a year).***

Contractors and Minor Works

The school will ensure that only competent (and if necessary licensed) contractors follow the agreed safe methods when carrying out work that might disturb asbestos. Contractors will be asked to complete an asbestos safe operating procedure form and agree to a method of work that will not disturb asbestos, or if that is not possible, will ensure that any disturbance is properly controlled as required by the Control of Asbestos regulations 2012 and the standards in the HSE guidance and codes of practice.

Contractors will be properly informed about asbestos in any building they work in, and given access to the asbestos register (available on-line) before commencing work involving drilling, cutting or abrading of surfaces or any access to roof voids, suspended ceilings, floor ducts or service ducts.

All contractors appointed directly by the school and the caretaker are also required to be competent and check that any minor works they are about to undertake does not disturb any asbestos containing building materials.

Larger Projects of Refurbishment or Demolition

A full intrusive asbestos pre-works survey must be undertaken before any planned demolition or refurbishment works commence. Do not assume there is no asbestos present where there is no register entry. If there is any doubt school staff and contractors must always assume asbestos will be present and contact the Property Services Asbestos Co-ordinator - David Bull 01225 477421 for advice or to arrange a determination.

Emergency Procedures - Damaged Asbestos Materials

In the event that any asbestos containing materials are damaged, the room or area in which the damage occurs must be put out of use immediately and people kept out of any area. The Site Manager will be informed who will in turn contact the Property Services Asbestos Co-ordinator and will ensure appropriate measures are taken in response to an incident where asbestos might be accidentally damaged, or damaged as a result of fire, vandalism or other action.

Staff Awareness Training

The school will provide all staff with asbestos awareness training detailing the local asbestos management arrangements, who the Duty Holders are for the management of asbestos and what must be done in order to exercise these duties.

All staff will be advised of known areas of asbestos containing materials in the school and these materials are only indicated by label in places where students do not have access. Staff are required to always check with the site manager before pinning, drilling or otherwise potentially damaging walls, ceilings, floors etc.

3.16 Legionella

An assessment has been completed by a specialist on the hot and cold water systems. Legionella risks have been assessed and a legionella management plan has been drawn up for the school to manage the risk of legionnaires' disease. Employees have been instructed in their duties under the plan, and records are maintained in accordance with the management plan.

Shower heads are cleaned every quarter, infrequently used outlets are run at least weekly and hot and cold water systems are run before the start of each term by caretaking and cleaning staff.

Water temperatures are regularly monitored as part of our schools local legionella management process, any temperature profile anomalies are immediately reported to Property Services and acted on.

The school ensures that all work done under their control on pipe runs, water systems and components complies with the standards detailed in

Legionnaires' Disease. - The Control of Legionella Bacteria in Water Systems, Approved Code of Practice and Guidance L8.

Behaviour and Safety of Pupils at School

The school recognises it has a statutory and common law duty to protect our employees and 'others' from violence and aggression or even illness as a result of repeated behavioural episodes to the extent they cause a member of staff to be off work with stress. This legal duty extends principally to staff as employees, if they are attacked by anyone, but also extends to pupils in health and safety terms as they would be classed as 'others' affected by our activities

There is no duty to protect an aggressor unless any action taken to restrain them would be considered to be 'unreasonable'. Any member of staff that may become involved in restraint, other than simply defending themselves, will follow the appropriate positive handling principles as taught to them.

3.16 Behaviour and Safety of Pupils at School

Batheaston CEVC Primary School places a very high expectation on our pupils' behaviour. This expectation extends to the prevention of the following:

- All forms of bullying or harassment;
- cyber-bullying;
- prejudice based bullying and language related to:
 - special education needs;
 - sexual orientation;
 - sex;
 - race;
 - religion;
 - gender re-assignment; or
 - disability.

Offensive Language

Language used by pupils that would be considered unacceptable in society including name calling etc. will be challenged and dealt with immediately.

The school recognises the importance of monitoring and promoting positive behaviours and also consider the language used. It is incumbent on staff, to not just challenge but to always explain the meaning of any language or term used, as it is often used in ignorance, to ensure that pupils understand why someone might find that word or phrase to be offensive. If there is an acceptable term or phrase to use, then if appropriate, they should be informed and asked to always use the correct term.

Behaviour Incident Logs

All staff are required to report any poor behaviour Stage 3 or above on the behaviour ladder. This information will be collected and collated by the Head Teacher and Deputy Head.

Persistent poor behaviour cannot be tolerated by any pupil regardless of any underlying reason, if this presents a significant risk to themselves or others or causes disruption to the learning experience to themselves or others.

In cases of persistent poor behaviour specialist advice will be sought and appropriate support/teaching plans developed.

Sanctions

The following system of sanctions are in place

Missed playtimes

- 5- 10 minutes for Stage 2 behaviours
- Informing a member of the management team and parents and a missed play or lunchtime for Stage 3 behaviours
- Stage 4 – internal exclusion
- Stage 5 – external exclusion
- Stage 6 -

3.17 Violence and Aggression to Staff

The school expects the very highest standard of behaviour from its staff. All adult visitors to the school, governors parents and contractors are also required to demonstrate the highest standards of behaviour to set an example to pupils. If they are unable to do so, they may be asked to vacate the premises, and accepted back under strict conditions, or only by appointment.

The risk of violence and aggression in most school workplaces towards staff is normally low, however when an incident does occur, it is often unexpected and the effect can be devastating for those staff involved. In most incidents staff recover quickly and do not want or need support.

A small number of staff may be severely affected, their confidence and morale suffers to such an extent that they find it difficult to return to their work without support. A smaller number still, especially if physically assaulted, never return to their previous employment. As such violence and aggression towards staff, is not something that Batheaston CEVC Primary school, is prepared to tolerate.

Risk to School Staff

Where a particular risk is identified to staff, for example when a credible threat is made by older siblings, or adults particularly, a written risk assessment will be undertaken and where identified as necessary risk controls will be implemented, to reduce the risk to an acceptable level such as:

- Staff training to attempt to diffuse, or remove themselves from a potentially violent situation.
- A summary of all incidents will be reported to the Chair and Personnel committee at least on an annual basis and more often if it is deemed by the chair of that committee to be an issue.
- Additional levels of supervision.
- Support and counselling be offered to staff affected.
- Panic alarms or other work processes to ensure that no member of staff feels at risk, or where necessary could summon assistance quickly.
- Exclusion or any other reasonable measures to reduce any risk identified to an acceptable level.

Parents or Other Adults

The standard of behaviour expected of our own pupils extends to their families and friends whilst on school premises. In particular violent aggressive or threatening behaviour will not be tolerated by the school especially if directed at any member of staff from parents, other adults or young persons. This particularly applies to adults' behaviour in front of pupils at sporting, or other recreational events held on school premises.

Serious Violent and Aggression Incidents

Any serious violent and aggressive incident involving a member of staff (incidents to pupils are dealt with elsewhere) the school will endeavour to do the following:

1. Ensure that building, scene, and member of staff or pupils are safe.
2. Offer support and counselling.
3. Subject to the agreement of the member of staff involved report the matter to the Police
4. Co-operate with any Police investigation and provide information assist them in their enquiries
5. Report the incident on the council's reporting system and carry out their own Investigation into the circumstances of the incident
6. Review any risk assessments in place, or complete new ones, together with implementing any risk controls identified as necessary.
7. Take any threats made seriously and provide additional resources as identified by the risk assessment detailed above.
8. In exceptional circumstances the school may consider legal redress to recover any damages caused by an individual.

There are other measures such as anti-social behaviour orders (ASBO) that may be appropriate and the Police can advise on what measures may be appropriate. Preventative measures and support will be provided to individuals affected as mentioned already in terms of counselling. If appropriate the school will not hesitate to seek legal redress against any perpetrator of violence.

Whistle Blowing

If a member of staff has concerns about the threat of violence or aggression, any other health and safety matter they should in the first instance try to resolve it with their line manager or Head Teacher. If there is no satisfactory outcome they may bring this to the attention of the Governor with responsibility for health and safety anonymously and the matter will be investigated by them. Any safeguarding concerns have other specific actions detailed elsewhere.

3.18 Occupational Health

The schools occupational health provider is BUPA and they can be contacted by any member of staff at any time of the day or night.

3.19 Occupational Stress

The school acknowledges the possibility for occupational stress amongst its staff and often the stigma attached. It will actively identify and manage and where necessary carry out a specific risk assessment on occupational (work) related stress. It further acknowledges its responsibilities towards all of its employees and their levels of work related stress as a result of the six management standards and will actively endeavour to counteract them.

Specifically the school will:

1. Recognise that proactive and constructive prevention and management of stress is an on-going and integral part of management practice and ensure that school managers receive appropriate training for this.
2. Ensure that risk assessments are carried out in consultation with staff, when potential causes of stress or stressful situations are identified, so that appropriate control mechanisms are developed and adopted.
3. Ensure that a supportive culture is encouraged in the school, so that all staff feel able to raise concerns on stress at staff / management meetings and receive a supportive response.
4. Ensure that all staff have agreed, clearly defined, reasonable and realistic objectives and responsibilities and that potential stress is considered whenever changes are made to these.
5. Identify an appropriate forum within the school to focus on stress and stress management issues, within the control of the school, raise awareness and develop strategies to alleviate stress. One of the tasks of this forum will be to determine the training requirements of the school in relation to this issue.
6. Identify channels of support for members of staff in potentially stressful situations and ensure that staff are aware of these.
7. Ensure that school managers and staff recognise the effect that their behaviour can have on the stress of colleagues and accept this responsibility in avoiding causing unnecessary stress in others.
8. Encourage staff to recognise that health and safety responsibilities include a responsibility of individual employees to contribute to development and

implementation of strategies for reducing stress. This includes a personal responsibility to seek assistance at an early stage.

Internal Reporting of Occupational Stress

An annual statement or report will be made to the **Health and Safety committee** by the Headteacher on work related stress. Where identified as necessary, a specific risk assessment will be completed.

4.0 SPECIFIC ARRANGEMENTS

Design & Technology

The school will ensure that all staff maintain and ensure all DT equipment is in a safe working order. DT equipment is stored safely to be accessed only by staff and supervised children only.

Art & Drama

Staging sections will have a full inspection prior to any use.

The use of Kilns will always be in accordance with best recommended practice by CLEAPSS and staff will have received training in their best use.

Science

The school will ensure that all staff maintain and ensure all Science equipment is in a safe working order. Science equipment is stored safely to be accessed only by staff and supervised children only.

The school will:

- a) undertake inspection and maintenance of machinery as required by statutory bodies and manufacturers/suppliers. (Particularly relevant to PE Equipment, Reprographics, D&T, Portable Electrical Equipment, Fume cupboards, Local Exhaust Ventilation Systems, Lifts and lifting equipment, Kilns, stage lighting etc.)
- b) undertake regular visual inspections of equipment;

PE

All children will be required to wear appropriate clothing and footwear.

They will be expected to keep long hair tied back in all PE sessions (regardless of gender).

All jewellery will be removed for PE including watches and ear rings. If a child has recently pierced ears they will be asked to cover their earlobes in an appropriate manner for the lesson in question. All parents will be informed of this and will be responsible for ensuring this is undertaken on PE days. If the children have no appropriate method of covering ears then the teacher will take responsibility to ensure this is done. It is the responsibility of individual teachers and parents to ensure these guidelines for safe PE sessions are adhered to.

Forest School

There is a separate risk assessment and Health and Safety guidelines for Forest School available from the school office. All children are consistently taught and reminded about site safety.

Pond dipping

At Batheaston School we have a large pond area which can be safely used by groups of children. All teachers and staff are made aware of the safety guidelines for using the pond. There is an access area/platform for a maximum of 6 supervised children at a time. There is a padlocked gate to ensure no unsupervised access to the area and there is a life-saving net attached to the fence as well as buoyancy aids (rings) also attached to the fence.

Playtimes and Lunchtimes including use of Huff and Puff/Traversing Wall/Wooden Play Equipment/Trim Trail and football cage.

At playtimes a dedicated member of staff with First Aider status is responsible each day for First Aid – they will have the First Aid bag from the office to deal with minor injuries. Head injuries are recorded and the child in question is examined and given a sticker and a letter to be handed to a parent/guardian (or representative of) at the end of the school day. At lunchtime this is the responsibility of an SMSA with First Aider status.

There are rules and guidelines communicated to all children for the safe use of the Huff and Puff equipment/Traversing Wall/Wooden Play Equipment/Trim Trail and football cage including the netting, fencing and goals in the area. These areas are supervised and a rota of classes exists to prevent overcrowding of these areas. There are sanctions for children repeatedly breaking playground rules or misusing equipment.

Designated Person

- a) Radiation Protection Supervisor (where appropriate);
- b) Health & Safety Coordinator
- c) COSHH Assessor/Coordinator; and
- d) Nominated First Aid Cover;

Conclusion

This policy will be reviewed at least annually unless circumstances require an immediate review.

Signed..... Chair of Governors. Date.....

Signed..... Headteacher Date.....

Review Date

Appendix A

Staff Holding Responsibilities for Health and Safety

Date: May 2017

Name of Establishments: *Batheaston CEVC Primary School*

Position	Name
Chair of the Governing Body	Emma Carmel
Governor responsible for health and safety	Nicola O'Hanlon
Head Teacher	Sarah Weber
Health & Safety Coordinator	Alison Smith
COSHH Co-ordinator	Phil Reeves
Responsible person for First Aid	Nikki Macbeth
D T Co-ordinator	Kate Symons
Science Co-ordinator	Alison Smith
PE Co-ordinator	Jenny Enstone
Premises Supervisor	Phil Reeves
Kitchen Manager	Yvonne Howard Lewis
Caretaker	Phil Reeves
Trade Union Safety Representative	No current rep