

GPS Health & Safety Policy



1. Introduction

- This policy is in addition to, and complements, the Sunderland Council Health & Safety Policy.
- Our policy covers health and safety associated with the site, the building, equipment within the school, activities in school plus external visits.
- We comply with all aspects of the Health & Safety at Work Act (1974), and all subsequent legislation linked to the Act.

2. Aims

The aims of the policy are to:

- Ensure that all reasonably practical steps are taken to safeguard the health, safety and welfare of all persons using the premises and site
- Ensure that all reasonably practical steps are taken to ensure the health and safety of staff, pupils and other supervising adults participating in off-site visits.
- Establish and maintain safe working procedures amongst staff and pupils.
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Develop safety awareness amongst staff, pupils and other supervising staff.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.

3. Responsibilities

- The ultimate responsibility for all aspects of health and safety lies with the Headteacher and Governors.
- Various specific roles, tasks and duties have been delegated as set out below (we are including Safeguarding roles here, though Safeguarding and Child Protection is covered in a separate, detailed Policy):

Safeguarding and Child Protection: Coordinator and Designated Person	Lesley Russell (Deputy Headteacher)
Deputy Designated Persons for Safeguarding and CP	Vicky Hanlon – EYFS and KS1 Lesley Millican – KS2
External Visits Coordinator	Les McAnaney (HT) and Lesley Russell (DHT) – both have attended appropriate training.
Health and Safety Officer	Andrew Batten (Site Supervisor), though ultimate responsibility lies with the HT
Fire Safety Officer	Andrew Batten (Site Supervisor)
Administration related to First Aid and Medication	Anna Saiger-Burns and Amy Burlison (Admin staff)

Fire Wardens	<p>The following staff are fully trained:</p> <ul style="list-style-type: none"> • Les McAnaney • Lesley Russell • Andrew Batten <p>We are arranging training for Linda Atchison, who joined our Admin team in Sept 2022. This will take place in Nov 2022.</p>
Medication	<p>The following staff are fully trained:</p> <ul style="list-style-type: none"> • Anna Saiger-Burns (Admin) • Amy Burlison (Admin) • Lesley Russell (DHT) <p>We are arranging training for Linda Atchison, who joined our Admin team in Sept 2022. This will take place in Autumn 2022.</p>

First Aiders

Name	Qualification (Paediatric First Aid or First Aid at Work)	Current qualification valid until	Arrangements for renewal
Donna Andrews – Nursery Nurse	Paediatric First Aid	March 2025	To be arranged for Jan-Feb 2025
Rebecca Duggan - TA	Paediatric First Aid	March 2025	To be arranged for Jan-Feb 2025
Lindsay Nixon - TA	Paediatric First Aid	November 2024	To be arranged Oct 2024
Becky Davison – Nursery Nurse	Paediatric First Aid	October 2024	To be arranged in Sept 2024
Charlotte Stobart – Nursery Nurse	Paediatric First Aid	August 2024	To be arranged in July/Aug 2024
Daphne Haley	Paediatric First Aid	May 2024	To be arranged in 2024
Jeanette Dobson - TA	Paediatric First Aid	October 2022	10 th -11 th Nov 2022
Anna Saiger-Burns – Admin & Finance Officer	Paediatric First Aid	October 2022	TBC (Anna has moved from TA to Admin Officer since gaining this qualification)
Donna Pickering - TA	Paediatric First Aid	October 2022	7 th & 8 th November 2022
Helen Raymond	Paediatric First Aid	March 2023	January 2023
Alison Christie - TA	First Aid at Work	October 2022	22 nd & 23 rd November 2022
Bryan Newby - TA	First Aid at Work	October 2022	22 nd & 23 rd November 2022
Yasmin Hope	Paediatric First Aid	New qualification to be gained in Nov 22 will be valid until Nov 2025	7 th & 8 th November 2022

The ongoing maintenance of a healthy and safe school is the shared responsibility of the whole school community, and everyone has an important part to play, as set out below.

3.1 The Governing Body will:

- Acquaint themselves fully with this Policy.
- Ensure there is an effective Policy in operation at school level, and that a copy has been issued to all staff.
- Monitor and Review the Policy, at least annually.
- Establish and maintain a safe and healthy environment throughout the school.
- Establish and maintain safe working procedures among staff and pupils.
- Ensure appropriate Risk Assessments are in Place.
- Make final decisions on policy.
- Give strategic guidance.
- Monitor and review health and safety issues through the Resources (SBS) Committee, reporting back through the Chair of the Committee to the Governing Body.
- Ensure that Job Descriptions adequately incorporate Health & Safety responsibilities.
- Ensure adequate resources for health and safety are available.
- Recognise their responsibility under the Health and Safety at Work Act 1974, so far as is reasonably practicable, to:
 - Provide plant, equipment and systems of work, which are safe, and without risks to health.
 - Make arrangements for handling, storage and transportation of articles and substances.
 - Provide adequate training, information, instruction and supervision to enable all staff employed in the school and pupils to perform their work safely and efficiently.
 - Promote the development and maintenance of sound safety, health and welfare practices.
 - Maintain the premises in a condition that is safe and without risks to health and the maintenance of access to and egress from the premises.
 - Provide and maintain a working environment that is safe, without risk to health and adequate as regards welfare facilities for staff, pupils and other supervising adults.
 - Ensure sufficient funds are available to provide, as necessary, protective clothing/equipment to all staff employed in the school, for the safe use of machinery, equipment and substances.
 - Maintain a close interest in all the health and safety matters in so far as they affect activities in the premises under the control of the school.

3.2 The Headteacher will:

- Be responsible for the day-to-day implementation of school health and safety measures, delegating where appropriate.
- Develop a culture of safety awareness throughout the school.
- Establish and maintain a safe and healthy environment throughout the school
- Establish and maintain safe working procedures among staff and pupils;
- Report to Governors on pertinent issues through the Resources Committee and/or Full GB.
- Liaise with outside agencies, where needed (& will delegate this, where appropriate).
- Ensure that all staff fulfil their duties in following this policy.
- Ensure that the findings from Council H & S audits are followed up
- Ensure that all insurance arrangements are in place
- Ensure appropriate Risk Assessment and Risk Management strategies are in place
- Formulate and co-ordinate safety procedures.
- Review first aid, fire/evacuation and risk assessment procedures with relevant staff, on an annual basis, or as and when necessary, reporting back to the Resources Committee
- Ensure relevant staff have access to appropriate training.
- Meet with the Site Supervisor and Admin Officer on a regular basis to ensure that site issues are addressed.

3.3 The Site Supervisor will:

- Ensure that he is familiar with the school's Health and Safety Policy.
- Act as Health and Safety Officer for the school.
- Conduct a Daily Site Check of named potential risks, a Weekly Check of named areas, and an in-depth half-termly site check, ensuring records are kept in all cases.
- Conduct a termly health and safety survey, and report back to the Headteacher
- Meet with the Admin Officer on a weekly basis to discuss progress on building and site issues.
- Ensure that all cleaning staff are aware of any implications of the Health and Safety Policy as it affects their work activities e.g. storage arrangements for materials, equipment, substances etc. In our school, as we buy-in our cleaning services, this awareness raising will be done by Maxim Facilities Management – however the Site Supervisor should provide reminders where needed.
- Report to the Headteacher any defects and hazards that are brought to his notice, or that he discovers through his checking systems.
- Ensure that everything received from suppliers (for direct school use) - machinery, equipment, substances etc is stored safely and used in a safe way.
- Test the fire alarms and fire doors weekly (records kept)
- Organise a termly fire drill.
- Ensure that all statutory checks are carried out at the required intervals, and keep records of these.
- Ensure that the systems linked to heating, lighting, and water supply are safe.
- Liaise with the relevant Council officers on all aspects of health and safety.
- Ensure storage areas are safe and tidy.
- Ensure signage around the building & site is in line with statutory requirements, visible and up to date.
- Ensure wet floors are well signposted.
- Advise staff on 'working at height procedures', and supply step ladders where needed.
- Inform the Headteacher/Admin Officer whenever contractors are due to enter the school to undertake maintenance, service or works contracts.
- Maintain a record of hazardous substances used for cleaning and similar purposes
- Keep his own training up to date, liaising with the LA on this.
- Ensure the building & site are secure at the end of the day, with all doors and windows checked.

3.5 All staff will:

- Carry out Safeguarding related admin duties (e.g. SCR) in liaison with the DHT (Amy Burlison)
- Send out medical alert questionnaires to parents in September and compile a school list to be held by staff. Supply staff are asked to familiarise themselves with the form. (Amy Burlison, Linda Atchison, Anna Saiger-Burns).
- Liaise with the Site Supervisor when organising health and safety works (Linda Atchison)
- Report to the Headteacher on any financial implications for health and safety issues (Anna Saiger-Burns, Amy Burlison).
- Meet with the Headteacher and Site Supervisor, as required, to manage site issues (Linda Atchison).
- Organise a weekly meeting with the Site Supervisor, linked to the building and site (including any issues related to Health and Safety), and also designed to track progress against the H & S and Fire Audits (Linda Atchison).
- Ensure that persons booking the school for a letting are given a copy of the Health and Safety Policy, plus a Risk Assessment preform for their activity (Linda Atchison).

3.5 All staff will:

- Ensure that they have read the Health and Safety Policy (the Policy is available on the Staff Shared Server, and printed copies are distributed to staff in Staff Meetings – staff then read and sign a form to confirm that they have read the Policy).
- Fully support all health and safety arrangements.

- Take reasonable care of their own health and safety and that of others who may be affected by their actions.
- Ensure, as far as is reasonably practicable, that their classroom or office is safe.
- Use equipment safely.
- Ensure, as far as is reasonably practicable, that pupils use equipment and resources safely.
- Report situations which may present danger to the Headteacher, Site Supervisor or Admin Officer.
- Report any defects and hazards to the Site Supervisor, verbally or through recording in his file in the Staffroom.
- Report any concerns of abuse to pupils to the Deputy Headteacher (the designated named person for child protection)
- Complete an 'Accident/Incident' form, available from the School Office, in the event of a significant accident or incident of violence.
- Complete the pastoral files of any pupils with medical needs or who may need specific handling, to ensure the health and safety of pupils or staff. Supply staff are asked to familiarise themselves with this.

3.6 Subject Leaders will:

- Ensure staff and any other supervising adults are aware of any matters pertaining to Health and Safety in their particular curriculum areas.

3.7 The Senior Midday Supervisor / First Aid Supervisor will:

- Report any health and safety concerns at lunchtime to the Deputy Headteacher.
- Organise first aid cover at lunchtime (in liaison with Deputy Head).
- Ensure 'Accident/Incident' forms are completed as appropriate, and file forms with the Office in line with HSE regulations.

3.8 Pupils are expected to:

- Exercise personal responsibility for the safety of themselves and classmates.
- Observe standards of dress consistent with safety and/or hygiene.
- Follow the safety rules of the school and in particular the instructions of teaching staff given in an emergency.
- Use all equipment in a safe and responsible manner.

3.9 Parents are expected to:

- Support the school in any health and safety matters reported to them in newsletters/letters.
- Respect the school rules regarding parking, dropping-off and picking-up.
- Ensure that their children observe standards of dress consistent with safety and/or hygiene.

3.10 Visitors are expected to:

- Use the signing-in and ID procedures of the school.
- Make themselves familiar with the Health & Safety guidelines and/or Risk Assessments appropriate to the reason for their visit.

4. An A-Z of Health and Safety at GPS

1. Accidents and Incident Reporting

- Any pupil complaining of illness or who has been injured is sent to a qualified First Aider for inspection and, if appropriate, treatment.
- All incidents, ailments and treatment are reported in the Accident Book, in the Office.
- Parents are contacted immediately if there are any doubts over the health or welfare of a pupil

- In the event of a serious incident an ambulance is called and a member of staff accompanies the pupil to hospital. Parents are asked to go immediately to the hospital.
- It may be appropriate to transport a pupil to hospital without using an ambulance. This should be on a voluntary basis, and staff should ensure they have specific cover from their insurance company.
- If staff are concerned about the welfare of a pupil they should contact the School Office immediately. If an injury has been sustained, the pupil should not be moved. Staff should complete the accident book for employees if they sustain an injury at work. The book can be obtained from the School Office. An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed. The member of staff or other supervising adult concerned should seek medical advice without delay.

2. Asbestos

- No asbestos was used in the construction of our building or site.

3. Climbing Apparatus

- Staff should closely supervise the use of the climbing apparatus at playtimes.
- If the climbing apparatus is used for extra playtime or Golden Time, a member of staff should closely supervise it.
- Staff should regularly remind pupils of safe use.
- Equipment is checked weekly by the Site Supervisor, repaired as needed, and serviced annually.

4. Boiler & Electrical Room Safety & Maintenance of Heating Plant

- As part of a Service Level Agreement, the Council's Property Services carry out an annual risk assessment to determine what servicing and maintenance is required to the heating plant. Copies of service records are held by the Site Supervisor, and are available for inspection during Audit.
- Boiler Plant and Electrical Intake Rooms must not be used as storage areas and are out of bounds to pupils and staff. These areas are identified by safety signage and kept locked at all times.

5. Car Park Lighting

- The car park is lit at appropriate times, to enhance security for staff and visitors.

6. CCTV

- Key external areas are covered by CCTV. The system is monitored by Sunderland City Council, and school also has access to the footage.
- The footage is recorded and kept for a specific period of time. The cameras are checked and maintained annually and as needed.

7. Control of Hazardous Substances

- The Site Supervisor completes a COSHH assessment sheet for substances in school, compiling and maintaining a list giving details of these substances
- The caretaker and cleaners use chemicals and substances classified under the COSHH Regulations. They have been provided with specific COSHH Risk Assessments and training so that they know how to control risks to their health. All hazardous substances are stored in secure areas subject to authorised access only.

8. Control & Management of Contractors & Reporting Repairs

- Contractors who are CHAS approved should be used to carry out maintenance and construction work in school. If a contractor is employed directly (not through Property Services) the Headteacher is responsible for seeking approval from the LA and liaising with the Contractor regarding on-site risk assessment.

9. Cooking

- Cookers should not be used without essential fire precautions being immediately available e.g. fire blanket, fire extinguisher.
- Staff should ensure pupils are supervised and receive instructions to make sure the pupils are safe during a cooking activity.

10. Doors – secure entry systems / hinge protectors

- The main access doors are opened only by an electronic 'fob' system, or by the office staff. To get into the main part of the building, 4 such doors must be negotiated.
- These doors can be opened from 'the other side', by pressing a button. We have made it absolutely clear to children that they should never open doors in this way – only an adult should do that. We have made it clear to all staff that visitors not known to the school should not be 'buzzed through', unless it is clear that the office staff have carried out the ID checks.
- Systems are in place to close site gates, and all exit/entry doors after 9.00, after break and lunchtime, and after children leave at the end of the school day.
- All internal doors have hinge protectors fitted, and these are checked daily.

11. Educational Visits (see separate policy)

- The Education Visits Co-ordinators (EVC) are responsible for ensuring staff have adhered to the school's 'Educational Visits Procedures' when organising a visit. All staff have a copy and our procedures are based on the LA's Guidance.
- Our Admin Officers ensures all paperwork regarding visits (Risk Assessments etc) is passed to teachers, checked and filed.
- School trips must be authorised by the Headteacher and are subject to formal risk assessment, parental consent and insurance arrangements.
- The school administration team will make transport arrangements with an approved coach company. Details and information must be discussed with the headteacher so that appropriate risk assessment can be made and authorisation given for the visit.

12. Electrical Testing

- All items of portable electrical apparatus and equipment in use at the school are inspected and checked annually.
- The mains electrical system is tested every 5 years in accordance with an SLA provided through Property Services.
- Staff must not bring electrical equipment from home for use at work unless it has been subject to satisfactory examination and test.

13. Evacuation of the Building (also see separate policy on Fire Evacuation)

- Fire exits are clearly labelled.
- Plans showing exit routes are displayed by the door of each classroom. Staff must ensure that fire escape routes and final exit doors are kept clear at all times. Artwork must not cover emergency signage or fire alarm call points.
- Fire alarms and fire doors are tested weekly by the Site Manager.
- A fire drill is practised once a term and reported by the Headteacher to the Governing Body. A record is kept by the Site Supervisor, and this is available for inspection during H&S Audits.
- A quarterly inspection and maintenance of the fire alarm and emergency lighting system is carried in accordance with an SLA with Property Services.
- The Fire Warden is: Andrew Batten (Site Supervisor). We have 2 other trained Fire Wardens: L McAnaney and L Russell.

14. Fire Prevention Equipment

- Arrangements are made by the Site Supervisor to regularly monitor the condition of all fire prevention equipment. This would include the regular visual inspection of fire extinguishers and the fire alarm system.

15. First Aid Provision

- The Deputy Headteacher ensures that there is an adequate number of qualified First Aiders, organising CPD as and when needed.
- First Aid Kits are available at the following locations: Foundation Stage, KS2 Medical Room, Main School Office, Community Room Kitchen.
- A qualified First Aider will go on each educational visit.
- Portable First Aid kits are taken on educational visits and are available from the School Office.
- The First Aiders will ensure the maintenance of the contents of the first aid boxes.
- Staff will be trained in any aspects of First Aid deemed necessary and appropriate e.g. asthma, epilepsy, the use of an epi pen.

16. Head Injuries

- Parents are informed of a head injury by telephone - when not possible (i.e. if the phone is not answered) the teacher will speak to the parent at home time.
- In emergencies, an ambulance will be called immediately.

17. Head Lice (see Head Lice Policy)

- If eggs are noticed in a pupil's hair teacher will speak to the parent at home time or a letter is sent home informing the pupil's parents.
- A general letter is sent to the parents of all pupils in a class if there is a case of head lice in class.
- If live lice are noticed in a pupil's hair the parents are contacted by telephone and asked to collect him/her to treat the child's hair.

18. Hot Drinks

- While the school is in session, no hot drinks should be carried around school, and no hot drinks are allowed on the playground or in classrooms.
- While the school is in session, hot drinks should be consumed only in the staffroom.
- Tea, coffee and other hot drinks may be taken around the school – to classrooms etc – only before the children arrive or after the children have gone home.

19. ID Badges & Entry Systems

- Photo ID badges must be worn at all times by staff and governors, whilst in the school building
- All visitors must produce ID, and must sign-in, and must wear the badge issued whilst they are in the building
- Any visiting teachers or coaches must have a valid DBS check before they can do any work involving children. It is the responsibility of the Office staff to make these checks (& ultimately the responsibility of the HT to ensure that effective systems are in place).

20. Legionella - Prevention & Control

- As part of a Service Level Agreement, the Council's Property Services Section carry out an annual risk assessment to determine what cleaning and disinfection is required to the water system in school. That treatment is carried out by an approved contractor, usually during the summer holiday period. The copy certificate is held by the Site Supervisor, and is available for Audit. On site local controls are carried out by the site supervisor.

21. Lettings

- Any persons booking lettings at the school will receive a copy of this Health and Safety Policy from the office administrator.
- Users of the building will need to complete the relevant Risk Assessments, in advance.
- The Site Supervisor must ensure that:
 - the means of access and egress are safe for the use of hirers, and that all plant and equipment made available to and used by the hirers is safe. If the Headteacher knows of any hazard associated with the above, she/he should take action to make hirers aware of it;

- fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness;
- hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and fire-fighting equipment. Notices regarding emergency procedures should be prominently displayed;
- hirers using any equipment or facility provided by the school are familiar with its safe use and, if necessary, briefed accordingly;
- arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or his staff.

22. Lone Working

- See our separate Policy on Lone Working (available online, or on the Staff Server).

23. Medicines (see policy)

- Our trained staff administer medicines for chronic or long- term conditions.
- Medicines are stored in a locked cupboard or locked fridge. Staff record the time medication is given and sign the record sheet.
- Parents give written consent to authorise First Aiders to administer medication.
- Medication for asthma is stored in an unlocked cupboard in the relevant classroom. Pupils are supervised by a member of staff when taking their asthma medication.

24. Manual Handling

- The Caretaker carries out the majority of manual handling and will receive specific health and safety training in this respect.
- Pupils, staff and any other supervising adults should not lift heavy equipment and large items of furniture.
- Pupils should never be asked to lift, carry or move any item of furniture or any item of heavy equipment.
- Staff are permitted to move PE equipment e.g. setting up benches, netball posts etc, for lessons, but when doing so should follow the specific Health & Safety guidelines as set out in the PE Policy.

25. Moving & Assisting People (where appropriate)

- The school currently has 1 child with relevant special needs and staff have accessed appropriate specialist training via Together for Children, Sunderland, in moving and assisting in order to support. Any additional staff who may have occasion to lift any such children will be provided with appropriate training (arranged by HT/DHT).
- All staff were trained in Team Teach techniques on 21st October 2022.

26. Movement around School

- In general, pupils should walk around school in single file, on the left, and stand in single file when waiting. We do not wish appear overly 'regimented' – however this guideline is particularly important at busy times.
- Pupils should not be running in the building, due to the danger this can cause (collisions, trips) – all staff are vigilant about stopping this – children are expected to walk sensible around the building.
- No pupils should remain unsupervised in classrooms.

27. New Staff

- All new staff are issued with and given a brief introduction to this policy by the HT/DHT, alongside the arrangements and procedures around Safeguarding and Child Protection.

28. Personal Protective Equipment

- The Admin Officer (after consultation with the Headteacher) will arrange for the School to purchase PPE for any employee, if it is determined necessary as a result of risk assessment, to ensure the health and safety of that person.

29. PE Safe Practice

- The PE Storage Cupboard is checked daily by the Site Supervisor, and is given a more thorough check on a weekly basis, again by the Site Supervisor.
- Staff should ensure that PE equipment is replaced tidily, and that the Cupboard is kept tidy.
- Children should not be sent to get equipment from the PE cupboard, and should not routinely be used to set up equipment for PE lessons. A small group of trained year 6s are allowed to put our chairs and benches for morning assemblies.
- Gymnastic equipment is checked annually by an accredited contractor and repaired or removed as appropriate.

30. Playground safety

- All staff are responsible for the safety of children in the playground. There is always supervision by several staff with a first aider on site. No child may leave the premises to retrieve balls etc. Any person loitering at the outer perimeter fence should be questioned by staff (from a safe distance), and if there are any concerns or suspicions, the HT and/or DHT must be alerted immediately.
- Children sometimes play too boisterously or roughly and this should be channelled into games or other safe activities. Children must be supervised on the climbing equipment at all times.
- The quality of the surface is checked daily by the Site Supervisor - staff should report damage or tripping hazards immediately to the Site Supervisor, Office or Headteacher.
- At least 4 members of staff supervise the KS1 and KS2 playground during morning playtime (2 on each playground).
- We have 5 Midday Supervisors on duty at lunchtime, plus all TAs (rota).

31. Pregnant Workers and Nursing Mothers

- We follow the Sunderland Council Code of Practice, designed to ensure the health, safety and welfare of new and expectant mothers. This includes a range of supportive measures, including carrying out a Risk Assessment. The Code of Practice is held in school, on our shared staff 'server'. The Risk Assessment is on the server, and is also appended to our Health and Safety Policy.
- The Headteacher will ensure that a risk assessment is carried out, in accordance with LA guidance. Appropriate action will be taken to ensure staff who are pregnant are not exposed to any avoidable risks.

32. Reporting Repairs

- Staff are responsible for reporting any outstanding repairs to the Site Supervisor or Headteacher. In particular, repairs to floor surfaces must be reported promptly and action taken to make areas safe on a temporary basis.

33. Risk Assessments

- Risk Assessments are carried out for External Visits, and for specific areas and activities within school. The School follows the Las guidance in developing risk assessments. Each Risk Assessments specific to the school.

34. Safe Stacking and Storage

- Equipment should be stored at an appropriate level & position relative to its height, weight & bulk.

35. Security

- Lockable cupboards are available in all classrooms for staff.

36. Site Inspections

- The Site Supervisor inspects the site as part of his daily routine. A more detailed point by point inspection is done weekly. Proformas are in place for these checks, and are kept for Audit and reference purposes.
- Urgent matters are referred to the Headteacher or Office staff and actioned ASAP.
- More routine matters are discussed at the weekly premises meeting between the Site Supervisor and Office Administrator and actioned accordingly.
- The Site Supervisor conducts a termly health and safety site and grounds survey and reports back to the Admin & Finance Officer and Headteacher.

37. Slips, Trips and Falls

- It is unrealistic to expect pupils never to fall, especially at playtime. However, staff or other supervising adults will report any conditions considered hazardous e.g. uneven surfaces, holes, wet/slippery surfaces, worn carpet, trailing cables, trees & bushes, etc to the Headteacher, Office staff or Site Supervisor, and remedial steps are taken immediately. The daily and weekly site checks, carried out by the Site Supervisor, also covers these hazards.

38. Swimming

- We use Southmoor School for swimming lessons. Swimming instruction is provided by qualified swimming instructors, and the children are fully briefed about all relevant water safety issues.

39. Supervision of Pupils

- Staff and other supervising adults should maintain good order and discipline, ensuring the safety of the children at all times.
- No pupil should be left unsupervised.
- Staff should be in class when pupils come into class in the morning.
- Staff should be punctual in collecting pupils from the playground.
- The same duty of care applies when staff supervise pupils in after school clubs.
- If a member of staff knows that s/he is unable to undertake a playground duty s/he should organise cover, liaising with colleagues, KS Leader and DHT.
- Other staff on duty should inform supply teachers of their duties regarding supervision.
- If a parent fails to collect a pupil after school staff should make every effort to contact the parent.

40. Treating open-wounds

- No person must treat a pupil, staff member or parent who is bleeding, without protective gloves.
- Protective gloves are stored in the First Aid Room, and in the Office First Aid Kit.

41. Vehicles on Site

- Only staff and visitors are allowed to park in the carpark. Staff should be careful to look out for lorries or delivery vans at all times. If staff notice any vehicle causing obstruction – particularly on the paths, they must report this immediately to the Site Supervisor or Admin Officer.
- Contractors come onto the premises when loading/unloading equipment and park outside the main entrance, or towards the side of the building if more convenient.
- In 2019 we had a 'barrier' system installed, and this has removed inappropriate use of the car park, thus improving safety.

42. Violence & Aggression: Reporting Procedures

- The LA is committed to reducing the incidence of verbal and physical abuse towards staff in schools. Consequently, the School has adopted the LA's definition of violence at work; "any incident where a member of staff is abused, threatened or assaulted in circumstances relating to their work".
- Staff must report any such incidents using the Incident Report forms held in the School office. The Headteacher will discuss the incident and any follow up action and support required from the LA with the member of staff.

43. Well-being of staff

- The well-being of staff is very important. We have a moral obligation to safeguard the well-being of staff, and we also know that well-being impacts upon the ability of staff to do their job well and can also impact upon attendance.
- The school values staff, and ensures that staff are well-supported in all aspects of their work. Staff have access to peer support in school, and to internal and external professional development.
- Specific steps have been taken, in consultation with staff, to ensure that the work-load of teachers, and of all other staff, is reasonable, manageable and appropriate.

44. Working at height

- Where possible, work at height is avoided. The practice of inappropriate work at height such as standing on chairs and tables is not permitted. The correct type of equipment – stepladders - are provided for staff to use where work at height cannot be avoided, obtainable from the Site Supervisor.
- The site supervisor has been provided with work at height training and the correct standard of access equipment to undertake any work at height tasks which are short term, light duration work (no longer than 20 mins). For longer term work at height tasks, advice will be sought from SCC Corporate Health and Safety Team.

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- Updated by Les McAnaney, HT, and Lesley Russell, DHT, with input from Andrew Batten (Site Supervisor, and Linda Atchison (Admin) - October 2022
 - Discussed & ratified by Governors' 'Staffing, Budget and Site Committee' – scheduled for November 2022.
 - Next full Review scheduled for: Summer 2023.