



# Health & Safety Policy, and Arrangements

	<b>Name</b>	<b>Date</b>	<b>Signature</b>
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**ABBREVIATIONS**

The following are used in the policy:

**COSHH** – Control of Substances Hazardous to Health

**DSE** – Display Screen Equipment (Computers)

**H&S** – Health and safety

**HSE** – Health & Safety Executive (enforcing body for health and safety)

**ACM** – Asbestos Containing Material

**NAAIDT** - National Association of Advisers and Inspectors in Design and Technology

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## **HEALTH AND SAFETY AT WORK ETC ACT 1974**

### **HEALTH AND SAFETY POLICY OF RAGLAN PRIMARY SCHOOL AND NURSERY**

#### **Introduction**

The Health and Safety at Work Act 1974 places a primary duty on all employers to ensure, as far as is reasonable, the health, safety and welfare of all their employees. In addition, employers are required to adopt a statement of safety policy.

#### **The Trust Directors**

The Trust Directors have ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the Headteacher. The Trust Directors have a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The Academy Trust, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided

#### **PART A**

#### **STATEMENT OF POLICY**

The school recognises its responsibility to promote a culture where H&S issues are discussed in an open and positive way to achieve continually improving safety standards and safe methods of work. Without prejudice to the Raglan Primary School and Nursery will ensure, so far as is reasonably practicable, that:

1. Equipment and systems of work are safe and without risks to health.
2. The handling, storage or transport of articles and substances will be safe and without risk to health.

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3. Information, instruction, training and supervision will be provided as necessary, to ensure the health and safety of employees, and those who are affected by the work of the school.
4. The site is maintained in a safe condition and without risks to health.
5. Access to and egress from the site is maintained in a condition that is safe and without risk to health.
6. A working environment is provided that is safe and without risks to health.
7. There are adequate arrangements for staff welfare at work and the welfare of pupils and other visitors.

**This policy will form part of the induction pack given to staff.**

## **PART B – ORGANISATION**

### **GOVERNORS**

The Local Governing Board will ensure that:

- a) The Headteacher produces a school H&S policy for approval by the Local Governing Body and that this policy is regularly reviewed;
- b) Risk assessments of work activities are undertaken and a written record of the assessments readily available and kept under review by the appropriate person;
- c) Sufficient funding is allocated for health and safety, e.g. in respect of training, personal protective clothing etc;
- d) Regular safety inspections are undertaken;
- e) A positive H&S culture is established and maintained.

### **HEADTEACHER**

***(The Headteacher is the day-to-day manager of the site and is responsible for H&S on that basis.)***

The Headteacher will ensure that:

- a) A school H&S policy is produced for approval by the Local Governing Body and that the policy is regularly reviewed and revised as necessary;
- b) Risk assessments of work activities are undertaken, that a written record of the assessments is kept readily available and that the assessments are reviewed regularly and when they are no longer felt to be valid;
- c) That a fire risk assessment is in place and kept up to date
- d) 'Safe systems of work' identified via risk assessment or to comply with national standards/guidance, are monitored to ensure they are followed and effective;

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- e) Information and advice on H&S is acted upon/circulated to staff and governors. An annual report is provided to the school governors with respect to health and safety;
- f) A external safety inspection is undertaken every 3 years;
- g) Cooperate with the Health and Safety Executive in meeting its legal requirements in respect of the monitoring of health and safety practice and procedures;
- h) 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;
- i) H&S duties are delegated to an individual, normally referred to as the H&S Representative, he/she ensures that the duties are clearly defined, the person is competent to carry them out and that sufficient resources are allocated to enable them to be carried out;

### **H&S REPRESENTATIVE**

*(This is the person delegated with specific responsibilities who is currently the Headteacher in respect of the management of H&S.)*

The H&S Representative will:

- a) Receive all H&S information sent to the school and disseminate the information to staff/governors as necessary;
- b) Advise the Headteacher and Governors on action required to comply with relevant H&S legislation;
- c) In consultation with Headteacher/Governors, set timescales/ensure work is carried out to meet the requirements of H&S Legislation;
- d) Carry out the regular safety inspection.

### **PREMISES TEAM**

The Premises Manager and Assistant are delegated with the role of overseeing the following aspects of Health and Safety to ensure and maintain compliance within the building structure and premises.

The premises manager will:

Maintain **fire safety** within the school premises by ensuring:

- that the actions within the Fire Risk Assessment are completed within the relevant set timescales and fire logbook is kept up to date;
- fire alarms and emergency lighting is tested every half term;

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- housekeeping standards are high;
- new staff have appropriate safety instructions;
- fire evacuations take place every term;
- contractors sign in and are made aware of fire evacuation procedures;
- fire risk checklists are completed annually
- Attend a basic fire safety training course

Manage **asbestos** within the school premises by ensuring:

- the ACM register is kept at a central point;
- that contractors sign the register and are aware of the risks;
- emergency procedures are implemented if ACM is disturbed;
- attendance at appropriate ACM training
- keep the Asbestos management plan up to date (see point 4 under section C below)

Manage **Legionella** within the school premises by ensuring:

- the Legionella file is kept at a central point;
- that all, particularly those which are little used, school outlets are flushed every week

Manage **security** within the school premises by ensuring:

- security alarms are tested every term
- Door and window locks are kept in good working order
- That the premises is secure at the end of every day

Manage **maintenance activities – building and site** within the school premises by organising with Head teacher/ Finance Officer:

- annual checks of boiler/ alarm/ fire safety equipment and any other specialist health and safety equipment
- work carried out by contractors
- cleaning company
- all electrical appliances are PAT tested and that a register is kept centrally
- all building, mechanical and water services are functional and well maintained and all problems are reported to the Headteacher.

## **EMPLOYEES (ALL)**

Please see **Appendix 2 ref Role at Raglan**

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The Health and Safety at Work Act 1974 states:

“It shall be the duty of every employee while at work:  
to take reasonable care for the health and safety of himself and of any other persons who may be affected by his acts or omissions at work, and as regards any duty of requirement imposed on his employer or any other persons by or under any of the relevant statutory provisions, to co-operate with him/her so far as it is necessary to enable that duty or requirement to be performed or complied with.”

The Act also states:

“No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.”

In order that the laws be observed and responsibilities to pupils and other visitors to the school are carried out all employees are expected to:

- (a) observe standards of dress consistent with safety and/or hygiene especially during games/P.E. sessions and in food technologies/cooking.
- (b) encourage good standards of cleanliness.
- (c) know and apply the emergency procedures in respect of fire and first aid, and evacuation. And know the emergency procedures when it may be required to keep pupils securely mustered inside the building
- (d) use and not wilfully misuse, neglect or interfere with things provided for his/her own safety and/or the safety of others.
- (e) co-operate with any appointed safety representative and the enforcement officer of the Health and Safety Executive or the Public Health Authority.
- (f) take part in any emergency drills held in the school
- (g) report hazards
- (h) report to the Head teacher any person, including pupils, not carrying out the safety procedures as agreed.
- (i) shall carry out a regular safety inspection of the activities for which they are responsible and, where necessary, submit a report to the Head on any of these problems for which they cannot achieve a satisfactory solution within the resources available to them.
- (j) ensure that all visitors to the School sign in and out at reception and wear an appropriate badge.



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- (k) It is the duty of every member of staff, both teaching and non-teaching, to report any unsafe conditions to the Headteacher or the deputy in their absence. In addition an attempt should be made to eliminate the danger before reporting it;
- (l) All employees have the responsibility of co-operating with the Headteacher to achieve a healthy and safe workplace and to take reasonable care of themselves, pupils and others.

**All employees should carry out regular checks within their own working area and additionally be vigilant in all shared areas of the school. This should include checking:**

1. the general fabric of the area sockets, cupboard door hinges, shelves, broken furniture and other obvious hazards
2. that potentially dangerous or hazardous matters have been reported – and items or areas not used until the problem is rectified
3. that flammable materials (art sprays/paper) are stored in correct place
4. that wiring, sockets, switches, electrical components and goods are being used safely and appropriately
5. that walkways are not blocked
6. that doors/exits are clear and functioning
7. that pieces of equipment in need of repair/servicing have been removed from use
8. that only approved school equipment, resources and materials are in use (Staff bringing in items from home must obtain permission from the Headteacher before using it as part of school equipment- e.g.: breadmaker, hairdryer)

Any potential hazards should be reported to the Premises Officer or Headteacher

Example of hazards might be:

1. loose electrical sockets
2. unsecured floor surfacing
3. broken glass, loose timbers, prominent nails
4. trip hazards eg large bags of equipment lying in the hall
5. items for use stored on shelves which are out of easy reach
6. heavy boxes or items stored above head height

### **Review of Training Needs**

The Headteacher or Subject leaders as appropriate shall be responsible for keeping under constant review the safety training needs of staff within their jurisdiction. This will include:

- Induction when new member of staff arrives.
- Update training, which takes place annually in a Staff Meeting.
- Raise awareness of H+S issues in Weekly Business Meetings when required

## **PART C**

### **GENERAL ARRANGEMENTS**

#### **1 ACCIDENT/INCIDENT RECORDING/REPORTING**

##### **1.1 – Pupils, staff or visitors to the school.**

All minor accidents involving injury to pupils are to be recorded. This will initially be by using the standard slip in the school **Pupil Accident Book which is duplicated to parents**, and kept in the school office.

For more serious accidents, a separate accident form will need to be filled in and a copy kept in the School Accident Book in the First Aid room. Reportable incidents are any fatality, any major injury, which is a break/fracture of any bone with the exception of a toe or finger and any injury where the student is taken direct from site to hospital, whether by ambulance, member of staff or relative. Office staff will check each School Accident Form to see if it constitutes a report under RIDDOR .Once completed, this should be submitted to the Headteacher for investigation and signature.

##### **1.2– Near Miss Incidents**

For any near miss incident, which is an incident with the potential to have caused injury to a person or damage to property, an accident/incident form is to be completed. The form will be sent to the Headteacher and Health and Safety Representative who will then decide if it needs to be forwarded to the Health and Safety Executive. This will be the case for any major structural collapse, any explosion or any fire which causes the closure of a room or more.

##### **1.3- First Aid**

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The school will try to exceed the basic recommendation for first aiders but will ensure that:

- a) A minimum of two paediatric trained staff will be on site.
- b) Two persons who hold the appointed persons first aid certificate will be on site at all times.

A list of staff who hold a first aid at work certificate is on notices displayed around the school or available from the office.

Qualified First aiders: 7  
Paediatric First Aiders : 7  
Emergency First Aiders 13

See Appendix 1 for full details

#### **1.4 – Following an Accident**

In all cases where an accident involves a serious injury, e.g. broken bone, or where there is any doubt about the injury the injured person is not to be moved, unless in danger, until assessed by the first aider. The first aider will then decide what action is to be taken but where they are in doubt as to the severity of the injury the advice is to **obtain immediate medical attention by dialing 999 and asking for an ambulance**. In cases involving pupils, their parent/guardian should be contacted as soon as possible, but this should not result in a delay obtaining medical attention. For cases involving injuries that are less serious but still of concern, e.g. sprains, strains, cuts etc. the parents/guardians will be contacted and advised of the situation and asked if they would like to collect their daughter/son or if happy for them to remain in school. In other cases, e.g. where no injury is visible, the pupil will be kept under observation. If concerns increase medical attention may be obtained but in all cases the parents will be advised of the incident.

**NB in the event of a bump to the head it is essential that persons be monitored and not left alone or unsupervised as appropriate. The parent must be informed.**

#### **1.5 – Recording**

Any accident where first aid is administered to pupils is to be recorded initially in the pupil accident book and in some cases recorded on the accident form.

#### **1.6 – First Aid Boxes/Materials**

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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. The teaching assistants are responsible for replenishing and check the classroom boxes and the Senior Midday Supervisors are responsible to replenishing the KS1 and KS2 playground first aid boxes (see Appendix 1).

### **1.7 – 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 are kept in the Body fluids boxes. Each year group has an allocated box.

## **2 INSURANCE**

The school is covered by the school's insurance provider which is bought through Zurich Insurance.

**The school has a motor insurance policy which covers the staff when they use their vehicle for occasional work purpose.**

## **3 USE OF PREMISES OUTSIDE OF WORKING HOURS**

### **3.1 - Lettings**

To ensure that the person who is taking on the letting is fully aware of their responsibilities during the period of the letting, 'Conditions of Booking' must accompany every acknowledgment of a booking. When the premises officer opens the school prior to the letting he must show the person responsible for the event the whereabouts of the nearest fire alarm call point, fire extinguishers, and fire exits to the area to be used. He/she should also acquaint that person with any special emergency arrangements such as wheelchair routes, disabled evacuation equipment etc. The system for contacting the emergency services should be explained. The lettee must sign an agreement that they have read and understood what to do in the event of a fire. See the Letting Terms and Conditions. The Office Manager is responsible for organising the lettings.

### **3.2 – Lone Working**

Staff working in the school alone or during holiday times must ensure that they have advised the Headteacher before the lone working takes place. They should ensure that the Headteacher knows the duration of the lone working and purpose. Staff working alone in one part of the building should inform

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the Headteacher or the premises team if they are on their own. A member of staff alone in the main school building may ask for the front door to be locked. Staff must not interview parents in their classroom without notifying another member of staff.

#### **4 ASBESTOS**

The school's Asbestos Management Plan (AMP) is kept by the Premises Manager and reviewed annually. Any major work planned and any work involving access to roof voids, demolition, or drilling into ceilings/floors/walls must be approved in advance to ensure asbestos is not likely to be disturbed.

**NB All staff are advised that asbestos containing materials in school are only labelled in places where pupils do not have access so always check before pinning, drilling or otherwise potentially damaging walls, ceilings, floors etc. Do not assume there is no asbestos present.**

#### **5 CONTRACTORS ON SITE**

There are two distinct types of contractors who will have access to site. These will be service contractors who regularly work on the site and building contractors who work on an 'as and when' basis and will be unfamiliar with the building.

##### **5.1 – Service Contractors**

Service contractors have regular access to site as specified by a contract. Such contractors' visits can vary from an annual visit, e.g. to service boilers, check fire extinguishers etc., to those on site daily, e.g. cleaning or catering staff. The service contract specifies what work is expected of them and what they can expect from the school. Their personnel will follow their own safe systems of work but their working methods should take into account how they will impact upon staff, pupils and other visitors on site. The school has/will provide details of its safe systems of work to the contractors where relevant and in the case of the cleaning/catering contractors they have been consulted over emergency arrangements.

##### **5.2 – Building Contractors**

These are contractors who attend site to undertake building works, which can vary from simply replacing a broken window to remodelling a room or building a new block. The following is the general risk assessment on these

activities that identifies the potential hazards and how these will be minimised/ eliminated.

**Hazards** associated with building work relate to personal injury or damage to health caused by:

- a) Slips/trips/falls as a result of contamination of surfaces by spillages, trailing leads or unprotected edges;
- b) Being hit by falling objects dropped by persons working above head height;
- c) Inhalation of smoke/fume through heating substances or use of same, i.e. paint/varnish/tar etc.
- d) Coming into contact with machinery or vehicles.

The above is only a brief outline of the hazards associated with this activity that may occur in areas where staff and pupils have access. Such hazards are controlled by the arrangements listed below and by the effective supervision of students.

### **5.2.1 – Small Scale Building Works**

This will include day-to-day maintenance work and all work undertaken on site **where a pre site meeting has not taken place.**

- a) All contractors must report to the office on their arrival and under no circumstances are they to commence work until given approval to do so by the Premises Manager
- b) Before any work is commenced, it is essential that the Headteacher is made aware of:
  - i) the type of work is to be undertaken,
  - ii) where the work is to be carried out,
  - iii) an indication of the likely timescale,
  - iv) what equipment is to be used,
  - v) what services are required.
- c) Before work is to commence, the contractors must be advised by the Premises Manager:
  - i) where they can gain access to services,
  - ii) what the fire precautions are for the building, i.e. upon hearing the alarm, which is a continuous sound that increases in volume, they must exit the building immediately and report to the **playground:**
  - iii) any particular problems with the work, e.g. access may still be required to the area.

- d) The contractors must be issued with a visitors badge and advised that it must be worn at all times whilst on site.
- e) The contractors must be advised who to contact on site if they have a problem.

### **5.2.2 – Large Scale Works**

This encompasses all work where a pre site meeting is required. In normal circumstances this will involve work where part of the site is completely handed over to the contractors. Such work will come under the requirements of the Construction Design and Management Regulations and the school must exercise the duties of the Client as contained therein. For all large scale works a pre meeting will take place and the Headteacher, Premises Manager and Health and Safety Representative will attend the meeting. This meeting will identify timescales for work, methodology (e.g. noisy work done when school is unoccupied wherever possible), access requirements, emergency access requirements, etc.

## **6 COMPETENCY**

All staff will be given or have had appropriate instruction or training so that they are considered to be competent to perform the tasks they are given. Specifically with regards to Health and Safety competency is viewed as one of the key elements of risk management and is essential in respect of the control of dynamic work situations, e.g. teaching a class of students. For each job/role basic competency requirements are included in the job description. Staff appointed will be assessed and where competency requirements are not met a plan will be identified to rectify this e.g. work shadowing, reading up of technical manual, attendance on training course.

## **7 E-SAFETY**

The school has a separate policy for E-safety and a copy of this policy can be found in the staff room and in the teaching staff shared area of the computer system. The policy indicates there is a whole school approach to E-safety and details the ways ICT facilities can and cannot be used by the networks users.

## **8 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 other Child Care Settings'. This is displayed in the school office.

Supplemental information on local contacts is contained in the 'Local Handbook for Schools on Infectious Diseases' kept in the office.

## **9 MEDICAL NEEDS**

The school will try to accommodate pupils with medical needs wherever practicable in line with the Supporting Pupils with Medical Conditions Policy. A health care plan will be compiled as necessary by the school nurse, the parent and relevant school staff. The school has a 'No Nuts' policy throughout the school. Most of the staff are Epipen trained annually.

## **10 GENERAL MAINTENANCE CONTRACTS**

All equipment on site will be maintained in efficient working order to ensure that it is safe to use. Without detracting from the generality of the above the following maintenance arrangements have been made.

### **10.1 – Emergency Lighting, Fire Alarms, Boilers, Water heaters(in the kitchen)**

The above are subject to a minimum annual check by a specialist contractor. Kitchen equipment (for example, ovens etc) are also serviced as required.

### **10.2 – Fire Safety Equipment**

Fire safety equipment are subject to an annual service by a specialist contractor. The extinguishers are checked on a monthly basis, by the caretakers, to ensure that they are in position and that the pins are in place.

### **10.3 - Fixed Electrical Installation**

The fixed electrical installation is tested by maintenance contractors every 5 years as required by the electricity at work legislation. Following this check a certificate is issued to confirm the electrical installation is safe.

### **10.4 - PE Equipment**

All PE equipment is subject to regular visual inspection, carried out by staff prior to use. If defects are noted, the PE coordinator 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 (Kent Gym and Services Ltd) inspects the PE equipment.

### **10.5 - Play Equipment**

All play equipment, which includes moveable play items as well as fixed external play structures, is subject to regular visual inspection by staff, prior



to use. If defects are noted, a Senior Midday Meal Supervisor will assess whether the equipment can remain in use or if it needs to be taken out of use pending repair. The fixed playground equipment is subject to a termly review of its condition and an annual check by an independent contractor.

### **10.6 - Portable Electrical Equipment**

Portable electrical equipment is to be visually checked by staff before use and if any defects are noted the item is to be taken out of use. In addition the portable electrical equipment is subject to a regular check in line with guidance on the checking of electrical equipment supplemented by local experience.

### **10.7 - Kitchen Equipment**

Kitchen equipment which uses gas is checked annually for gas safety, the combi oven is serviced every two years and the ventilation system is inspected and cleaned annually.

## **11 RISK ASSESSMENTS**

The key to setting the standards for Health and Safety is the assessment of risk. Therefore the provision of risk assessments is the corner-stone of a good health and safety policy and must be employed if the school is to achieve safe systems of work. This is to ensure Health and Safety is regarded as an essential and inseparable part of the management function at all levels of the school. An assessment of risk is a careful examination of what, in your work or activity could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. The aim is to make sure that no one gets injured or becomes ill. "Hazard" means anything that can cause harm (eg chemicals, electricity, working from ladders, etc); and 'Risk' is the chance, great or small, that someone will be harmed by the hazard. The important things you need to decide are:

- whether a hazard is significant
- whether you can put in place satisfactory precautions so that the risk is reduced to an acceptable level.
- You need to check this when you assess the risks. For instance, electricity can kill but the risk of it doing so in a school environment is remote, provided that 'live' components are insulated and metal casings are properly earthed.

Most hazards in school are generally manageable.

The school also holds a risk assessment register for all risk assessments located in the school office.

### **11.1 – Computer Workstation Assessment**

Any member of staff who is a 'user' as defined by the Display Screen Equipment (DSE) regulations, which lays down specific requirements for workstations incorporating computers etc., must complete a 'user audit'. A 'user' being someone who is habitually employed to work on a computer and does so for more than an hour at a time more or less on a daily basis.

Computer based equipment can be used in complete safety if a few common sense measures are taken. Adjust furniture and equipment to suit your needs - do not adjust your posture to the workstation. Avoid a static posture and prolonged DSE work without a change of activity. It is important that problems with your furniture, equipment or eyesight need to be reported as soon as these arise.

### **11.2 – Fire Safety**

The Regulatory Reform (Fire Safety) Order 2005 requires every workplace to have a responsible person nominated. This is the Board of Governors with day to day responsibility delegated to the Head Teacher. The Head Teacher and Board of Governors must ensure:

- carry out a fire risk assessment of the premises and review it regularly
- tell staff about the risks identified
- put in place, and maintain, appropriate fire safety measures
- plan for an emergency
- provide staff information, fire safety instruction and training

A fire risk assessment has been undertaken in line with the requirements of the Regulatory Reform (Fire Safety) Order 2005 and this identified the physical fire precautions in place, the measures to prevent fires starting and the measures to ensure everyone can escape from the building in the event of a fire. All staff should be aware of the significant findings in the Fire Risk Assessment.

A Fire Risk Assessment is carried out every three years and the assessment is reviewed by The Head Teacher and School Governors Board.

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Under the Regulatory Reform (Fire Safety) Order 2005 all employees have a legal duty of care. The duty imposed is very similar to that imposed by the general duties of the Health and Safety at Work Act 1974.

All staff are reminded that in the event of a fire the priority is to raise the alarm and ensure that everyone gets out of the building; fire extinguishers are provided to aid escape in an emergency but are not otherwise intended to be used. See Emergency Plan for evacuating the building– reviewed annually. All staff need to be familiar with the types of extinguisher in their vicinity and on what types of fire they may be used. The escape routes to be used are displayed near the door in each room.

Fire drills are carried out termly and the results are recorded. Variations of the time of day, including lunchtimes/playtimes etc, are implemented as well as the blocking of exits. Fire drill instructions and plans are posted in all rooms in the school. The fire alarm is a long continuous sound that gradually increases in volume. When this is heard, the staff, escort the children out of the building by the designated, or the nearest, route, to the infant and junior playgrounds as indicated by the room notice. If the designated exit is out of use leave the building from the closest exit.

The Premises Manager is responsible for carrying out fire alarm call point tests on a weekly basis using a rota system. **Records must also be kept on Fire Safety Log Book.**

Class teachers must discuss fire drill requirements and fire exits at the beginning of each new school year and repeat for any new intake. The termly fire drill is reported to the governor meetings.

### **11.3 – Hazardous Substances**

The requirement to assess hazardous substances either in use or created by school operations is a requirement of the Control of Substances Hazardous to Health (COSHH) Regulations. Hazardous substances are those identified as corrosive, irritant, toxic, harmful, which will include dusts, e.g. pottery, wood etc. and biological hazards. The school COSHH assessment is kept in the office and summary information is kept where substances are stored/used. If staff have any questions on hazardous substances they should initially speak to the Health and Safety Representative. Using hazardous substances at work can put employee's health at risk. The *Control of Substances Hazardous to Health (COSHH) Regulations 2002*, require employers to control exposure to

hazardous substances and undertake a risk assessment to establish measures to protect staff and control exposure.

### **11.3.1- COSHH Requirements**

COSHH applies to virtually all substances hazardous to health and for the vast majority of commercial chemicals. The presence of a warning label may indicate whether COSHH is relevant. Some substances used at work or which arise from a work activity are considered hazardous, they include:

- Substances used directly in work activities (e.g. adhesives, paints and cleaning agents);
- Substances generated during work activities (e.g. fumes from soldering and welding);
- Naturally occurring substances (e.g. grain dust);
- Biological agents such as bacteria, other micro-organisms (e.g. Legionella and Hepatitis 'B'.)

### **11.3.2 - COSHH Risk Assessments**

Whilst it is unlikely that there will be high levels of chemicals or hazardous substances used on most school sites, managers will still be required to assess the risk of substances present in the workplace. For purchased chemicals, suppliers are obliged to give as much information as necessary in order to ensure that the person using the chemical can do so safely (safety data sheets). This will provide information to enable a COSHH risk assessment to be carried out. The basic hierarchy of any COSHH assessment is always:

- Where possible, avoid/eliminate exposure;
- Consider replacing with safer alternative;
- Improve systems of work and environment to reduce exposure e.g. better tools to reduce wood dust, adequate ventilation;
- Limit time spent on task;
- Use personal protective equipment;
- Have appropriate storage arrangements;
- Have emergency procedures in place e.g. to deal with spillages.

When a COSHH risk assessment is completed a regular review should be carried out, especially if there is an accident/incident involving the use of the substance, e.g. spillage or contamination.

### **11.4 – Manual Handling**

Manual handling legislation requires that any manual handling operation that is likely to cause a significant injury needs to be assessed. All staff will

undertake an element of handling but any frequent operations and any involving even occasional movement of awkward or heavy items, , must be covered by a written manual handling assessment. All staff must ask themselves the question when considering undertaking any manual handling operation “Can I move the objects where I need to safely and without risks to health?” Where staff feel the answer is no, or they are unsure, they must not attempt the operation until they have obtained assistance.

#### **11.4.2 – Manual Handling – Pupils**

All pupils who may need to be lifted or supported are assessed. The need for training will form part of the risk assessment but all staff with a significant involvement will receive basic awareness training, whilst instruction will be given on how to use equipment provided for the pupils use, e.g. standing frames, wheeled chairs and hoists.

#### **11.5 – Security**

If staff have any questions on Security they should initially speak to the Health and Safety Representative.

#### **11.6 – Water Assessment**

An assessment has been completed on the hot and cold water systems and measures have been introduced to manage the risk of legionnaire’s disease. The school water assessment is kept in the Legionella Folder.

#### **11.7 – Workplace**

The premises manager and the headteacher carry out a visual inspection of the workplace, buildings/grounds weekly, a thorough inspection will take place annually and this will be reported to the Governors, in addition to this there will be an external audit carried out every three years.

#### **11.8 - Work at Height**

Work at height legislation identifies work at height as any work where someone or something can fall a distance likely to cause injury. This will include putting up displays and accessing high level storage if not able to reach when stood on the floor and any work where access equipment is needed, e.g. step ladder, ladders, scaffolds. Most staff will therefore undertake an element of work at height and any frequent operations and any involving use of equipment must be covered by a written work at height assessment.

### **Specialist Operations**

These are where specific high level access equipment is to be used and where additional information will be required. This will include use of access scaffolding and any specialist ladders.

## **12 SAFEGUARDING**

The school has a separate policy dealing with the safeguarding of children and young people and a designated officer has been appointed. All staff need to be aware of the policy, a copy of which is kept in the Staff Room or accessed via the teaching staff shared area.

## **13 VISITORS**

All visitors should report to the school office as soon as they enter the premises. They should sign the visitor's book and/or obtain a badge. They should then wait for their escort/point of contact or proceed if authorised.

All staff should be aware of unidentified people wandering around the school and be prepared to challenge them or report their presence to the Headteacher. Children can play a part in this by reporting to staff. The parent helpers in the school should be cleared by the DBS and those with clearance wear a badge at all times in school which acknowledges their 'cleared' status. All members of staff should wear identification.

All visitors should report to the school office as soon as they enter the premises. They should sign the visitor's book and/or obtain a badge. They should then wait for their escort/point of contact or proceed if authorised.

## **14 EDUCATIONAL VISITS**

A separate Educational Visits policy has been produced. The school has a rigorous procedure in place. All visits that involve taking children off site MUST complete the necessary forms and risk assessments. The teachers ensure that the Education Visit Co-ordinator (EVC) knows three weeks prior to the intended visit or tournament.

## **15 TRANSPORT**

The school has adopted the council guidelines for the transport of pupils. One of the following options will therefore be used.

- 1 - Staff transport pupils/equipment in their own cars or drive to other venues during the working day. The school is covered by an insurance

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policy if the staff use their own vehicle for occasional work purposed with permission from the Headteacher.

**2** - Transport and driver are hired in from a reputable source. This is the usual practice for educational visits.

**3** - The parent(s)/guardian(s) of the pupils are advised of the venue and time of activity and that their son(s)/daughter(s)/ward(s) are required to be there at that time.

**4** – The children who are transported to the Speech and Language Provision arrive and depart from the school using transport arranged by the LBB. There are 3 taxi's each carrying children which go to the following areas - Orpington/Beckenham and Penge/ Bromley North and Penge. Each with a driver and an escort. (All adults DBS checked by London Borough of Bromley).

**5** – A risk assessment will be done prior to an educational visit being organized using public transport. (See Educational Visits Policy)

## **16 SCHOOL SITE**

### **16.1- School Pond**

The pond area is kept locked at all times, when not in use by a class or group, and the key kept in the school office.

No unaccompanied children are permitted in the pond area. Children are closely supervised at all times.

Should an emergency occur, the supervising teacher will take immediate rescue measures and immediately send a child to the school office for assistance.

Staff to ensure children wash hands after visiting pond area.

### **16.2 Dogs on Site**

No dogs are allowed in the school grounds, with the exception of assistance dogs for the blind and the qualified Pets as Therapy Dog.

### **16.3 Bikes and Scooters**

Children are encouraged to cycle or scoot to school but must wheel their bikes or scooters on the school premises.

## **17 WELLBEING**

The wellbeing of staff is seen as an integral part of the schools H&S responsibilities. The Trustees, Local Governing Body and Headteacher have statutory obligations under a duty of care but also wish to promote an ethos of mutual respect and support across the staff team as a whole. All staff have the right to a reasonable work/life balance and to expect appropriate support or intervention when they experience health or personal difficulties. Staff are encouraged to raise any concerns with the Headteacher but also have access to a confidential counseling service. Sickness, absence or health concerns will be dealt with by the Headteacher /Deputy Head.



**SPECIFIC ARRANGEMENTS**

<b>Hazard</b>	<b>Precaution</b>
<b>1. ART</b>	
<b>1.1 Dust and damage to clothes</b>	<ul style="list-style-type: none"> <li>a) Only small quantities of powder paints are to be mixed at one time;</li> <li>b) Tables to be covered with newspaper to protect the surfaces and ease cleaning;</li> <li>c) Cleanable aprons to be worn by pupils involved in painting;</li> <li>d) Paint pallets and brushes to be washed up/out after use.</li> </ul>
<b>1.2 Substance Hazards</b>	<b>Use water-based paints and glues. Wallpaper paste contains fungicide and should not be used in school.</b>
<b>2. FOOD ACTIVITIES in main building and 'Caretakers House'</b>	
<p><b>2.1- LOCATION –</b> The risks associated with location of food activities are managed by ensuring that:</p>	<ul style="list-style-type: none"> <li>a) The house is equipped so that the children are able to cook in safety.</li> <li>b) The tables on which food is to be prepared are positioned to allow easy access around them.</li> <li>c) The floor area where food activities are undertaken is level, easily cleanable and is kept free from obstructions;</li> <li>d) Any spillages that occur are to be wiped up immediately. Pupils have been advised accordingly and will/can assist in mopping them up.</li> <li>e) The area has fire blanket and the house is fitted with smoke and fire alarm.</li> <li>f) The area is equipped with necessary cleaning and washing facilities, so that hygiene and safety is of paramount importance.</li> <li>g) The safety certificates are to be displayed in the house.</li> </ul>

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<p><b>2.2 – EQUIPMENT</b> The risks associated with electric shock and cuts, associated with use of knives and other equipment, are managed by ensuring that:</p>	<ul style="list-style-type: none"> <li>a) A visual inspection of all electrical equipment is carried out by staff prior to use. This includes mixers, kettles, ovens, microwaves etc. All portable electrical equipment is also subject to an annual portable appliance test;</li> <li>b) Equipment is used in line with manufacturers' instructions and/or training received;</li> <li>c) The prohibition on pupils using metal graters, portable electrical equipment and sharp knives is enforced;</li> <li>d) All equipment provided for food activities is kept in good condition and only used for food activities.</li> </ul>
<p><b>2.3 – HYGIENE –</b> The risks associated with cross contamination are managed by ensuring that:</p>	<ul style="list-style-type: none"> <li>a) Everyone, the adults in charge, helpers and pupils, wash their hands before and after handling food. Hands must also be washed after going to the toilet and prior to return if anyone leaves the room/area;</li> <li>b) The table/(s) on which food is prepared are cleaned prior to and after use or that the table is covered with a cleanable cover that is cleaned prior to and after use;</li> <li>c) Staff and pupils wear the protective clothing provided and that the protective clothing is only used for food activities. All staff/pupils will wear aprons and use oven gloves when handling hot dishes.</li> </ul>
<p><b>2.4 - EMERGENCY PROVISION –</b> The following arrangements have been made to deal with emergency situations:</p>	<ul style="list-style-type: none"> <li>a) A suitably stocked first aid box is and names of appointed persons are displayed in the kitchen area of the house.</li> <li>b) A fire blanket and carbon dioxide (or powder) fire extinguisher are situated around the school. The fire blanket is used for smothering fires, i.e. burning pans or if clothing is set alight. The carbon dioxide extinguisher is safe for use with electrical equipment.</li> </ul> <p><b>NB If a carbon dioxide extinguisher is used the room is to be evacuated.</b></p>

<p><b>3. POTTERY/KILN</b></p>	<p><b>The Kiln has been relocated and is now able to be used</b></p>
<p><b>3.1 - HAZARDS</b> The hazards associated with the practice include:</p> <ul style="list-style-type: none"> <li>a) cross contamination of surfaces;</li> <li>b) inhalation of dust;</li> <li>c) damage to clothing;</li> </ul>	<p>These are controlled by the following:</p> <ul style="list-style-type: none"> <li>a) Only premixed clay is used by pupils and that the clay is to be cut into workable sizes;</li> <li>b) Desks are protected from staining by covering with newspaper. Newspaper is to be disposed of at the end of the lesson;</li> <li>c) Spillages of clay are cleared up immediately using wet mopping or sponging techniques.</li> <li><b>d) NB Brushing of dried clay is prohibited;</b></li> <li>e) Only pre mixed 'paint on' glazes are used and <b>ONLY</b> by pupils in Key Stage 2, following individual risk assessment. The risk assessment needs to identify if the pupils are capable of understanding the risks associated with the use of the glazes, whether restrictions are required on the numbers using the glazes at one time and what supervision is felt to be appropriate.</li> </ul>
<p><b>3.2 - KILN</b> These risks associated with burns, exposure to dust and concerns with misuse of equipment/faulty equipment will in part be managed by ensuring that:</p>	<p><i>(Two general types of kilns are used in schools and the appropriate paragraph will need to be added depending on the type of kiln used.)</i></p> <p><b>MAINS INSTALLED KILN</b> The kiln is provided with an interlock, red warning light, mesh guard and is located in <b><i>an unoccupied room/an occupied room where firing is only done overnight.</i></b> The kiln is inspected annually by a service contractor, Essex Kilns Ltd (01621 868522), to ensure safe operation. The kiln is fired overnight in line with the procedure displayed on wall in room/next to kiln.</p> <p><b>PORTABLE CRAFT KILN</b> This kiln is located in the Kiln Room and is only to be used here. <b><i>It is plugged into the 240 SSO which is covered by a trip switch/ The kiln is used with a plug in red.</i></b></p>
<p><b>3.3 - HOUSEKEEPING -</b> The risks associated with the</p>	<ul style="list-style-type: none"> <li>a) All staff and pupils wash hands and the equipment used with clay regularly and at the end of lesson. Equipment/hands are to be washed in the sink only, which has a sink trap, in</li> </ul>

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<p>creation of dust will partly be managed by ensuring that:</p>	<p>order to prevent blockages forming in other sinks.</p>
<p><b>4 - SPORT/PE</b></p>	
<p>The school follows the guidelines contained in 'Safe Practice in Physical Education' produced by AfPE. The main risks associated with this activity relate to personal injury as a result of falls, collisions and being hit by objects. These risks are controlled by following the practices indicated in the above standard.</p>	<p>The general requirements are as follow:</p> <ul style="list-style-type: none"> <li>a) Before any lesson pupils will change into appropriate clothing/footwear and remove any jewellery.</li> <li>b) Staff will remove jewellery and change into appropriate footwear.</li> <li><b>c) NB It is acceptable for staff to wear watches where necessary to time lessons.</b></li> <li>d) Pupils assisting in setting out apparatus will be shown correct methods for lifting/moving equipment and the teacher in charge will check equipment prior to its use to ensure correct position/fitment.</li> <li>e) Staff must undertake a manual handling assessment on behalf of the pupils, i.e. ask themselves.             <ul style="list-style-type: none"> <li>a) Mats are only to be positioned to identify landing areas or routes to be taken. They are not to be used to try and soften impacts from falls;</li> <li>b) Staff are only to use equipment they are familiar with.</li> </ul> </li> </ul> <p>For specific activities the safety requirements are as contained in the Book 'Safe Practice in PE', which is kept in the staff room</p>
<p><b>4.1 MOVING OBJECTS</b> Before allowing children to undertake any manual handling task:</p>	<p>In particular staff will ensure that where two or more pupils assist with a task the pupils are roughly similar in stature so that one individual does not carry a disproportionate part of a load;</p>
<p><b>5 - SWIMMING ARRANGEMENTS</b> <i>(The children walk to the The Pavilion</i></p>	

<p><b>Leisure Centre accompanied by parents)</b></p>	
<p>The hazards associated with this practice are the potential for drowning and slips/falls associated with wet surrounds to pools.</p>	<p>Year 4 swimming lessons at The Pavilion must be supervised by qualified swimming instructors/lifeguards; changing rooms are supervised by Raglan staff. Staff must patrol the swimming pool area during the session. The Year 4 teachers must ensure that the children who walk to the swimming pool have the ratio of child to adult (1:6). All the children and adults will wear luminous singlets.</p> <p>An experienced member of staff will accompany class on initial visit to ensure appropriate arrangements are in place.</p>
<p><b>6 -TECHNOLOGY</b></p>	
<p>The school follows the guidance for safe practice in technology contained in 'Make it Safe' produced by the NAAIDT and endorsed as a standard by the Council. The hazards associated with this activity include:</p> <ul style="list-style-type: none"> <li>a) exposure to hazardous substances, e.g. glues/dusts;</li> <li>b) damage to clothing;</li> <li>c) personal injury, e.g. eye injury due to flying particles</li> </ul>	<p>These are controlled by:</p> <p><b><u>Location</u></b> Risks associated with personal injury are partly managed by ensuring that work is only to be undertaken on suitable surfaces. Suitable surfaces are those that are large enough to accommodate the work, and which are flat and stable.</p> <p><b><u>Personal Protective Equipment</u></b></p> <ul style="list-style-type: none"> <li>a) Where appropriate, staff/pupils wear personal protective equipment in the form of aprons and goggles/spectacles;</li> <li>b) Personal protective equipment is stored to minimise damage and ensure easy availability. Aprons are to be hung up and goggles/spectacles stored in cloth pockets.</li> </ul> <p><b><u>Equipment</u></b> Risks associated with Personal Injury are partly managed by ensuring that equipment is kept clean and stored so as to minimise damage/help pupils to find the correct tool.</p> <p><b><u>Hazardous Substances</u></b> Risks associated with hazardous substances have been addressed as part of the school COSHH</p>

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when materials being worked and cuts relating to use of equipment.	assessment. (See 12.3 above)
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**APPENDIX 1: Nominated Persons as of September 2018**

Health and Safety Lead: Ms Helena Smith  
Health & Safety Representative: Ms K Margetts  
Premises team: Mr M Bestwick & Mr I Smith

**First Aiders:**

**Kirsty Allen** – Emergency First Aid  
**Dawn Bailey** - Emergency First Aid at work  
**Mark Bestwick** - Emergency First Aid at work  
**Elizabeth Boyd** – Pediatric First Aid  
**Sue Bradshaw** - Pediatric First Aid  
**Anne Brotherton** - Pediatric First Aid  
**Nicola Campbell** - Pediatric First Aid  
**Cindy Carberry** - Emergency First Aid at work  
**Lynn Cooper** – Emergency First Aid  
**Stuart Cosgrove** - Pediatric First Aid  
**Jean Cossentine** - Emergency First Aid  
**Rachael Ezinwa** - Pediatric First Aid  
**Jacqui Fennell** – Pediatric First Aid  
**Claudia Fenner** - First Aid at Work  
**Tina Foster** - Emergency First Aid  
**Debbie Johnson** - Emergency First Aid at work  
**Wendy Lewis** - Emergency First Aid at work  
**Rae Liddell** - Pediatric First Aid  
**Lynda Lisle** - First Aid at Work  
**Hilary Marney** - Pediatric First Aid  
**Olivia Morris** - Emergency First Aid  
**Joanne Nash** - Emergency First Aid at work  
**Helen Norman** - Emergency First Aid  
**Theresa Nye** – Paediatric Emergency First Aid  
**Reshma Rao** - Emergency First Aid at work  
**Bruce Robertson** - First Aid at Work  
**Ian Smith** Emergency First Aid at work  
**Jacqui Speed** - Emergency First Aid at work  
**Lisa Spittal** - Pediatric First Aid  
**Nadine Titheridge** – Emergency First Aid  
**Victoria Turner** - Pediatric First Aid  
**Alison Wilkins** - Emergency First Aid

The classroom teaching assistants are responsible for replenishing classroom first aid boxes.  
The Senior Midday Supervisors are responsible for replenishing the KS1 & KS2 first aid boxes.

**APPENDIX 2: Roles at Raglan as of September 2018**

<p>Roles at Raglan 2018 to 2019</p>
<p><u>Senior Leadership Team</u> Kath Margetts - Headteacher Danielle Wood - Deputy Headteacher Carol Burgess - Assistant Headteacher</p>
<p><u>Monitoring and Evaluation Team (MET) (TLRs)</u> EYFS Lead - Rachel Ezinwa Literacy - Emily Hargrave Maths - Martin Hunter Accelerated Learning - Vas Hardstone Science - Sharon Johnson Extended Schools and FOR - Bruce Robertson</p>
<p><u>Additional responsibilities</u> Art - Caroline McLaughlin and Janet Ramsdale Music - Suzanne Davies PE - Alison Dumper EVC and Volunteers - Anita Beasley Humanities - Rebecca Duller PHSMC/SRE - Fiona Reid-Smith Design Technology - Anne Brotherton Computing - Liam Farmer MFL &amp; International Lead- Molly Goulds Forest School Lead - Jackie Fennell</p>