

## **BURLAIS PRIMARY SCHOOL**

### **HEALTH AND SAFETY POLICY**

This Health and Safety Policy should be read in conjunction with the corporate and departmental Health and Safety Policy of the City and County of Swansea Local Authority.

#### **Statement of Policy and Intent**

The governing body is committed to ensuring a high standard of health, safety and welfare for all staff, pupils, visitors and contractors, by ensuring the following:-

- A healthy and safe environment throughout the school.
- Arrangements to ensure that no person is adversely affected by unsafe working practices unsafe articles, unsafe substances or unsafe machine used in school.
- Provision and dissemination of health and safety information which is received from the LA and other sources.
- The provision of adequate health and safety training to all employees.
- Safe means of access and egress.
- Adequate welfare facilities for all staff.
- Procedures for emergencies such as fire, first aid and other school related incidents.
- Monitoring of health and safety standards in the school, together with a review of accident/near miss statistics.
- Access to specialist help with references to health and safety matters (LA).
- Encouragement for staff to participate in the promotion of health and safety standards in the school (promotion of joint consultation).
- This policy will be reviewed and updated as appropriate.

**For and on behalf of the Governing Body**

**Headteacher:**

**Date:** September 2024

### **Responsibilities of School Governors**

The Governing Body and Head teacher are responsible under the Health and Safety at Work etc. Act 1974 to fulfil the following responsibilities so far as is reasonably practicable:

- monitoring health and safety in school
- familiarising themselves with the Health & Safety responsibilities of the Head teacher so that they are better able to:
  - (a) understand the extent to which health and safety now features in the whole management of the school, and
  - (b) appreciate the importance of their help and support to the Head teacher in the management of health and safety
- deciding with the Head teacher how they can best use the advice and expertise of their own Premises/Health & Safety Sub Committee of Governors, and also the Authority's Health & Safety Adviser. Other specialists will be able to advise, including education advisers and inspectors, Building Control, fire officers, Estate and Property Services, Building Services, Environmental Services and Leisure & Recreation Services staffs and private contractors.
- ensuring that the school arranges to comply with any H&S guidance provided by Local Authority and other relevant bodies as appropriate.
- ensuring that the Head teacher provides them with reports of any significant accidents and dangerous occurrences.
- ensuring the Head teacher supports and makes accessible appropriate H&S training for all staff.

### **Responsibilities of the Named H&S Person and Caretaker**

The Site Manager/caretaker is responsible for ensuring that he implements safe working practice in respect of activities on and around the school and complies with Local Authority policies, procedures and guidance as appropriate. In general, the caretaker's sphere of activities is quite broad. Work activities including the changing of light fittings, external and internal maintenance, general labouring, security, fitting and inspecting finger guards, movement of furniture, etc. are activities with a degree of risk and appropriate controlled measures should be taken to reduce risk to ensure that staff, pupils and visitors to our school, are safe and without risk. Assistance from the caretaker may also include specific duties regarding evacuation in case of fire or other emergencies, such as fire marshal functions or isolating gas, electric and water supplies.

### **School's Health & Safety Team:**

Overall and day to day responsibilities for health and safety are that of Mr. Mark Thompson, Head teacher. The Head teacher (or Deputy Head teacher) will liaise with the Health and Safety Governor, Mr Nigel Hawkins

The following persons are responsible for:-

Mr. D Morgan	School Site and Security
Mr. M. Thompson/Mr M. Bowen	Premises, Accidents, Computer Equipment and Educational Visits Coordinator
Mrs. Lewis	Office and Clerical Systems
Mrs J. Byrom	PE and Games Equipment, Science Equipment
Mrs. J. Byrom	Indoor/Outdoor Play Equipment
Class teachers	Teaching areas, field trips and out of school activities

All employees have the responsibility to co-operate with the Head teacher to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

Whenever an employee notices a health and safety problem, which they are not able to put right, they must immediately inform the appropriate person named above.

### **Functions of the Premises/Health and Safety Committee**

The Sub Committee carries no more responsibilities than any other governor because he/she is acting on behalf of the body corporate. It should be noted that the day-to-day responsibilities for the management of health and safety in the school rests with the Head teacher and the functions assigned to the Health & Safety Team. The Sub Committee should be supportive, and are principally to assist, help and advice as appropriate.

#### **They will be expected to:**

- keep up to date with health and safety issues, regulations and guidance as they affect the school and advise the governors and/or the Head teacher as appropriate. .
- liaise with and provide assistance to the Head teacher on health and safety matters.
- represent the governing body and provide help to the Head teacher on inspections of the school by the LA's Health and Safety Advisers and other bona fide safety officials.
- assist the Head teacher/ Caretaker in the school's own health and safety inspections.

The Premises/Health & Safety sub-committee will:

- a) hold regular inspections of the school, or specific areas and consider existing and potential hazards in each area of the premises.
- b) Assess the risks from the identified hazards (as yourself "What would happen if .....?") Decide whether existing precautions are adequate and if they are not, what further preventative and protective measures should be taken. Make a record of any new measures required. Prioritise, programme and implement the measures decided upon.
- c) Adopt, or adapt to the school's own circumstances, generic risk assessments and health and safety guidance provided by the Local Authority
- d) Monitor that the measures taken as a result of the risk assessment are being followed and are effective. Revise the assessment if it is necessary.

### **Responsibilities of the Office Manager**

The Office Manager will:

- Analyse the health and safety needs of administrative and clerical staff and liaise with the Head teacher to provide appropriate training, information, advice and guidance for them as appropriate.
- Liaise with the caretaker regarding any health and safety issues arising out of the cleaning of the premises and the caretaker's maintenance tasks.
- Liaise with the Catering Manager on any health and safety matters which affect the school and concern the kitchen.
- Will ensure that those who hire the premises receive the necessary health and safety information.
- Will liaise with the caretaker or other appropriate staff regarding any health and safety problems regarding lettings and decide what measures should be taken in consultation with the Head teacher.
- Will take health and safety implications into account when dealing with school transport arrangements, ordering and booking buses for school trips.

### **Responsibilities of Employees:**

All employees have the following health and safety responsibilities under sections 7 and 8 of the Health and Safety at Work, etc Act 1974.

They will:

- Make themselves familiar with and conform to the School's Health and Safety Policy.
- Comply at all times, with guidance, instructions and safe systems of work including control measures arising from risk assessments devised for their health, safety, welfare and security.
- Report all hazards, defects and incidents occurring during the course of their work to a member of the school's health & safety team.
- Use appropriate safety equipment and protective clothing and ensure it is used by those persons under their charge in accordance with the Local Authority's published guidance.
- Ensure that persons for whom they have a duty of care follow the safety rules, safe systems of work and security procedures
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety, welfare and security.

### **Arrangements**

The governing body plans for the school to be able to implement health and safety policy by setting health and safety objectives and performance standards for their school.

The following is a list of arrangements the governors of Burlais Primary School implement in order to ensure the health, safety and welfare of all staff, pupils, contractors and visitors as far as reasonably practicable.

This list is not exhaustive, is adopted from the LA Policy and will be added to as and when necessary. The Local Authority policy is reviewed and amended as necessary, and such amendments will be reflected in our school policy.

### **Aim**

The aim of Burlais Primary School is to create an awareness of precautions and measures regarding safety that should be observed in and out of school by all users of the school: pupils, school staff, parents and the local community.

Burlais Primary cultivates good habits, alertness and control and instils concern and consideration for the safety of others. Each individual should know how to protect him or herself and should know what to do in emergencies, including basic first aid and other procedures.

Sensible safety habits are taught within the whole Curriculum, usually through topics. It might also be through a PSE topic, for instance smoking or drugs. Outside agencies, such as the Police, Fire Brigade, Road Safety Officer, are invited to work with the pupils.

At Burlais Primary, pupils are encouraged to develop beneficial habits through good health and hygiene routines. School meals are prepared according to good dietary principles, with an extended healthy option menu served. Fresh fruit is served at playtimes and water is available at all times to pupils.

Burlais Primary believes that pupils learn best through practical experience and active involvement in all areas of the Curriculum. Pupils are taught to have care and consideration for themselves and others:

- ◆ in the classroom
- ◆ when using equipment, e.g. scissors, tools, PE apparatus
- ◆ when moving around school
- ◆ when carrying out investigations, e.g. a pond/pollution/soil studies
- ◆ when on educational visits.

Burlais Primary has a few school rules that are made specifically for safety reasons, such as walking (not running) in the school buildings, care of property, etc.

The Caretaker/Site Manager, under the direction of the Head Teacher, is responsible for ensuring that the building provides safe and healthy surroundings for the pupils and for undertaking basic repairs and maintenance. Approved contractors are called in as advisable. The Caretaker and Corporate Building Services employees maintain clean and tidy buildings and grounds. Any equipment/hazardous substance is locked away. All equipment is to British Standards and is maintained regularly.

### **Accidents**

Accidents fall into four categories:

- ◆ a death or major injury
- ◆ a semi-serious injury (that is when an employee or pupil has had an accident at school and is unable to work for more than three days)
- ◆ a work-related disease
- ◆ a dangerous occurrence (this is when something occurs that does not result in a reportable injury, but which clearly could have done).

### **Recording & Reporting Accidents**

All accidents must be recorded on the Local Authority Accident forms which are kept in the school office. (Appendix one for pupils, appendix two for employees/members of the public). All details need to be filled in, including treatment. The form is sent to the Local Authority with a copy retained on file at the school.

If the accident is more than a minor one for a pupil or adult, the Head Teacher or Deputy Head Teacher should be informed immediately. He or she sends for an ambulance, if needed, and parents are contacted.

### **Common accidents**

These are the more common accidents that occur in school. Procedures to follow:

- ◆ Minor injuries (including all bumps on the head, but not minor cuts and grazes) should always be recorded on the accident form.
- ◆ If a child has a bump on the head, a parent/carer will always be contacted.
- ◆ If the parent/carer has to take the child to the family doctor or to hospital for further treatment this should be entered on the accident form.

### **Major Injuries**

- ◆ Fracture of the skull, spine or pelvis.
- ◆ Fracture of any bone in the arm, other than a bone in the wrist or hand.
- ◆ Fracture of any bone in the leg, other than a bone in the ankle or foot.
- ◆ The loss of sight in an eye.
- ◆ Any other injury that results in the person injured being admitted to hospital as an in-patient for more than 24 hours, unless that person is detained for observation only.

It could be that the extent of the injury might not be apparent at the time of the accident or immediately afterwards, or the injured person might not immediately be admitted to hospital. Once the injuries are confirmed, or the person has spent more than 24 hours in hospital, then the accident must be reported as a major injury.

### **Allergies/Long-term Illness**

A record of all allergies etc. are completed by parents on admission forms - these are then kept in the school office. This records any child's allergy to any form of medication, food products or insect stings (if notified by the parent); any long-term illness, for example asthma; and details on

any child whose health might give cause for concern. A Health Care Plan will also be completed for these pupils.

**Administration of Medicines during School Hours – See Administration of Medicines Policy.**

### **Asbestos**

There is no asbestos present in Burlais Primary School.

### **Building/Premises Defects**

The school will ensure those regular formal inspections of buildings, premises (including walls, fences and pathways) and written records of defects noted and a programme for remedial measures when necessary

### **Particular matters requiring attention:**

Members of the Premises/Health & Safety Committee undertake termly inspections.

- School ensures that all steps, stairs, and thoroughfare (hard based areas and grassed areas) are maintained in a condition which is safe.
- Regular inspections of the school site are carried out (defects noted and remedial measures put in place)
- Matters such as e.g. spillages / wet floors / trailing cables etc. are identified and rectified.
- Maintenance regimes ensure a standard of adequate lighting particular to external steps etc.
- Arrangements are in place for treating pedestrian thoroughfares when ice, snow, leaves etc. pose a slipping risk.

### **Car Parking**

There is a car park to the right of the school on Gerddi Alexander for school staff, visitors and parents of pupils in the STF. Parents should not park in the school car park when dropping off or collecting pupils (See Traffic Management Policy). Parents are asked to show consideration for the safety of pedestrians, other road users and the immediate community.

The road markings near the school should be observed at all times. Drivers of disabled pupils should park in the allocated areas of the school car park.

Burlais Primary seeks support from the local Police to admonish any adult who parks repeatedly in an inconsiderate way, obstructing other traffic or the roadway. Notice is taken of complaints by other parents and neighbours.

### **Cleaning & the Use of Substances Hazardous to Work**

The School will ensure that only approved cleaning materials are used and are kept in a clean, hygienic condition. All cleaning materials will be kept under locked storage.

### **Contractors on Site**

- ◆ Contractors should telephone the Head teacher/Site Manager and make appropriate arrangements before commencing work.
- ◆ When they arrive, all contractors should report to the General Office. Contractors work under the supervision of the Site Manager, so that there is no danger to the health and safety of pupils or adults in school. Any concerns should be reported to the Head teacher, the contractors and the appropriate department of the Local Authority.
- ◆ When not in use, any equipment that contractors bring into school should be stored in a safe place.
- ◆ No repairs or maintenance can be carried out in areas that pupils or adults are occupying; this includes cloakroom and toilet areas.

- ◆ No work should be in progress in the playground/dining hall during break times and lunchtime.

### **Guidance for Contractors on Site**

Burlais Primary School complies with the recommendations of the Local Authority Health and Safety Inspector and requests you to refrain from the following practices.

- ◆ Smoking in the building or in the grounds, as Burlais Primary is a non-smoking school.
- ◆ Talking to the pupils (who have been taught not to talk to strangers).
- ◆ Moving vehicles while pupils are at play.
- ◆ Working on or near the playgrounds while the pupils are at play.
- ◆ Leaving equipment lying around or unattended.
- ◆ Playing loud music during school hours.

If you have any problems, please see the Head teacher or Caretaker.

### **Display Screen Equipment**

The school identifies the risks associated with the use of display screen equipment and takes measures to eliminate or reduce risks to the minimum in accordance with the Education Service's published guidance.

### **Drugs**

The school follows the Health and Safety Policy Guidance Note on the management of drug related incidents.

### **Dogs**

Dogs are not allowed within the perimeter of the school grounds for health and safety reasons, though exceptions are made for working dogs; namely, guide dogs and hearing dogs. Should a dog foul an area of the school grounds, the area must be cleared up immediately, as there is a possibility the pupils could pick up serious infections, e.g. toxocariasis.

Dogs in the area around the school should be with their owners and on a lead at all times. Parents should stay outside the school grounds when they have a dog with them and stand clear of the exit gates, so that pupils are not frightened.

### **Electricity**

The school will comply with the Local Authority's H&S policy on Electricity at Work and will periodically monitor compliance. The School will only use "approved" appliances and all testing, inspection and repairs and maintenance are carried out by a competent person.

### **Finger traps in doors and gates**

All doors/gates are fitted with appropriate finger guards.

### **Fire Drill**

Burlais Primary has standard procedures in case of an emergency in school, such as a fire or bomb alert, when the building is evacuated. Practice drills are carried out at least once a term. All staff and pupils are familiar with the routine and know their own exit route, place of assembly and roll-call system.

As soon as the fire alarm sounds, all pupils and adults should stop what they are doing and walk out of the building through the nearest exit. Fire doors and emergency exits should never be blocked nor locked during school hours but, should a normal exit be blocked for any reason, then the nearest exit should be used. The pupils should walk out of the building(s) calmly and line up quietly. Adults should prevent panic and Fire Marshalls are available to support the evacuation

procedures. The class teachers should be the last to leave their classroom, taking the portable Class Register with them and ensuring the door is closed behind them. They should take the roll-call and check that all the pupils are present.

Nobody should go back into the building. If a child is missing this should be reported to the Head teacher. When all the registers have been checked, Head teacher or Deputy Head teacher will signal when it is safe to re-enter the school.

### **Lunchtime Fire Procedure**

If the fire alarm is sounded, adults on duty in the Dining Hall, classrooms, cloakrooms and playground should gather all the pupils well away from the building and ensure no child re-enters the building. The Head teacher or Deputy Head teacher will ensure, as far as it is reasonably practicable, that everyone is out of the building.

**Lone Workers** – see *Lone Working Policy*

### **Fire and Bomb Alerts**

In the event of a fire or bomb alert the Head teacher/designated person should sound the fire alarm to evacuate the premises and, after telephoning 999 to alert the Fire Brigade and Police, check that the evacuation procedure has been followed.

The Head teacher/designated person, should position themselves near the school gates to meet the Fire Brigade/Police and direct them to the site of the incident, if known.

All pupils and adults should remain outside. Only when the 'all clear' has been given are pupils and adults permitted to re-enter the premises.

### **First Aid**

All staff in the school deal with minor incidents requiring first aid. A log is kept to ensure certificates are in date. Some members of staff have an enhanced First Aid qualification.

During lessons, first aid is administered by the class teacher or teaching assistant. If an accident occurs in the playground and first aid is required, one of the staff on duty in the playground should request the assistance of one of the trained first aiders

### **First-Aid Boxes**

These are located in:

- Main Office
- Reception Class
- Staff room
- Laundry Room

There are also portable first aid kit for trips.

*Contents:* round edge scissors, bandages, plasters (single and strip), cotton wool, sterile gauze, micropore, disposable gloves, and aprons.

Supplies are also kept of eye baths and slings.

### **Person Responsible for Supplies**

The office staff are responsible for checking the contents of the first-aid boxes and for placing orders to replenish stock. All staff are responsible for notifying designated staff member if the contents of any of the first-aid boxes are running low. (*See first aid policy.*)

### **Blood-borne Diseases**

Staff are aware of the Education Service's guidance on Blood-Borne Viral Diseases.

### **Treatments:**



- **When dealing with blood, plastic gloves and an apron should be worn.**
- **Cuts/scratches** – Use only clean water and lint. It is policy not to use antiseptic liquids/ointments, as these could delay healing or cause allergic reactions. Plasters may be applied, if necessary.
- **Bleeding** – As above; if profuse, apply direct pressure and raise the wound before sending for the First Aider.
- **Head Bumps** – Cold compress. Run hands over scalp to find bleeding, swelling or any area that feels soft or indented. Handle head and neck very gently. Parents are advised via a phone call home to parents if a pupil has received a head injury. *See Appendix four.* (The child might not show signs of concussion until much later.)
- **Falling** – Pupils do fall over at school from time to time and they react in different ways. It is advisable to watch the situation carefully and assess it. If the child is unable to get up and is in obvious distress, call a First Aider, who will assess the situation and take appropriate action. If the child is unable to stand unaided, **do not lift them** – this could cause other injuries.
- **Unconsciousness** – Call a First Aider immediately.
- **Breathing Difficulties** – Ask the child to stand or sit quietly. Ask if they use an inhaler. If they do, check if they have it with them and ensure they use it. If the child does not use an inhaler, a First Aider should be summoned.
- **Epilepsy/Fainting** – If a child is falling, try to support him/her or ease the fall, loosen clothing around the head/neck and call a First Aider.
- **Haemophilia** – This condition affects the clotting of the blood and can cause haemophiliacs to bleed more freely than other people do. If a known haemophiliac is having a 'bleed', call an ambulance to take them to Morriston Hospital.
- **Diabetes** – Diabetics can display either lethargic or more active characteristics than usual. If a diabetic has high or low blood sugar, contact his/her class teacher and/or a First Aider.
- **Anaphylaxis** – The result of a severe, generalised, allergic reaction. The child could experience severe difficulties with breathing. If a known anaphylactic has an attack, the named staff should administer the child's adrenaline and call for an ambulance. Common allergies are:
  - food, e.g. eggs, fish, nuts, especially peanuts
  - insect stings
  - Immunisations or antibiotics.
- **Meningitis** - The school has strategies in place based on the Education Service's guidance to address the problems should a pupil be diagnosed as suffering from meningitis.

## Food Technology

Burlais Primary recognises the importance of cooking and baking as part of the Technology Curriculum but is aware that certain pupils are allergic to various foodstuffs. Basic hygiene practices are observed, such as the pupils washing their hands before handling foodstuffs and tying back long hair. The area to be used is wiped clean after the cooking/baking has taken place.

Classroom organisation is of the utmost importance for food technology lessons. All necessary equipment and ingredients should be in the immediate vicinity and prepared beforehand, ready for use. The class teacher should exercise vigilant supervision of pupils when they use any potentially dangerous equipment.

At the start of the academic year parental consent forms are distributed to establish if a pupil has any health/ dietary requirements (including allergies).

## Policy on Pupils Moving Equipment

In the normal day-to-day running of the school, there are times when pupils might need to move equipment or small items of furniture – perhaps chairs and/or tables, sports equipment or other small pieces of equipment.

Pupils should *always* be supervised when moving any equipment or piece of furniture. Some items could be heavy or awkward to handle. Pupils are shown how to lift and carry safely and reminded of this each time.

**Furniture:**

Chairs should be moved one at a time and pupils are taught how to carry them correctly. They may carry a single chair on their own. If a large number of chairs is needed, then the Site Manager/Caretaker will supervise. Tables need one child at each end. No child should attempt to lift a table single-handed.

Small items of equipment – CD players, PE trolleys – can be moved by the pupils under adult supervision.

When an item of equipment or furniture is being moved from one room to another, the supervising adult should nominate a child to open and close doors.

**Items Pupils Should Not Move.**

- ◆ Desktop computers
- ◆ Piano – although on castors, it can tip and trap feet or fingers.
- ◆ Paper cutters – dangerously sharp blade.
- ◆ Pupils should not stand on chairs or tables to remove displays, nor should they remove staples, pins etc., from display/notice boards.

**Gas Manually Operated Gas Boilers**

The school will ensure in the event of flame failure, re-ignition must not be attempted by the cleaner/caretaker but referred to Technical Services, Corporate Building Services/Competent Gas Engineer. The School will ensure that all gas equipment is regularly inspected by competent engineer e.g. CORGI engineer as per Local Authority policies.

**Glazing –**

The school complies with current glazing regulations.

**Hazardous Substances in School**

All potentially hazardous substances are kept in a locked store. Staff should order only chemicals covered by the COSHH (Control of substances Hazardous to Health) Register, which is kept by the Caretaker/ Site Manager.)

Any member of staff using chemicals should check the substance against the COSHH Register and follow procedures laid down for its use, control and exposure to it. Staff should review the standard risk assessment in the light of the particular class and/or the specific equipment/accommodation in use. Any difficulties should be brought to the attention of the Head teacher/Deputy Head teacher/Science Co-ordinator.

**Hot Surfaces (Radiators, heaters, pipework etc.)**

All hot surfaces will be risk assessed in accordance with the Model Risk Assessment and appropriate safeguards put in as necessary.

**Inadequate Heating**

School will ensure compliance with such matter as temperature and ventilation requirements as prescribed in the school premises regulations and other relevant legislation.

**Ladders**

Staff are made aware of the Local Authority's published guidance on the safe use of ladders and the caretaker or other persons who use ladders are given a copy.

**Lifting and Handling**

The school considers the lifting, handling and moving operations and decides if any present risks to staff and pupils need a formal risk assessment to be undertaken. In the main, the Caretaker who has been trained in manual handling moves any large items.

## **Minibus**

Minibuses are operated in compliance with the Local Authority's Guidance "Safe Operation of Mini buses." The Head & Deputy Headteachers have been assessed and trained to the 'MIDAS Minibus Drivers Assessment Scheme' standard (see certificate).

## **Musical Equipment**

The location of the lesson, and the volume of sound produced, should be taken into consideration when planning a music lesson. Avoiding the distraction of other classes is important.

## **Protective Clothing**

Aprons or old shirts should be worn for painting activities and any potentially messy craft activities. Wipe-down aprons should be worn in Food Technology classes. Painting shirts should not be worn for Technology lessons. Pupils should wear the aprons used for Art or others provided especially for Technology.

If handling soil for any activity, gloves should be worn. In the case of accidents involving blood, all staff should wear plastic gloves and aprons.

## **Physical Education**

General points to be considered when teaching PE

- ◆ The teacher should be dressed appropriately, with jewellery removed. The correct footwear is essential to ensure quick and safe movement when necessary.
- ◆ The pupils should change into T-shirt, shorts/skirt for any physical activity for safety and hygiene reasons. They should not wear shoes or trainers for indoor activities (unless they have a foot infection), as bare feet grip better, but should wear trainers or other suitable footwear for outside activities.
- ◆ The teacher should be aware of what the pupils are doing throughout the session and should not leave them on their own.
- ◆ Pupils who have forgotten their PE kit should sit and watch the rest of the class/be supervised by another adult.
- ◆ If a child constantly forgets their PE kit, a letter should be sent to the parents, reminding them that PE is part of the National Curriculum and it is therefore necessary that their child's kit is in school ready for the lesson.

## **Gymnastic Safety**

- ◆ The teacher must consider if the environment is safe and whether dangerous situations can arise. Is the floor wet or slippery? Is the area clear of superfluous equipment (tables, chairs, filing cabinets)? Are the mats in the right places? Are all the fixing points and bolts in the right places?
- ◆ Large pieces of gymnastic apparatus should be moved only when there is a member of staff present. All equipment should be checked by a member of staff and returned to its proper place at the end of the lesson. When using large apparatus, pupils should be shown how to bend before lifting and moving apparatus. The supervising adult allocates the appropriate number of pupils to lift heavy items.
- ◆ The pupils should be 'warmed-up' sufficiently before the lesson begins, to avoid injury. The teacher should be able to see the whole class (important during apparatus work).
- ◆ Is the apparatus suitable for the age of the pupils? The teacher should know how many pupils are safe on each piece of apparatus and should group the pupils accordingly.
- ◆ If only one person at a time can go on the apparatus, make sure the next child does not start until the first is off the apparatus and mats.
- ◆ Discourage the pupils from touching each other (especially giving support), unless the specific task you have given them requires it, e.g. partner work.

- ◆ Beware of demonstrating an exercise with the most able child, as this could influence other pupils to attempt a task beyond their capabilities.

### **Games Safety**

Ensure all equipment is safe and nothing is cracked or broken. All equipment should be checked again and put away at the end of the lesson. Pupils may take the trolley from the storeroom but should be supervised.

If playing in the school team against another school, the pupils should follow certain codes of behaviour. They should take care when getting in or out of teachers'/parents' cars and crossing roads. Teachers should notify parents at least two days before the event and let them know if the match is postponed.

At the match, teachers should ensure that all the pupils can be seen. They should make sure that all the pupils have transport home and that their parents have been notified who is bringing them. If a member of staff uses his/her car to transport pupils, the appropriate personal insurance cover should be in place.

### **Parental Support**

Teachers should ensure that they have copies of all the relevant documentation before asking parents for their assistance.

Before leaving school, the teacher should complete the appropriate form – giving timetable of after-school activity. A copy should be placed in the school office.

### *Dance Safety*

Although dance is less dangerous than other physical activities, teachers should be aware of certain hazards.

- ◆ Pupils should dance in bare feet or wear gym shoes.
- ◆ Pupils should be discouraged from running around in a boisterous manner.
- ◆ The teacher should make sure there is nothing in the hall on which pupils could harm themselves.

### **Swimming Rules**

At least two members of staff should accompany the pupils when travelling to and from the pool, the senior teacher having a list of all the pupils in his/her care and the numbers involved.

The pupils should be counted on leaving school, on entering and leaving the pool and when leaving the building. The pupils should know the layout of the pool area, including where the swimming pools and changing rooms are.

The swimming teacher should make sure the school staff know where to find the nearest life-saving equipment, first-aid box and telephone in case of an emergency.

Staff to pupil ratio must be at least 1:20 on the poolside. Staff must be in/around the changing rooms when the pupils are changing. With respect for Muslim girls, they are allowed to wear t-shirts and leggings whilst swimming.

### **Playground Safety**

The majority of accidents in our school occur in the playground during break-times/lunch break. Members of staff on duty will proceed to the yard immediately so that pupils are supervised at all times. A member(s) of staff must be on the yard at **8:40am** each morning and at **the appropriate times** for morning break. Any staff member, who cannot make these times on their duty days, for whatever reason, must arrange for another staff member to cover for them. We cannot just assume that someone else will cover for us.

Supervisors will supervise the pupils during lunch breaks. These supervisors will also be designated to classrooms during 'wet' lunch breaks to maintain pupil safety and will send the pupils to the Dinner Hall when called for.

There is plenty of room around the school for pupils to play and enjoy a range of activities. However, football is restricted to designated areas of the playground/

### **Playground Equipment**

Any playground equipment must be maintained to relevant British Standards and approved by the Local Authority. A maintenance regime carried out by the caretaker ensures equipment is kept in a safe and serviceable condition. There is also a Local Authority contract for playground equipment inspections.

### **Pregnant/Nursing mothers/staff undergoing I.V.F. (*In vitro* fertilization treatment)**

The school will ensure that in the event of an employee notifying the Head teacher of being pregnant or undergoing I.V.F. treatment a full pregnancy risk assessment will be undertaken and the necessary control measures put in place. Further advice and guidance may be sought from "New and expectant mothers health and safety information" booklet.

### **Safety/HIV Protection**

Disposable gloves and a plastic apron should always be worn when treating any accidents/incidents that involve body fluids. Make sure any waste (wipes, pads, paper towels, etc.) is placed in a disposable bag and fastened securely. Any pupils' clothes should be placed in a plastic bag and fastened ready to take home.

### **Science**

All equipment is kept in the stock cupboard between lessons.

Objects placed in unaccustomed places during experiments could cause breakage and/or falls. Teachers should make pupils aware of this and insist that care is always taken. Pupils should not carry heavy loads, nor should they run about when carrying equipment that might shatter.

Glass should always be handled carefully and, whenever possible; plastic should be used in its place. Some objects, e.g. glass mirrors, could have their edges taped to avoid sharp edges. All liquids or objects spilt or dropped on the floor should be cleaned up immediately to avoid accidents. Hot water should not be put into thick glass containers, as they might crack because of uneven expansion setting up strains in the glass.

Care should be taken when holding objects close to the eye.

There are many ways in which germs can be transferred and these should be minimised by keeping hands and equipment clean.

Hands should be washed before touching anything to be put into the mouth. Tasting should not be allowed except under strict supervision. Some things might need to be disinfected. Pupils should not use liquids that give off vapours. Some glues can be hazardous both from the inflammability and inhalation point of view. Objects should not be pushed into the ears or nose.

Pupils should know some plants are poisonous and they should be aware of what these are. Moulds that have been grown should be destroyed carefully. The pupils should *never* handle moulds.

Use of cutting devices – knives, scissors, chisels, etc. – can be dangerous. Eye protection should be worn if chisels were to be used. Pupils should be shown the correct techniques for their use before handling them.

Throwing projectiles or dropping objects in investigations should be done at carefully chosen and monitored places.

It should be remembered that care needs to be taken even with everyday substances, e.g. vinegar, lemon juice, etc. are acidic. Any substance is potentially dangerous.

With naked flames (e.g. lighted candles), pupils should be warned to keep long hair and other parts of clothing away from the flame. Candles should be fixed firmly in suitable holders.

Lenses (e.g. magnifying glasses) can focus light and heat; therefore special care should be taken that pupils do not look at intense sources of light through these lenses. Convex lenses and concave mirrors can, in strong sunlight, cause fires if heat is focused on something inflammable.

Pupils should never look at a very bright light (e.g. a projector beam). Pupils should never look directly at the sun, even through dark glasses or plastic.

Only alcohol-filled thermometers should be used. There should be no mercury-filled thermometers in the school. Magnets, although not a hazard to pupils, can affect other equipment. Plastic bags are a potential hazard and can cause suffocation.

Care should be taken when carrying out electrical work. Mains electricity should not be used – only low-voltage batteries. Where a piece of apparatus powered from the mains is used, it should be connected and switched on under adult supervision. Leads should not ‘trail’ across the room or tables. Any electrical equipment ‘loaned’ to the school should be suitable for its purpose and safe for primary-age pupils to use. All electrical equipment is subject to an annual inspection.

### **Security**

The Head teacher, the Caretaker/Site Manager are the designated key holders and are responsible for the security of the building. We also employ a security firm ‘PSM’ for out of hours’ key holding duties.

**Class Teacher** - It is the responsibility of the class teacher to make sure that their classroom is secure, the windows closed and equipment switched off before they leave the premises.

**Caretaker** - It is the responsibility of the Caretaker to check daily that all locks and catches are in working order that the emergency lighting is working, that the fire alarm has no faults, and that the CCTV and security system are working properly.

Before leaving the premises, the Site manager has a duty to ensure that all the windows are closed, that the CCTV is recording, that the doors are locked and secure, that the security alarm is set and that all gates are locked.

The Head teacher performs the above functions in the absence of the Site Manager. The Head teacher is responsible for the security of the premises during the day. The main entrance door must be closed at all times.

### **Smoking Policy**

It is the policy of the Governing Body/Head teacher that Burlais Primary is a non-smoking school. Smoking is not permitted in any area of the school by staff, pupils, parents or visitors to the school.

### **Additional Learning Needs**

The school will make sure that health and safety facilities and procedures take into account pupils with additional learning needs, especially those with disabilities which may present specific health and safety risks and ensure that the staff assigned to teach and care for them have appropriate health and safety equipment, training and guidance. (See Intimate Care Policy)

### **Stress**

The School complies with the advice and guidance package produced by the Local Authority. Any specific problem regarding stress is referred to Personnel section of the Local Authority.

## **Sun Safety**

It is important that both staff and pupils take precautions when hot temperatures are forecasted. Pupils should be told to seek shade and stay out of direct sunlight for long periods of time. They should also be encouraged to wear sun hats and to put on high protection sun cream before coming to school each morning. (See Sun Safety Policy)

## **Technology**

All equipment should be stored safely and returned to its correct storage place after use. .

Hardboard should be used to protect surfaces when using tools. An adult should always supervise pupils who are using tools. The correct procedures and techniques need to be shown to the pupils beforehand.

When wood is bought to use in school, we ensure that it is bought from an educational supplier. Some woods are treated and can be harmful to pupils. 'Donated' wood should not be accepted unless the source has been investigated.

## **Vermin/ pests on site**

Local Authority officers are contacted to support if there is a report of pests / vermin.

## **Violence**

The School will put in place and regularly review procedures to safeguard the health, safety and welfare of staff for whom there is a foreseeable risk of assault. This could be from those they come into contact with in the course of their work, both on the school premises and in any visits they make.

## **Visits**

In accordance with Local Authority guidance, educational visits are planned in advance, with staff making a prior inspection of the venue, if possible. Details of the visit are sent to parents. Pupils should wear appropriate clothing for the activity planned. The correct adult to child ratio is always observed, and the leader always takes a first-aid kit and list of emergency telephone numbers. Staff organising and taking part in visit are made aware of the Education Service's published guidance. They also have the necessary knowledge, experience, qualifications (as appropriate) and skill so that they can deal with any particular risks that such a trip may have. The Head teacher will be satisfied about these arrangements before allowing the trip to take place and the staff would have submitted to the Head teacher a risk assessment form. Burlais Primary has a named member of staff responsible for co-ordinating Education Visits – Mrs. H. Hill, who has received Local Authority training on managing excursions

## **Residential Courses**

Guidance for residential courses is generally as for outside visits except for:

- a) Parents should be informed of all purposed activities prior to the visit.
- b) Extra care should be taken to ensure asthma pumps/medication are taken and individual medical needs are known by all staff accompanying the pupils.
- c) Premises should be inspected to ensure they are safe for pupils' use.
- d) Activities should be tailored according to age/ability of the group.
- e) A basic first aid kit and mobile phone should be taken out each day.
- f) Pupils should be supervised at all times.
- g) The telephone number of all local doctor/emergency services should be to hand in case of accident/illness.
- h) Consent forms should be retained until all pupils have been returned safely to school.

**Window Cleaning**

The School must ensure that only competent window cleaners are engaged, and will ensure they receive a Risk Assessment/Method statements detailing how the windows will be cleaned safely. Schools should refer to the Local Authority guidance on safety on Window Cleaners.

**Working at Heights**

School must ensure that all persons working off floor level are carefully Risk Assessed and appropriate control measures in place.

**Young Persons on Work Experience**

The local Colleges carry out a health and safety assessments of the work place before placing a student at Burlais Primary School

*It is perhaps unrealistic to expect every single contingency to be covered in any school health and safety policy. It should be remembered then that all staff act in 'loco parentis' whilst working with our pupils and that we all have a responsibility to look after our own safety and that of others.*

**Monitoring the health and safety policy**

This Policy will be monitored by the Headteacher and Premises/Health and Safety Committee and reviewed annually or earlier if legislation and guidance changes.

Policy Date: 2014

**Policy Reviewed:** September 2025



## Appendix 1: Induction Sheet

### BURLAIS Primary School

#### Staff Induction

	Induction task to be completed	✓
1.	Tour of work area and welfare facilities	
2.	Introduction to supervisor and colleagues	
3.	Action to be taken on discovering a fire or hearing alarm (no attempt to extinguish fire)	
4.	Fire warning system explained	
5.	Evacuation procedure :- Stop work and work equipment Leave building by the nearest safest exit Do not stop for personal belongings Do not run or panic Do not re-enter the building until the all clear signal is given	
6.	Emergency exits identified	
7.	Show the locations of the fire assembly points	
8.	Explain the importance of keeping fire exits/ and corridors clear of obstruction	
9.	Accident reporting procedures explained (all accidents must be reported)	
10.	Shown the location of first aid facilities and introduced to first aiders	
11.	Briefed on the company's health and safety policy	
13.	Policy on manual handling	
14.	Specific instructions for use of electrical and mechanical equipment hazards explained including PPE	
15.	Child Protection and Safeguarding	

<b>Staff Member Names:-</b>	<b>Signature :</b>	<b>Date :</b>
<b>Workplace Trainer Names</b> <b>Mark Thompson/Mike Bowen</b> <b>/Claire Rowe</b>	<b>Signature :</b>	<b>Date :</b>

