

**KESTON PRIMARY SCHOOL**

**HEALTH AND SAFETY POLICY**

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## **Part 1**

### **1 Introduction**

**1.1** This is a Statement of Organisation and Arrangements (Code of Practice) for the above named school. This does not replace the council's safety policy or the education department's safety policy but is in addition to them for the benefit of teaching and non-teaching staff and pupils. Copies of these documents, along with other Codes of Practice and information of health and safety matters will be found in the school's safety manual.

**1.2** This statement deals with those aspects over which each Head has control and covers safety associated with the building structure, plant, fixed equipment and services for which other officers of the authority also have responsibility; it describes how the Head is discharging his/her responsibilities in respect of pupils, visitors and other employees who are present on school premises in the internal organisation, management and discipline of the school in accordance with the Articles of Government.

**1.3** The aim of the statement is to ensure that all reasonably practical steps are taken to secure the health, safety and welfare of all persons using the premises:

- (a) to establish and maintain a safe and healthy environment throughout the school
- (b) to establish and maintain safe working procedures among staff and pupils
- (c) to make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances
- (d) to ensure the provision of sufficient information, instruction and supervision to enable all people working on site and pupils to avoid hazards and contribute positively to their own safety and health at work and to ensure that they have access to health and safety training as and when provided.
- (e) to maintain a safe and healthy place of work and safe access and egress from it
- (f) to formulate effective procedures for use in case of fire and other emergencies and for evacuating the school premises
- (g) to lay down procedures to be followed in case of accident
- (h) to provide and maintain adequate welfare facilities

### **2 Policy and Intent**

**2.1** The Governors of Keston Primary School recognise and accept their corporate responsibility under the Health and Safety at Work etc Act 1974, to provide a safe and healthy environment for the teaching and non-teaching staff, the pupils and other people who may come onto the premises. The Governors consider the achievement and maintenance of a high standard of health, safety and welfare throughout the school to be a primary objective.

- 2.2** The Governors will take all reasonably practicable steps within their power to fulfil this responsibility.
- 2.3** The Governors intend that, for health and safety purposes, the school will operate within the structure and framework laid down by the London Borough of Croydon and, in particular, the Education Department Health and Safety Policy. It will also apply all health and safety instructions, Code of Practice and other advice issued by the Education Department.
- 2.4** The Head is required to draw up the necessary arrangement to secure compliance with all health and safety requirements, to ensure that such arrangements are recorded in writing and to further ensure that such information is circulated to all existing and future staff and to the Governing Body, and subsequently to monitor the implementation of these arrangements.
- 2.5** The Governing Body intends to consult with representatives of staff on health and safety matters and with individual members of staff before allocating to them particular health and safety functions.
- 2.6** Where appropriate, the Governing Body will seek any necessary expert advice to determine the risks to health and safety within the school and the precautions required to deal with them
- 2.7** The Governing Body will provide staff with sufficient information necessary to carry out their duties in a safe and healthy manner and will provide such training for staff in respect of risks to health and safety as is necessary.
- 2.8** The Governing Body calls the attention of all members of staff within the school to their duty under section 7 of the Health and Safety at Work etc Act 1974 to co-operate with the Governing Body in health and safety matters by carrying out their duties in a safe and healthy manner, following safe working procedures, using adequate equipment kept in good order and reporting all hazards at the earliest opportunity.

### **3 Responsibilities and Duties in Matters Concerned with Safety**

#### **Governors and Head Teacher**

- To ensure there is an adequate, signed and up-to-date Health and Safety Policy
- To commit resources to fulfil the Health and Safety Policy
- To ensure that there is a Health and Safety Plan for each year
- To prioritise actions where resources are required
- To ensure actions are undertaken
- To monitor achievement of plans and extent of compliance with standards
- To monitor trends in accidents and incidents
- To receive and where appropriate action inspection reports
- To include health and safety on governors' meeting agenda
- To receive and where appropriate action the minutes of the school's Health & Safety Committee
- To produce an annual report on health and safety

- To periodically review the adequacy of health and safety arrangements
- co-ordinate the implementation of the approved safety procedures in the school
- maintain contact with outside agencies able to offer expert advice
- make or arrange for investigation of premises, places of work and working practices on a regular basis and ensure that he/she is kept informed of accidents and hazardous situations.
- review regularly the dissemination of safety information concerning the school
- review from time to time:
  - the provision of first aid in the school
  - the emergency regulations

### **Head Teacher**

- To ensure staff are competent to undertake tasks delegated to them
- To identify staff training needs and to arrange for appropriate training
- *To ensure risk assessments are undertaken*
- *To ensure appropriate action is taken on identified significant risks*
- To ensure that there are procedures for serious & imminent danger
- To investigate accidents and complete the appropriate paper-work
- To consult staff and safety representatives on health and safety matters
- To co-operate with and provide necessary facilities for trades' union safety representatives
- To ensure the induction of new and transferring staff and volunteers
- To manage the contracts for catering and cleaning contractors and report concerns to the LA's Client Officer
- To manage maintenance contracts e.g. for gym equipment
- To ensure safe hiring of school premises to third parties
- To ensure the competency and management of visiting contractors
- To ensure the safety of visitors to the school
- To ensure regular inspections of the school's premises
- To submit inspection reports to governors and / or the LA
- To Chair the school's health and safety committee
- To pass on health and safety information received to the appropriate people
- To be participate in LA safety audits

### **Obligation of all Employees**

The Health and Safety at Work etc Act 1974 states:

It shall be the duty of every employee while at work

(a) 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

(b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him 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 know the special safety measures and arrangements to be adopted in their own working areas and to ensure they are applied
- to observe standards of dress consistent with safety and/or hygiene
- to exercise good standards of housekeeping and cleanliness
- to know and apply the emergency procedures in respect of fire and first aid
- to use and not wilfully misuse, neglect or interfere with things provided for his own safety and/or the safety of others
- to co-operate with other employees in promoting improved safety measures in their school
- to co-operate with the appointed safety representative and the enforcement officer of the Health and Safety Executive or the Public Health Authority

#### **Deputy Head Teachers or nominated person**

- To deputise for the Head Teacher in his / her absence
- To undertake risk assessments in conjunction with relevant personnel
- To supervise /undertake risk assessments for all activities of school, including those off site
- To undertake risk assessments for the activities of school ancillary and support staff e.g. caretaker, secretary, etc (\*)
- To report to the Head Teacher with the results of the risk assessments

#### **Teaching and non-teaching staff**

- have a general responsibility for the application for the authority's safety policy to their own area of work and directly responsible to the relevant Head for the application of existing safety measures and procedures within that area of work. Advice or instructions given by the authority and the relevant Head, including the relevant parts of this statement, shall be observed.
- shall, where necessary, establish and maintain safe working procedures including arrangements for ensuring, as far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances (e.g. chemicals, boiling water, duplicating fluid, guillotines)
- shall resolve any health and safety problem and refer to the relevant Head any of these problems for which they cannot achieve a satisfactory solution within the resources available to them.
- shall carry out regular safety inspection of the activities for which they are responsible and, where necessary, submit a report to the relevant Head
- shall ensure, as far as reasonably practicable, the provision of sufficient information, instruction and supervision to enable other employees and pupils to avoid hazards and to contribute positively to their own safety and health at work

- shall, through the relevant Head, seek the advice and guidance of the relevant advisor or officer of the authority
- shall propose to the relevant Head requirements for safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.
- ensure that appropriate protective equipment is available & used, when needed
- participate in risk assessments, inspections, audits and the health and safety committee, if appropriate

### **Special obligations of class teachers**

The safety of pupils in classrooms is the responsibility of class teachers; teachers have traditionally carried responsibility for the safety of pupils when they are in their charge. If for any reason, e.g. the condition or location of equipment, the physical state of the room or the splitting of a class for practical work, a teacher considers she cannot accept this responsibility, she should discuss the matter with the relevant Head before allowing practical work to take place.

Class teachers are expected:

- to exercise effective supervision of the pupils and to know the emergency procedures in respect of fire, bomb scare and first aid to carry them out
- to know the special safety measures to be adopted in their own special teaching areas and to ensure that they are applied.
- to give clear instructions and warning as often as necessary
- to follow safe working
- to call for protective clothing, guards, special safe working procedures, etc. where necessary.

### **School Office Staff**

- To manage the front door and security system
- To dispatch completed accident investigation forms
- To administer first aid, if appropriate
- To ensure first aid equipment is up-to-date and available
- To monitor unwell children
- To maintain health and safety records e.g. records on fire alarm servicing, etc

### **Caretaker or nominated person**

- To monitor condition of any asbestos in the school and report problems
- To test the fire alarm each week
- To ensure all signage (e.g. fire escape routes, trip hazards, etc) is appropriate & maintained
- To monitor the school's cleaners to ensure they work safely
- To organise or undertake portable electrical appliance testing
- To arrange & manage for contractors to undertake small repair works
- To report hazards

### **The pupils**

The pupils are expected with the support of their parent/guardian:

- to exercise personal responsibility for the safety of self and classmates
- to observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous)

- (c) to observe all the safety rules of the school and in particular the instructions of teaching staff given in an emergency
- to use and not wilfully misuse, neglect or interfere with things provided for his/her safety.

**NOTE:** All pupils and parents should be made aware of the contents of this section.

#### **4. Child and Staff Security Guidelines**

These guidelines are designed to make the school environment as secure a place as possible for all members of the school community. The guiding principle is to eliminate doubt about the efficacy of a procedure wherever possible.

4.1 No visitor should be allowed into school without reporting to the school office

4.2 All visitors may be asked to produce written identification of their identity.

4.3 No visitor shall be with one or more unaccompanied children in any situation unless that person has the approval the Head.

4.4. Children should not be sent to the school library on their own.

4.5. Children should not be left in classrooms to work on their own

4.6 Children may only be collected during school hours from the school's main office, not from the child's classroom and only after appropriate parental notification.

4.7 Children should leave the school site promptly at the end of the day.

4.8 Any incident or circumstances causing concern or suspicion should immediately be reported to the Head.

4.9 An ongoing programme of education for personal safety will be part of each school's normal programme delivered through assemblies and visiting speakers as well as occasional references in class.

4.10 Children awaiting delayed collection at the end of the school day should wait by the school office and report to the office staff.

#### **5. Child Protection – Children at risk**

All staff and volunteers should be familiar with and follow the school's Child Protection Policy.

Volunteers whom class teachers wish to have working with them should be CRB checked. Those awaiting CRB checks and/or other visitors to the school should not be left alone with children. It can be assumed that authority contractors (taxi drivers, those via building services etc) are the responsibility of the Authority in the first instance. However, this does not remove the need for normal standards of vigilance.

Any information gathered regarding children's well-being should be communicated to the Head.

## **6. Procedures in the event of an emergency**

These are generic guidelines intended to relate to a wide range of possible emergency situation which may arise. In each case the procedure is broadly similar and these procedures will generally be carried out by one of the senior management team appointed by the Head for this purpose.

6.1 The teacher concerned will deal with the situation on the spot as necessary to address the initial emergency.

6.2 The teacher will notify the Head/Deputy Head of the situation as soon as possible.

6.3 The Head/Deputy Head will notify the parents of the child or children concerned and the Chair of the Governing Body of the situation and any possible ramification.

6.4 The Head will notify the appropriate officer of the LA giving full details and will, with the consent of the L.A. or where the Head deems it necessary without the consent of the L.A., notify any other agencies or bodies as appropriate.

6.5 The Head will keep the parents and the Chairman of the Governing Body informed of all developments

In the event of a major incident the school will follow the guidance outlined in the school's **Emergency Action Plan.**

## **7. Visitors**

Regular visitors and other users of the premises (e.g delivery men from specific companies) should be required to observe the safety rules of the school. In particular parents helping out in school should be made aware of the health and safety arrangements applicable to them through the teacher to whom they are assigned and will be requested to sign a parents' book on entering and leaving the school premises and wear identification badges whilst on the premises.

Contractors should, as appropriate, be made aware of the school's policies and should satisfy the school that they are working in a safe and proper manner in accordance with all

statutory and advisory standards. For work arranged by the school (and not through the LA) this requirement could be incorporated into a standard contract. For work ordered by the LA, the school should satisfy itself that the LA has checked on the contractor's working procedures. All visitors will be requested to sign a visitor's book.

## **8. The Playground**

8.1 The entrances to the playground are by Keston Avenue and Court Avenue only. No parent or child should, for the purposes of entering the school, use the infant or junior goods entrances as these are the cars and lorries only.

8.2 No dogs are to be brought into the playground

8.3 Parents may not smoke in the playground

8.4 Nursery equipment must not be used by children not in session. Playground equipment must only be used under the supervision of a teacher and parents should not allow their children on to the playground equipment in any circumstances.

8.5 Parents are asked not to come into the playground until five minutes before the end of the school session as their presence can disturb playground and schoolroom activities.

8.6 No cars should be brought into the playground and cars should be parked clear of the school's entrance markings in Keston Avenue.

8.7 Keston Primary School will accept no responsibility for accidents which occur when a child is playing on the playground equipment whilst unsupervised by a teacher.

## **9. Sickness**

In an effort to reduce the spread of infections causing sickness and other sudden stomach upsets, it is requested that parents keep affected children at home for at least 48 hours after the upset ceases.

## **10. Parents who work**

Parents who go to work during school hours should let the office staff know the telephone numbers of the parent's current place of work so that the parent can be contacted if their child becomes ill.

## **11. Jewellery**

Jewellery may not be worn except for children who have had their ears pierced in which case a stud type earring only is permitted. Junior children may wear a watch.

## **PART II**

### **1. Supervision of Pupils**

#### 1.1 Pattern of the School Day

A duty teacher will be on duty 15 minutes before the morning session. On extremely wet mornings children will be admitted at 8.45 a.m.

When a whistle by the duty teacher is blown the children will line up as indicated in the staff handbook.

The class teacher collects their class and brings them into school.

#### 1.2 Registers

Attendance is marked in a register at the start of both the morning and afternoon sessions.

#### 1.3 Playtime

Children will not be allowed to stay in the school building unsupervised. Children who are staying in because of parental request should go to the library outside the office. Children in classrooms during wet playtime will be supervised by the teacher on duty. Supervisory assistants are available at lunchtime.

#### 1.4 Lunchtime

The hall is to be vacated at 12 noon

Packed lunches should be kept in a containers in the designated place for each class.

All children are provided with water at lunchtimes and are not permitted to bring their own drink.

Arrangements for lunchtimes can be found in the staff handbook.

#### 1.5 End of School

Nursery and Reception children are collected from their class by a nominated adult. Year 1 – 4 children are collected from their nearest exit. The class teacher only lets the children go when the collecting adult is identified. Year 5 and 6 will be dismissed from their classroom.

Children are asked to wait outside the school office if the person collecting them is late.

#### 1.6 Communications

Arrangements for class outings should be made with the Head before the office is asked to book transport. Risk assessments must be completed for all trips.

Parents collecting children other than their own should inform the teacher, or office staff, before taking the child.

## 1.7 Physical Education

Please refer to the P.E. Policy

## 1.8 Guidelines for the swimming pool

The key to the swimming pool is kept in the Head's room. The responsibility for the safety of the children will be the teacher taking the swimming lesson but in the case of the swimming teacher's absence the following guidelines are to be adhered to:-

- (a) The teacher taking the lesson must have a whistle
- (b) Children must remove socks and go to the toilet before going to the pool
- (c) The children are to be counted and walked over to the pool as a class
- (d) No child is to enter the pool without an adult in attendance
- (e) Children must not run around the edge of the pool but must always walk
- (f) Swimming hats are to be worn by boys and girls
- (g) Girls with long hair must tie it back
- (h) Verruca checks are to be done weekly
- (i) Goggles are to be worn only if written permission is given by a parent or guardian
- (j) All children must enter the footbath before going into the pool
- (k) No more than twenty children are to be allowed into the pool at any one time
- (l) There must always be at least two adults to supervise. This may include a parent.

## 1.9 Lunchtime Supervisors

Lunchtime supervisors are part of the total school staff with specific job descriptions. They are responsible for children, including minor first aid during the assigned lunch break.

## 2. School Rules

- 2.1. No toys, sweets or personal money should be brought to school
- 2.2. Children are not allowed to run in the corridors or classroom and are asked to move about the school quietly.
- 2.3 Children should respect others and their property.
- 2.4 Children are not allowed to wear jewellery other than stud earrings, and watches in KS2. Any item of jewellery worn must be removed by the class teacher and sent to the Secretary for safe keeping and collected by an adult at the end of day.
- 2.5 Children must not cross the yellow external lines in the playground.
- 2.6 Children should not be asked to carry breakable objects around the school. Where large and/or heavy objects need to be removed by a child or children, assistance should be sought school keeper and/or moved under the supervision of a member of staff.
- 2.7 Equipment, such as overhead projector, TV, video, should always be moved on a trolley.
- 2.8 Teachers requiring equipment in the outside classrooms should not ask children to help.
- 2.9 Only a teacher or other adult should connect or remove the various input sockets into or from the mains electricity supply.
- 2.10 Children are not allowed to swear, run in the corridors, fight, display bad manners to adults, misbehave in the dining area or at assembly, or use the playground equipment before or after School.
- 2.11 Shoes  
All children should wear shoes that are easy for them to remove and, where possible, with a rubber sole to prevent accidents.  
If children wear boots to school, they should have another pair of shoes to change into.  
Trainers and open toe sandals are not acceptable for school.

Plimsolls are required for outdoor PE lessons and slip-on style plimsolls are to be preferred. These should be kept in a small shoe bag marked with the child's name.

### **3. Discipline**

3.1 All staff will follow the school discipline policy

3.2 Staff are responsible for their own class discipline and general discipline around the school. Staff may keep children in at lunchtime but the member of staff must ensure that pupils are properly supervised in this situation. Children must not be kept behind after school.

3.3 Under normal circumstances children should be out of their classrooms within five minutes of the end of school.

3.4 More severe instances of misbehaviour should be referred to the Head/Deputy, and fighting, bullying or damage to property must always be reported to the Head/Deputy.

3.5 Behaviour

Children are expected to conform with a few basic rules designed to ensure the safety and comfort of all. They are gently and firmly guided towards self-discipline and consideration for others. Parents are expected to work with the school to encourage good behaviour. If a child needs to be punished this usually involves missing playtime or withdrawal of a privilege. Continual bad behaviour will be reported to parents in the first instance by the class teacher and then by letter.

### **4. School Visits/ Journeys off Site.**

- A risk assessment must be completed for every visit and placed in the file in the HT office/Electronic copy in the risk assessment folder of the staff desktop
- LA guidelines must be referred to and the correct procedures followed.
- The school mobile telephone should be taken on any visit.
- Written permission must be given by the parent/carer before any child may participate in a visit

### **5. Provision of First Aid**

5.1 First Aid

Minor injuries can be treated with class based first aid materials during lesson times. Surgical gloves must be worn for any cut or abrasion or cleaning of blood and all soiled dressings are to be placed in a plastic bag and disposed of via the medical room. All staff are advised to cover any cuts especially on their hands. At playtime a member of staff will have surgical gloves on her. If a child has a serious accident a first aider shall be sent for as well as the Head or Deputy.

*There are 6 qualified first Aiders in the school and these are:*

1. Mrs Box-Reception class
2. Mrs Gibbs
3. Mrs Harvey-Nursery
4. Mrs Kingett-
5. Mrs Mark
6. Mrs Maudsley

Any head injury or other injury which may require hospital treatment must be reported to the Head or Deputy. In any instance where a member of staff is unsure as to the

seriousness of an injury, advice should be sought. All children with head injuries, however minor, must take a parental notification slip home at the end of the day. After the child has been treated, the medical book or appropriate accident form must be completed by the member of staff supervising the child at the time of the accident.

*First Aid boxes are situated in:*

- The Medical Room
- Reception cloakroom
- The Nursery
- The Rainbow Room
- The swimming pool

The First Aiders are responsible to alerting the Office when supplies are getting low and either secretary will submit an order as quickly as possible.

Medical record books are available in the medical room, Sunshine room and Nursery. If a child feels unwell whilst in school, advice should be sought from the teacher in charge of first aid. Only the Head or Deputy may give permission for a child to be allowed home and then only once the parent has been informed.

Accidents

All accidents are recorded in the accident book and those of a more serious nature to the office and the Headteacher and the LEA reporting forms completed and returned to the LEA.

If a member of staff receives any injury as a result of an accident at school, the Head must be informed and the accident noted in the medical book.

## 5.2 Medicines

- Parents whose children need to have medicines at school for chronic complaints, such as asthma, must obtain a letter from the doctor to show to the Head/Deputy and provide written instructions on the dose to be given. Medicines must be handed in to the office and collected by an adult. The school will not give short courses of medicine for acute conditions but parents are welcome to come into school to administer the medicines themselves.
- No medicines will be kept in the classrooms as they may be a potential source of danger to the pupils.
- Parents whose children require regular medical attention for a specific medical condition should see the Head.
- All medicines should be labelled with the child's name.
- A list of children with medical conditions such as asthma, epilepsy, etc will be kept in the medical room by the school office.
- Staff should ensure that they read the record files for such information.

## 5.3 Medicals

If a teacher wishes to refer a child for examination and/or suspects a pupil to be in an infectious state, the Head must be informed.

A teacher must never ask a child to undress in order to discover bruising etc. (See Child Protection policy)

## 6. Emergency Procedures

6.1 A fire drill is to be held at least once every term and should the drill take more than two minutes it is to be repeated within a week.

The date and time of the fire drill and the exact time taken to clear the building is to be entered in the log book.

The date of the drill and the time to clear the building is to be included in the Head Teacher's report to the Governing Body.

The fire alarm will be given by the ringing of the alarm bell system.

The teacher in charge of a class or group of children shall see the whole class safely to the playground by the nearest available safe exit. In the case of a teacher in charge of a group, that teacher shall then return individual children to their class group in the playground.

Class registers are to be taken from the building and the roll called as soon as possible after reaching the playground. The names of any missing children are to be reported immediately to the Head.

Teachers must ensure that the children leave the school quietly, quickly and in an orderly fashion. Once in the playground, children should line up and remain silent.

All administrative staff, the school caretaker, kitchen staff, parents, helpers and ancillary staff should leave the building by the nearest available exit as soon as the alarm is heard. The office staff, Headteacher/Deputy Headteacher will ensure the visitors book and parents' signing in book is taken to the playground; the office staff will check all visitors are present.

Gas and electricity appliances should be turned off immediately if this can be done with safety.

Teacher should be aware of the locations of the fire alarms around the school in case they discover a fire.

### 6.2 Emergency Regulations for the Swimming Pool

**There are a set of guidelines in the teacher handbook which must be followed at all times.**

- No child must enter the pool building without an adult.
- There must be no running in the building and especially around the pool area.
- Swimmers must use the footbath and shower before entering the water.
- There must be 2 adults present when there are swimmers in the water.
- If a child is injured there is a telephone and the emergency services can be contacted
- One blast on the whistle – everyone must stand still
- Repeated blast – everyone must leave the pool by the steps.
- If a child is injured then an adult must dial 999 on the pool telephone and ask for the ambulance service. The other adults must stay with the injured child.

Always make sure that all children have left the pool before you lock the door and the responsible teacher must make another head count at that time.

The key is to be put into the Head's room when the lesson is finished.

## **7. Risk Assessments**

All Hazards have been identified within the Risk Assessments listed below:-

- Risk Assessment Administrative
- Risk Assessment Building
- Risk Assessment Pregnant Workers
- Risk Assessment Pupils on site
- Risk Assessment Pupils Travelling Off Site
- Risk Assessment Teaching
- Risk Assessment Caretaking
- Risk Assessment Cleaning

All of the above risk assessments are kept at the school and are on the Web page.

Any immediate Hazard and remedial work is reported to the Head Teacher who will implement an action plan to remove the Hazard.

## **8. Environmental Health**

All reporting of defects to lighting, heating or ventilation are reported to the Head Teacher who is responsible for progressing repairs and updating the committee for Buildings and Sites.

## **9. Disposal of hazardous waste**

All Hazardous waste is identified and disposed of in accordance with local LA Guidelines.

## **10. Safety Representatives**

The teacher health and safety representative is: Miss Cherry Bartholomew

The Governors' Buildings and Sites/Health and Safety Committee is: Mrs Murphy, Mrs Massey, Mr Abrahams, Mrs Burman, Mr Fairhall, Mr Gledhill, Mrs Wright, Mrs Montgomery, Mr Taylor, Mr King

## **PART III**

### **Conclusion**

It is the responsibility of everyone to make these arrangements work. This will ensure, as far as reasonably practicable, that working conditions are safe and that the working life of everyone is accident free.

If an improvement or prohibition notice is served by an enforcement officer (eg factories inspectors or environmental health inspector) the Head should immediately advise the Chief Education Officer and the Chair of Governors. If a prohibition notice is issued with immediate effect the activities specified should cease forthwith.

Any member of staff noticing a failure to comply with this statement of organisation and arrangements or other advice/guidance issued by the authority or Head in pursuance of the safety policy should immediately report the circumstances to the Head. The Head should then initiate appropriate remedial action. If it proves impossible for the Head to resolve the matter, it should then be reported to the LA. If no action is seen to be taken the Head should be consulted again and if still no action is taken the member of staff should report the circumstances to the safety representative at the school and the chairperson of the building and sites sub-committee.

Hazardous situations should also be reported immediately and the same procedure followed.

Suggestions by any member of staff to improve standards of health and safety are welcomed by the Head.

### **Review**

A review of the procedures should take place at the start of each academic year.