

# Brant Broughton Church of England & Methodist Primary School



## HEALTH & SAFETY POLICY

March 2018

Brant Broughton Church of England and Methodist Primary School  
Health & Safety Policy



## **Introduction**

The Governors and management of Brant Broughton School are committed to a safety management approach to Health & Safety, and thereby to an organised, well informed and proactive approach to all health & safety and welfare related issues. All activities will be planned and executed with a systematic approach which includes an element of 'context sensitive' risk assessment, and where necessary control measures will be put in place to reduce/eliminate to a safe level any foreseen risks. This policy supplements and operates in conjunction with Lincolnshire Council's policy statement on Health and Safety.

It is the policy of this school to operate at all times in a manner which ensures, so far as is reasonably practicable, the health, safety and welfare of all persons employed, visiting, working in or being taught at the school. All school staff are reminded that they have a duty of care to carry out their work with due regard for the health and safety of themselves, other staff, pupils, contractors and visitors to the school, and to observe the health and safety requirements relevant to their activities.

A suitable assessment of all-foreseeable hazards and risks to staff, pupils and visitors will be carried out. Where significant risk is identified, appropriate measures to reduce or eliminate the risks will be taken and communicated to those concerned. Consultation will take place with any Union appointed safety representatives and members of staff on matters that effect their health and safety. If required, specialist advice will be sought at the earliest opportunity from The Lincolnshire Health & Safety Officer, Building Surveyors, Asset Manager or other specialist advisers, such as the local Fire Officer

All staff are requested to support the school in achieving a safe environment for everyone. The necessary information, training, instruction and supervision will be made available by managers to achieve this, particularly to staff after recruitment, transfer or changes to their responsibilities. A copy of this statement will be brought to the attention of all members of staff. It will be regularly reviewed and updated as necessary, or at least annually.

Additional information to implement this policy is contained in Health and Safety file in the Headteacher's office containing Risk Assessments relating to the site and day to day procedures in school. Further information is contained within the Health and Safety Manuals .

## **Organisation**

The school recognises the need to identify organisational methods for implementing and controlling the health and safety of all persons who work within or visit the school. The following is a summary of individual responsibilities, their consequent structure and accountability:-

### **Governors**

The Governing Body has the responsibility to ensure that all reasonable steps have been taken to reduce the possibility of accident or injury to both staff and pupils, although it should be emphasised that unnecessary responsibility cannot fall on individual members of the Governing Body, nor can the Head of the school or employees avoid responsibility by referring urgent matters to that body for information and decision. The Governors will be kept informed of all developments relating to health and safety matters and Clerks to Governors will include such matters on the Agenda for termly meetings.

### **Governors Must Ensure:**

- a) That in co-operation with the Headteacher, an individual school Health and Safety Policy is produced, and this policy is regularly reviewed and revised as and when necessary;
- b) That risk assessments are undertaken of any activity that has significant associated hazards and that a written record of these assessments are kept and reviewed regularly;
- c) That sufficient funding is allocated for health and safety issues e.g. training, provision of personal protective clothing etc;
- d) That regular health and safety inspections of the premises are carried out on a termly basis;
- e) That the Governing Body receives an annual audit of health and safety systems and standards of health and safety from the Headteacher;
- f) That a positive health and safety culture is established and maintained.

### **Headteacher**

The Headteacher is responsible and accountable for the implementation of this policy and the compliance with all relevant legislation in every area and activity within the school. In order for this to be achieved, his/her operational duties include the following:

- a) Ensuring that all members of staff (including new staff, supply staff, NQTs and students, voluntary helpers etc) are aware of the contents of the school health and safety policy and all safe working practices.
- b) To appoint a member of staff to act as school co-ordinator on Health & Safety issues affecting the school.
- c) Ensuring that risk assessments are carried out on any activity that has significant associated hazards. Lincolnshire Council recommends that a group approach to risk assessment be executed, usually consisting of an individual who has received specific training in the theory of risk assessment, a teacher who has the hands-on experience of tasks being assessed, and any safety representatives that

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school may have. Where significant risks are identified, appropriate measures and/or safe working practices be introduced to reduce/eliminate such hazards.

- d) Undertaking inspections of the school premise, plans, equipment and working practices on a termly basis. Where necessary implement any changes and improvements.
- e) Providing an annual report to the Governors of the school regarding safety performance. – E.g. what risk assessments have been carried out? how many fire drills have been carried out? How many accidents have occurred? are there any trends etc?
- f) Making recommendations to Governors where Health and Safety funding is required, and to advising on any safety policies that need to be introduced.
- g) Ensuring that effective first aid provision and accident reporting procedures exist in accordance with the guidelines issued by the Education Health & Safety Officer (to allow Lincolnshire to comply with the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995).

***Teaching Staff (Including Supply Teachers)***

Teachers have a duty of care under Health and Safety Legislation. In order to achieve this their duties include the following:

- a) Ensuring that all students/NQTs, supply teachers etc. assigned to help, are aware of the general health and safety requirements of the school and the detailed requirements for activities relevant to them.
  - b) Implementing the health, safety and welfare procedures for pupils at a level appropriate for their requirements. Ensuring that these procedures are explained in terms that they can readily understand.
  - c) Exercising effective supervision of pupils and maintain an awareness of emergency procedures in respect of fire, first aid, accident reporting etc. carrying them out as necessary.
  - d) Seeking information on any special safety measures to be adopted in their own teaching areas and ensure that they are adhered to.
  - e) Setting an example by personally following safe working practices.
  - f) Ensuring that where necessary, the appropriate protective clothing, guards etc. are available, in good condition and are used. All electrical equipment be visually checked before use.
  - g) Reporting to the Headteacher any defects in equipment or identified inadequacies in procedures.
- (Where any defect renders the equipment potentially hazardous, it should be isolated and clearly labelled 'awaiting repair', 'until repaired' or 'replaced'.)
- h) Integrating all relevant aspects of health and safety into the teaching process and if necessary, giving special lessons. ( e.g. The use of equipment in technology lessons)

***Non Teaching Staff***

There is a need to identify the duties and responsibilities for the following categories of staff where appropriate. As these differ for each establishment it is not possible to provide a 'model'. Remember that in allocating duties you will need to take into account the level of authority, ability, training and instruction needed to carry them out.

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**Categories**

- \_ Caretaker/Cleaner/Site Maintenance
- \_ Learning Support Assistants
- \_ School Secretary/Finance Administrator
- \_ SMSA's

***Caretaker/Cleaner/Site Maintenance Personnel***

- a) Taking effective action and/or immediately referring to the Headteacher any health and safety problems brought to their attention. This includes the stopping of any practices or the use of any tools, equipment etc which are considered unsafe. This is to be enforced until safety levels are adequate.
- b) Ensuring that all items of portable electrical equipment (including new purchases) are entered on the school inventory before use, and that visual inspections of all equipment take place on a termly basis. Defective or damaged equipment must be isolated and taken out of use until repaired or replaced (repaired by a competent person only).
- c) Checking the adequacy of fire precautions and procedures in liaison with the Headteacher.
- d) If an accident/incident occurs, assisting in the accident investigation regarding any findings and recommendations to prevent a recurrence.
- e) Setting an example by personally following safe working practices.
- f) Ensuring that where necessary, the appropriate protective clothing, guards etc. are available, in good condition and are used. All electrical equipment be visually checked before use.
- g) Reporting to the Headteacher any defects in equipment or identified inadequacies in procedures.

(Where any defect renders the equipment potentially hazardous, it should be isolated and clearly labelled 'awaiting repair', 'until repaired' or 'replaced'.)

***Learning Support Assistants***

- a) Setting an example by personally following safe working practices.
- b) Ensuring that where necessary, the appropriate protective clothing, guards etc. are available, in good condition and are used. All electrical equipment be visually checked before use.
- c) Reporting to the Class Teacher any defects in equipment or identified inadequacies in procedures.

(Where any defect renders the equipment potentially hazardous, it should be isolated and clearly labelled 'awaiting repair', 'until repaired' or 'replaced'.)

- d) Integrating all relevant aspects of health and safety into the teaching process and if necessary, giving special lessons. (e.g. The use of equipment in technology lessons).

***Administrator***

- a) Setting an example by personally following safe working practices.

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b) Reporting to the Headteacher any defects in equipment or identified inadequacies in procedures.

(Where any defect renders the equipment potentially hazardous, it should be isolated and clearly labelled 'awaiting repair', 'until repaired' or 'replaced'). c)

Follow relevant advice regarding workstations.

***School Meals Supervisory Assistants***

a) Implementing the health, safety and welfare procedures for pupils at a level appropriate for their requirements. Ensuring that these procedures are explained in terms that they can readily understand.

b) Exercising effective supervision of pupils and maintain an awareness of emergency procedures in respect of fire, first aid, accident reporting etc. carrying them out as necessary.

c) Setting an example by personally following safe working practices.

d) Reporting to the Headteacher any defects in equipment or identified inadequacies in procedures. (Where any defect renders the equipment potentially hazardous, it should be isolated and clearly labelled 'awaiting repair', 'until repaired' or 'replaced').

***Trade Union Safety Representative***

Any Trade Union Safety Representative will be encouraged by the Headteacher to fulfil his/her duties as well as being released for any appropriate training. The Headteacher will also consult regularly with the Safety Representative on Health & Safety matters. He/she will be entitled to inspect the school in accordance with the agreed Trade Union/Authority procedures.

***Health & Safety Executive***

The Health & Safety Executive (HSE) have many powers, including the right to visit the school and have sight of all relevant policies and documents. They have the right to turn up for announced or unannounced visits, however they will **usually** visit in connection with an accident that has been reported to them.

**Arrangements**

The school recognises its obligations to identify arrangements designed to make its safety policy effective. All staff should be aware of the following arrangements: -

***RISK ASSESSMENTS***

Risk assessment is a principle requirement of the management of Health & Safety at Work Regulations 1999. Regulation 3 requires all employers and self-employed persons to undertake a systematic assessment of all risks (except the trivial) to workers and any others who may be affected by their work activities. The purpose of the risk assessment is to assist the employer to determine what measures to take in order to establish safe systems of work and to comply with health and safety legislation. Staff have completed risk assessments for specific events/situations. The Premises/Health & Safety Committee will undertake generic risk assessments over the coming year.

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The regulations talk about the need for a competent person to carry out risk assessments. Our competent person on the theory of risk assessments is Elaine Bedford. She has completed risk assessment training and has been supported by LCC personnel to develop risk assessments related to our specific site. We have a team approach to risk assessment, which involves the Premises/Health & Safety Committee. The approach allows for competency not only in the theory but also the practical and allows for discussion from a Health and Safety angle. This group fulfils the competency need.

### ***FIRE AND EMERGENCY PROCEDURES***

- Each week the alarms will be tested to ensure that they are effective. Points from different zones should be used to trigger the alarm to ensure that all break glass or other points are in working order. Details are recorded in the Fire Log Book.
- Fire drills must be carried out at least once per term to enable everyone to become familiar with the evacuation procedure. Details are recorded in the Fire Log Book.
- In each room there should be a diagram showing exit and line up points.
- The location of explosive substances such as oil and paint should be known and the Senior Fire Officer informed upon arrival.
- Fire exits and fire exit routes should be free from obstruction. At all times all exit doors must be unlocked whilst there are people in the building.
- All fire exits must be clearly labelled and comply with legislation e.g. should be pictorial rather than just writing.
- All visitors spending any length of time in the school should be made aware of arrangements in case of fire.
- The fire log book is kept in the staff Room. Full and detailed records are kept of evacuations, call point testing, alarm system servicing, fire fighting equipment checks etc.
- An up-to-date Fire Risk Assessment has been carried out (Sept 2017) and a copy is stored in the main office.

#### ***If you discover a fire:-***

- Operate the nearest alarm call point
- Carry out any previously arranged duties to be done in the event of fire or go to the nearest line up point.
- On sounding the alarm the fire brigade will be summoned if necessary by senior management. All staff, pupils and visitors must leave the building immediately, closing doors behind them as necessary.
- Assembly points have been designated and a diagram displaying where they are placed in each room.
- Only if there is no risk to personal injury should attempts be made to tackle a fire using a suitable fire extinguisher. In addition, if there is no risk of injury, mains services such as gas and electricity should be turned off.

**The mains isolator for electricity can be found in the electrical cupboard in Leopards classroom.**

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**Action on Hearing a Fire Alarm**

- Teacher or responsible adult will supervise children leaving the building by appropriate exit, closing the door when the last person is out (diagrams located in each room).
- Proceed to line up point in the KS2 playground
- Walk quickly, do not run.
- Keep calm.
- Do not stop to collect any personal belongings or books.
- Registers must be taken to the line up points so that teachers can carry out a roll call.
- If the fire brigade have been called there must be clear access to the site by emergency services.

The following roles have been assigned to ensure that all areas are checked and that the fire evacuation procedures are effective:

**Fire Controller** – Elaine Bedford

- To coordinate the evacuation and ensure the building is empty and secure.
- To give the signal that it is safe to return.

**Deputy Fire Controller** – Sarah-Jayne Botterill/Nicola Turner

- To call the emergency services if necessary
- To check the staff toilets and staff room have been evacuated
- To ensure no one returns into the building until the all clear is given by the fire controller.

**Fire Wardens**

FS & KS1 – Sue Dunne/Liz Edwards

KS2 – Naomi Botham

- To check that the toilets in their area have been evacuated
- To ensure the ICT room & Library have been evacuated (NB)
- To ensure the hall has been evacuated (SD/LE)

**Class Teachers**

- To report to the Fire controller once they have carried out their roll call.
- To ensure the orderly evacuation of the children in their class
- To supervise their class at the assembly point.

In the event of an absence these roles will be deputised by the next person on the list.

**Lettings**

- Details of fire procedures will be given to hirers.
- Precautions must be taken for large gatherings (e.g. plays)
- All emergency exits must be unlocked.
- Access to a telephone is advisable, however if access is not given this must be communicated to hirers so that they can make their own arrangements.
- The member of staff responsible for locking up must inspect premises after their evening use and check for possible fires.

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- If the cleaner or other member of staff locking up discovers a fire when the school is unoccupied, he/she must sound the alarm and call the fire brigade.
- The Headteacher must be informed immediately.

### **Contractors On Site**

Before we select contractors, we will make sure that they not only have a good work record, but also a good health and safety record. We will investigate their Health and Safety track record. Some pertinent questions that we will ask are: -  
Have they got any history of working within a school in this area, how did this go what reputation have they got?  
What is their accident rate, when was the last time they had a reportable accident?  
Have they had any Health and Safety Prosecutions/investigations in the last 3 years?  
(The chosen contractor may be known to the authority, for confirmation and further advice contact Property Services who will be able to advise.)

Before any contractors are engaged to work on this school site for any jobs other than routine maintenance, we will check with Property Services/Asset Management, to make sure that the job can go ahead. Sometimes pending on the job type, size duration etc other regulations come into play that need to be followed such as The Construction Design and Management Regulations (CDM Regs ).  
Once we have checked with Property Services or Asset Management and they have advised that the job can go ahead we will then and only then engage any contractors to work on site.

**When Contractors arrive on site** to commence work the following Safe Systems of Work will be followed...

1. All staff will be informed of the works being carried out and any areas that are likely to be affected. Also the duration and timing of the works will be discussed.
2. Ensure that any changes to the job are discussed with the Headteacher or representative, and any changes affecting timing, or health and Safety be looked at and action taken where necessary.
3. Monitor the contractors' performance during the works and take appropriate action when necessary. If you believe there to be a detrimental effects on Health and Safety then the job should be stopped until you are satisfied with the Health and Safety practices.

### **Asbestos**

At present there is a register of where asbestos is to be found at this site and a full survey has taken place in June 2017.  
When any building/modification works are carried out in this school we will make the contractors aware of this fact, so that the necessary measures can be taken before work commences and ask them to sign the Asbestos Management Plan. We will

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discuss this with Property Services/Asset Management before work commences, as part of the risk assessment process.

### **Rubbish & Combustible Waste**

This should not be left in the boiler room (boiler rooms should not be used for storage), in escape routes or in passageways. Such materials should be put in a metal or non-combustible container and be disposed of as soon as possible. If bins stored outside, where possible, they should be stored 6 metres away from the building.

### **Displays & Decorations**

Combustible decorations or displays must not be placed near heaters or suspended by light fittings.

When putting up displays staff should use only kick steps or step ladders to work at height. Chairs or tables should **not** be stood on to work at height.

### **Smoking**

**This school operates a No Smoking Policy.**

### **Electrical Supplies & Fittings**

Any faults must be reported immediately. Any faulty fittings (e.g. cracked sockets etc.) should be isolated and labelled for repair. (See Equipment and Materials for electrical testing of equipment)

### **Boiler Room**

The Boiler room must remain locked at all times and should not be used for storage.

### **First Aid**

All teaching assistants currently hold the nationally recognised qualification First Aid at Work Appointed Persons and are able to give first aid to both children and adults as necessary. However in order to clarify the role and responsibilities of the Appointed Person Mrs. Simeoli and Mrs Dunne have both completed a specialist Paediatric First Aid course and are the named staff. (From Easter 2018 this will include Mrs Botterill and Mrs Turner).

This named person is qualified to administer first aid to casualties. The responsibilities of appointed persons are:-

- To take charge in the situation where personal injury or illness has occurred and where further medical help is needed.
- To ensure that the first aid boxes/cupboards are fully stocked with designated items only.
- In the case of serious injury, responsibility of the appointed person ends when the patient is handed over to medical care or parent/guardian.

The first aid box in this school is located in **the main Stock Cupboard**. Notices giving details of whereabouts of first aid facilities will be displayed at appropriate sites. The

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Headteacher will assume responsibilities of the appointed person in the absence of the appointed person. However, these instances should be very few and far between, as planned cover should be achieved and only in the case of unplanned absence will this situation occur.

All teaching staff act in loco parentis during the time that the school is open for children.

All injuries, whether to staff, pupils or visitors, must be recorded via the school accident book or for more serious injuries, on the accident report forms.

***Lincolnshire's guidance for accident reporting should be followed at all times.***

Please refer to the Accidents in School – in the Lincolnshire Health & Safety Handbook.

Any serious injuries should be transported to hospital by ambulance as the patient's condition could worsen. Accidents of this type should be reported by telephone or fax in the first instance to the Lincolnshire Health and Safety Officer and then followed by a written report investigation using appropriate paperwork.

No attempt to move an injured person should be made until a proper examination and assessment has been completed. There is clear evidence that premature handling of the casualty has worsened injuries.

Minor injuries may be treated on a self-help basis or by any members of staff in loco parentis.

### ***Medicines***

Please refer to our separate medications policy attached to this document.

### ***Sickness***

Please refer to the sickness routine detailed in the staff handbook.

### ***Asthma/Other Medical Conditions***

Please refer to the school asthma guidelines attached to this document. Further guidance is found in the 'Supporting Pupils with Medical Needs' document which is in the headteacher's office. All children with long term medical needs e.g. allergies or conditions such as Ehlos Danlos Syndrome have an individual Health Care Plan, copies are on the noticeboard in the relevant classrooms. First Aid Lists outlining medical conditions are in each classroom on the noticeboard and in the staff room.

### ***Epilepsy***

If a known epileptic suffers a short seizure and shows rapid signs of recovery, then it is appropriate to sit the child quietly and to closely monitor his/her condition. ☑If the person suffers an injury during the seizure, then immediate first aid should be given. If the fit is violent and/or prolonged, medical help should be sought, or an ambulance called as well as contacting the parents, or partners in the case of adults. All staff are to be informed of children who are epileptic and are to be aware of action to be taken. If a child with no past history of epilepsy has a seizure, parents should be contacted immediately and medical advice sought.

☑In the event of fatal or serious injury, nothing at the site of the accident must be moved, except for helping the injured, until a thorough examination has been carried out.

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Trade Union Safety Representatives must also be informed of injuries and dangerous occurrences.

Parents/guardians or next of kin must be contacted as soon as possible.

## **Design & Technology**

Members of Staff should ensure that: - •

Children are well supervised at all times.

- Protective clothing is worn when appropriate.
- Sharp edged tools are stored so that the cutting edge cannot be accidentally touched.
- All tools are stored appropriately in commercially purchased storage units.
- Files and similar objects have properly fitted handles
- ☒ Hammer heads must be checked regularly.
- ☒ Tools must be used for their intended purpose.
- Scissors must be handled correctly and be of the round edged type.

### ***Glue Guns***

- Only low temperature glue guns should be used.
- ☒ Glue guns should be located on stands ready for use.
- ☒ Electrical testing must be carried out annually.

### ***Food Technology***

- Housekeeping in this area needs to be good, passageways must be kept free for safe movement. Coats and bags must be stored outside this area.
- The floor should be kept clean, and 'clean as you go' practices should be adopted.
- Spillages must be cleared up immediately and the area dried with paper towels.
- Windows and ventilation should be properly controlled.
- Staff should note various means of exit from the cookery area.
- There must be no displays, pictures or pinboards near the cooker.
- Fire fighting equipment e.g. fire blanket extinguisher should be in close vicinity. These must **NOT** be sited over the cooker but near the exit to this area.

☒ There must be adequate and safe working practices drawn up for this area all pupils should: -

Wear clean aprons

Tie back long hair

Remove jewellery

Must not carry hot substances

Must not be allowed to do any frying

## **Equipment & Materials**

### ***Correction Fluids***

- This should only be used by staff.
- Children should not bring their own correction fluids into schools.

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**Marker Pens**

- Pens, which are mainly water based, should be used.
- If and when other marker pens are to be used, this must only be by staff in a well-ventilated area.

**Rotary Trimmers**

- Rotary trimmers are available in the Library & KS2 Corridor
- Care should be taken if carrying a trimmer and they should be stored safely at all times.

**Children should not use or carry rotary trimmers for any reason.**

**N.B Guillotines should no longer be in use or be on school premises**

**Overhead Projector**

- OHP's should be kept out of direct sunlight.

**Pen Tops**

Staff need to be vigilant about this as there has been several accidents and subsequent deaths due to children putting pen tops into their mouths.

**Kettles**

- Kettles should not be used in classes or activity areas unless for specific reasons in which case children should be reminded of their dangers and they should not be left unattended.

**Installations**

- Only approved contractors will be used after consultation with Property Services.

**Extension Cables**

- They must not be used permanently - only as a temporary measure.
- Those with multi sockets may be used for computers.

**Electrical Equipment**

- All electrical equipment details should be included in the Asset Register which is kept in the Office.
- All equipment should be regularly tested and labelled by the electrical technician undertaking the test.
- Any defective equipment must be isolated and labelled for repair.

**Printing and Reprographics**

- The machine in use within this school is in the ICT room.
- Children must not use the photocopier.
- It has been sited in a well-ventilated area.

**P.E. and Swimming /After School activities**

Staff are reminded that: -

1. If a parent has informed the school in writing and has put a restriction on a child's activity on medical grounds, it is the PARENT ALONE WHO CAN REMOVE IT.
2. If a child taking part in an unaccustomed physical activity is known to be disabled, or have an ongoing medical complaint (e.g. asthma, epilepsy, cystic fibrosis, etc), rigorous supervision should be maintained.

If these two points are not followed, a serious situation could develop, which may result in claims for damages should an incident occur.

- There is specific guidance available in the Baalpe Safe Practice in Physical Education, which we follow.

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- ☑ A note of consent must be received from the parent/guardian before a child may take part in swimming and any after school activities.

**Cancellation of Activities**

Parents/guardians must be notified in advance if after school activities have to be cancelled. Where this is not possible, children must be kept in school until the time they would normally leave at the end of the activity.

**Equipment**

Any defects or damage should be reported immediately, and taken out of use awaiting repair if necessary.

**Gymnasium Ropes**

Children are not allowed to 'knot' the ends of the ropes. Not only does this make them dangerous, but it also damages the fibres.

**Swimming Supervision (See also S4 Health & Safety Manual).**

There should be continuous supervision by at least one fully qualified lifeguard patrolling the pool for each 50 bathers at all times.

There should also be adequate qualified cover for this lifeguard should he/she have to leave the poolside for any reason. The instructors working with swimmers cannot be the lifeguard but may be used to provide cover if they are adequately qualified. In this case the instructor must stop teaching and their pupils must leave the water. Teachers are instructed that they do not allow children into the pool unless the pool lifeguard is in attendance or if the individual teacher(s) possess the relevant qualifications.

**School Outings**

Refer to the Lincolnshire Educational Visit policy stored on the Evolve system (paper copy available in the staff room).

**Animals in School**

It is felt that pupils can benefit from caring for, and observing animals.

- ☑ Teachers should discuss with the Headteacher the possibility of keeping animals in school.
- ☑ The animals must be among the approved kinds mentioned in the Dangerous Wild Animals Act 1976.
- ☑ Pupils are not allowed to bring scheduled animals into school even for a day. This would be an offence. The animals included on this schedule are:-
- ☑ All canines, except domestic dogs
- ☑ All cats, other than the domestic cat
- ☑ Monkeys, Apes, Crocodile and Alligator family
- ☑ Poisonous snakes, including adders
- ☑ Some birds

**If in any doubt please check with the Education Health & Safety Officer. Piano**

- The piano is sited in the school hall.
- Only adults should move it.
- ☑ There should be one person at each end and then it should be on a smooth, level surface. Specific care should be taken when moving a piano backwards or forwards, as a falling piano will always fall backwards or forwards. It is therefore important to keep the area clear of obstructions and people.
- A visual check on castors should be made to check that they are adequate for the load.

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- The piano must NOT be moved up or down stairs/steps.
- ☒A risk assessment needs to be carried out before the piano is moved.

## Staff & Pupil Welfare

### **Violence to Staff**

- The Governors are concerned about the possibility of staff being subjected to violence of any kind whilst working in school.
- If any member of staff is subjected to **any** aggression on school premises they must inform the Headteacher immediately.
- ☒Staff are asked to keep written records of such episodes.
- ☒An accident report form should be completed and sent to the Education Health & Safety Officer at the LEA.
- Appropriate steps will be taken by the Headteacher to deal with such a situation.
- If necessary, the Governors and LEA will be informed and involved.

### **School Trips**

This school follows the guidance as laid down in the Lincolnshire Educational Visit Policy. Specific Risk Assessments for visits which require travel off the school site (not on foot) are entered on to the electronic Evolve system which ensures that the Headteacher (or LCC staff in the case of residential trips) approve the visit.

### **Accidents**

- All accidents must be reported to the Headteacher and entered into accident book, which is found in the staffroom.
- Fatal or Major Injuries must be reported immediately by telephone to the Lincolnshire Health and Safety Officer and also to the Chair of Governors. This must be followed up by the completion of an accident report form and sent to the Education Health and Safety Officer.
- ☒Dangerous Occurrences must also be reported immediately by telephone to Health & Safety Officer
- Please refer to the Accidents in School Guidance in the Lincolnshire Health & Safety Manual

### **Sickness**

Please refer to the sickness routine detailed in the Staff Handbook **HIV/AIDS**

There are publications available regarding the care of children and adults who suffer with HIV/AIDS.

Also see Health & Safety Manual.

### **Infectious Diseases**

A separate handbook dealing with this is available, entitled 'Infectious Diseases Handbook & Procedures'.

The Infectious Diseases information poster is displayed in the staffroom.

### **Headlice**

We adopt the most recent guidance from the Local Health Authority.

If a child is found to have live headlice, the parent is contacted and children in the class will receive a letter containing useful advice to be taken home.

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There is a need to stress that all employees have **legal** responsibilities under The Health and Safety at Work Act. Those duties are to safeguard themselves, colleagues and others in the workplace.

Approved by the staff & Governing Body:

Date: \_\_\_\_\_

Chair of Governors: \_\_\_\_\_

Headteacher: \_\_\_\_\_

Date of Review: January 2020

**Health & Safety Training Record**

Date:	Training:	Led by:	Participants:
10/12/13	Legionella Awareness Training	Second Element	Sue Dunne
	Food Handling and Hygiene		Amanda Milne 1/2/18 – exp 1/2/21 Ann Munford Gibb - due Nolene Tear 15/1/18 exp 15/1/21
15/06/17	Educational Visit Co-ordinator Training (due June 2020)	Strong Roots/Evolve/OEAP	Elaine Bedford

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Dec 2017	Visit from LCC Health and Safety Officer, Ian Sprigg to review site risk assessments		Elaine Bedford
Feb 2018	Fire Safety Training e-learning Health and Safety Training e-learning	Lincs2Learn	Elaine Bedford
March	Health and Safety Policy and Update	Elaine Bedford	Rachael Simeoli, Carrie-Ann Fairhurst, Ellie Curtis, Naomi Hollands

**First Aid**

7/7/15	Playground First Aid (expires 6/7/18)		Ann Munford Gibb, Amanda Milne? Margaret Hutchinson
6/7/15	Playground First Aid (exp 6/7/18)		Beth Kevill Byrne
Feb 2016	Paediatric First Aid (exp Feb 2019)		Clare Hewkin
25/2/16	Emergency First Aid at Work (expires 25/2/19)	ABC	Mags Smart
29/1/17	Paediatric First Aid (expires 29/1/17)	Singleton Associates	Sue Dunne
21/4/17	16 hour Forest School First Aid		Mark Clarke

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	(expires 21/4/20)		
31/11/17	2 Day Paediatric First Aid Course (expires 30/11/17)	ABC	Rachael Simeoli
March 2018	Epi-pen Training	School Nursing Team	All teaching staff, including TAs