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## **HEALTH AND SAFETY POLICY**

**2021**

**Reviewed by: Kevin Reid**

**Date: March 2021**

**Ratified by Chair of Governors:**

**Next review date: March 2022**

# **BRAMPTON PRIMARY SCHOOL**

## **HEALTH AND SAFETY POLICY STATEMENT**

### **INTRODUCTION**

Newham Council has delegated the majority of the budget relating to the operation of schools to individual establishments. The responsibility for the day-to-day management of occupational safety and health has, therefore, largely been transferred to establishments. However, in community and voluntary-controlled schools the Council is still the employer, and could, therefore, ultimately be held to account for any health & safety failures in these schools.

Individuals, managers & leaders in schools should be aware that they could individually be held to account [criminally/in civil action/disciplinary procedures], for failings in the management of health & safety in their establishments if they are deemed to have been negligent.

The policy is written within the framework of the Health and Safety at Work Act 1974 and its subsequent regulations. It is to be read in conjunction with the London Borough of Newham's Community and Voluntary Controlled Schools Health & Safety Organisation & Arrangements (version 3a Oct 2019), Health and Safety Management System of the London Borough of Newham, Education Department (three files).

It is to be reviewed, added to, or modified from time to time and may be supplemented in appropriate cases by further statements related to the work of the school. Copies and subsequent amendments will be made available to all employees. The phrase 'employee' includes all staff whatever their management function.

The success of this policy depends on the active support of all employees to achieve its objectives.

### **THE POLICY STATEMENT**

The headteacher will be responsible to the Director of Education and Community Learning for the implementation, management and monitoring of the Policies and Procedures of the London Borough of Newham, the Education Department and School.

The headteacher recognises and accepts his responsibility to, as far as is reasonably practicable, provide a safe and healthy workplace and working environment for all employees, pupils, visitors and others who may be affected by the work of the school, i.e. parents, volunteer helpers, school meals service.

In discharging his responsibilities, the headteacher will pay due regard to relevant Regulations, Codes of Practice, Guidance Notes and professional advice.

The headteacher similarly requires all employees to recognise their responsibilities to take care for themselves, other workers, pupils, visitors and others who may be affected by the work of the school and to co-operate fully with the headteacher and the employer in achieving this policy.

The headteacher accepts responsibility as far as is reasonably practicable for the effect of the school's activities on the safety of contractors and others whilst working on the school premises.

The headteacher similarly requires contractors and others, when working on the school premises, to take all reasonable care for the protection of their own employees, school staff, pupils, visitors and others who may be affected by their work.

The headteacher will co-operate fully in the appointment of Safety Representatives by recognised Trade Unions as set out in the Safety Representative and Safety Committees Regulations 1978 (within the current staff).

The headteacher is the overall Health and Safety Co-ordinator and delegates duties to the Finance Manager and the Site Supervisor.

## **GENERAL RESPONSIBILITIES**

The headteacher will be responsible to the Director of Education and Community of Learning for the implementation, management and monitoring of relevant policies and procedures. The Headteacher will approve and monitor any arrangement made by school management team to discharge their responsibilities, as well as monitoring the outcome of the arrangement he may take. Line managers will take all reasonable measures to assist the Headteacher in carrying out the Health and Safety Policy. So far, as is reasonably practicable, they will ensure that those under their control and the areas in which they work are safe and that those employees under their control fulfil their responsibilities.

Employees have the duty to take reasonable care for their own health and safety and of others who may be affected by their actions and/or omissions; they co-operate with the London Borough of Newham, the Headteacher and line managers to enable them to maintain a safe and healthy workplace. Disregard or failure to comply with safety instructions shall be a breach of disciplinary rules and dealt with accordingly. The Headteacher will liaise with the Governing Body in matters where its responsibilities relate to the Health and Safety at Work Act. The Governing Body must comply so far as it is within their power to do so with the LA's safety policies. Should the Governing Body fail to discharge any responsibilities related to the Act, the LA will take necessary action and, if appropriate charge the school's delegated budget accordingly.

## **ADVICE AND TRAINING**

The Headteacher notes that the LA provides a range of professional advice, information and training in support of health and safety issues and will make available such advice, information and training to appropriate members of staff.

All new members of staff must undergo a health and safety induction, which will be presented by the Finance Manager or the site supervisor.

## **GOVERNING BODY STATEMENT**

The Governing Body of Brampton Primary School will, so far as is reasonably practicable, ensure that all activities under its control are carried out in accordance with the Health and Safety at Work Act 1974, relevant regulations, approved codes of practice, guidance notes,

the Safety Policy of Borough and the Education Department and paying due regard to advice and information provided by the Authority's advisors.

The Governing Body will ensure, so far as is reasonably practicable, that all means of entering or leaving the premises available for use are safe and without risks to health and that any plant or substance in the premises or provided for use there are, safe and without risk to health. In this respect, the Governing Body will comply with the arrangements and procedures made by the Authority, it will ensure that appropriate health and safety arrangements are in place.

The Governing Body will review this statement annually or if circumstances change in the interim. It will ensure that the school maintains monitors and reviews its Health and Safety policy including the necessary items of organisation, arrangements and procedures.

## **BRAMPTON PRIMARY SCHOOL ORGANISATION AND RESPONSIBILITIES INDUCTION**

Training and guidance will be given to all new staff. The Health and Safety Co-ordinator will oversee all training. Revision and updating of information will be given to existing staff as and when appropriate.

Risk assessment will be carried out regularly for those activities which attach a degree of risk and where there are hazards identified such as; out of school hours learning and Educational Visits. Health and Safety audits are carried out by the school regularly.

### **RESPONSIBILITIES**

1. **The headteacher** is responsible to the Director of Education and Community Learning for all aspects of Health and Safety in the school and will delegate to particular individuals specific functions for which they will be responsible to the headteacher, in particular will ensure the following:
  - There are arrangements for playground supervision, before and after sessions, break times and lunchtimes;
  - There are procedures for Educational Visits;
  - There are arrangements for personal safety and security;
  - There are regular fire drills;
  - That all accidents and assaults to pupils, staff and any other individuals are reported as per procedure;
  - That dangerous incidents are reported to the Director of Education;
  - That, in the event of a bomb warning the building is evacuated and the emergency services are called, that the police are met and informed of the situation and that Director of Education is informed of the incident;
  - That repairs needed to the building and equipment are reported and acted upon;
  - That major aspects of school policy relating to Health and Safety at Work are reported to the Governing Body;
  - That the School H & S Policy statement is reviewed annually or as and when appropriate, that members of staff are notified of any changes to it during the year and that they are issued with an updated copy when necessary. Staff are given appropriate training and guidance.

In general, the headteacher will ultimately be responsible for the maintenance of a safe working environment and safe practice within the school in accordance with guidance received from the Health and Safety Executive, Department of Education and Science and the London Borough of Newham, Education Department.

In order to be able to demonstrate that the headteacher can competently discharge their duties listed above they must ensure they have suitable health and safety training. The Council sets a standard of the IOSH Managing Safely course for the Headteacher can complete either the IOSH Managing Safely course or a course that will demonstrate the required standard of competence.

2. **The deputy headteachers** have the responsibility of carrying out all the delegated functions identified and following the headteacher's instructions while the headteacher is absent. Whatever decisions the deputy makes which are outside this remit, are ultimately the responsibility of the headteacher and the deputy headteachers together.

The deputy headteacher (Mark Woodhouse) is to ensure that students on teaching practice and work experience are inducted into the Safety Policy of the Authority and the school.

3. **The health and safety co-ordinator** ensures that a safety audit will be conducted at least once per term. The health and safety co-ordinator will also ensure that all new staff are inducted into the Safety Policy of the Authority and the school, and that volunteers who frequently visit the school are appraised of the relevant parts of the School's Safety Policy. The health and safety Co-ordinator will keep a record of all such training. The health and safety Co-ordinator will, when instructed by the Headteacher, respond to Standard Procedures (SP) and Information Bulletins (IB) as appropriate.

4. **All staff** is responsible for:

- The general safety of furniture and equipment in use in their own classroom;
- Deficiencies must be reported to the member of staff with responsibility for the defective item;
- The safe storage of equipment in their room when not in use;
- The safe use of equipment and furniture in whichever area they may be working, including P.E. equipment before the large apparatus lesson;
- Ensuring that all equipment is stored away safely as appropriate in whichever area s/he may be working;
- Ensuring that any materials etc. that have been used during a lesson are cleared away;
- Training pupils in the safe use, movement and storage of equipment where appropriate;
- Ensuring that work is displayed safely;
- Ensuring that pupils in their class know and understand the sections of this policy statement and any other instructions that are relevant to them;
- Know the procedures in an emergency, evacuation or accident, etc. see Staff Handbook.

5. **Designated staff** have responsibility as follows:

- P.E. equipment – all staff, curriculum leader
- Science equipment – all staff, curriculum leader
- Maths equipment - all staff, curriculum leader
- Audio visual equipment – all staff , curriculum leader

- Furniture - class teacher, headteacher, deputy headteacher, site supervisor
- First Aid – designated '4' day trained and certificated First Aiders
- Buildings and grounds – site supervisor
- Music – all staff, curriculum leader
- ICT – all staff, curriculum leader

It will be their responsibility to ensure that:

- a) By regular inspection equipment has no obvious faults.
- b) If faults are found, equipment is withdrawn and repaired in accordance with procedures.
- c) New equipment is inspected on receipt to confirm that it is working order.
- d) All staff are aware of safe practices concerned with such equipment and follow manufactures instructions where appropriate.
- e) Where equipment is checked regularly by a contractor (as distinct from a day to day usage basis), this is done and a record will involve noting the date of the inspection in the Health and Safety file and keeping details of the inspection.

**First Aiders** See the first aid policy.

6. **The School Office** is responsible for the following:

- The safe use and storage of equipment in the office and all the office store rooms.
- The maintenance of an up to date inventory of clerical equipment. This must be available for inspection.
- Ordering replacement items for first aid boxes as requested by the persons with current first aid qualifications.

7. **The Site Supervisor** is responsible to the headteacher for the following:

- a) The cleanliness of the site. In the event of a breakage, the Site Supervisor will come and remove it as soon as possible. It will be cleared, wrapped up and disposed of.
- b) Any maintenance needs must be reported to the site supervisor immediately. Anything dangerously hazardous that occurs, the site supervisor can be phoned through the office. Any broken furniture is dismantled and taken away. All broken furniture must be reported to the site supervisor.
- c) Main services, fire equipment, frost danger, clearing snow paths.
- d) Organisation, monitoring and keeping records of fire alarm maintenance contract and other statutory testing, services and inspections
- e) Asbestos condition monitoring inspections
- f) Maintenance of asbestos register
- g) Flushing of water outlets
- h) Sentinel tap temperature testing
- i) Know the location of first aid equipment in the school and ensuring that staff and contractors are aware of its availability
- j) Ensuring that all points of access and egress are clear at all times throughout the site.
- k) Maintaining an up to date inventory of plant, including all forms of heating and ventilation and of electrical and caretaking equipment – this to be made available when required for inspection.

- l) Preparing and making available plans showing the location of all fire appliances in the school.
- m) The Health and Safety Files.
- n) Entering into the school inventory details of any dangerous substance they may order.

The above list is not definitive but a sample of the types of jobs and tasks that the site supervisors will undertake in their day-to-day role. A systematic identification of the key tasks will need to be undertaken. Please see Appendix 2 for a list of common premises checks that need to be undertaken and the required frequency of testing/inspection (as applicable).

8. **Lunchtime supervisors** are responsible for the general safety of pupils in:
- a) The dining areas throughout lunchtime.
  - b) The playground during lunchtime.
  - c) The classroom in the event of wet dinner times
9. **All employees** are responsible for the following:
- Completing the appropriate accident/assault form if they sustain an accident/assault in the course of their employment and handing it to the Finance Manager who will sign it and send it to the [CYPS-Schools.H&S@newham.gov.uk](mailto:CYPS-Schools.H&S@newham.gov.uk) or Health and Safety Liaison Officer if appropriate.
    - a) Exercising their own judgement in determining what is safe whenever there are no relevant regulations or advice.
    - b) Making themselves aware of Health and Safety at Work Act and other legislation, regulations, advice and safety principles relevant to their work, and observing recognised codes of practice etc.
    - c) Making themselves familiar with the safety policies of the London Borough of Newham, the Education Department and the School.
    - d) Ensure a safe working environment is maintained in the classroom.

Finally all employees must have regard to Section 7 and 8 of the Health and Safety at Work Act 1974, viz.-

### **Section 7**

**“It shall be the duty of every employee while at work:-**

- a) **To take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions at work;**
- b) **As regards any duty or requirement imposed on their employer or any person by or under any of the relevant statutory provisions, to co-operate with them so far as is necessary to enable that duty or requirement to be performed or complied with.”**

### **Section 8**

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

## **BRAMPTON PRIMARY SCHOOL PROCEDURES**

### **1. Accidents and the reporting of injuries**

See the First Aid Policy

## 2. Visitors to school

Visitors must sign in and out of the school and should wear a badge to identify themselves. Strangers should be challenged (politely).

## 4. Emergency Procedures

### **Procedure in the Event of a Fire:**

#### **From the classes**

When the alarm sounds, the pupils should fall silent and stop moving. On the teachers' instruction, they should line up at the door. The teacher should lead the class to the designated area in the park. Classes should line up in their allocated places. Registers will be handed out by office staff and called by the teacher. Pupils will be expected to indicate with their hand that they are present and any absent pupils will be investigated. *When this is finished, the headteacher must be informed.* The whole procedure should be executed in silence. The time taken to evacuate should be recorded by the site supervisor.

Any support teacher, teaching assistants and learning mentors should check other rooms on the floor on which they are working to ensure that they are empty and close all doors before proceeding to the playground. Designated senior staff members should 'sweep' the floor rooms.

#### **From the Dining Hall**

If a class is having a PE lesson in the halls, children should take their trainers/shoes with them and put on their shoes outside the building where appropriate.

#### **Designated Fire wardens:**

There are a number of designated fire wardens who have received appropriate training. The fire wardens have a designated phase to cover in the event of an emergency from one of the following areas: Upper, Middle, Lower, well-being centre and creative arts block.

The designated fire warden will do internal corridor sweeps, close internal classroom doors and check the toilets areas. They will then exit the building and help marshal the children to the fire assembly point.

**Alarm:** Turning the alarm off is the Site Supervisor's or a member of the SLT's responsibility.

**Procedure:** Key to be kept in the school office. Newham Security to be contacted on 0203 373 2392 to confirm if it is a false alarm. Check the building.

#### **SEN**

All SEN LSAs to accompany children designated to them at all times. All children have care plans for emergency evacuation, which the SENCo reviews annually with the site supervisor.

### **MORE SPECIFICALLY IN THE EVENT OF A FIRE OR EVACUATION**

- ◆ The Nursery and Reception pupils should use their own exits into the park.

- ◆ Classes using any hall should exit through the main doors into the playground.
- ◆ Children using the dining hall during lunch should evacuate through one of the main doors and line up at their designated area with their class.
- ◆ All other classes should evacuate the building by the nearest entrance.

**Classes should not at any time line up outside the shed.**

**Parents should not be allowed to take their children from the premises.**

(Please see Fire Evacuation Plan – attached)

### **Lift**

The lift is only to be used by trained persons. Training is to be delivered by the site supervisor. In the event of an emergency the lift will automatically descend to ground floor level and the door will open to allow persons to exit.

### **Lunchtime**

Pupils in the dining hall leave through the fire exits and into the park. If it is wet play, the procedure is as above. Registers should be called by the classteacher. If it is a wet lunchtime, senior staff must check all classrooms are empty.

**Kitchen staff.** It is the responsibility of the cook to ensure that all of their staff are present at the roll call.

On hearing the alarm, the SLT and site supervisor should take steps to ensure that the emergency services have been informed or cancelled.

**Registers.** After marking registers on SIMS in the morning and afternoon, teachers should close and save in line with registration guidelines.

### **Vehicles**

Any vehicle coming on site may only do so with the knowledge of the site supervisor overseeing the movement of the vehicle. The headteacher should be consulted about any vehicles that may cause obstruction or that are on site during play or lunch breaks, as this might be hazardous to children. Drivers are made aware of this when reporting to Reception. Vehicles are not allowed to move around the site between 07:30 – 16:00 hours unless there are exceptional circumstances.

### **Education Visits**

All educational visits will be monitored and authorised by the Educational Visitors Co-ordinator (EVC). Staff will be expected to complete an Educational Visits Plan and Risk Assessment online prior to leaving school on the day of the trip – see EVC for details. Risk Assessments for all visits must be completed and SEND & PMLD children must have an individual risk assessment completed. The school finance manager will make all bookings for coaches. Parents will be advised by letter and their permission obtained.- Pupils will be accompanied by adults in ratios set out in the local authority's Standard Procedure 54, "Educational Visits". On all visits, the Educational Visits backpack must be taken. The backpack will contain emergency procedures,

contact numbers, school travel insurance, a fully stocked first aid kit. Group leaders must ensure that the backpacks are fully stocked.

### **Good Housekeeping**

Instructions will be issued to members of staff from time to time on the storage of clothing, tools, equipment and waste. In general, the site supervisor will ensure the maintenance of clean classrooms, social areas, toilets, washing facilities, corridors and other areas in accordance with standards approved by the headteacher, particularly at the beginning and end of terms.

### **Maintenance of Equipment, Machinery and Buildings**

The LA and school has arranged for a regular inspection of certain areas, in accordance with relevant regulations. It will be the duty of the member of staff responsible for each item of equipment to ensure that the item has been checked and this has been entered into the Online asset tracker system, Parago by IT technician. Fire alarms are checked and recorded on a weekly basis by the site supervisor. The contractors check fire extinguishers annually. Personal items must not be brought onto the premises without the express permission from the headteacher.

### **Managing Security in School**

The school is well protected with a secure perimeter fence and on-site 24 hour CCTV. School and park gates are opened at 8:30am and locked at 9:00am. These are re-opened at 3:00pm. All visitors to the school are requested to sign the Inventory and supply or temporary staff will be given swipe card to access all main doors, cupboards that store resources and the staffroom. This should be returned daily.

### **Contractors**

Contractors working on site should report to the school office. They should not only follow Health and Safety regulations set by their company but also adhere to basic principles of safe practice notified to them by the site supervisor and/or the finance manager and headteacher.

Building projects are overseen by the site supervisor. They will need notification of the following:

- ◆ Details of any planned work;
- ◆ Name and address of contractor with name and telephone number of contact person;
- ◆ Dates of proposed work;
- ◆ Number of operatives planned to be on site on the days of the contract.
- ◆ They will need to receive a health and safety talk from the Site Supervisor on arrival and they need to sign the asbestos register

### **Hazardous Substances**

The Control of Substances Hazardous to health regulations make the following requirements of schools:

- ◆ An inventory of hazardous substances should be maintained;

- ◆ Regulations should be produced on the storage and use of these substances;
- ◆ Appropriate training should be given to all members of staff in the use of these substances; this training comprises staff reading this Code of Practice. The site supervisor is responsible for enforcing the Code of Practice with regards to cleaning materials and ensuring staff are trained appropriately.

### **Substances for educational purposes:**

- ◆ Tipp-Ex. Pupils are not permitted to use Tipp-ex. Staff who wish to use Tipp-ex must store it in a safe place out of pupils' reach.
- ◆ Fixative. This must be used in a well-ventilated room when pupils are not present.
- ◆ Glues. Manufacturer's instructions should be read and followed carefully.
- ◆ Gold and Silver Sprays and Pens. Sprays are to be used only by adults in a well-ventilated room when pupils are not present. Pens may be used by pupils but should always be returned to an adult immediately.
- ◆ Carbon toner. When replacing the carbon toner in the photocopier, care should be taken not to touch or breathe in the fumes. Plastic gloves are provided for use when changing the toner.
- ◆ Polystyrene. Some kinds of polystyrene fragment, when cut, are dangerous when inhaled.
- ◆ White board cleaning fluid is not permitted.

### **Substances used for cleaning:**

These substances, the use of which has been approved by the Authority, are kept locked away out of reach of pupils in ventilated cabinets if necessary. Staff should read and follow manufacturers' instructions.

### **Receiving a bomb warning**

- ◆ **Be calm;**
- ◆ **Find Headteacher or Deputy Headteacher. If they cannot be found, a Senior teacher will be responsible for actions. He or she will then:**
  - a) **Contact Police**
  - b) **Contact Newham Security.**

Seek advice from the LA before doing anything else.

### **Receiving a bomb warning during lunchtimes**

The headteacher or deputy headteacher will tell the lunchtime supervisors and all staff to evacuate the pupils into the playground. Staff will go with the pupils. Class teachers (if on site) will register the pupils to make sure that all pupils are accounted for. Any pupils who are home dinners must not be allowed to return to school. A record should be kept of this. Staff, if off site should only return with SLT knowledge.

There should be no need to put a notice on the door to say that the school has been evacuated as there should be a police presence. The site supervisor will

ensure that the gates are locked after the school has gone so that no one has access.

The fire alarm will not be activated as it may cause panic. The bell will be used to summon pupils already in the playground into lines. People in the building will be spoken to by senior staff members.

The neighbours will be informed, if appropriate, by the police.

The school will evacuate together – not a class at a time – teachers and lunchtime supervisors with each class. No one is to go home. The whole school should leave quietly and go to Central Park Primary School or as directed by the emergency services or Newham Security (possibly New City Primary School or Brampton Manor Academy).

### **During school time**

The headteacher, deputy headteachers and senior staff will visit each class and tell the teacher to take the pupils and their coats and the teachers' own belongings into the playground away from the building.

Staff to check all rooms are empty as normal for fire procedures and take registers and gate key into the playground.

When the headteacher and/or deputy head are satisfied that everyone is present, the whole school evacuates together to Central Park Primary School.

### **Electrical equipment**

- ◆ The site supervisor will carry out an annual visual check on all electrical equipment to conform with the Health and Safety regulations and an inventory kept;
- ◆ Only the site supervisor is authorised to wire plugs and to carry out electrical repairs within his competency. Other members of staff must never carry out this task;
- ◆ All members of staff have a responsibility to report any electrical defects (e.g. equipment not working, loose plugs, frayed wires) to the site supervisor in person, or recording it in the site supervisor's job book located in the staff room or via email. The piece of equipment must not be used until it has been repaired.
- ◆ Care should be taken that wires are not left trailing in dangerous positions;
- ◆ PAT testing must be recorded annually by the Site Supervisor.

### **Reducing crime**

All strangers should always be challenged (politely) by any staff member.

External doors are locked at all times and the only means of entrance/exit, before/after school for visitors will be the Brampton Road entrance, unless by prior arrangement with the site manager or after school and breakfast clubs. Masterman Road and all external gates are secure between 9.00am and 3pm.

### **Furniture and furnishings**

- ◆ All passages, corridors, stairs must be kept free of obstruction;
- ◆ Staff should look out for sharp edges which could cause injury and should report any dangerous equipment;
- ◆ All spillages should be immediately cleaned up;
- ◆ Ordinary use of furniture should present no danger but furniture can be put under strain by misuse e.g. pupils rocking back on chairs. Such practices should be discouraged. Any defective furniture should be discarded;
- ◆ When mounting or taking down displays, all staff should use stepladders. Under no circumstances should either pupils or adults climb on furniture for this purpose. Pupils are permitted to mount stepladders when directly supervised by an adult. Pupils are not permitted to remove staples from displays.

**Health** See the First Aid Policy

### **Art**

- ◆ **Art and craft equipment.** Occasionally equipment which is potentially dangerous may be used in art work. Pupils will be instructed in their safe use and particularly close supervision on the part of the teacher and all adults is necessary. Dangerous equipment such as Stanley knives, staple guns, fixatives etc. must be locked away. Teachers must use their common sense about what constitutes 'dangerous' in the context of their class.
- ◆ **Cleaning.** All equipment and materials must be stored and locked away under the site Managers directions.

### **Cookery**

- ◆ When working with food, high standards of hygiene are vital. Pupils must wash their hands thoroughly and wear cookery aprons. All utensils and the cooker must be carefully cleaned after use.
- ◆ Particular close supervision is needed when pupils are using utensils such as sharp knives and appropriate instructions should be given.
- ◆ Pupils may not use the cooker without the continuous presence of an adult.

### **Physical Education**

- ◆ Gymnastics apparatus is inspected annually and the site supervisor maintains a record.
- ◆ When the pupils have erected the apparatus in a gymnastics lesson, the teacher should check that it is safe before the pupils use it.
- ◆ Pupils and staff must always be dressed appropriately for the physical activities according to school policies.
- ◆ New members of staff will be instructed in the correct methods of carrying apparatus and with regard to other particularly dangerous activities in PE by the PE subject leader who makes a record.
- ◆ Occasionally, teachers 'join in' physical activities with pupils. There is nothing wrong with this but the teacher should take particular care to avoid situations where their greater weight could pose a potential dangerous situation.
- ◆ Swimming. Particular close supervision is essential. Staff at the pool are well versed with regard to issues of safety and established procedures should always be rigorously followed. Staff should not go in the pool (see Standard Procedure 54 "Educational Visits Guidance".) The

exception is when staff supporting 1 to 1 children where they must go in the pool with the children.

### **Supervision**

- ◆ Whilst under the school's duty of care, pupils should never be left unsupervised, except in emergencies.
- ◆ The school is committed to developing pupils' independence and as part of this, pupils will be asked to work outside direct supervision e.g. going to the library to retrieve a book, carrying out measuring activities in the playground. Such activities should be presented to pupils as a privilege, which will be removed if abused.

### **Design and Technology**

- ◆ New members of staff will be instructed in the correct use of equipment by the subject leader.
- ◆ Close supervision of pupils is essential when they are using equipment.
- ◆ The Design and Technology subject leader will inspect equipment at regular intervals and at least annually and record it.

### **ICT**

With regards to CleverTouch screens in the classrooms,

- ◆ If using a projector beam staff and pupils should be reminded not to stare directly into the beam;
- ◆ The use of the lasers are prohibited in school;
- ◆ During wet play and dinner times, all screens and monitors must be switched off unless they are being used for videos.
- ◆ During wet play and dinner times, the remote control and any other devices must be stored away in a safe place, unless they are being used under direct supervision.

See Appendix 1 for Brampton's ICT H & S.

### **Risk Assessments**

Risk Assessments must be carried out by school or staff involved in potentially hazardous activities. Potential risks occur during:

- ◆ Educational Visits.
- ◆ Some Science activities.
- ◆ Using some D & T equipment.
- ◆ Some P.E. activities.
- ◆ New building works.
- ◆ Moving furniture.

This is not an exhaustive list, so a common sense approach is necessary.

## **POINTS OF CONTACT**

### **Overall Health and Safety Co-ordinator - Headteacher: Kevin Reid:**

- manages Health and Safety at the school and needs notification of accidents or injuries, particularly injuries to the head.

### **Deputy Headteachers: Mark Woodhouse, Tracey Baillie and Marie Hardie**

### **Delegated Health and Safety Coordinator for day-to-day running: Sonu Somra and Kevin Bingham**

- managing the day to day running of Health and Safety affecting pupils and teaching staff. Will respond to Standard Procedures (SP) and Information Bulletins (IB) as instructed by the Borough – *delegated to Finance Manager and Site Supervisor.*

### **Site Supervisor: Kevin Bingham**

Upkeep and cleanliness of the building. Removal of hazardous waste and breakages.

## **Appendix 1**

### **Brampton Primary School ICT Health and Safety**

Brampton Primary school has six mobile unit of laptop trolley and three unit of iPad trolley that are located in the corridor close to the classrooms. The school also has one ICT suite with 23 computers and is mostly used by the pupils and staffs.

#### **Comfort**

Users should be comfortably positioned, with easy access to all equipment. While sitting, users must be able to adjust their position in relation to the equipment as appropriate. Users should change position frequently and take frequent ten-minute breaks away from the computer to stretch their limbs,

#### **Desk and Workstations**

There should be enough space around a workstation for paper, books and other materials. There should be enough room for the teacher to gain access. It is important to keep walkway and emergency exits clear.

#### **Seating**

PC's should be sat at the recommended height for pupils using the ICT suite (with the eye level at the top of the screen). To achieve the correct posture, the lower arms should be roughly horizontal, and the back should be kept straight. Ideally the height of the chair should be adjustable for children of different year groups to use the same chairs. Chairs with backs are generally preferable to stools. Pupils should be encouraged to change posture frequently and take short breaks away from the computer to stretch. Pupils using laptops and iPads should be seated comfortably at their desks.

#### **Monitors**

Monitors should tilt and swivel to suit the requirements of individual users. The top of the screen should be roughly at the eye level. Screens should be positioned to reduce reflection and glare from lights and windows, using blinds where necessary, and should be adjustable for brightness and contrast as the lighting changes throughout the day. Clean screens give better visibility and reduce glare. They should therefore be cleaned regularly using appropriate cleaning materials. There may be screen distortion if speakers are placed too close to the monitor, so it is advisable to position speakers about 30cm away.

#### **Keyboards**

Users of PC's should have the option of using the keyboard flat or tilted. It is important to develop good keyboard technique. Do not bend hands up at the wrist when typing. Keep soft touch on the keys and do not overstretch your

fingers. Repetitive strain injury (RSI – Upper limb disorders including pains in the neck, arms, wrists, hands and fingers) can cause painful conditions, which have the potential to cause irreversible problems. For children with years of typing ahead of them, using the keyboard with index fingers only is highly risky. RSI is easier to prevent than cure.

### **Software**

Defective CD-Roms or DVDs used in high-speed drives can shatter and allow pieces of disk to escape from the drive. To check that disks are in perfect condition, hold them up to the light and examine them for cracks, scratches or defects near the inner rim.

### **Noise**

Almost all ICT equipment emits background noise if the power is switched on, even when an item is not in use, and many software packages feature sound as part of their operation. Other ICT users in the classroom, especially those working in groups, can be noisy or distracting. Use of headphones may help to reduce distractions and aid concentration. In ear, headphones should only be used for personal use (for hygiene reasons). A child's ears are more sensitive than an adult is and it is advisable that pupil's turn down, volume controls before use. Where printers are located in teaching areas, try to conduct large print runs outside lesson times.

### **Heat and Light**

The ideal temperature of an ICT suite is between 18 and 24 degrees Celsius, with humidity between 40% and 60%. Almost all ICT equipment gives off heat, which can build up during the day and become quite oppressive for users, as well as detrimental to the equipment. Ensure that the room is well ventilated by using air conditioning if available, opening doors and windows and turning down heat. Ideally, windows should be fitted with blinds to avoid glare for screen users.

### **Personal Safety**

When using equipment such as photocopiers, remember that fast-moving parts can trap clothing, jewellery and hair. Photocopiers should be located in well-ventilated areas, and pupils should not be allowed to handle toners and inks, or try to repair faults.

### **Clever touch IWB and Projector Health and Safety Issues**

It is important that all users are aware of health and safety implications of using IWB and projection equipment in the classroom, particularly if children might stand in front of the beam to give presentations. All projectors have the potential to cause eye injury, so simple guidelines should be followed:

- No one should stare directly into the beam of the projector
- When entering the beam, users should not look towards the audience for more than a few seconds.
- Users should keep their backs to the projector beam when standing in it.
- The use of a stick or laser pointer is recommended to avoid the need for the user to enter the beam.
- Children should be supervised at all times when a projector is being used and in particular, when they are asked to point something on the screen.

- Control light in the room by using blinds, which diffuse rather than remove ambient lighting thus reducing the need to increase the beam intensity.
- Retaining some ambient light enables eye-to-eye contact to be maintained and there is some evidence that pupils work more ably when exposed to natural light. Restore natural daylight promptly on conclusion of interactive whiteboard sessions.
- Use the brightness reduction facility on the projection when a presenter is standing in front of the projector.
- A maximum of 1500 ANSI lumens should be more than adequate for most classroom environments.
- Projectors should be installed as far forward as possible to avoid the projector beam entering the user's field of vision. This is best achieved by ceiling mounting, rather than floor-or table mounting, the projector. We have four all in one interactive whiteboards that remove any potential danger of getting the light beam in the eye of the user and almost eliminates the area of shadow from the user.
- Board positioning should be determined following an appropriate risk assessment.
- Electrical standards and regulations apply in relation to all interactive whiteboard aspects.

## Appendix 2

<b>Maintenance and Inspection Matrix</b>		
<b>Plant/Equipment/Service</b>	<b>Maintenance/ Inspection type</b>	<b>Frequency</b>
Air Conditioning	Maintenance	Annually
Air receivers >250bar/litres	Inspection	Annually
Asbestos Monitoring	Check	Variable
Autoclaves	Inspection	Annually
Boiler	Maintenance	Annually
	Inspection	Annually
Clinical waste disposal	Waste collection & disposal	Dependent on risk assessment
D&T plant/equipment	Safe condition	Annually
	Maintenance	Annually
Electrical (mains wiring)	Inspection	5 Yearly
Electrical (PAT)	Inspection	variable
Emergency evacuation chairs	Inspection	Annually
	Visual Check	Monthly
Entrance Barrier/gates (powered and manual)	Inspection (powered)	Annually
	Visual check	Termly
Extraction systems (dust)	Inspection	Annually
Extraction Systems (heat processes)	Inspection	Annually
Extraction Systems (Kitchens)	Maintenance	Quarterly
Extraction Systems (fume cupboards)	Inspection	Annually
Emergency Lighting	Visual check	Daily
	Test	Monthly
	Inspection/battery test	Yearly

Fall arrest systems	Inspection	Annually
Fire Alarm , detectors and door release (including independent door release devices)	Test	All in 13 week period
	Inspection	Quarterly
Independent fire door release devices	Battery change	Annually
Fire Doors	Inspection	Annually
	Visual Check	Monthly
Fire escape staircases/ladders (external)	Inspection	5 years after installation/ every 3 years thereafter
	Visual check	Annually
Fire Extinguishers	Inspection	Annually
	Visual Check	Monthly
Fire evacuation doors	Visual Check	Monthly
Fire Shutters	Maintenance	
	Inspection	Annually
Gas appliances	Inspection	Annually
Heating System	Maintenance	Annually
Hoists (engine)	Inspection	Annually
Hoists & Slings (patient)	Inspection	6 months
Intruder Alarm	Maintenance	Annually
Kiln	Inspection	Annually
Ladders/step ladders	Inspection	Annually
Lifts/stairlifts	Inspection	6 months
Lightning conductors	Inspection	Annually
MEWP	Inspection	6 monthly
Minibuses	Check	Before use
	Inspection (MOT)	Annually
	Maintenance	Annually or as per manufacturer's schedule if shorter
PH/Free Chlorine	Test	3 times per day
PE equipment (including recreational posts)	Inspection	Annually
Play Equipment	Inspection	Annually
	Visual check	Weekly
Pug Mill	Inspection	Annually
Radiation Sources	Inspection	Annually
Shutter door systems	Inspection	Annually
Sprinkler systems	Inspection/Maintenance	Annually
	Test	Monthly
Steam engines	Inspection	Annually
Tower Scaffolds	Inspection	Annually
	After assembly inspection	Before use & every 7 days
Tie-in bolts	Inspection	Annually
Trees (Zone 1)	Inspection	Annually
Water Systems (descaling)	Maintenance	Quarterly
Water Systems (infrequent use)	Flushing	Weekly
Water Systems (hot & cold)	Inspection/Maintenance/sampling	6 monthly/Annually

Water Systems (temperature )	Test	Monthly
Water Systems - thermostatic mixing valves	Maintenance	6 monthly