

PARSLOES PRIMARY SCHOOL



Health & Safety Policy

Submitted for Approval by Governing Body: Spring Term 2022

Head Teacher – Mrs Lauren Pearce

Chair of Governors – Mr Richard Hunter

PARSLOES PRIMARY SCHOOL

HEALTH & SAFETY POLICY

ABBREVIATIONS

The following are used in the policy:

AfPE – Association for Physical Education

ASE – Association for Science Education

COSHH – Control of Substances Hazardous to Health

DSE – Display Screen Equipment (Computers)

H&S – Health and safety

HSE – Health & Safety Executive (enforcing body for health and safety legislation in schools.)

NAAIDT – National Association of Advisers in Design & Technology

SBM – School Business Manager

CONTENTS

Part A – General Statement (Indicates the schools commitment to Health & Safety.)

Preamble

Statement of Policy

Part B – Organisation (Summarises health and safety responsibilities.)

Board of Governors

Headteacher

Deputy Headteacher

School Business Manager

Office Manager

SLT

Employees (All)

Site Staff & Cleaners

Volunteer Helpers

Pupils

School Structure & Lines of Communication

Part C – Arrangements (Provides detail on how school will ensure safety.)

General Arrangements

1 – Accident/Incident recording/reporting

2 – Asbestos

3 – Contractors on Site

4 – Competency

5 – E-Safety

6 – First Aid

7 – General Maintenance Contracts

8 – Infectious Diseases

9 – Medical Needs

10 – Risk Assessments

11 – Safeguarding

12 – School Trips

13 – Transport

14 – Wellbeing

Specific Arrangements

1 – Art

2 – Food Activities

3 – Pottery/Clay

4 – Science

5 – Sport/PE

6 – Swimming Arrangements

7 – Technology

PART A - GENERAL STATEMENT

PREAMBLE

This policy is produced in respect of Parsloes Primary School only.

STATEMENT OF POLICY

The school recognises its responsibility to promote a culture where H&S issues are discussed in an open and positive way to achieve improved standards and safe methods of work.

Without prejudice to the generality of the above the school will ensure, so far as is reasonably practicable, that:

- 1 plant, equipment and systems of work are safe and without risks to health.
- 2 the handling, storage or transport of articles and substances will be safe and without risk to health.
- 3 information, instruction, training and supervision will be provided as necessary, to ensure the health and safety of employees, and those who are affected by the work of the school.
- 4 the site is maintained in a safe condition and without risks to health.
- 5 access to and egress from the site is maintained in a condition that is safe and without risks to health.
- 6 a working environment is provided that is safe and without risks to health.
- 7 there are adequate arrangements for staff welfare at work and the welfare of pupils and other visitors.

The persons with specific responsibilities for H&S are identified in Part B of this policy and the arrangements implemented to meet the above requirements are as detailed in Part C of this policy.

Signed

Chair of Governors Date.....

Signed

Headteacher

PART B – ORGANISATION

GOVERNORS

(Governors and the Local Authority have a joint responsibility.)

The School governors will ensure that:

- a) the Headteacher is responsible for the effective implementation of Health and Safety at work within Parsloes Primary School. Headteacher produces a school H&S policy for approval by the Full Governing Body and that this policy is regularly reviewed;
- b) risk assessments of work activities are undertaken and a written record of the assessments kept;
- c) sufficient funding is allocated for health and safety, e.g. in respect of training, personal protective clothing etc;
- d) regular safety inspections are undertaken;
- e) a positive H&S culture is established and maintained.

HEAD TEACHER

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

The Head Teacher will ensure that:

- a) a school H&S policy is produced for approval by the full governing body and that the policy is regularly reviewed and revised as necessary;
- b) risk assessments of work activities are undertaken, that a written record of the assessments is kept and that the assessments are reviewed regularly and when they are no longer felt to be valid.
(See LBBB Occupational, Health, Safety & Wellbeing Policy found on Borough's Intranet)
- c) safe systems of work' identified via risk assessment or to comply with national standards/guidance, are monitored to ensure they are followed and effective;
- d) information and advice on H&S is acted upon/circulated to staff and governors. Staff are reminded weekly in the staff briefing or their responsibility to report any H & S issues. These can be reported using the school Helpdesk online or advising the School Business Manager direct if urgent.
- e) a regular safety inspection is undertaken;
- f) an annual update is provided to the school governors on health and safety;
- g) cooperates with the Council in meeting its legal requirements in respect of the monitoring of health and safety practice and procedures;
- h) staff are competent to undertake the tasks required of them and that they have been provided with any necessary training, equipment or other resources to enable the task to be undertaken safely;
- i) delegates H&S duties to an individual, normally referred to as the H&S Coordinator, in this school that is Mrs. Parkin.

The Head Teacher ensures that the duties are clearly defined, the person is competent to carry them out and that sufficient resources are allocated to enable them to be carried out.

School Business Manager (Mrs. Parkin)

(This is the person delegated with specific responsibilities by the Head Teacher in respect of the management of H&S.)

The School Business will:

- a) receive all H&S information sent to the school and disseminate the information to staff/governors as necessary;
- b) advise the Head Teacher and Governors on action required to comply with relevant H&S Legislation;
- c) in consultation with Head Teacher/Governors, set timescales/ensure work is carried out to meet the requirements of H&S Legislation;
- d) carry out the regular safety inspection.

Deputy Headteacher/ School Business Manager/ Office Manager – to advise all personnel in meetings their individual responsibilities with regard to health and safety at work and will assist with training matters.

EMPLOYEES (ALL)

All employees must:

- a) take reasonable care for their health and safety at work and that of other persons who might be affected by their acts or omissions at work;
- b) report immediately, or as soon as practicable, any defects noted with plant equipment machinery or the workplace generally to their line manager or other designated person;
- c) not misuse anything provided for health and safety purposes;
- d) report any accident, near miss incident, dangerous occurrence or case of ill health arising out of work and cooperate with management in investigating such accidents or incidents;
- e) cooperate with management in respect of complying with H&S requirements.

SITE STAFF AND CLEANERS

Have the responsibilities indicated for all employees together with those indicated in supplemental safety policies.

VOLUNTEER HELPERS

Have the same duties as those indicated for employees

PUPILS

(Although pupils are not employed and have no specific responsibilities in legislation, other than the requirement on all persons not to interfere with items provided for H&S, schools will have expectations as to what is appropriate behaviour.)

Pupils are expected to:

- a) comply with school rules relating to general behaviour;
- b) take note of and comply with information provided for safety with regards activities undertaken;
- c) in cases of emergency to remain quiet, listen and obey instructions given by staff; and
- d) not to misuse anything provided for H&S reasons.

PART C – ARRANGEMENTS

The following arrangements have either been established through risk assessment at school level or are national standards. This section of the policy is split into two parts, part one is the school wide procedures, **general arrangements**, and part two is the more activity-based arrangements, **specific arrangements**.

GENERAL ARRANGEMENTS

1 – ACCIDENT/INCIDENT RECORDING/REPORTING

1.1 – PUPILS – All accidents to pupils involving injury are to be recorded. This will initially be by using the school's **pupil accident books or Medical Tracker**.

In addition for any reportable incident an accident/incident report form will be sent to Health & Safety Officer in LA HR department.

Reportable incidents are any fatality, any major injury, which is a break/fracture of any bone with the exception of a toe or finger and any injury where the student is taken direct from site to hospital, whether by ambulance, member of staff or relative.

1.2 – STAFF – All accidents to staff are to be recorded as above.

1.3 – VISITORS – All accidents to visitors other than pupils are to be as above.

1.4 – NEAR MISS INCIDENTS – For any near miss incident, which is an incident with the potential to have caused injury to a person or damage to property, an accident/incident form is to be completed. The form will be sent to the H&S Officer in the HR department who will then decide if it needs to be forwarded to the Schools H&S Unit. This will be the case for any major structural collapse, any explosion or any fire which causes the closure of a room or more.

1.5 – BEHAVIOUR INCIDENTS – These include violence, bullying and harassment and are to be recorded according to school policy.

2 – ASBESTOS

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

3 - CONTRACTORS ON SITE

There are two distinct types of contractors who will have access to site. These will be service contractors who regularly work on the site and building contractors who work on an 'as and when' basis. All contractors working within the school are required to comply with the working rules as issued by the school. Any breach of these rules is to be reported to the School Business Manager.

3.1 – SERVICE CONTRACTORS – Service contractors have regular access to site as specified by a contract. Such contractors' visits can vary from an annual visit, e.g. to service boilers, check fire extinguishers etc., to those on site daily, e.g. cleaning or catering staff. The service contract specifying what work is expected of them and what they can expect from the school.

Their personnel will follow their own safe systems of work but their working methods do take into account how they will impact upon staff, pupils and other visitors on site. The school will provide details of its safe systems of work to the contractors where relevant and in the case of the cleaning/catering contractors they have been consulted over emergency arrangements. A copy of this policy will also be given to them.

3.2 – BUILDING CONTRACTORS – These are contractors who attend site to undertake building works, which can vary from simply replacing a broken window to remodelling a room or building a new block. The following is the general risk assessment on these activities that identifies the potential hazards and how these will be minimised/eliminated.

- Hazards** associated with building work relate to personal injury or damage to health caused by:
- a) slips/trips/falls as a result of contamination of surfaces by spillages, trailing leads or unprotected edges;
 - b) being hit by falling objects dropped by persons working above head height;
 - c) inhalation of smoke/fume through heating substances or use of same, i.e. paint/varnish/tar etc.
 - d) coming into contact with machinery or vehicles.

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

3.2.1 – SMALL SCALE BUILDING WORKS – This will include day-to-day maintenance work and all work undertaken on site **where a pre site meeting has not taken place.**

- a) All contractors must report to the office and sign in on their arrival and under no circumstances are they to commence work until given approval to do so by the **Headteacher or SBM**.
- b) Before any work is commenced, it is essential that the **Headteacher or SBM** is made aware of
 - i) what work is to be undertaken,
 - ii) where the work is to be carried out,
 - iii) an indication of the likely timescale,
 - iv) what equipment is to be used,
 - v) what services are required.
- c) Before work is to commence, the contractors must be advised by the **Headteacher/SBM**
 - i) where they can gain access to services,
 - ii) what the fire precautions are for the building, i.e. upon hearing the alarm, which is a continuous bell, they must exit the building immediately and report to the fire warden or head teacher in the playground,
- iii) any particular problems with the work, e.g. access may still be required to the area.
- d) The contractors must be issued with a visitors pass and advised that it must be worn at all times whilst on site.
- e) The contractors must be advised who to contact on site if they have a problem.

3.2.2 – LARGE SCALE WORKS - This encompasses all work where a pre site meeting is required. In normal circumstances this will involve work where part of the site is completely handed over to the contractors. Such work usually coming under the requirements of the Construction Design and Management Regulations and the school must exercise the duties of the Client as contained therein..

For all large scale works a pre meeting will take place and the **Headteacher and SBM** will attend the meeting. This meeting will identify timescales for work, methodology (e.g. noisy work done when school is unoccupied wherever possible), access requirements, emergency access requirements, etc. Their own risk assessments will be complete prior to any works.

4 – COMPETENCY

All staff appointed are considered to be competent to perform the tasks they are given. Specifically with regards to Health and Safety competency is viewed as one of the key elements of risk management and is essential in respect of the control of dynamic work situations, e.g. teaching a class of students.

For each job/role basic competency requirements are included in the job description.

5 – E-SAFETY

The school has a separate policy for E-safety and a copy of this policy can be found on the school website and in school's policy folder found on the staff shared drive.

The policy indicates there is a whole school approach to E-safety and details the ways ICT facilities can and cannot be used by the networks users.

6 – FIRST AID

The school will try to exceed the basic recommendation for first aiders but will ensure that:
For any school with pupils aged 5 or under a minimum of two paediatric trained staff will be on site.

A list with the names of main first aiders is displayed around the school and a comprehensive list of all trained first aiders is available from the office.

6.1 - FOLLOWING ACCIDENT - In all cases where an accident involves a serious injury, e.g. broken bone, or where there is any doubt about the injury the injured person is not to be moved, unless in danger, until assessed by the first aider. The first aider will then decide what action is to be taken but where they are in doubt as to the severity of the injury the advice is to **obtain immediate medical attention by dialling 999 and asking for an ambulance.** In cases involving pupils, their parent/guardian should be contacted as soon as possible, but this should not result in a delay obtaining medical attention.

For cases involving injuries that are less serious but still of concern, e.g. sprains, strains, cuts etc. the parents/guardians will be contacted and advised of the situation and asked if they would like to collect their daughter/son or if happy for them to remain in school.

In other cases, e.g. where no injury is visible, the pupil will be kept under observation. If concerns increase medical attention may be obtained but in all cases the parents will be advised of the incident.

NB in the event of a bump to the head it is essential that persons be monitored and not left alone or unsupervised as appropriate. For all serious bumps to the head the parent will be contacted to collect the child.

For all injuries to the Face/Head, even if minor, a bumped head letter will be completed. This will be given to the child and the child advised to leave on the teacher's desk. Teachers will then pass this directly to the parent/carer at the end of the school day. As well as the letter, an email will be sent direct to the parent from Medical Tracker. In the event of a bump leaving a noticeable mark anywhere on the face/head the parent will be telephoned.

6.2 – RECORDING - Any accident where first aid is administered to students is to be recorded in the pupil accident book.

6.3 – FIRST AID BOXES/MATERIALS - First aid boxes are kept on site and these only contain approved materials. The boxes are available for use by all staff/adult visitors on site.

6.4 – INJURIES INVOLVING BLEEDING - Staff dealing with injuries involving bleeding must wear appropriate protective clothing. Disposable gloves and disposal aprons are provided for this purpose and kept ***main office with*** the first aid box.

7 – GENERAL MAINTENANCE CONTRACTS

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

7.1 FIRE EXTINGUISHERS

Fire extinguishers are subject to an annual check by contractor and on a weekly basis the extinguishers are checked, by the **caretaker and SBM** to ensure that they are in position and that the pins are in place.

7.2 FIXED ELECTRICAL INSTALLATION

Parsloes Primary School: Health & Safety Policy: Approved Mar 2022

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

7.3 PE EQUIPMENT - All PE equipment is subject to regular visual inspection, carried out by staff prior to use. If defects are noted, the PE coordinator will assess whether the equipment can remain in use or whether it needs to be taken out of use pending repair.
On an annual basis an *independent service contractor* inspects the PE equipment.

7.4 PLAY EQUIPMENT - All play equipment, which includes moveable play items as well as fixed external play structures, is subject to regular visual inspection by staff, prior to use. If defects are noted, SBM will assess whether the equipment can remain in use or whether it needs to be taken out of use pending repair.

The fixed playground equipment is subject to a termly review of its condition and an annual check by an independent contractor.

7.5 PORTABLE ELECTRICAL EQUIPMENT

Portable electrical equipment is to be visually checked by staff before use and if any defects are noted the item is to be put out of use. In addition the portable electrical equipment is subject to a annual check.

8 – INFECTIOUS DISEASES

The school follows the national guidance produced by the Health Protection Agency, which is contained within the handbook ‘Guidance on infection Control in Schools and other Child Care Settings’. This hand book are be found in the main office.

9 – MEDICAL NEEDS

The school will accommodate pupils with medical needs following a Care Plan meeting with the parents of the child and the relevant Health Care professionals. These are organised by the School Office Manager See also school’s policy for Drugs and Education and the Policy for the Administration of Medication in School.

10 – RISK ASSESSMENTS

The school risk assessment process is ongoing. It is based on generic information, whether in the form of model risk assessment, model procedures or national standards, which are then checked to ensure they are appropriate to the school or amended to make them site specific. This information is then included within point of use texts or schemes of work, or links provided therein to relevant documentation, as appropriate. This is supplemented by dynamic risk assessment which involves competent staff in supervision and problem solving. In all cases staff, pupils and other visitors may be affected by the activity. The following information is added to expand on the above where there is specific legislation.

10.1 – COMPUTER WORKSTATION ASSESSMENTS - Any member of staff who is a ‘user’ as defined by the Display Screen Equipment (DSE) regulations, which lays down specific requirements for workstations incorporating computers etc., must complete a ‘user audit’ for the workstation(s) where they work. A ‘user’ being someone who is habitually employed to work on a computer and does so for more than an hour at a time more or less on a daily basis. Such staff are also entitled to a free eye test, claim forms available from *the SBM* and payment for a basic set of glasses where they are required mainly for use with DSE.

Other workstations incorporating DSE have been assessed to ensure they meet the minimum requirements as contained in the DSE Regulations. If staff have any questions on DSE they should initially speak to the School Business Manager.

10.2 – FIRE – A fire risk assessment has been undertaken in line with the requirements of the Regulatory Reform (Fire Safety) Order and this identified the physical fire precautions in place, the measures to prevent fires starting and the measures to ensure everyone can escape from the building in the event of a fire.

No lighted candles are to be used in school.

Fire order based on the outcomes have been produced and these are as displayed, whilst evacuation drills are carried out three times a year.

NB All staff are reminded that in the event of a fire the priority is to raise the alarm and ensure that everyone gets out of the building, fire extinguishers are provided to aid escape if required but are not otherwise intended to be used.

10.3 – HAZARDOUS SUBSTANCES - The requirement to assess hazardous substances either in use or created by school operations is a requirement of the Control of Substances Hazardous to Health (COSHH) Regulations. Hazardous substances are those identified as corrosive, irritant, toxic, harmful and any with a Workplace Exposure Limit (WEL), which will include dusts, e.g. pottery, wood etc. and biological hazards.

The school COSHH assessment is kept in the admin office and summary information is kept where substances are stored/used.

If staff have any questions on hazardous substances they should initially speak to the School Business Manager.

10.4 – MANUAL HANDLING – Manual handling legislation requires that any manual handling operation that is likely to cause a significant injury needs to be assessed. All staff will undertake an element of manual handling but any frequent operations and any involving even occasional movement of awkward or heavy items, those over 10 kgs, must be covered by a written manual handling assessment.

All staff must ask themselves the question when considering undertaking any manual handling operation **can I move the objects where I need to safely and without risks to health?** Where staff feel the answer is no, or they are unsure, **they must not attempt the operation until they have obtained assistance.** Within school the following written assessments are in place.

10.4.1 – REGULAR OPERATIONS – EQUIPMENT/MATERIALS – A summary of the regular operations undertaken has been produced which indicates what the manual handling operation is, frequency with which it is carried out and whether viewed as a high, medium or low risk. All staff must make themselves aware of this list and follow the procedures indicated. Staff who undertake a significant amount of manual handling will be provided with training whilst basic information on safe practice is available.

10.4.2 – MANUAL HANDLING – PUPILS –

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

10.5 – NOISE – The noise at work legislation identifies specific noise levels at which specified action is required and also a general duty to reduce noise levels. The noise review in school has not identified any areas or activities as likely to exceed the action levels. If staff have any questions on Noise levels they should initially speak to the School Business Manager.

10.6 – SECURITY – The school site has been assessed against the information contained in the LBBD Occupational, Health, Safety & Wellbeing Policy and security issues are regularly reviewed. If staff have any questions on Security they should initially speak to the School Business Manager.

10.7 - WATER ASSESSMENT – An assessment has been completed on the hot and cold water systems and measures have been introduced to manage the risk of legionnaires disease. These are carried out monthly. The school water assessment is kept in the ***SBM office*** .

10.8 – WORKPLACE -

The school also undertakes regular inspections, 3 times a year, to proactively identify defects with the workplace.

10.9 - WORK AT HEIGHT – Work at height legislation identifies work at height as any work where someone or something can fall a distance likely to cause injury. This will include putting up displays if not able to stand on the ground to do so, accessing high level storage if not able to reach when stood on the floor and any work where access equipment is needed, e.g. step ladder, ladders are available. Full height ladders can only be used with two adults present.

10.10 – SMOKING

Smoking is not permitted in school or on school grounds.

11 – SAFEGUARDING

The school has a separate policy dealing with the safeguarding of children and young people and a designated Safeguarding Lead has been appointed. All staff need to be aware of the policy, a copy of which is kept in School policy folder on the staff shared drive and on the school's website, and also of 'Keeping Children in Education 2021

12 – SCHOOL TRIPS

We follow LBBB guidance and advice when planning, organising and delivering school trips.

13 –TRANSPORT

The school has adopted the council guidelines for the transport of pupils.

Transport and driver are hired in from a reputable source. This is the usual practice for school trips.

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

14 – WELLBEING

The wellbeing of staff is seen as an integral part of the schools H&S responsibilities. The Governing Body and Head Teacher have statutory obligations under a duty of care but also wish to promote an ethos of mutual respect and support across the staff team as a whole.

All staff have the right to a reasonable worklife balance and to expect appropriate support or intervention when they experience health or personal difficulties. Staff are encouraged to raise any concerns with the Head Teacher or line manager but also have access to a confidential counselling service. Sickness absence or health concerns will be dealt with under the schools absence policy

The Governing body endorses the principals set out in the HSE's Management Standards as a framework to support staff wellbeing

SPECIFIC ARRANGEMENTS

1 - ART

The hazards associated with this practice are the creation of dust and damage to clothing. The hazards associated with substances are addressed by only using water-based paints and glues.

NB wallpaper paste containing fungicide is not to be used in school.

1.1 - PRECAUTIONS/PRACTICE - The risks associated with damage to clothing and dust creation are managed by ensuring:

- a) only small quantities of powder paints are to be mixed at one time;
- b) that tables are covered to protect the surfaces and ease cleaning;
- c) that aprons are worn by pupils involved in painting;
- d) that paint pallets and brushes are washed up/out after use.

2 - FOOD ACTIVITIES

Please refer to all curriculum policies

The following hazards have been identified with this activity:

- a) burns, scalds etc. from use of hot water/oven/dishes/food;
- b) electric shock relating to the use of electric equipment;
- c) fire associated with burning food or faulty equipment;
- d) cross contamination of food leading to food poisoning;
- e) slips trips or falls due to spillages/obstructions on floors/uneven surfaces;
- f) cuts through use of knives and other equipment, i.e. graters.

These are controlled by the following.

2.1 - LOCATION - The risks associated with slips trips and falls are managed by ensuring that:

- a) the oven is positioned/used where pupils and staff do not have to pass close by it. (This will either be in a designated work area or by positioning the mobile unit away from walkways.);
- b) the **table/tables** on which food is to be prepared **is/are** positioned to allow easy access around **it/them**;
- c) the floor area where food activities are undertaken is level, easily cleanable and is kept free from obstructions;
- d) any spillages that occur are to be wiped up immediately. Pupils have been advised accordingly and will/can assist in mopping them up.

2.2 – EQUIPMENT - The risks associated with electric shock and cuts, associated with use of knives and other equipment, are managed by ensuring that:

- a) a visual inspection of all electrical equipment is carried out by staff prior to use. This includes mixers, kettles, ovens, microwaves etc. All portable electrical equipment is also subject to an annual portable appliance test;
- b) equipment is used in line with manufacturers' instructions and/or training received;
- c) the prohibition on pupils using metal graters, portable electrical equipment and, dependant on age, sharp knives is enforced;
- d) all equipment provided for food activities is kept in good condition and only used for food activities.

2.3 – HYGIENE - The risks associated with cross contamination are managed by ensuring that:

- a) everyone, the adults in charge, helpers and pupils, wash their hands before and after handling food. Hands must also be washed after going to the toilet and prior to return if anyone leaves the room/area;
- b) the table/(s) on which food is prepared are cleaned prior to and after use or that the table is covered with a cleanable cover that is cleaned prior to and after use;
- c) staff and pupils wear the protective clothing provided and that the protective clothing is

only used for food activities. All staff/pupils will wear aprons and use oven gloves when handling hot dishes.

2.4 - EMERGENCY PROVISION - The following arrangements have been made to deal with emergency situations:

a) An updated Emergency Plan (see attached)

NB If a carbon dioxide extinguisher is used the room is to be evacuated.

Please refer to curriculum policies

3 - POTTERY

The hazards associated with the practice include:

a) cross contamination of surfaces;

b) inhalation of dust;

c) damage to clothing;

d) burns associated with use of kiln.

These are controlled by the following:

3.1 - CLAY - The risks associated with creation of dust and cross contamination will partly be managed by ensuring that:

a) only premixed clay is used by pupils and that the clay is to be cut into workable sizes;

b) desks are protected from staining by covering by protected covers.

c) spillages of clay are cleared up immediately using wet mopping or sponging techniques.

NB Brushing of dried clay is prohibited;

d) only PVA glue is used to glaze.

3.2 - PERSONAL PROTECTIVE EQUIPMENT - The risks associated with damage to clothing are managed by ensuring that:

a) all staff and pupils working with clay wear the aprons provided.

3.4 – HOUSEKEEPING - The risks associated with the creation of dust will partly be managed by ensuring that:

a) all staff and pupils wash hands and the equipment used with clay regularly and at the

end of lesson. All sinks in the classrooms have sink traps, in order to prevent blockages forming in other sinks.

4 - SCIENCE

The school follows the guidance for safe practice in science as given in 'Be Safe' produced by the ASE and endorsed as a standard by the Council. The hazards associated with Science are controlled by following the guidance contained therein.

5 - SPORT/PE

The school follows the guidelines contained in 'Safe Practice in Physical Education' produced by AfPE and endorsed as a standard by the Council. The main risks associated with this activity relate to personal injury as a result of falls, collisions and being hit by objects. These risks are controlled by following the practices indicated in the above standard.

The general requirements are as follow:

a) before any lesson pupils will change into appropriate clothing/footwear and remove any jewellery.

b) staff change into appropriate footwear;

c) pupils assisting in setting out apparatus will be shown correct methods for lifting/moving equipment and the teacher in charge will check equipment prior to its use to ensure correct position/fitment;

d) staff must undertake a manual handling assessment on behalf of the pupils, i.e. ask

themselves ***CAN THE PUPILS MOVE THE OBJECTS WHERE THEY HAVE BEEN***

ASKED TO SAFELY AND WITHOUT RISKS TO THEIR HEALTH?, before allowing them

to undertake any manual handling task. In particular staff will ensure that where two or more pupils assist with a task the pupils are roughly similar in stature so that one individual does not carry a disproportionate part of a load;

e) mats are only to be positioned to identify landing areas or routes to be taken. They are not to be used to try and soften impacts from falls;

f) staff are only to use equipment they are familiar with.

For specific activities the safety requirements are as contained in the Book 'Safe Practice in PE', which is kept by in the Staffroom.

6 - SWIMMING ARRANGEMENTS

(The arrangements will depend on whether swimming takes place on site or at a Public Pool.)

The hazards associated with this practice are the potential for drowning and slips/falls associated with wet surrounds to pools. These are controlled by following the specific arrangements specified in the policy Everyone active.

7 -TECHNOLOGY

The school follows the guidance for safe practice in technology contained in 'Make it Safe' produced by the NAAIDT and endorsed as a standard by the Council. The hazards associated with this activity include:

a) exposure to hazardous substances, e.g. glues/dusts;

b) damage to clothing;

c) personal injury, e.g. eye injury due to flying particles when materials being worked and cuts relating to use of equipment.