

This policy applies to all children in the school and EYFS.

Note: Please refer also to separate, related policies, which exist as follows:

- Anti-bullying Policy
- Child Protection (Safeguarding) Policy
- Educational Visits Policy
- Equal Opportunities Policy
- Fire Risk Assessment
- First Aid Policy
- Vehicle Movement Policy
- Special Educational Needs and Disabilities Policy and Plan
- Missing Child Policy
- e-Safety Policy (within Child Protection (Safeguarding) Policy)
- Mobile Phones and Cameras Procedure
- Use of Reasonable Force and Physical Restraint (within Child Protection (Safeguarding) Policy)
- Physical Contact and Restraint Procedure
- Fire Evacuation Procedure
- Risk Assessment Policy
- Slips and Trips Policy
- Working at Height Policy
- Critical Incident Policy
- Lockdown Policy
- Bellevue Guidance on Contractors Working in Schools

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B. Hibbert	Health and Safety Coordinator

Health and Safety Policy

This Policy also incorporates

- Building Security and Visitors' Notice
- Policy for admission of visitors into the school building
- Template for Risk Assessment
- Art and Design Technology Department Safety Policy
- PE Department Safety Policy
- Science Department Safety Policy
- Workshop and Maintenance Safety Policy

GENERAL STATEMENT

The Edenhurst Preparatory School Health and Safety Policy aims to ensure that, so far as is reasonably practicable:

- all employees are safeguarded in respect of health, safety and welfare whilst at work;
- all pupils and members of the public, including parents, visitors and contractors' who enter school premises, are not exposed to any health and safety risks during the course of their business;
- no work is carried out by the school or contractors that is liable to expose employees, pupils or members of the public to hazards to health unless suitable and sufficient assessments of the risk are made and necessary measures to prevent or control the risk have been introduced
- all contractors are able to demonstrate that they have suitable arrangements for securing proper health and safety, including, where necessary, a written statement of policy.
- Contractors are supplied with the school's asbestos management file

COVID-19 the DfE has issued non-statutory interim guidance to schools, colleges and other providers during the coronavirus outbreak. This guidance supports governing bodies, proprietors, senior leadership teams and staff in regard to Health and Safety within schools under adapted conditions. The school will consider where policy and process may be conducted differently when compared to business as usual.

PURPOSE AND AIMS

This school policy sets out the means by which it will fulfil the school's requirements for a healthy and safe environment for pupils, staff and visitors.

Edenhurst Preparatory School aims to:

- ensure that everything reasonably practicable will be done to safeguard pupils, staff and visitors;
- make and keep under review relevant policies and procedures;
- maintain a list of hazards within the school and keep this under review;
- take immediate action where hazards are likely to turn into risks; and
- ensure that the school's health, safety and security arrangements are known and implemented;
- provide relevant training in health and safety in relation to the roles and responsibilities of staff. For all staff, this will include training in:
 - Risk Assessment
 - E-Safety
 - Fire Evacuation Procedures

Members of staff are expected to:

- take reasonable precautions to safeguard the health and safety of themselves and others;
- observe all health and safety rules and procedures as laid down by the school and use all health and safety equipment provided;
- alert management to any potential hazard that they have noticed and report all accidents, incidents or near misses that have led, or may lead to, illness or damage;
- ensure that no person uses a prescribed dangerous machine unless fully instructed as to the dangers and precautions to be observed and either have received sufficient training to work at the machine or are being supervised by someone with a thorough working knowledge and experience of the machine.
- No person under the age of eighteen will be allowed to dismantle or clean a prescribed dangerous machine.

HEALTH AND SAFETY MANAGEMENT ARRANGEMENTS

Edenhurst Preparatory School has appointed a Health and Safety Committee to plan, monitor and evaluate the health and safety needs of the School.

Health and Safety Committee

The Committee is comprised of:

- Chair – Health and Safety Coordinator – Babitah Hibbert
- Member of Senior Management Team, Fire – Michael Hibbert
- Member of Site Staff – Steve Box
- Head of Art/DT – Hannah Twigge
- Head of PE, First Aid – Adam Beasley
- Educational Visits Coordinator – Babitah Hibbert
- Head of Science – Julie Nash
- EYFS Representative – Liz Whitmore
- Kitchen – Melissa Townson
- Outdoor Education/Eco – Julie Heyhoe

The Health and Safety Committee will meet half-termly – with a rolling Agenda to include, as a minimum the following:

- Review of accidents/incidents, near misses;
- Review of risk assessments and trips/visits;
- Review of fire drills and procedures, including the condition of exit routes;
- Review of daily checks in EYFS;
- Review of Site Manager’s Health and Safety Tours;
- Review of items raised in staff meetings;
- Review of absence records, bullying, behaviour and complaints logs.

Overall responsibility for Health and Safety

- Review of accidents/incidents, near misses
- Quality of risk assessment in school
- Monitor the currency of qualifications
- Review of fire drills and procedures
- Monitoring of health and safety activity in school
- Daily checks in EYFS
- Individual departments – Art/DT, PE/Games, Science Lab
- Site Manager’s health and safety tours
- Contractors
- Address items raised in Staff Meetings
- Policy and Procedure review
- Quality of off-site visit planning

Consultation Arrangements

Staff are able to raise any concerns relating to health and safety directly with the SMT or members of the School’s Health and Safety Committee. Concerns relating to maintenance of premises, facilities and equipment can be recorded in the maintenance books or reported directly to the School Office. Health and Safety is a regular item on the agenda of staff meetings and staff can use this as a forum to discuss

concerns. The School's leadership will communicate information about Health and Safety to staff through staff meetings, briefings and INSET days, as well as by email. These occasions will also be used for health and safety training.

Risk Management

Health and Safety will be on the agenda of all staff meetings, and minutes of any discussion and action to be taken, will be kept and passed to the school's Health and Safety Committee via the Health and Safety Coordinator (HSC). The HSC is Babitah Hibbert. The Headteacher will ensure that generic risk assessments are made and kept under review. All staff will make assessments in areas they are responsible for, and will observe the risk controls that have been determined.

All members of staff undertake to inform the main office of any potential risk as soon as they perceive it. Risk assessments have to be carried out by 'competent' persons. The Headteacher will determine the criteria for a 'competent' person, but assessing risks in classrooms and teaching lessons is within the competence of a trained teacher.

All staff will use the school's risk assessment template (which can be obtained from the school office or staff handbook), as a means of assessing risks.

Fire Safety

All members of the School will:

- Familiarise themselves with the school's fire safety procedures;
- Ensure that fire doors open as intended and that nothing impedes their opening;
- Ensure that any fire equipment for which they are responsible is properly maintained and checked periodically;
- Know any special fire precautions for equipment and materials that they use;
- Check periodically that the fire notices are on display in their teaching areas;
- Ensure that pupils know the alarm and evacuation procedure and route from their areas to the assembly area;
- Keep a register of pupils present in each teaching period; and report to the Headteacher/School Office any hazards likely to cause a fire.
- All staff have the responsibility for directing any visitors to the school to the assembly area in case of fire. Nevertheless, all staff must be aware that visitors will need to be properly supervised and directed.
- Training in action to be taken on hearing the fire alarm is provided by the school.

On-site Vehicle Movement

For details, please see the separate policy for Vehicle Movement.

Working at Height

The school pays regard to the Working at Height Regulations (WAHR) 2005. Falls from height are one of the biggest causes of death or major injury in the workplace. You are working at height if:

- you are working on a ladder or flat roof
- you could fall through a fragile surface
- you could fall through an opening or hole in the floor

Before working at height you must work through these simple steps:

- avoid work at height where it is reasonably practicable to do so;
- where work at height cannot be avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment;
- minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated.

In practical terms, staff should not, for example, use furniture such as desks and chairs to gain height to put up displays etc. Correct equipment should be used, such as a kick-step or step ladder. At greater heights staff should call on the help of someone who has had appropriate working at height training.

The Headteacher must make sure work is properly planned, supervised and carried out by competent people, including a risk assessment. This includes using the right type of equipment for working at height. Low-risk, relatively straightforward tasks will require less effort when it comes to planning. The school uses the step by step risk assessment flow chart provided by the HSE to evaluate risks:

<http://www.hse.gov.uk/pubns/indg401.pdf>

Take a sensible, pragmatic approach when considering precautions for work at height. Factors to weigh up include the height of the task; the duration and frequency; and the condition of the surface being worked on. There will also be certain low-risk situations where common sense tells you no particular precautions are necessary.

What do you need to consider when planning work at height?

The following are all requirements in law that you need to consider when planning and undertaking work at height. You must:

- take account of weather conditions that could compromise worker safety;
- check that the place (e.g. a roof) where work at height is to be undertaken is safe. Each place where people will work at height needs to be checked every time, before use;
- stop materials or objects from falling or, if it is not reasonably practicable to prevent objects falling, take suitable and sufficient measures to make sure no one can be injured, e.g. use exclusion zones to keep people away or mesh on scaffold to stop materials such as bricks falling off;
- store materials and objects safely so they won't cause injury if they are disturbed or collapse;
- plan for emergencies and rescue, e.g. agree a set procedure for evacuation. Think about foreseeable situations and make sure employees know the emergency procedures. Don't just rely entirely on the emergency services for rescue in your plan.

Manual Handling, Slips and Trips

Staff receive guidance on appropriate manual handling. Heavy or bulky items should be moved only by staff who have had appropriate training, which may be a site manager or maintenance staff. At all times appropriate equipment, such as a trolley, should be used to move heavy or bulky items. As serious injury, especially to the back, can result from incorrect lifting, staff should familiarise themselves with the correct method of lifting heavy or bulky objects.

Procedures are in place to reduce the risk of injury from slips and trips. The regular Health and Safety tours of the school include a consideration of potential risk of slips and trips, including the checking of external fire escapes. Appropriate signage is put in place to designate wet floors, particularly after cleaning or spillages, and, where necessary, pupils and staff will be directed to use an alternative route. The school ensures appropriate procedures to maintain, so far as is possible, safe movement around the school grounds in times or snowy or icy weather. This includes;

- A communication protocol to inform parents and pupils on occasions when the school has to close

due to adverse weather conditions

- Designated responsibilities for appropriate clearing and salting/gritting of circulation routes
- Cordoning off/putting out of bounds any areas of the grounds deemed to pose an unacceptable risk of injury
- Consideration of whether any activities or events need to be postponed, cancelled or amended due to weather conditions.

HSE guidance on manual handling can be found here: <http://www.hse.gov.uk/pubns/indg143.pdf>

HSE guidance on manual slips and trips can be found here: <http://www.hse.gov.uk/pubns/indg225.pdf>

HSE guidance on the use of ladders can be found here: <http://www.hse.gov.uk/pubns/indg455.htm>

Safeguarding Pupils

All staff must be aware of their duty to note and report any suspicions that a pupil might (however remotely) be subject to some abuse. The school will provide periodic training in the requirements for safeguarding pupils and in recognising potential problems. Any suspicions should be reported immediately to the school's Designated Child Protection Officer.

Teaching staff are expected to teach risk management to pupils according to the National Curriculum requirements in their subject, and any requirements the school may have.

Staff Welfare/Stress

Staff are expected to be concerned for their own health and for the welfare of their colleagues and to provide support for each other. Staff who feel under stress that is more than the normal expected stress of working in the school should report this initially in confidence to the Deputy Head (or the member of the Leadership Team with responsibility for staff welfare.) Staff are also expected to report in confidence any concerns they may have about another member of staff's state of health.

Information on Occupational Health can be found in the Bellevue Employment Manual.

See separate *Stress Management Policy*.

Lone Workers

When a member of staff is working alone in the school he/she should ensure that the school's procedure for signing in and communication are observed.

The HSE guidance on lone working can be found here: <http://www.hse.gov.uk/pubns/indg73.htm>

Management of Asbestos

Edenhurst Preparatory School commissioned a professional survey to establish whether there is any asbestos on the school site and to determine any action necessary in relation to its removal or regular inspection. Any asbestos requiring removal has been removed by qualified personnel and the school follows the inspection routines, as identified by the report. Information about any asbestos on the school premises is provided to maintenance staff and any external contractors, as appropriate.

Control of Substances Hazardous to Health (COSHH)

Edenhurst Preparatory School is vigilant in relation to requirements for the management of hazardous substances, this includes safe storage of substances and ensuring contractors and staff are aware of their obligations. Data sheets are stored in the same location as the chemicals, ie:

- Site Maintenance are kept in a locked cupboard in the Workshop;
- Cleaners chemicals are kept in a locked cupboard in the Workshop;
- Kitchen chemicals are kept in a locked cupboard in both the Nursery and School Kitchens;
- Art/DT chemicals are kept in cupboards in the Art/DT Suite. Pupils are only allowed into these areas under teacher supervision;
- Science chemicals are kept in a locked cupboard in the locked Prep Room to which pupils have no entry.

Maintenance of Plant and Equipment

Edenhurst Preparatory School has appropriate arrangements to ensure maintenance and servicing of plant and equipment, including the maintenance of appropriate records.

This includes periodic testing of electrical appliances (PAT testing). The school's electrical items and also any belonging to staff or pupils and used in school are subject to this testing regime. Further useful information on PAT testing can be found here: <https://surreyfire.co.uk/pat-testing-explained/>.

Minibuses

The school follows the DfE guidance "Driving School Minibuses: Advice for Schools and Local Authorities (2013)" in relation to the use of school minibuses and the selection and qualifications of those entitled to drive them.

<https://www.gov.uk/government/publications/driving-school-minibuses-advice-for-schools-and-local-authorities>

Display Screen Equipment (DSE)

Incorrect use of DSE or poorly designed workstations or work environments can lead to pain in necks, shoulders, backs, arms, wrists and hands as well as fatigue and eye strain. The causes may not always be obvious. Health and Safety regulations relating to DSE apply to workers who use this equipment for an hour or more at a time. The school provides a work place assessment for staff to whom this applies and enables staff to undertake training and information as required. Particular care should be taken in respect of staff who are pregnant or have epilepsy.

Further guidance on working with display screen equipment can be found here: <http://www.hse.gov.uk/pubns/indg36.htm>.

Guidance on undertaking a DSE assessment can be found here: <http://www.hse.gov.uk/msd/dse/assessment.htm>

Glazing

In accordance with Health and Safety advice, the school undertakes and regularly reviews a glazing risk assessment. Action points arising from the risk assessment are undertaken with appropriate consideration.

Records

Appropriate records of risk management events and issues will be kept by the school office and will be periodically inspected by the school Health and Safety Coordinator (HSC), who will report on such matters at each Health and Safety Committee meeting.

Details of the school's RIDDOR reporting process can be found in the First Aid Policy.

Accidents

All accidents involving staff and pupils **MUST** be recorded. Staff who are unsure about the system must seek advice from the main office. The Health and Safety Coordinator (HSC), will monitor the accident book regularly, looking particularly for patterns and trends and will report on the school's accident record and other matters of first aid at each Health and Safety Committee meeting.

Pupil Behaviour

Pupil misbehaviour is one of the greatest risks to Health and Safety in any school. All staff have a common law and contractual duty to maintain good behaviour of pupils and to safeguard their health and safety. Staff must know the school rules that are designed to ensure pupil safety and to participate in ensuring that the rules are obeyed.

Status Review

Edenhurst Prep School will contribute to the school's annual Health and Safety status review. This will take place at the Spring Governance Meeting.

Development Plan

The development of Health, Safety and security within Edenhurst Prep School will be part of the School's Development Plan as appropriate.

Responsibilities:

Governance of Bellevue Education

Overall responsibility for Health and Safety rests with Bellevue Education as proprietor. The proprietor's effective oversight of the school's Health and Safety is facilitated through regular routines and reporting mechanisms, which include:

- Regular visits to the school by members of the Bellevue Governance Committee and their strategies to maintain an up-to-date understanding of regulatory requirements
- An annual two-day in-school review of regulations and compliance by the safeguarding and compliance governor
- The governors' annual review of safeguarding
- The Head's termly reports to the Schools Director
- The schools' reporting to and access to information through the termly Governance meetings and the group's Heads' Management meetings
- On-going access via email and telephone to the safeguarding and compliance governor, for consultation on regulatory and health and safety matters
- Governance oversight of the school's Self Evaluation documentation and School Improvement Plan

The Headteacher in conjunction with other staff members

- is responsible with the Health and Safety Coordinator for the implementation and operation of the policy as it affects their areas of responsibility;
- will familiarise himself or herself with the school's Health and Safety Policy and all regulations and codes of practice relevant to the work in their areas of responsibilities;
- will set up and implement safe methods of work;
- will apply effectively all relevant Health and Safety regulations, rules procedures and codes of practice;
- will instruct all staff, pupils and others under her jurisdiction in safe working practices;
- will carry out regular safety inspections of their areas and keep records of those inspections;
- will ensure that risk assessments are carried out on any relevant risk and effective measures are taken to control those risks;
- will ensure that all plant machinery and equipment is adequately guarded, is in good and safe working order, and that all reasonably practicable steps are taken to prevent unauthorised or improper use;
- will make available appropriate protective clothing and equipment, first aid and fire appliances;
- will ensure that toxic hazardous and highly flammable substances are correctly used stored and labelled;
- will provide appropriate Health and Safety information to relevant persons; and will report any health and safety concerns to the Health and Safety Coordinator and Health and Safety Committee.

All Members of staff will:

- be responsible to the Headteacher for the implementation and operation of the policy as it affects their areas of responsibility;
- familiarise themselves with the school's Health and Safety Policy and all regulations and codes of practice relevant to the work in their areas of responsibility;
- assist the Headteacher in ensuring that the school environment and practices are as safe as is reasonably practicable;
- set up and implement safe methods of work;
- apply effectively all relevant health and safety regulations, rules, procedures and codes of practice;
- instruct all staff, pupils and others under their jurisdiction in safe working practices (including fire safety);
- carry out regular safety inspections of their areas and keep records of those inspections;
- ensure that risk assessments are carried out on any relevant risk and effective measures are taken to control those risks;
- ensure that all plant machinery and equipment is adequately guarded, is in good and safe working order, and that all reasonably practicable steps are taken to prevent unauthorised or improper use;
- use appropriate protective clothing and equipment, first aid and fire appliances;
- ensure that toxic, hazardous and highly flammable substances are correctly used stored and labelled;
- provide appropriate health and safety information to relevant persons;
- keep up-to-date with developments in their particular field of work; and report any health and safety concerns to the Health and Safety Committee via the Health and Safety Coordinator.

Equal Opportunities

In implementing this policy all staff must ensure that the school's policy on non-discrimination and equal opportunities is taken into account. For further information, please refer to separate Equal Opportunities policy.

Monitoring and Review

The Headteacher will monitor the progress of the policy. The HSC will liaise with the Head and report to the Health and Safety Committee to ensure that it remains in line with school policies.

The policy will be reviewed on an annual basis with the Education Director.

Security and Entering the School during School Hours.

Any person arriving at the school for entry will be either;

- i. let in by the secretary having been appropriately identified or
- ii. admitted by a member of staff who will identify the person and escort them to the main office.

All visitors must be directed to the main office.

All visitors must be required to sign the visitors' book, noting date, location, name, time in and out and reason for visit. If arriving by car, details of the registration may be recorded. Visitors are required to wear a badge to confirm their identity and that they have authorisation to be on the premises.

The school will ensure that, in so far as is possible, the security of the grounds and premises is maintained. In addition to the procedures for the admission and supervision of visitors, already noted, this includes;

- ensuring that the school's perimeter provides appropriate measures to limit unlawful entry and pupil egress
- ensuring that gates, doors and other points of entry and exit are locked and/or monitored as appropriate
- having sufficient members of staff on duty at times of pupils' arrival and departure
- ensuring appropriate external lighting for safe entry and exit in hours of darkness
- changing door codes at regular intervals or when a code is known or suspected to be known by an unauthorised person.

The DfE produced draft guidance for schools on security in November 2018. This provides useful information and links for further advice and support.

The DfE in N. Ireland produces a useful security survey and risk assessment for schools: <https://www.education-ni.gov.uk/sites/default/files/publications/de/security-risk-assessment.pdf>

Exceptional Procedures

Any suspicious person will be asked to wait outside whilst a second member of staff is called. Should an adult try to force entry into the school the following guidelines should be followed:

- If practical, the door should be closed upon any such person trying to enter.
- Help or assistance should be called for while any children are loudly instructed to go to their classroom or assembly point and to tell other members of staff that 'a stranger has entered the building'.
- Any member of staff not involved in supervising pupils should go to provide assistance.
- Supervising staff of younger classes in proximity to point of entry of the unauthorised person should, if possible and thought necessary, take the children quietly away to a more remote location.

The DfE has produced useful guidance on controlling access to school premises (November 2018), which can be consulted here: <https://www.gov.uk/government/publications/controlling-access-to-school-premises/controlling-access-to-school-premises>

VIOLENCE TO STAFF

Occurrences of violence towards staff are, thankfully, very rare. However, there may be occasions when a member of staff has to deal with verbal or physical aggression from a parent, visitor, or even a pupil or a fellow member of staff. Staff are familiar with the school's policy on physical intervention and physical contact, found in the safeguarding policy, and will follow this in the event of any aggression directed towards them a pupil.

Where potential aggression, from an adult or a pupil, may be predicted, staff are instructed to ensure that a member of the school's leadership team attends any planned meeting. Staff also receive guidance on how to manage and diffuse a situation in which verbal or physical aggression occurs, which had not been predicted.

BUILDING SECURITY AND VISITORS' NOTICE

Welcome to Edenhurst Preparatory School

Please read and note the following information

1. Signing in and out: please remember to sign both in and out of the visitors' book.
2. In the event of a fire: the fire alarm will sound and you must evacuate the building as quickly as possible, do not stop to collect belongings. You must go the assembly point via the marked fire escape routes. Please evacuate by the nearest safe exit.
3. Telephones: are situated in the main office and Headteacher 's study.
4. In the event of any injury: please inform a member of the office staff.
5. If you should identify a hazard please tell a member of staff.
6. Toilets: staff and visitors' facilities are situated near the staff room.
7. Badge: you are required to wear a visitor's badge while in school. Please obtain one from a member of staff in the office and remember to return it when leaving and signing out.

Thank you

ART AND DESIGN TECHNOLOGY DEPARTMENT SAFETY POLICY

General Aims and Duties

An element of risk is necessarily part of the Art and DT scheme of Edenhurst School. The element of risk can be kept to an acceptable minimum if those involved are aware of the potential hazards and take appropriate steps to avoid accidents.

This policy aims to specify a safe system and to delegate functions to all those in charge of Art and DT activities.

Staff are expected to take reasonable care for their own and others safety, in order words, a care dictated by common sense.

A teacher is under an obligation to maintain good order and discipline amount pupils to safeguard their health and safety.

Risk can be minimised by sound planning of lessons and constant review of what constitutes good practice.

Loss or, or defective equipment must be reported immediately.

Risk Assessments are in the Risk Assessment folder.

PE DEPARTMENT SAFETY POLICY

General Aims and Duties

An element of risk is necessarily part of the PE scheme of Edenhurst School. The element of risk can be kept to an acceptable minimum if those involved are aware of the potential hazards and take appropriate steps to avoid accidents.

This policy aims to specify a safe system and to delegate functions to all those in charge of physical education activities.

Staff are expected to take reasonable care for their own and others safety, in order words, a care dictated by common sense.

A teacher is under an obligation to maintain good order and discipline amount pupils to safeguard their health and safety.

Risk can be minimised by sound planning of lessons and constant review of what constitutes good practice.

Loss or, or defective equipment must be reported immediately.

Specific Requirements

Legal

Risk assessment of the premises and equipment will be carried out by the PE Coordinator, in consultation with the School Safety Officer.

Assessment of physical education activities involved in teaching should be made by the teacher as part of the preparation of the lessons. Answering the following questions will go a long way to eliminating the risk:

- How could persons be injured or their health be damaged by the activity?
- Could the activity go wrong and thereby produce hazardous circumstances?
- Has the activity a worthwhile educational aim?
- Can this aim be achieved by a safer method?
- Should all the children perform the activity, or just small groups?
- What warnings should be given to the pupils?
- Does the equipment being used require any special instructions as to its use?

Accident Procedures and First Aid

- In the event of serious injury, the member of staff should assess the situation and if in doubt, should not move the casualty.
- Another child should be sent for the nearest first aider and to the Office so that medical help can be summoned.
- If the casualty can be moved, they should be taken to the First Aid Room and then the above procedure followed.
- All PE staff are First Aid trained and carry personal first aid equipment.
- Minor injuries may need very little attention but all injuries that occur should be recorded in the accident book and a form completed for the parents attention.
- If in any doubt about an injury or a casualty's pain, always err on the side of caution. Always consult a first aider.

Changing

- Pupils will walk in an orderly manner to and from the changing rooms, as far as is reasonably practicable, accompanied by a teacher.
- They will not enter the changing rooms until instructed to do so.
- When changing they will be supervised by a teacher, who may be in either changing room.
- When ready for PE, the pupils will wait inside the changing room until the class are ready to leave.
- As far as is reasonably practicable, the class will be accompanied to the hall, courts or field, by the teacher(s) in charge.
- No pupil will enter these places unless told to do so.
- At the end of the lesson, dirty footwear must be left outside the room.

Showers

- The shower area can be dangerous so it is essential that no pupil enters the shower area unless supervised by a teacher..
- The teacher should first check the water temperature to ensure that it is not too hot or cold.
- Pupils are to be informed that on no account must they misbehave in the shower area.
- Teachers should check, ***visually***, that all pupils are dry.

Dress

- Every child will change for PE and wear the approved PE kit of the school.
- For safety reasons, it is not permitted to wear shoes or sandals on the tennis courts.
- Football and rugby boots will not be worn until on the playing fields.
- Items of jewellery, earrings etc. are not permitted to be worn.

- Long hair must be tied back.
- Any watches or other items of value, should be handed to the teacher.

Equipment

- All equipment will be regularly checked to ensure that it is in good and safe condition to use.
- Regularly here means a check every time equipment is used.
- In addition, a half termly check will be made of all equipment.
- A weekly check is made of all large gym equipment.
- All pupils will be instructed in the safe procedures to adopt when using any piece of equipment or apparatus, or taking part in a game.
- They will be shown the correct methods of moving equipment or apparatus.
- The basketball and netball posts must ***never*** be moved by pupils, only staff who have been instructed in their safe handling.
- Pupils may move the plastic goals posts under supervision.

Rules of Games and Activities

- The rules of all games and activities will be rigorously enforced, once they have been introduced.
- This will enable a game to be played safely and with enjoyment.
- No pupil will be asked to perform any skill or movement which is beyond their capability.

Transport

- Transport to away matches will always be in the School minibus or by coaches with seat belts.
- Parents' cars will not be used to transport children.
- Transport to the swimming pool will be by minibus, staff cars (for which people have completed the relevant forms) or walking.

Risk Assessments are in the Risk Assessment folder.

SCIENCE DEPARTMENT SAFETY POLICY

General Aims and Duties

An element of risk is necessarily part of the Science scheme of Edenhurst School. The element of risk can be kept to an acceptable minimum if those involved are aware of the potential hazards and take appropriate steps to avoid accidents.

This policy aims to specify a safe system and to delegate functions to all those in charge of science activities.

Staff are expected to take reasonable care for their own and others safety, in order words, a care dictated by common sense.

A teacher is under an obligation to maintain good order and discipline amount pupils to safeguard their health and safety.

Risk can be minimised by sound planning of lessons and constant review of what constitutes good practice.

Loss or, or defective equipment must be reported immediately.

Risk Assessments are in the Risk Assessment folder.

WORKSHOP AND MAINTENANCE SAFETY POLICY

General

This policy aims to specify a safe system. Maintenance staff will always adopt safe working practices, and be aware of the potential hazards and take steps to avoid accidents. The maintenance staff are expected to care for their own and other's safety, in other words a care dictated by common sense. Risks can be kept to a minimum by sound planning of tasks.

Legal

Risk assessments will be carried out by the School's Safety Officer.

Manual Handling

It is a requirement that manual handling of resources is minimised. Trolleys should be used for heavy items and storage should be arranged to minimise lifting.

Electrical Testing

Electrical testing of all mains equipment is carried out annually. All equipment should be visually checked before use. Portable equipment, used outside is always used with a circuit breaker.

Emergency Procedures

Fire

The maintenance personnel will familiarise themselves with the fire evacuation procedures. The maintenance engineer may attempt to control the outbreak with the apparatus provided.

First aid

- Chemical splashes in the eye: immediately wash the eye under running water for ten minutes. The flow should be slow and the eye lid held back. The casualty should be taken to hospital.
- Chemical splashes on the skin: wash the skin for 5 minutes with water, or if the chemical adheres to the skin, with soap.
- Chemicals in the mouth: wash out the mouth. The casualty should be taken to hospital.
- Burns: cool gently under running water until First Aid arrives.
- Inhalation of toxic gas: sit the casualty down indoors in an area free from fumes.
- Hair on fire: smother with a cloth.
- Clothing on fire: push casualty onto ground with flames on top. Smother flames with fire blanket. If non available roll casualty until flames are extinguished.
- Electric shock: break contact with electric source, taking care of personal safety. If possible, first switch off supply.
- Severe cuts or wounds: attempt to stem bleeding by applying pressure and raising wound as high as possible. Do not remove embedded object(s).
- HIV: protect yourself and others from contamination by blood. The HIV virus is killed by household bleach. Clean any affected area with a solution of 1 part bleach to 10 parts water.

Chemicals

Paints, oils, lubricants, weed killers, pesticides, dyes, fillers, fuels, polishes, solvents and adhesives

Work involving hazardous substances, such as the above, will not be carried out unless a suitable assessment of the risk is made and steps taken to make them acceptable. The maintenance staff should be aware of the risks involved. Before any substance is used, personnel should check the label for warning signs and comply with any warning or advice given. A full list of substances kept in the workshop is kept on the cupboard containing the substances along with relevant COSHH information. This information is also stored in the School Office.

Protective Clothing

Protective clothing will be worn for all jobs which require it. Boots with reinforced toe caps for mowing, heavy jobs and tractor driving. Masks for jobs which are dusty or during which fumes are present. Goggles for jobs in which particles or sparks may fly up from the work. Overalls are provided to be used on a daily basis.

Storage of Equipment

All equipment used by the maintenance department will be kept in the workshop. It will be stored in a tidy manner, only used for the purpose for which it was designed and only used by the maintenance department or by members of staff who have obtained permission. The only equipment pupils may use is brushes.

Paints and chemicals are kept in locked cabinets and labelled. Flammable and oxidising substances are kept separate. Flammable substances are kept away from sources of ignition.

The sit-on mower will be kept in the shed adjoining the workshop. Mowing will not take place in the presence of other people. The trailer will be kept locked. The trailer and mowers will not be moved across the playground at any time when pupils or any other numbers of people are present.

The workshop will be kept locked when no one is present in the building.

Working Practices

When working in or around the buildings, care should be taken to ensure that the job being undertaken does not endanger the health and safety of the person doing the job, or that of other people. If practicable, the area should be cordoned off. If not, the job done in the school holidays.

When working alone, the person concerned should have some means of communication in case of emergency. This is especially necessary in the school holidays.

It is important that no equipment is left unattended or in such a place that it could cause an accident.

No jobs involving high working should be undertaken unless the worker is secure and can be 100% certain that no one will pass underneath the work area.

Risk Assessments are in the Risk Assessment folder.

