



PRINCE REGENT

STREET TRUST

Health and Safety Policy

**Policy Reviewed and Adopted by Board of Trustees:
Version
Date of Next Review:
Responsible Officer:**

December 2019

December 2020

General Principles

1.1 The purpose of the Health and Safety Policy of the Prince Regent Street Trust is to ensure the health and safety and welfare of all employees, pupils, visitors, contractors and members of the general public on the Trust premises. The Trust will also ensure the health, safety and welfare of employees, pupils and other persons when Trust activities are taking place away from the Trust premises.

1.2 The Staff of The Prince Regent Street Trust recognise and accept their responsibilities for securing health, safety and welfare. The Trust will be conducted in such a way as to ensure, so far as is reasonable practicable, that person(s) who are not employees (i.e. pupils, visitors, members of the general public and outside contractors) who may be affected by the activities of the Trust are not exposed to risks to their health and safety. A policy of progressive improvements in the health, safety and welfare of all persons will be maintained.

1.3 The Staff recognise and accept their responsibilities as persons concerned with premises (under Section 4 of the Health and Safety at Work etc. Act 1974) to take measures to ensure, so far as reasonably practicable, that the premises, all means of access and exit, plant or substance in or provided for use in the premises, are safe and without risks to health.

1.4 The responsibility for the organisation and the monitoring of health and safety in the Trust rests with the CEO/Head Teacher and the Trustees/Members.

1.5 Health and safety responsibilities will be reviewed annually (or more frequently if circumstances required).

1.6 The Head Teacher, Trustees/Members and all members of staff are responsible for the policy being carried out.

1.7 The policy will be updated and amended from time to time when guidance is received.

1.8 Copies of all guidance on health and safety matters are to be held in the Trust office electronically or with the CEO/Head Teacher in a paper file.

1.9 Promote a culture where Health & Safety issues are discussed in an open and positive manner

Organisation and Responsibilities for Health and Safety at Prince Regent Street Trust Schools

2.1 Trustees

2.1.1 The Trustees/Members will oversee, so far as is reasonably practicable:-

(a) work places, systems of work, plant and equipment in the Trust that are safe and without risk to health;

(b) safe arrangements for the use, handling, storage and transport of articles and substances;

(c) a healthy working environment;

(d) suitable and sufficient information, induction, instruction, training and supervision to enable all employees to avoid hazards and to contribute positively to their own health and safety at work.

(e) ensuring a positive health and safety culture is maintained.

2.1.2 The Trustees/Members will ensure so far as is reasonably practicable that pupils, students, visitors, members of the general public and all other persons who visit or use the Trust or other persons who may be affected by the school's operations are not exposed to risks to their health and safety.

2.1.3 In addition to the duties given in paragraphs 2.1.1 and 2.1.2 the Trustees/Members are responsible for carrying out the following duties:-

(a) receiving an update at their termly meetings to include building and health and safety matters from the Head Teacher;

(b) developing and implementing a health and safety policy statement which gives details of how health and safety will be managed in the Trust and reviewing and updating the policy on a regular basis;

(c) drawing up and implementing appropriate health and safety policies and procedures for the Trust and reviewing and updating the policies and procedures on a regular basis;

(d) monitoring the need for non-structural repairs in the Trust and dealing with potential hazards;

(e) advising the Trust of any observed structural defects that could adversely affect the health and safety of staff, pupils and the public;

(f) the safe condition, storage and maintenance of all equipment at the Trust and ensuring that such equipment can be used safely in the normal running of school;

- (g) ensuring that the premises, the means of access and exit, and any plant or substance in the premises, are safe and without risks to health;
- (h) ensuring that safety rules, concerning the use of premises and equipment, are displayed in appropriate locations within the school and are enforced;
- (i) the adoption of safe working practices by staff and pupils and by contractors when on site;
- (j) acting to deal with potential hazards to health and safety, liaising where appropriate with representatives of the Trust and contracting organisation
- (j) ensuring risk assessments are carried out and copies kept for H&S Inspections
- (k) ensuring that appropriate personal protective clothing and equipment is purchased
- (l) ensuring staff are competent to carry out the tasks and duties to which they are assigned and that sufficient resources, training and equipment must be available to carry out these tasks.

2.1.4 The Trustees/Members and Trust Staff will take all reasonable action to ensure that health and safety considerations, (including safe storage and condition of equipment) are taken into account by outside contractors. Where a contractor chosen by the Trust is not on the Trust's approved list, the adequacy of the contractor's insurance cover will be established, in accordance with the Trust's requirements.

2.1.5 The Trustees/Members and Trust staff will note that Inspectors from the Health and Safety Executive or appropriate Officers of the Trust can at any reasonable time, or immediately if there is potential danger, enter premises to carry out their duties.

Responsibility of Staff

All staff have a DUTY to the CEO, Head Teacher and Trustees/Members to implement the Health and Safety Policy.

It is the duty of the Trustees/Members to ensure any necessary training or equipment is available to allow all staff to safely carry out their duties.

To ensure staff carry out their responsibilities efficiently the Health and Safety Policy needs to be read and an acknowledgement of this is required from ALL staff, both teaching and support. In future, this document will be included in the policies folder in the Shared Area of the school network and revised or added to on an annual basis.

All staff need to be aware of and some will be involved in the writing of the risk assessments.

2.3 Head Teacher

The Trustees/Members of The Prince Regent Street Trust recognise that the Health and Safety at Work etc. Act 1974 places duties on all Managers and Supervisors to ensure that the work of all employees under their control is carried out as safely as is reasonable practicable.

In order to achieve this objective the CEO/Head Teacher has responsibility for the organisation of health and safety in individual schools which includes the following:-

- (a) Setting the health and safety standards for the Trust in consultation with the Trustees/Members and staff
- (b) Monitoring the implementation of the school's health and safety standards
- (c) Ensuring that all health and safety policies are fully implemented and the procedures are followed by all staff
- (d) Reporting to Trustees/Members on the progress being made towards achieving the Health and Safety standards which have been set and the implementation of policies and procedures in the school
- (e) An awareness of the risks identified in the School's Health and Safety Policy and of the measures necessary to reduce or remove such risks
- (f) Ensuring that all members of staff (including all new starters) receive information, instructions and guidance relating to Health & Safety issued to the school by the Trust, DfE, the Health and Safety Executive or any other responsible source
- (g) Ensuring that members of staff are trained, retrained and supervised in order for them to take reasonable care for their own health and safety and for the health and safety of other employees, pupils and other persons
- (h) Providing training for all staff within the Trust on the implication of risk assessments
- (i) Nominating, as and when appropriate, members of staff to be responsible for specific aspects of Health and Safety such as First Aid and Fire Wardens and ensuring that all staff are made aware of any such delegation
- (j) Providing sufficient risk assessors of suitable knowledge and experience to undergo the corporate training in general risk assessments
- (k) Identifying any additional support, training and advice required for the risk assessors
- (l) Ensuring that all risk assessments are conducted in correct priority and to ensure that adequate time is made available for the Assessor to complete the assessment
- (m) Providing a local mechanism for carrying out risk assessments on any new or modified work, before the work commences

(n) Providing a local mechanism for reviewing all assessments at periodic intervals (maximum period 12 months)

(o) Ensuring that guidance issued by DfE and HSE from time to time, for the reporting of accidents, dangerous occurrences, near misses and potential hazards are followed and an investigation takes place on all accidents with a view to introducing preventative action

(p) Ensuring that adequate arrangements exist for safety procedures in the case of fire that all staff and pupils are aware of such arrangements and that regular fire drills are carried out

(q) Ensuring that adequate arrangements exist for the carrying out of first aid and for transporting injured staff and pupils to hospital and that all staff are aware of such arrangements

(r) Ensuring that only appropriately trained and qualified staff supervise the use of potentially hazardous equipment or machinery

(s) Ensuring that contractors employed within the Trust site do not endanger the health and safety of staff, pupils or members of the general public who may be present on the Trust site by their work activities.

Although the duties given in paragraphs 2.3 (a) to (s) above can be delegated to Senior Staff the overall responsibility for ensuring that these duties are carried out rests with the CEO/Head Teacher.

2.4 Senior Teachers.

The Health and Safety at Work requires all “supervisors” to accept responsibility for the health and safety of processes and activities under their direct control. In order to achieve its objective the responsibilities of teachers assigned any form of co-ordinating or supervisory role includes the following:-

(a) In consultation with the CEO/Head Teacher setting the health and safety standards for their area of responsibility.

(b) Ensuring that all health and safety policies are fully implemented and the procedures are followed by all staff (including all new starters and staff who are allocated new duties).

(c) Ensuring that all members of staff (including all new starters and staff who are allocated new duties) receive all health and safety guidance relating to their work which has been issued to the Trust by DfE, the Health and Safety Executive or any other responsible source.

(d) Ensuring that all staff acting under their directions are aware of the health and safety precautions to be taken when undertaking potentially hazardous procedures

(e) Ensuring that any curriculum or other activities under their control include

instructions on the correct and safe methods of carrying out potentially hazardous procedures

(f) Ensuring that all members of staff (including new starters and staff who are allocated new duties) in their area of responsibility are trained, periodically re-trained and supervised in order for them to take reasonable care of their own health and safety and the health and safety of other members of staff, pupils and other persons

(g) In consultation with the CEO/Head Teacher ensuring that the training provided is appropriate to the member of staff and the school

(h) In consultation with the CEO/Head Teacher ensuring that sufficient risk assessors are provided and that training on the implications of risk assessments is provided for all staff (including all new starters)

(i) Ensuring that all risk assessments are carried out and risk assessments are carried out on new and modified work before the work commences

(j) Ensuring that all risk assessments are reviewed at periodic intervals

(k) Ensuring that curriculum or other activities under their control do not involve staff and pupils in procedures likely to cause accidents

(l) Ensuring that the reporting procedures for accidents, dangerous occurrences and near misses are followed and that all accidents, dangerous occurrences, potential hazards to safety and near misses are reported to the Head Teacher

(m) Ensuring that any equipment or machinery under their control which is known to need repair is not used until the necessary repairs have been carried out

(n) Ensuring that fire safety procedures are followed by Trustees/Members of staff and regular fire drills are held

(o) Ensuring that first aid procedures are implemented in the area of responsibility and first aid cover is maintained at all times.

2.5 First Aid at Work

The Trust has nominated seniors as first Aid at Work Personnel. In addition several Trustees/Members of staff have completed First Aid instruction. First Aid boxes are placed in key parts of the building.

2.6 Catering Supervisor / Cook in Charge

The Supervisor/Cook in Charge is responsible for Health and Safety in respect of all kitchen staff in the establishment in accordance with instructions issued and general safety considerations affecting day to day running and work in the kitchen.

2.7 Caretaker/Site Manager

The Caretaker is responsible for acting as site monitoring officer in respect of the cleaning operations in Trust school's; ensuring that the employees observe all necessary health and safety requirements and the premises of the Trust are safe and there are no risks to health.

The Caretaker is responsible for the security of the premises and ensuring that the premises are open for use as and when required. In carrying out these duties the Caretaker is responsible for:

(a) Participating in setting the health and safety standards for their area of responsibility in consultation with the Head Teacher.

(b) Receiving all health and safety policies, instructions and procedures for their area of responsibility and issuing them to any staff (including new starters) line managed by the Caretaker

(c) Fully implementing and following all health and safety policies, instructions and procedures for their area of responsibility (including rules relating to the use of specific machinery) and ensuring that the policies and instructions and procedures are followed by all staff (including new starters) who are responsible to the Caretaker

(d) Receiving training and periodic re-training in order to take reasonable care for their own health and safety and the health and safety of other members of staff, pupils and other persons.

(e) Ensuring that all members of staff (including new starters) within their area of responsibility receive training and periodic re-training by contacting the Head Teacher.

(f) Carrying out assessments of the risks in their area of responsibility and carrying out risk assessments on new and modified work before the work commences

(g) Carrying out reviews of the risk assessments at period intervals

(h) Ensuring that they and their work colleagues take reasonable care to avoid accidents or injury to themselves, other members of staff, pupil, and members of the general public or members of the general public, by their work activities.

(i) Ensuring that any equipment or machinery under their control which is known to need repair is not used until the necessary repairs have been carried out.

(j) Following the reporting procedures for accidents, dangerous occurrences and near misses and that all accidents, dangerous occurrences, potential hazards to safety and near misses are reported to the Head Teacher.

(k) Following the fire safety procedures and ensuring that the procedures are followed by all employees.

(l) Ensuring that the first aid procedures are implemented in the area of responsibility and the first aid cover is maintained at all times.

(m) Ensure COSHH, manual handling and indoor / outdoor inspections.

(n) Ensure control of contractor procedures are followed

2.8 Risk Assessors

Risk Assessors are responsible for:-

(a) Identifying all tasks that require risk assessing and agree a priority rating for carrying out risk assessments with the Head Teacher.

(b) Together with the CEO/Head Teacher agree timescales for carrying out the risk assessments.

(c) Conduct risk assessments to the best of their ability. Recognise where their limit of experience lies and ensure that their CEO/Head Teacher is informed when additional assistance is required.

2.9 All teaching and support staff The Health and Safety at Work etc. Act 1974 places duties on all staff to ensure the health and safety of themselves and others affected by their work activities. In order to achieve this objective, all teaching and non-teaching staff are responsible for:-

(a) Participating in setting the health and safety standards for their work in consultation with the CEO/Head Teacher or Teacher with Co-ordinating or Supervisory Responsibility.

(b) Receiving all health and safety policies, instructions and procedures for their work.

(c) Fully implementing and following all health and safety policies, instructions and procedures which have been issued to them by the Head Teacher, or the Teacher with Co-ordinating or Supervisory Responsibility.

(d) Observing all health and safety rules relating to the use of specific machinery.

(e) Ensuring that any equipment or machinery under their control is not used until the necessary repairs have been carried out.

(f) Receiving training and periodic re-training in order for them to take reasonable care for their own health and safety and the health and safety of other members of staff, pupils and other persons.

(g) Where risk assessments are carried out on activities and employees are made aware of the findings following the recommendations of the assessments.

(h) Where an employee is aware of a risk assessment or a procedure which is not correct or presents a more significant hazard than that stated in the assessment, then the employee is required to notify the CEO/Head Teacher of this fact.

(i) Following the reporting procedures for all accidents, dangerous occurrences, potential hazards to health and safety and near misses to their Supervisor.

(j) Following the fire safety procedures for the Trust and their work area.

(k) Following the first aid procedures which have been laid down for the Trust and their work area.

(l) All staff are advised to ensure that their own vehicle insurance covers them for any use of the vehicle for work purposes.

3 Consultation

(a) It is recognised that the participation of all members of staff is essential in order to maintain and improve the working environment of the school. Consultation on health and safety matters will be through the recognised channels and the active participation and support of all employees at the Trust is asked for in maintaining good communications.

(b) The Safety Representatives and Safety Committees Regulations 1977 which were made under the Health and Safety at Work etc. Act 1974 provide for the appointment and functions of safety representatives and safety committees.

3.1 Union Representatives

Union Representatives may take on the role of Safety Representative and consult with the Head Teacher, Health & Safety Representative as required after appropriate union training and accreditation. The accredited Health and Safety Representative rights are covered by the Safety Representative and Safety Committee Regulations 1977, an approved code of practice (known as the brown book).

3.2 Pupils

Although pupils have no specific responsibilities in legislation, there is an expectation regarding appropriate behaviour. Pupils are expected to:

(a) Comply with Trust rules regarding behaviour

(b) Take note of and comply with instructions to keep them safe

(c) In cases of emergency to listen and obey staff

(d) Not to misuse any safety equipment

4. Training

4.1 Each employee will have an opportunity to receive, as appropriate, training and periodic retraining sufficient for them to be well versed in safe methods of work, handling and use of materials e.g. on COSHH, equipment and the correct type and use of safety equipment and personal protective equipment appropriate to the Trust environment.

4.2 No person will be employed on work in the Trust unless he / she has been trained and periodically retrained to understand the hazards involved and the precautions to be taken.

5. Publicising this Policy Statement

A copy of this statement will be brought to the attention of all Trustees/Members and all employees in the school

6. Monitoring and Reviewing the Policy Statement

This Policy Statement will be reviewed and amended periodically by the Trustees/Members and Head Teacher. It may also be supplemented by further general statements on specific issues.

The following arrangements have either been established through risk assessment at Trust level or are national standards.

1. ACCIDENT / INCIDENT REPORTING

1.1 PUPILS

All accidents to pupils are to be recorded in the accident book which is kept in the Trust office. Any accident to a pupil which results in a fatality or their being taken to hospital, whether by ambulance, with a member of staff or relative etc is to be telephoned through to H & S unit immediately. An accident/incident form must be completed and sent to H & S unit. Minor accidents not assessed to be significant are recorded in notebooks contained in the medical rooms

1.2 STAFF

All accidents to staff are to be recorded in the accident book. Any accident which results in a serious injury e.g. broken bone, fatality or those requiring hospitalisation should be telephoned through to H & S immediately. A copy of the form must be sent to H & S unit.

1.3 VISITORS

All accidents to visitors to the Trust which result in a fatality or the visitor being taken to hospital must be telephoned through to H & S unit. A form must be sent through to H & S unit.

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. Where the incident is a notifiable dangerous occurrence, this should be telephoned to H & S unit.

1.5 VIOLENCE

The definition of accident includes an act of non-consensual violence done to a person at work. The term non –consensual has been used to exclude injuries arising from situations where the injured person has agreed to the violent act taking place.

2. CONTRACTORS ON SITE

There are two distinct types of contractors who will have access to the site. These will be service contractors who regularly work on site and contractors who come to site as and when needed.

2.1 SERVICE CONTRACTORS

These contractors have access to the site as specified by a contract. Such visits vary from annual visits to more regular inspections and checks. The contract will specify what work is expected of them and what they can expect from school. Their personnel will have their own safe systems of work but their working methods will take into account how their work will impact on the school/staff/pupils/other visitors. The Trust must provide details of its safe systems of work to the contractors where relevant.

2.2 BUILDING CONTRACTORS

These are contractors who attend the site to undertake building works which can vary from simply replacing a broken window to refurbishment or new builds. Risk assessments must be carried out and hazards must be reduced or eliminated.

HAZARDS

Hazards associated with building works relate to personal injury or damage to health by: slips/trips/falls as a result of spillages, trailing leads or unprotected edges being hit by falling objects inhalation of smoke/fumes contact with machinery or vehicles. These are just a brief outline of hazards associated with this activity. Effective supervision of pupils must be exercised.

SMALL SCALE BUILDING WORKS

This includes day to day maintenance and works where a pre-site meeting has not taken place. Practice to be followed: All contractors must report to the Trust office on arrival and must not commence any works until given approval to do so. Before works commence the Trust must be aware of:

- What the work is to be
- Where the work is to take place
- The likely timescale
- What equipment is to be used
- What services are required

Before works commence the contractors must be aware of:

- Where they can gain access to services
- What the fire precautions are
- Any particular problems with the work e.g. access still required, asbestos etc
- The contractors must be given visitor badges to be worn at all times
- The contractors must be advised who to contact on site if they have problems

LARGE SCALE WORKS

This encompasses all works where pre-site meetings are called. Part of the site is generally handed over to the contractors. Such works may come under the Construction, Design and Management Regulations and in such cases a Planning Supervisor is generally appointed.

Pre-start site meetings will be attended by the CEO/Head Teacher and will identify timescales, methodology, access requirements, emergency access etc.

3. CONSULTATION WITH EMPLOYEES

The Trust complies with H & S Consultation with Employees Regulations 1996 by:

- Having H & S as item on the agenda of Trustees/Members meetings
- Circulating H & S information to all staff as necessary

Where appointed, Trade Union Accredited Safety Representatives will be consulted on all H & S issues and invited to sit on the H & S Working Party.

4. FIRST AID

The Trust will try to exceed the basic recommendation for first aiders, this being for a minimum of two appointed persons with full first aid qualifications. Other staff will be emergency first aid trained. A list of all trained staff will be held by the Administration staff in the school.

4.1 FOLLOWING AN ACCIDENT:

In all cases where an accident involves serious injury e.g. broken bone or where there is any doubt regarding the injury, the person is not to be moved until assessed by an appointed person.

The appointed person will decide what action is to be taken, if there is any doubt then immediate medical attention is to be sought by dialling 999 and asking for an ambulance. In cases involving pupils, parents should be contacted as soon as possible but this should not delay in obtaining medical attention.

For less serious cases involving children e.g. strains, sprains etc parents/carers should be advised.

In other cases e.g. bumped heads pupils will be observed. Parents will be contacted and/or further medical assistance obtained in all cases of bumped heads.

4.2 RECORDING

Any accident where first aid is administered is to be recorded in the accident book held in the school office.

4.3 FIRST AID BOXES

These are located in each area of the school. Only approved materials are used.

4.4 INJURIES INVOLVING BLEEDING

Staff involved with injuries where bleeding has occurred must wear protective clothing. Disposable gloves are provided for this purpose.

5. INFECTIOUS DISEASES

Trust follows national guidance produced by the Dept of Health. The Trust nursing service is available for further advice if needed.

6. MEDICAL NEEDS

The Trust will try to accommodate pupils with medical needs wherever practicable in line with Trust policy.

7. RISK ASSESSMENTS

The Trust risk assessment process is on-going but covers the following specific areas:

- 7.1 Any significant outcomes from risk assessments for teaching activities should be recorded.

7.2 COSHH - control of substances hazardous to health – assessments will be completed as necessary.

7.3 Manual Handling – Staff are advised that before moving objects they ask themselves “can I move this where I need to without risk to health?” If staff feel the answer is no, or they are unsure, they are advised to seek assistance. The Caretaker will advise on practice for moving tables, chairs and PE equipment etc. Pupils who may need to have manual handling support are required to have a risk assessment. This should identify if there is a risk of injury. Only staff who have had manual handling of persons training are able to participate in tasks involving lifting a person.

7.4 Any member of staff using display screen equipment must complete a user audit form.

7.5 An inspection of the workplace is regularly carried out to identify where it fails to meet the requirements of The Workplace Regulations 1992. The Trust proactively identifies defects which needs addressing by encouraging staff and pupils to report any defects they see. Work is then carried out or completed as and when funding allows.

7.6 All staff appointed are considered competent to perform the tasks they are given. Competence is viewed as one of the key elements of risk management. Staff are considered competent but will be given training/instruction or supervision as appropriate.

7.7 Site security issues are monitored regularly.

7.8 The Trust is currently undertaking a fire risk assessment to include a fire policy and plan. An evacuation notice is posted in each area. Checks on fire extinguishers and alarms are regularly carried out. Fire drills are carried out once a term.

SPECIFIC ARRANGEMENTS

1. ART

The hazards associated with this subject are the creation of dust and damage to clothing. The hazards are addressed by using water based paints and glues. Wallpaper paste including fungicide is not used in school.

1.1 Only small amounts of paint should be mixed/available at a time. Tables are covered with newspaper to protect the surfaces and ease cleaning. Aprons are worn by children involved in painting. Pallets and brushes are washed after use.

2. FOOD ACTIVITIES

The hazards associated with this activity are:

- Burns, scalds etc from hot ovens/dishes/food/water
- Electric shock from equipment
- Fire associated with burning food or faulty equipment
- Cross contamination leading to food poisoning

- Slips, trips, falls due to spillages
- Uneven floor surfaces
- Cuts through knives and other equipment eg graters

2.1 Ovens are positioned where pupils and staff do not have to walk close by.

- Tables on which food is to be prepared allow access around it/them.
- Floor areas are clean, easily cleanable and kept free from obstructions.
- Spillages are wiped up immediately.
- Pupils are required to assist in this.

2.2 Visual inspections of electrical equipment are carried out by staff prior to use. This includes kettles, microwaves etc. Portable appliance testing is carried out regularly.

Equipment is used in line with manufacturer's instructions. Training on equipment is given if required.

Pupils are prohibited from using sharp knives and graters and other sharp equipment.

All equipment for food activities is used solely for that purpose and kept clean.

2.3 Everyone washes their hands both before and after handling food. Hands are also washed after visiting the toilet and on return if anyone leaves the room. The table is cleaned prior and after use. Pupils wear protective clothing provided. All staff/pupils will wear aprons and oven gloves when handling hot dishes.

2.4 A suitably locked first aid box is available in the food area.
A fire extinguisher is located close to the food area.
A fire blanket is located in the area.
The carbon dioxide extinguisher is suitable for electrical fires

3. TRUST TRIPS

The Trust has separate arrangements related to risks assessments etc.

4. SCIENCE

The Trust follows guidance for safe practice in Science and has suitable risk assessments for practical lessons as appropriate.

5. SPORT/PE

The Trust follows guidance for sport / PE. The main risks are as a result of falls, collisions and being hit by objects. Appropriate risk assessments are in place.

5.1 Before lessons children will change into appropriate clothing and remove any jewellery.

5.2 Staff will wear appropriate footwear and remove jewellery (may wear watches)

5.3 If pupils assist with setting up apparatus then they must be shown the correct methods for lifting and moving the equipment which will ensure the correct position

5.4 Staff must carry out a risk assessment which should include pupils handling the apparatus. Staff should ensure that children roughly the same size/build handle equipment together so the load is not disproportionate.

5.5 Mats can only be used to identify landing areas or routes to be taken. They are not used to try and soften the impact from falls.

5.6 Staff only use equipment they are familiar with.

6. SWIMMING

The hazards associated with swimming are the potential for drowning and slips/falls associated with areas around the pool. These are dealt with by a risk assessment at the pool.

7. DESIGN TECHNOLOGY

The Trust follows guidance for safe practice.

Hazards identified are:

- Glues/dust
- Damage to clothing
- Personal injury e.g. to eyes when materials are being worked

7.1 Work is only undertaken on suitable surfaces which are flat and stable.

7.2 Where appropriate suitable protective clothing must be worn. This should be easily available.

7.3 Equipment is kept clean and stored to minimise damage on tool racks/shadow boards.

7.4 Any hazardous substance is to be COSHH assessed.

8. TRANSPORT

Staff should not transport pupils in their own cars unless absolutely necessary.

9. EQUIPMENT

All equipment on site is maintained in efficient working order to ensure safety.

- 9.1** Fire extinguishers are serviced regularly.
- 9.2** PE equipment is inspected and serviced regularly by an independent contractor. If defects are noted during visual inspections, the PE Co-ordinator should be advised.
- 9.3** All portable appliances are tested annually and are visually inspected by all staff before use. If defects are identified then they are taken out of use until remedied / repaired.
- 9.4** All play equipment is visually inspected daily and annually inspected by an independent contractor. If defects are identified the contractor is advised.
- 9.5** Craft knives are only used by older KS2 and under supervision.
- 9.6** Glue guns are only to be used by older KS2 and under supervision. Glue guns are only used where the electrical circuit contains a trip, a residual current device (red) either in the main ring or with a plug in red.
- 9.7** Guillotines and cutters are only used by staff and are fitted with a safety guard.
- 9.8** Use of all other hand equipment by pupils is prohibited.
- 9.9** Only pens with appropriate tops (hole in them) are to be used by pupils in school. This is essential to avoid choking. Class teachers should check regularly to ensure the pens in use meet this requirement.
- 9.10** Sharp pointed scissors are not to be used by pupils.