

**WILLOW LANE COMMUNITY PRIMARY SCHOOL
HEALTH AND SAFETY POLICY**



Mission Statement

We believe in the power of education to transform lives. We 'teach to the heart' in order to engage, excite and create happy and resilient learners. We make learning relevant and real through using our outdoor spaces as well as experiences beyond the school gate. An education at Willow Lane, prepares our children academically, socially and morally for the next stage of their learning.

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SCHOOL HEALTH & SAFETY POLICY

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1. INTRODUCTION

The health and safety of both staff and pupils has always been of paramount importance in the Education Service. The Head Teacher is traditionally responsible for the discipline and internal organisation of the school, and for the safe conduct of the school and all school related activities.

Following the introduction of the Local Management of Schools, the Governing Body now fulfils many of the functions of the employer and has significant responsibility for the day to day running of the school and the management of the delegated budget. Consequently the Governors share with the LEA responsibility for health and safety in the school to the extent to which they have control over the management of the school and the budget. The modern management of schools is, therefore, a well integrated partnership between the LEA and the Governing Body, with the LEA providing many of the services and technical expertise required for safety matters.

The Health and Safety at Work Act requires the employer to publish a Safety Policy which sets out the policy of the employer with regard to health and safety, describes the management organisation responsible for implementing the policy, and describes all the arrangements in force with regard to health and safety. The policy must be brought to the attention of every employee.

In order to comply with this requirement, the LEA Safety Policy and Manual of Guidance has been issued to all schools. However, due to the inevitable differences in the internal management and organisation of schools, the LEA Safety Policy is:

- (i) in parts, of a broad and general nature;
- (ii) unable to provide all the detailed information required by law;
- (iii) unable to describe the safety management systems and procedures adopted by different schools;
- (iv) unable to provide for the Governing Body to acknowledge its responsibilities and set out its own policy and arrangements for health and safety.

Therefore, this school safety policy has been devised to complement the LEA Safety Policy and provide those details which an LEA policy cannot. The full concept of a school policy is described in part 2.

In order to issue this policy, much work has already been done by the Health & Safety Officer. It is not possible to cover every conceivable topic, and much is subject to change as time goes on. Therefore, it is important that a regular update of the policy is carried out, so that over a number of years the policy grows into a comprehensive and up to date resource. Further contributions from staff, or suggestions for additional information which it would be useful to include, would be most welcome.

Clearly, the maintenance of a detailed policy will require a continuing commitment from staff, but in return it can offer the worthwhile advantages of a clear and well organised

system of safety management, and access to clear safety information, to the benefit of everyone.

This detailed approach to Safety Management also plays a vital part in the County Council's new approach to Risk Management, and will help to reduce the rapidly increasing costs of litigation which impose an unacceptable burden on the budget.

Users of Building

The school is open from 0500 – 1730 hours Monday & Friday, 0500 – 1800 Tuesday, Wednesday & Thursday. Extra hours on demand. Cleaners are in from 05:00 hours and teaching staff start arriving from 07.15 hours.

WOOSH Breakfast and Toast Club starts from 07:45 and finishes at 08:55 hours. There are 2 staff present at all times. The children use the main entrance to come into school. The Breakfast club use the room opposite Red Class.

WOOSH after school club starts at 3:15pm and finishes at 5:30pm. There are 2 staff present at all times. Parents, Carers, and family members use the Main entrance to come into school to collect their children. Woosh has a separate bell at the front door if the office is unmanned when parents arrive. They use the following areas, KS1 & KS2 playground, Wildlife Area, field, classrooms, Food Technology Room and Hall on occasions if available.

There are a number of after school club activities that finish by 16:30, but on occasion run later. These are mainly supervised by school staff although there are other clubs from time to time run by outside agency staff.

Pupils start arriving into the playgrounds from 08:40 hours. The 1st of two school bells goes off at 08:50 when children can start coming into school. The 2nd bell goes at 09:00 when all children should be in class. School finishes at 15:15 hours when parents will be waiting outside in the playground area.

Staff enter the building via a Fob System, (each member of staff on starting is issued a fob). On the outside of the door is a contact that the person swipes their fob over and the system then opens the door for approximately 15 seconds to allow the member of staff entry. The reverse of this is used to exit the building. The main door is automatically opened between the hours of 8.45am – 9am and 3.10pm – 3.20pm for parents/carers etc to pay monies into the office or access the office for some other reason.

Adults on site will be staff, parents at the office (eg: paying money), signed in contractors or signed in professionals and parents, carers attending meetings. Parents, carers collecting children from clubs (eg: 16:15), will wait in the foyer by the office.

On parents evenings, parents, carers and visitors will be on site later.

2. THE CONCEPT OF A SCHOOL SAFETY POLICY

The School Safety Policy is the means whereby:

- (i) the Governing Body acknowledges its extensive role and responsibilities in the local management of the school;
- (ii) the Governing Body and the senior school management express their commitment to a high standard of safety, for both pupils and staff;
- (iii) the staff and management organisation is clearly set out and the delegation of tasks and responsibilities required for the effective management of health and safety is clearly identified;
- (iv) co-ordinators required to fulfil key tasks or oversee the implementation of particular pieces of legislation are identified;
- (v) the LEA Safety Policy is adopted and, where relevant, additional specific details as to the safety arrangements in force in the school are set out. Where appropriate, key information is summarised, without reproducing unnecessary detail from the LEA Safety Policy;
- (vi) safety standards and future objectives are identified;
- (vii) key text books and other relevant texts which include adequate safety information are adopted and listed for the purpose of statutory risk assessments;
- (viii) arrangements are set out for:
 - the systematic planning of health and safety objectives, and when relevant, the inclusion of such objectives in the School Development Plan;
 - the monitoring of progress towards those objectives;
 - the continuous assessment of needs and priorities with regard to health and safety;
 - the feeding back of this information into the planning process;
- (x) a positive safety culture is fostered, in which all staff share the safety objectives identified by management, and in which all staff, at every level, contribute to the safety effort and strive to make continuous improvements;
- (xi) the school demonstrates compliance with a wide range of very detailed safety legislation concerning standards, safe systems of work and systems of safety management;
- (xii) via the LEA, good practice in the safety management of schools can be disseminated, to the benefit of all the schools.

3. **GENERAL STATEMENT OF POLICY**

In partnership with the LEA, the Governing Body recognises its responsibility to provide a safe and healthy environment for teaching and non-teaching staff, pupils, contractors and other visitors to the premises and will take all reasonably practicable steps within its power to fulfil this responsibility. Such matters include:

- a safe place of work, and a safe working environment;
- safe plant and equipment;
- safe systems of work;
- safe access and egress to/from places of work;
- the assessment of all significant risks associated with work processes, and the adoption of appropriate precautions;
- the provision of adequate information, instruction, training and supervision;
- adequate consultation with staff on all matters relating to health and safety, and the fostering of a positive safety culture in the school;
- keeping abreast of legislation by obtaining advice from the LEA and through persons competent in health and safety matters;
- a written system of safety management which includes:
 - the identification of needs and objectives, in order of priority;
 - the allocation of appropriate funds;
 - the integration of health and safety planning with the School Development Plan;
 - the regular monitoring of progress, and of safety performance, to be used in the planning process;
 - the inclusion of health and safety on the agenda of Governing Body meetings, at least annually.

4. **SAFETY ORGANISATION**

TITLE	NAME
The Chair of Governors	Mr Nick Harrison
The Vice Chair	Mrs Louise Mosey
The Head Teacher	Mr Mel MacKinnon
The School Health & Safety Coordinator	Mr Dan Rawes
The Deputy Head Teacher	Mrs Sarah Fish
Membership of the Safety Management Team	<u>Headteacher</u> : Mr Mel MacKinnon <u>Site Supervisor</u> : Mr Dan Rawes <u>Health & Safety Coordinator</u> : Mr Dan Rawes <u>First Aid Lead</u> : Mrs Helen Holden

Headteacher

The Headteacher is responsible to both the LEA and the Governors for all matters concerning the safe conduct of the school and all its related activities. Assistance in this task is provided by the senior school staff who comprise the management team, such as deputy heads, year heads, department heads, etc. and the Site Supervisor, where appointed.

The Headteacher, assisted by the management team is required to:

- (i) establish a structured system of safety management, in accordance with LEA guidance and the LEA Safety Policy, comprising:
 - the identification of safety requirements and objectives;
 - the clear identification of priorities;
 - the incorporation of safety requirements and future objectives in the development and budget planning of the school, and where appropriate, inclusion in the School Development Plan.
 - the regular monitoring and review of safety performance, progress and future needs so that this information is fed back into the planning process.
- (ii) implement a system for protecting all persons on the premises, or involved in school activities, from risks which are reasonably foreseeable;
- (iii) co-ordinate any necessary safety arrangements with any contractors working on the site;
- (iv) implement such procedures as are necessary to comply with all legislation concerning health and safety, in accordance with LEA guidance.
- (v) provide regular reports on significant issues and general progress to the Governing Body.
- (vi) foster the growth of a positive safety culture, in which all the staff share the aim of continuous improvement in health and safety

The Deputy Headteacher

The Deputy Headteacher(s) assist the Head in the day to day management of the school, and deputise for the Head during any period of absence.

Health & Safety Co-ordinator

The H&S Co-ordinator is responsible to the Headteacher for the safe management of the Subject, in accordance with LEA guidance and the LEA Safety Policy, and for implementing all school procedures relating to health and safety.

H&S Co-ordinator will identify and clearly prioritise both the immediate and long term requirements of the school, with regard to health and safety, and provide this information to the Headteacher so that it may be included in the normal budget planning arrangements.

H&S Co-ordinator will maintain a permanent file (on computer, network Staff share) of all

safety publications and guidance issued by the LEA, or any other relevant bodies or professional associations, relevant to the subject concerned or relevant to his/her subject. He/she will ensure that it is freely accessible to all relevant staff, and that all subsequent additions are brought to the attention of all such staff, and added to the file, as appropriate.

H&S Co-ordinator will make appropriate arrangements for the periodic monitoring of safety standards, arrangements, and progress towards identified objectives. He/she will report the results to the Headteacher, for incorporation in the regular review of safety matters and inclusion, where appropriate, in the School Development Plan and/or budget planning.

Unit Manager

In the majority of schools kitchens staff are employed by Lancashire County Council who operate their own procedures.

In such cases the Headteacher and Unit Manager will liaise so as to co-ordinate any necessary safety arrangements which relate to each other's staff, and in relevant matters related to the management of the building in general.

If at anytime the Headteacher is not happy with the staff that Lancashire County Council have employed, the Headteacher will contact the relevant person(s) within Lancashire County Council to arrange a meeting to discuss what can be done to alleviate the matter in hand. This also applies to any complaints concerning the food.

Site Supervisor

The Site Supervisor is responsible to the Headteacher for the safe organisation and upkeep of the school, also the work of the Hygiene Services, and, as Head of Hygiene Services, for fulfilling all those functions listed under 'Head of Department', with respect to caretaking/hygiene staff.

All Staff

Section 7 of the Health and Safety at Work Act places duties on all staff to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work and to co-operate with the employer and his representatives so far as is necessary in order for the employer to fulfil any of the relevant statutory provisions.

Section 8 of the Health and Safety at Work Act makes it an offence to "recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions".

The Management of Health and Safety at Work Regulations 1992 require all staff to:

- (i) use all materials, machinery and equipment etc in accordance with the information, instruction and training which they have received;
- (ii) report immediately to their line manager any defects in the equipment etc;
- (iii) report immediately to their line manager any serious and immediate danger to health and safety;
- (iv) report to their line manager any matter which they, taking into account their instruction and training, would reasonably consider represented a shortcoming in the protective arrangements for health and safety.

(It is sufficient to report a given matter once only, and not to have to repeat it.)

All members of staff are responsible for:-

- (a) observing all instructions on health and safety issued by the Director of

Education, Headteacher, H&S Co-ordinator or any other person delegated to be responsible for a relevant aspect of safety;

- (b) observing all safety rules relating to the use of specific machinery;
- (c) reporting all accidents to the Headteacher and ensuring that an accident report form is completed;
- (d) reporting all potential hazards to health and safety to their H&S Co-ordinator or Headteacher;
- (e) assisting Officers of the County Council in their inspections and investigations;
- (f) assisting Inspectors of the Health and Safety Executive to carry out inspections and investigations.

5. THE MANAGEMENT OF HEALTH AND SAFETY

Responsibilities

<i>The responsibility for implementation and management of proper health and safety controls within the school is that of:</i>	<i>Mel MacKinnon – Headteacher</i>
<i>The authorised member of staff with day-to-day responsibility for ensuring this policy is put into practice is: (Health & Safety Co-ordinator):</i>	<i>Dan Rawes – Site Supervisor</i>
<i>To ensure health and safety standards are maintained/improved, the following people have responsibility in their specific areas e.g. premises issues, fire safety and other emergencies, out-of-hours arrangements, educational visits</i>	<i>Mel MacKinnon – Headteacher</i> <i>Dan Rawes – Site Supervisor</i>
<i>The Health & Safety Objectives for improvement for the school as identified by accident/incident investigation, consultation, review of risk assessments, H&S management support and audit visits; advice from the county council etc. or other sources e.g. DCSF, Teachernet, other schools, HSE. These will be tailored to meet the needs of the school by:</i>	<i>Mel MacKinnon – Headteacher</i> <i>Dan Rawes – Site Supervisor</i> <i>Resources Committee.</i>
<i>All employees within the school have a responsibility to:</i> <ol style="list-style-type: none"> <i>1. Co-operate with the Head Teacher and his/her nominated representatives on all matters relating to health and safety;</i> <i>2. Not interfere with anything provided to safeguard their health and safety;</i> <i>3. Take reasonable care of their own health and safety, and not knowingly place anyone who may be affected by their work activities at risk; and</i> <i>4. Report all health and safety concerns to an appropriate person (as detailed in this policy statement).</i> <i>5. The Conditions of Employment of Teachers provide that teachers' professional duties include maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.</i> 	

(1) **Meetings of the Safety Management Team**

(a) Purpose of Meetings:

- (i) To direct and co-ordinate the necessary planning for Health and Safety, and to draft the School Safety Plan;
- (ii) To review, prioritise and direct the safety effort arising from:
 - plans submitted by departments and/or co-ordinators;
 - reports concerning safety inspections, accident reports and other means of monitoring performance;
 - new information or guidance received from the County Council, Consultants or enforcing authorities;
- (iv) To audit all parts of the safety management system on an ongoing basis.

(b) Frequency of Meetings

The frequency of meetings is determined by the size and complexity of the school, and number of issues to be dealt with and is set by the Headteacher. The facility to hold additional meetings when necessary is included. In our school there is good day to day communication as well as formal meetings including the Summer Resources Meeting.

Health and Safety Risks Arising from Work Activities

We will ensure that so far as is reasonably practicable, all areas of risk are assessed and adequate control measures are put in place to ensure the health and safety of all employees, pupils, contractors, non-employees and anyone else affected by the school's activities.

<i>Risk assessments will be undertaken by:</i>	<i>Whole School: Dan Rawes – Site Supervisor</i>
<i>The significant findings of risk assessments will be reported to:</i>	<i>Mel MacKinnon - Headteacher</i>
<i>Action required to remove/control risks will be approved by:</i>	<i>Mel MacKinnon - Headteacher</i>
<i>The responsibility for ensuring the action required to reduce risks is implemented is that of:</i>	<i>Mel MacKinnon - Headteacher</i>
<i>Checking that implemented actions have removed/reduced the risks is the responsibility of:</i>	<i>Dan Rawes – Site Supervisor</i>
<i>Risk Assessments will be reviewed: periodically or when an element of the work activity changes significantly, whichever is sooner; and when advised by the county council. Risk assessments will be undertaken prior to the introduction of a new element of work activity.</i>	<i>By whom: Dan Rawes – Site Supervisor Member of Resources Committee.</i>

(2) **Accidents**

School procedures on calling for an ambulance and any other arrangements for obtaining medical attention

EMERGENCY FIRST AID PROCEDURES: AT ANY TIME OF THE DAY.

- Named First Aider to be informed immediately, or if not available a First Aider MUST take charge and state clearly that they are in charge.
- Appointed First Aider/First Aider in charge will ask for assistance if required.
- If appointed First Aider/First Aider in charge deems it to be an emergency, ring for an ambulance, do not DELAY!

Ambulance Procedure:

1. Dial 9(999) ask for ambulance service, give brief details of type of casualty and ask for the ambulance to attend the main entrance.
2. Ensure that reception staff are made aware; advising them that an ambulance has been called to an incident.
3. Arrangements are in place for someone to meet the ambulance at the main reception and escort the ambulance crew to the location of the incident.

First Aid incidents require paperwork; all minor incidents must be recorded in accident report sheet in red folders which are kept outside Headteachers office and in KS1 outside of Red Class.

Do not telephone home re a First Aid incident, unless cleared by Head Teacher, Deputy or First Aid lead. UNLESS OF COURSE IT IS AN EMERGENCY

Employees' Responsibilities:

In the event of someone being injured, you must immediately contact the Appointed First Aider or a First Aider (see list outside Heads office, KS1, KS2, Disabled toilet, KS1 Kitchen) whom will take over as per school procedures mentioned above. Any child that bumps their head a text is automatically sent to the parent/carer.

- (a) School procedures for contacting parents, or use of second emergency contact, in the event of serious injury or ill health to a pupil. Serious injury we ring for ambulance and ask office to contact parents to let them know an ambulance has been requested.
- (b) School procedures for sending an injured/ill pupil home, so as to ensure that an appropriate adult is available to receive them. (Normally parent/guardian, second emergency contact or close relative.) Permission must be given by Headteacher or Deputy headteacher - child will stay in school until parent, carer arrives to collect them.
- (c) School procedures for the completion and forwarding of the County Council Accident Report Form. All accidents must be recorded on Accident reports in red folders.
- (d) School procedures for the reporting of 'Major Injuries', RIDDOR,

Reporting of Injuries , Diseases and Regulations 1995.
www.hse.gov.uk/riddor/report.htm

Eg: report on line, telephone service for reporting fatal, specific, major incidents only. 0345 300 9923. Opening hours Mon – Fri 08:30 – 17:00.

(3) **First Aid Arrangements**

- (a) Person responsible for co-ordinating all first aid arrangements, Helen Holden.
- (b) Name of each qualified first aider is outside the Heads office.
- (c) Name and Location of Responsible Person(s) nominated to take charge of any accident in the absence of a qualified first-aiders. Qualified First aiders are on site from 07:45 – 17:30hrs.
- (d) Location of first aid box is located in the Disabled toilet which doubles as First Aid room, also KS1 corridor. These are restocked regularly.

(4) **Health Matters**

- (a) Administration of Medication at School Policy reviewed every 2 years.

(5) **Building Maintenance**

- (a) Site Supervisor to arrange any maintenance in conjunction with Headteacher.
- (b) Arrangements for the reporting of building/site defects to the County Council, in those cases where the County Council is responsible for the maintenance is Site Supervisor in conjunction with Headteacher.
- (d) Arrangements and person(s) responsible for liaison with Technical Services staff and contractors in order to co-ordinate any necessary safety precautions during the progress of any building/site maintenance. Headteacher/Site Supervisor.
- (e) Any other relevant information/procedures.

(6) **Maintenance and Safety Testing of Equipment**

Appropriate Arrangements and Person(s) responsible for:

internal school procedures;

liaison with the County Council and contractors, etc;

maintaining full records for information and inspection in connection with the:

- (a) Annual safety tests of 240v₁₅portable electrical appliances

- (b) Annual return for safety testing/servicing of portable temporary heaters,
- (c) Weekly testing of the fire alarm system.
- (d) Weekly testing water.

(7) **FIRE SAFETY**

(Fire Log Book)

- (a) Name of person responsible for devising and co-ordinating fire drills, and maintaining records of fire drills and fire alarm tests, Site Supervisor in conjunction with Headteacher.
- (b) General arrangements and frequency of fire drills. Fire drills are once a full term.
- (c) Any special fire precautions arrangements in force.

eg storage of flammable liquids

eg smoking restrictions

eg closure of fire doors - always

eg storage of materials generally and disposed of waste - good housekeeping

eg isolation of electrical equipment not in use - always

(8) **Risk Assessment**

A written assessment of all activities which involve a significant risk to Health or Safety is to be produced, in which the hazards and necessary precautions are identified. Further guidance and a number of general assessments are provided by the LEA. However, most assessments are best done in light of the particular circumstances in the school, and by school staff.

In most cases identifying and adopting the relevant text book and/or hazard information card etc, and noting any variations or special circumstances existing in the school, will be sufficient.

As a final step, unless the text is used as an immediate source of information during the activity, the necessary precautions must be transcribed into the relevant working document, such as a lesson plan or worksheet.

Occupational Health & Safety Topic/Activity Information and Guidance is available on the website, link below: <u>Health, Safety & Wellbeing intranet site</u>	Applicable (√)	Details of where information about the school's arrangements can be found
Accident Reporting, Recording and Investigation	✓	Main Office
Bodily Fluids (urine; blood; faeces; vomit)	✓	Main Office – Risk Assessment Folder
Catering	✓	
Cleaning/caretaking	✓	Main Office – Risk Assessment Folder
Control of contractors	✓	Main Office – Risk Assessment Folder
Disability access – H&S implications	✓	Info on H&S website
Display Screen Equipment and eye tests	✓	Main Office
Driving at Work	x	not applicable
Electrical Safety	✓	Info on H&S website
Emergency Procedures other than Fire e.g. flood, services failure	✓	see School Emergency Plan, Main Office.
Extended school and community use	✓	Info on H&S website
Falling Objects/Safe storage	✓	Info on H&S website
Fire Safety	✓	Main Office
First Aid	✓	Main Office
Gas safety	✓	Info on H&S website
Hot surfaces, scalds and burns	✓	Main Office – Risk Assessment Folder
Induction	✓	Main Office
Information communication	✓	Info on H&S website
Lettings to non school groups	✓	Main Office
Management and other Health and Safety responsibilities	✓	Main Office
Manual Handling	✓	Info on H&S website
Minibuses	✓	Info on H&S website
Mobile phones – use of	✓	Info on H&S website & staff handbook.
Monitoring	✓	Info on H&S website
Needles and needle stick injuries	✓	Info on H&S website
Personal safety including lone working and violence and aggression	✓	Info on H&S website
Play Equipment installations inspections	✓	Info on H&S website
Playgrounds and external areas	✓	
Occupational Health & Safety Topic/Activity (continued)	✓	Details of where information about the school's arrangements can be found
Ponds and Water features	✓	Info on H&S website
Premises Management	✓	Main Office
Pupil moving and handling (Special needs)	✓	Individual plans in pupil folders

Pregnant employees	✓	Main Office
Reporting of H&S concerns/faults	✓	Main Office
Risk Assessment and hazard identification	✓	Main Office
Safety Committee	✓	Main Office
Safety Representatives	✓	Staff room H&S Poster
Security of premises	✓	Main Office – Risk Assessment Folder
Shared use of buildings	✓	Info on H&S website
Slips and trips	✓	any Risk Assessments
Stress	✓	Main Office – Risk Assessment Folder
Substances – COSHH	✓	Main Office
Swimming pools	x	N/A
Temporary and supply staff	✓	
Training	✓	Main Office
Transporting and storing chemicals	✓	Info on H&S website
Vehicle and pedestrian traffic	✓	Info on H&S website
Visitor and volunteers safety	✓	Info on H&S website
Waste storage and disposal	✓	Info on H&S website
Water hygiene (Legionella, lead etc.)	✓	Main Office
Work equipment and machinery	✓	Main Office (PAT)
Working at height – ladders, access equipment etc.	✓	Main Office – Risk Assessment Folder
Workplace Inspection	✓	Main Office

Curriculum and other non-occupational Health & Safety Topic/Activity (Information and Guidance available in various parts of the Schools Portal)	Applicable (✓)	Details of where information about the school's arrangements can be found
Administration of medication	✓	Main Office
Educational Visits	✓	Policies on network Staff share.
Food safety and hygiene	✓	see Food Technology Risk Assessment
Outdoor activities	✓	
PE Equipment	✓	
Pupil handling and restraint	✓	
Grounds maintenance	✓	
Pupil movement and flow	✓	
School transport	✓	
Science (where not covered by curriculum safety procedures set down in CLEAPS)	N/A	
Smoking	✓	Smoking Policy in place.
Special needs of pupils Health & Safety issues	✓	
Stage and drama activities	✓	
Supervision of pupils	✓	
Technology rooms and equipment	✓	see Art, Design Room Risk Assessment
Wearing of jewellery	✓	
Work experience	✓	

The school will also take into account the risks, and make health and safety arrangements for, non-routine, out of hours, 'one-off', seasonal or sporadic activities for example special school and community events such as school fetes, etc.

(9) **Manual Handling**

A written assessment of all manual handling tasks likely to involve risk of injury is to be produced. Written assessments for standard manual handling tasks in caretaking are provided by the LEA. Other regular and ad-hoc manual handling tasks are to be assessed in the school.

Wherever reasonably practicable, procedures and practices will be changed so as to eliminate if possible, or otherwise reduce manual handling tasks.

Name of person(s) co-ordinating and maintaining records of manual handling risk assessments is the Health and Safety Coordinator.

(10) **Computer Workstations**

Computer users who are using a computer workstation regularly and for a significant part of their working day are to be provided with an ergonomically designed workstation, designed to minimise the stresses and strains of this type of work. In practice this means furniture and screen which can adjust to provide optimum support and comfort for the user, a clear screen display and the avoidance of unwanted reflections on the screen.

A free eye-screening service is offered by the LEA Safety Officer, for designated computer 'users'.

(11) **Personal Protective Equipment**

The routine use of personal protective equipment (PPE) is listed in Appendix F16 of the LEA Safety Policy.

For a significant variation in the activity, or for one not previously included, a written assessment must be made as to the need for PPE, and the selection of the most appropriate type of PPE for the job, so as to ensure that it will provide adequate protection. Advice on the selection of PPE is available from the LEA Safety Officer.

All PPE must be maintained in good working order, and any defect reported immediately to the Head of Department, for repair or replacement.

(12) **All Machinery and Work Equipment**

All future purchases require a careful selection process so as to ensure that any machine or item of work equipment obtained for use at work is the most appropriate and safe for its intended purpose.

All machinery and work equipment intended for use is to be maintained in safe working order.

(13) **Information and Training**

All practical steps will be taken to provide staff with relevant information regarding school activities and the safe use of substances, machines and other items of work equipment which they are required to use, and any specialist safety training which may be required.

(14) **Subject Areas**

A variety of arrangements concerning health and safety are operated by each subject area within the school, and mostly are unique to that area. Where appropriate, H&S Co-ordinator may submit a summary of key issues and procedures for inclusion in the School Safety Policy. Topics may include:

How safety is planned and managed within the Department.

Where safety information is filed.

Special Safety Rules

Responsibilities of certain individuals with regard to health and safety tasks or functions.

Special training requirements

Provision of protective equipment.

Liaison with regard to safety tests and inspections.

Maintenance of equipment, etc.