

Rhodes Avenue
Health and Safety Policy
Autumn 2015

1. INTRODUCTION

LA & SCHOOL

1.1 The Local Authority (LA) and the School are responsible for different aspects of the school buildings, structures, grounds and services.

1.2 The LA has statutory duties towards its employees at or visiting the school pursuant to the Health & Safety at work Act 1974 and other subordinate legislation which cannot be delegated.

1.3 Due to the LA's duties outlined in 1.1 and 1.2 above the School will use its best endeavours wherever possible to comply with Health & Safety recommendations advised from time to time by the LA.

1.4 The Governing Body is responsible for devising a Health & Safety policy for the school in respect of all matters not within the sole responsibility of the LA, and for monitoring the implementation of the LA. Such policy must extend to the condition of the premises themselves and the health and safety of all persons working on or visiting the premises.

1.5 The Governing Body will maintain a Health, Safety and Premises sub-committee (the sub-committee) consisting of at least 4 members of which at least one shall be a teacher and at least one a parent-governor, which sub-committee shall meet at least once every school term. Health and Safety will be on the agenda at each meeting of the Governing Body.

MANAGEMENT

1.6 The Head Teacher has managerial responsibility for carrying out the Health and Safety policy (and throughout this document, the express Headteacher includes any Acting headteacher).

1.7 Subject to the above, the Site Manager has particular responsibility in the course of his ordinary duties to ensure that in the execution of any works of cleaning, maintenance or repair (whether undertaken by himself, under his supervision or otherwise) the health and safety of persons on or in the vicinity of the school premises is paramount.

Where works are undertaken by the LA or by independent contractors, the LA or the independent contractor is responsible for ensuring that works are undertaken with reasonable care in the context of minimising the risk of any accident or injury, but the Site Manager and the Head Teacher shall satisfy themselves that before any such works are commenced the LA or independent contractor has made a written risk assessment in respect of all likely risks to the health and safety of persons using the premises. Copies of all risk assessments shall be kept by the Facilities Manager.

1.8 All staff at all times are under a duty to co-operate with the implementation of the Health and Safety policy and to use their best endeavours to take reasonable care of themselves and others.

REPORTING

1.9.1 All staff are under a duty to notify the Head Teacher as soon as reasonably practicable of any matter or problem they observe or experience that they consider to have any health or safety implications whether or not the same can be corrected by staff themselves.

1.9.2 If in any reasonable doubt staff should not attempt to correct any health or safety problem they encounter without seeking guidance from the Head Teacher or assistance from the Site/Facilities Manager unless it is thought that the problem requires such urgent attention as to make such guidance or assistance impracticable; in which case a report should be made as soon as possible to the Head Teacher.

1.9.3 The Head Teacher, the Site/Facilities Manager and any Governor who has brought to their attention any issue regarding health and safety shall inform the Governing Body (either directly or through the sub-committee) for Governors' consideration at the earliest opportunity, unless the 'emergency' procedures outlined in this policy require more urgent action.

1.9.4 Without prejudice to the foregoing the Chair of Governors or the Chair of the sub-committee will be informed as soon as practicable in the event of any accident or incident at the school occurring whilst supervised by staff employed at the school whereby any person sustains injury resulting in admission to hospital or the calling of any emergency service.

1.10 The Governors welcome suggestions from staff, parents and visitors relevant to the contents of the Health and Safety policy and its implementation. Alternatively, a list of contact names is annexed as 'Schedule 1'. This schedule will be up-dated annually by the Chairperson for the time being of the H&S sub-committee no later than 31st December every year.

SYSTEMATIC RISK ASSESSMENT

Risk assessment is a careful examination of what could cause harm to people in order that a decision can be taken on whether sufficient precautions have been taken to prevent or minimise the risk of such harm being caused.

1.11 In carrying out fire risk assessments particular regard should be placed on:

- Identifying hazards;
- Assessing the consequences of any hazard;
- Assessing the probability of an accident or health risk arising from such a hazard;
- Action required to eradicate or minimise any risk created by the hazard;
- The cost and practicability of correcting any hazard given the level of risk associated with it.

1.12 Risk assessment is also required of the LA and all independent contractors whenever work is undertaken on the premises. Such risk assessments should be required in writing and should address:

- The identity of any hazard to health or safety created by the work;
- The likely consequences of any such hazard;
- The probability of an accident from such a hazard;

- The steps to be taken to minimise if not eradicate the risk of any accident arising from the hazard.

2. FIRE SAFETY

2.1 Fire drills will be undertaken by the school as a whole at least once a term at a time and in a manner determined by the Head Teacher.

2.2 A record of the times and dates of fire drills will be kept in the Facilities Manager's Office.

2.3 All staff will ensure that they are familiar with the designated escape route from any classroom for which they are responsible and from any part of the school where they are likely to be supervising pupils.

2.4 Designated escape routes and fire action notices are posted by each fire alarm and fire exit.

2.5 In the event of a fire alarm sounding the school buildings will be evacuated immediately and all persons will assemble in the designated assembly point.

(Refer to the *Emergency Evacuation Plan* and the *Emergency Evacuation* documents)

2.6 All teaching staff will keep a class white board with the number of children present each day for both the morning and afternoon sessions. In the event of an evacuation the class board will be taken by the teacher to the assembly point. Laminated copies of the register will be handed to the teachers at their assembly points.

2.7 If there is a discrepancy between the register and the pupils assembled at the assembly point the teacher will immediately inform the Head Teacher. No person should re-enter the premises without the permission of the Head Teacher or the most senior available fire or police officer in attendance.

2.8 When the fire alarm sounds evacuation need not be undertaken if, but only if, staff have express instructions in advance that the alarms are to be tested and the sounding of the alarm is consistent with the test warning given. If there is any doubt evacuation should take place.

2.9 All staff are responsible for ensuring that during the course of the school day all designated means of escape are free from obstruction or substances likely to cause a person to slip or fall. Any such obstruction or substance should be removed immediately where possible, or reported immediately to the Site Manager.

2.10 All non-teaching staff, and staff not responsible for the supervision of any pupils at the time an alarm sounds will evacuate the premises and assemble at the designated assembly point immediately unless they are Fire Wardens.

2.11 The Site/Facilities Manager is responsible for checking at least once every school day that all designated escape routes are free from obstruction and that all fire doors can be opened without undue force.

2.12 The Site Manager is responsible for ensuring that all fire extinguishers and other equipment are in their proper positions and a check to this effect will be made at least once every week. Fire alarms points will be tested at least once every week and a record of the dates and times of the tests will be kept by the Site/Facilities Manager in his office.

2.13 Fire protection equipment is supplied and maintained by 'Safesmart' and a copy of the maintenance contract is to be found in the Site/Facilities Manager's office.

2.14 Any defect noted in any fire protection equipment will be immediately reported to the Site/Facilities Manager.

2.15 A Governor will 'walk through' the school premises at least once every year (preferably termly) to examine and consider the designated means of escape, fire notices, signage warnings and information and the positioning of fire protection equipment.

2.16 The Head Teacher will notify the Chair of Governors in the event of a fire on the school premises so soon as is reasonably practicable.

3. ACCIDENTS – GENERAL

3.1 A list of persons qualified to administer first aid is available in the *Administration of Medicines Policy*.

3.2 A list of contact numbers in respect of accident and emergency services is set out in the school's *Business Continuity Plan*.

3.3 The location of the school's *Accident Report Books* is the Business Manager's Office.

3.4 This policy draws a distinction between 'major' and 'minor' accidents. However any minor accident may be treated by the Head Teacher in the same manner as a major accident if the Head Teacher believes it is of such seriousness as to warrant treatment as such, and staff should treat all accidents as provisionally major accidents unless they are reasonable sure that the accident is a minor accident.

MAJOR ACCIDENTS

3.4.1 A major accident is any incident howsoever caused in which any person on any part of the school premises **at any time** sustains injury resulting in:

- the fracture or suspected fracture of any bone
- an injury which results in the calling an ambulance and/or admission to hospital or the calling of any emergency service such as the police or fire brigade
- any loss or suspected loss of consciousness however temporary.

3.4.2 All other accidents are described as 'minor' accidents.

3.4.3 In the event of any major accident, the following procedure insofar as the same is reasonable practicable will be followed by all staff:

- the first member of staff to whose attention the accident is drawn will go to and/or remain with the person who has had the accident ('the patient')
- that member of staff will send for the assistance of one of the persons listed as qualified to administer first aid (the 'first aider')
- if the member of staff and/or the first aider form the view that the accident is a major accident arrangements will be made by one or other of them (whether by themselves or some other responsible person): to notify if possible the Head Teacher or alternatively the Deputy Head Teacher and in any event to call an ambulance through the School office
- If the patient is a pupil the Head Teacher or some other person nominated by the Head Teacher will notify a parent or guardian as soon as reasonably practicable

- If, on the arrival of the ambulance the patient (being a pupil) is to be transferred to hospital a person will be nominated by the Head Teacher to travel and stay with the patient until relieved by a parent or guardian
- If the Head Teacher is not available the first aider will endeavour to carry out the above procedures and notify the Head Teacher or Deputy of such steps as have been taken as soon as reasonably practicable
- Details of the approximate time and place of the accident will be entered into the *Accident Book* kept in the Business Manager's Office soon after the patient is transferred from the School premises as is reasonable practicable.
- Major accidents will be reported by or on behalf of the Head Teacher to the Chair of Governors or the Chair of the sub-committee within 24 hours, and the sub-committee will conduct such enquiries as it shall think appropriate in all the circumstances in conjunction with the Head Teacher, and then put before the full Governing Body (at its next meeting) its own report of the accident making such observations and recommendations as seem appropriate;
- All members of staff, parents and other interested persons are encouraged to make suggestions in respect of what they reasonably believe to have been a material cause of any major accident, or what they reasonably believe might be done to improve reaction to any major accident or the treatment of any patient following a major accident by approaching the Head Teacher, any member of the Governing Body or by attending any open meeting of the Governing Body or sub-committee.

MINOR ACCIDENTS

3.4.4 In the event of a minor accident the following procedure will be followed insofar as the same is reasonably practicable:

- the first member of staff to whose attention the accident is drawn will call for the assistance of a first aider;
- the first aider will administer such care and/or treatment as they shall feel appropriate in all the circumstances;
- the accident will be noted in the *Minor Accident Report Book* by the member of staff whose attention is first drawn to the accident - a book is kept in the medical room - as soon after the accident as is reasonably practicable.

HEAD INJURIES

3.4.5 A Special Procedure will be followed in the event that a minor accident involves any head injury.

3.4.6 If an accident occurs resulting in a head injury (such as any minor cuts or blows to the head resulting in noticeable marks or abrasions) which does not qualify as a major accident it shall be treated as a minor accident, save that:

- if the patient is a pupil, after the accident has been noted in the *Minor Accident Report Book*, the member of staff concerned will use best endeavours to inform the pupil's class teacher and parents/carers by telephone (or such other person as is referred to below) that a minor head injury has been sustained by the pupil;

- the class teacher or the person responsible for the supervision of the pupil immediately after the accident will insofar as is reasonably practicable endeavour to ensure (by observation and questioning) that the pupil remains alert, and is not suffering from dizziness, nausea or impaired vision or hearing
- in the event that a class teacher or supervisor at any time for the remainder of the school day on which the accident occurred is not entirely satisfied that a pupil (to all outward appearances) has been unaffected by the head injury, the member of staff concerned will forthwith seek the assistance of the first aider
- in the event that the first aider is not satisfied that a pupil is suffering no ill effects of a minor head injury the first aider or the member of staff will report to the Head Teacher and make arrangements through the School office for an ambulance to be called
- A parents, guardian or carer of all pupils suffering from a minor head injury will be informed about the accident and its consequences
- If the patient is an adult, the patient will be advised by the first aider in respect of the possible side-effects of apparently minor head injuries.

FATALITY

3.5 In the event of a fatality on school premises or arising as a result of an incident on school premises, where applicable:

- The Head Teacher will be informed forthwith
- The person reporting to the Head Teacher, or such other person as the Head Teacher nominates shall arrange for an ambulance, the police and the Accident Notification Officer of the LEA to be called by telephone through the School office forthwith;
- The Chair of the Governing Body will be informed by the Head Teacher so soon after the matters above have been dealt with but in any event within 2 hours of the fatality coming to the attention of the Head Teacher.
- Otherwise the procedure for major accidents should apply.

3.6 All major accidents will be reported to the Accident Notification Officer at the LA within 24 hours of their occurrence by the Head Teacher so that the LA may comply with its statutory obligations to report to the Health and Safety Executive and other pursuant to regulations requiring the reporting of injuries, diseases and dangerous occurrences resulting in death or major injury or incapacitation. Details of the Accident Notification Officer are set out in Schedule 5.

4. SCHOOL VISITS – OUTINGS – JOURNEYS

4.1 The School and all supervising staff and other adults have an obligation to all pupils and other children to take such care as would be taken by a reasonably careful parent.

4.2 For each school trip or journey there will be a designated leader who has the approval of the Head Teacher.

4.3 Written consent from parents is not required for pupils to take part in the majority of offsite activities organised by a school (with the exception of nursery age children) as most of these activities take place during school hours and are a normal part of a child's education at school. However, parents will be told where their child will be at all times and of any extra safety measures required. Written consent is usually only requested for activities that need a higher level of risk management or those that take place outside

school hours. The school uses the Department of Education's "one-off" consent form which the school can ask parents to sign when a child enrolls at the school. But such consent does not reduce the school's responsibility.

4.4 The school follows the Department of Education's (DoE) guidance: *'Health and safety: advice on legal duties and powers'* (February 2014) for school journeys.

4.5.1 No School journey involving an overnight stay will be undertaken without the approval of the Governing Body.

4.5.2 No School journey involving dangerous or potentially dangerous activities will be undertaken without the approval of the Governing Body.

4.5.3 Whilst it is undesirable to state and limit by definition 'dangerous activities' that expression is intended to include all potentially hazardous or unusual activities, and would include (but not be limited to) outward bound and orienteering courses, climbing, camping, riding, the use of mechanical equipment, water sports, travel by sea or air, and any unusually strenuous activities.

4.5.4 Wherever practicable persons going on School journeys will be covered by insurance taken out for the purpose of the journey (and which may be the subject of a separate charge).

4.6 Where facilities, services or accommodation are to be used in the course of any School journey that are owned or managed by any third party the co-ordinator of the journey will ensure that any such third party (corporate or individual) is a registered member of an appropriate trading or professional standards organisation, and before the commencement of the journey will check with the relevant trading or professional organisation, and before the commencement of the journey will check with the relevant trading or professional organisation that any representations to that effect made by the third party are true and up to date.

4.7.1 The School, the Governing Body and the staff will not act as 'organisers' of travel 'packages' within the meaning of the Package Travel Etc. Regulations 1992 and will make no provision within the meaning of those Regulations for the security of money paid by pupils or others for repatriation or refund in the event that any provider of a service, facilities or accommodation becomes insolvent.

4.7.2 Where a School journey involves the provision of a 'package' within the meaning of the above Regulations, organised by the LA or some other party the person at the School responsible for co-ordinating the journey will ask for written assurance from any such regulated organiser that provision has been made for the security of money paid in respect of the package in the event that the provider of any service, facilities or accommodation becomes insolvent.

4.8 Where any School journey involves the hiring or use of any private bus, mini-bus, car or coach any such vehicle must provide every passenger with a seat belt.

4.9 The minimum levels of supervision required for all School journeys are set out in LBH's *Educational Visits and Journeys: Guidance for Schools*, (Refer to *School Journey Health and Safety File*)

4.10 A first aid kit, a first-aider, mobile phones and a list of telephone contact numbers, tabards with the school's details and an emergency plan, will be taken on all School journeys.

4.11.1 Every School journey will have one adult who will be the 'designated leader' whose responsibility it is to ensure that the provisions of this Policy and the recommendations, where appropriate, of the LA are applied, such person to be approved by the Head Teacher.

4.11.2 In addition to the responsibilities stated above the designated leader will ensure in respect of each School journey that they inform themselves of the identity of any person travelling who may be in any way disabled or for some reason may require special attention or supervision or assistance by reason of their age, capacity, behaviour or otherwise.

4.11.3 The designated leader will also ensure before the commencement of each School journey that they are aware of or have in their possession a list of the names of all persons travelling, and a contact telephone number for the School (or representative of the School if the journey is wholly or partly outside normal School hours, and the person described as the 'representative' of the School will be person as is approved by the Head Teacher).

4.12.1 In the event of an accident or illness to any traveller in the course of a School journey the same procedure as described in *Section 3* shall apply insofar as is reasonably practicable.

4.12.2 Where, in the event of a major accident the patient is a pupil, the designated leader will notify the School as soon after the accident as is reasonably practicable, and the School or the representative will notify the parents or guardian of any such pupil.

4.12.3 Where pupils undertake visits or outing on a one-off or regular basis for the purposes of out of hours clubs, societies or similar activities and the Head Teacher has given general permission for such adequately supervised activities, the Head Teacher may dispense with literal compliance with this part of the policy if satisfied that proper arrangements have been made for the organisation of the activity and for the care and supervision of pupils whilst it is being carried out, and for the travel or transfer arrangements made in respect of the activity.

4.13.1 Where there are arrangements within 4.12.1 above the person responsible for organising the activity must inform the Head Teacher if there has been any change in the arrangements after permission has been granted, and where the arrangements are of a regular or repeated nature, the person organising the activity must seek fresh permission in respect of the arrangements at the beginning of every school term.

5. VIOLENT INCIDENTS AND SUSPICIOUS PERSONS

5.1 The School follows LA guidance and policy.

5.2 All incidents of violence, threatened violence or attempted violence to staff will be reported to the Head Teacher so soon as is reasonably practicable.

5.3 In the event that any member of staff notices any person on or in the vicinity of the premises at any time who the member of staff has reason to believe is acting suspiciously, (e.g. loitering on or around the grounds or buildings) and which person is unwilling or unable to give a satisfactory explanation for their presence, the member of staff will so soon as is reasonably practicable report the presence of the suspicious person to the Head Teacher.

5.4 In the event that any person loitering without good reason in or around the School premises refuses to leave when asked by any member of staff, no member of staff should attempt to enforce their removal. The police should be called.

5.5 In the event that the same person returns to the School premises without apparent good reason on more than two occasions the Head Teacher shall be informed.

5.6 No member of staff should attempt physically to prevent any intruder or person (other than a pupil) who is found in the course of any act of violence or vandalism. The police should be called forthwith.

5.7 The physical safety of pupils, staff and visitors is paramount and shall at all times take precedence over the integrity of the property.

6. PREMISES AND UTILITIES

CLEANING

6.1 The cleanliness of the School buildings will be maintained in accordance with the current agreement with an external provider, a copy of the cleaning contract is located in the Business Manager's office.

6.2 Under the management of the Head Teacher it is the Facilities Manager's responsibility to ensure that the Cleaning Specification is adhered to.

6.3. The School grounds will be maintained in accordance with the Headteacher's Specifications

6.4.1 Subject to the above, the Site/Facilities Manager will ensure that all waste is removed from classrooms, offices and other general areas of the School at least once every day, and placed in designated waste collection areas.

6.4.2 The person responsible for the supervision of the kitchen will ensure that kitchen waste is similarly removed at least once every day and placed in designated waste collection areas.

6.4.3 The designated waste collection area is to be found by the service gates as well as the paper waste recycling area.

6.4.4 It is the responsibility of the Site/Facilities Manager, subject to the management of the Head Teacher to ensure that the designated waste collection areas are kept so far as is reasonably practicable given the nature of such areas, tidy and self-contained, and to ensure that no areas other than the designated waste collection areas are used for the collection or storage of any waste.

6.5.1 Waste from the designated collection areas will be collected by the disposal contractor at least once every week.

6.5.2 The disposal contractor is the London Borough of Haringey.

6.6.1 The Site Manager will report any infestation of rodents or insects, or any suspected infestation to the Head Teacher so soon as he becomes aware of the same, and to the sub-committee at its next meeting.

6.6.2 In the event of any infestation or suspected infestation appropriate contractors and/or the LA will be engaged to eradicate it so soon after the discovery of the infestation as is reasonably possible.

6.7.1 All staff will use their best endeavours to ensure that materials and equipment used for classes are restored to their proper storage place when they are no longer needed

6.7.2 Common items requiring safe storage include PE equipment, electrical and mechanical items, cleaning materials and waste materials.

HAZARDS

6.8.1 All staff will endeavour to ensure that those parts of the School in which they are working are free from hazards, and free in particular from anything or substance that is likely to cause any person to trip, slip or fall, or anything that is likely to fall onto any person.

6.8.2 In the event that any member of staff identifies any hazard that cannot be easily corrected on the spot, that member of staff will remain with the identified hazard and send for the Site Manager who will take such steps as are necessary in the circumstances to deal with it.

6.8.3. In the course of checking designated evacuation routes pursuant to Section 2 above the Site Manager will ensure that the School buildings on visual inspection are free from hazards.

6.9.1 Any user of electrical or mechanical appliances or equipment will make a visual check to ensure so far as is reasonably possible that such appliances or equipment are free from obvious faults.

6.9.2 In particular any such user will make a visual check to ensure that any electrical equipment does not have loose wires, insecure plugs, is affected by or close to damp, water or any leakage and that it does not share a power point with any other piece of operational electrical equipment.

6.9.3 In the event that a fault or possible fault is discovered the appliance or equipment should not be used until the fault has been reported to the Site Manager and thereafter been checked by him or some other competent person.

6.9.4 In the event that any such equipment or appliance is not to be used until checked by a competent person it will, if reasonably practicable, be removed from any classroom and stored separately until attended to, or if removal is not practicable, it will be labelled clearly warning other persons not to use it.

6.10 Appliances using gas (whether mains or portable canister) will not be used on School premises without the express consent of the Head Teacher.

6.11.1 All visiting contractors will register with the School office upon their arrival.

VISITING CONTRACTORS

6.11.2 Where visiting contractors are working on the premises at any time at which other persons are reasonably likely to be present the Site/Facilities Manager will ensure that the area in which such contractors are working are clearly designated, and where possible cordoned off with clear warning signs posted for other persons using the premises.

6.11.3 The Site/Facilities Manager will ensure that all ladders, scaffolds, trestles, wires, bags and equipment are stored carefully at any time when the same are on the premises but not in use in a discreet part of the premises where possible but in any event in such a way as to minimise the risk of any person tripping over or falling onto the same. If removal from any public area of the School is not reasonably practicable by reason the bulk of the equipment or materials, the same will be clearly marked or cordoned off, and warning notices posted to alert other persons to presence of a potential hazard.

6.11.4 In the event that any member of staff has reason to believe that the practices of any contractor are hazardous or have created any hazard to persons using School

premises the Site Manager will be informed forthwith (or in his absence the Head Teacher), and in the event that the Site/Facilities Manager is unable to modify the relevant practice of the contractor he will inform the Head Teacher.

SNOW, ICE AND SERIOUS WEATHER CONDITIONS

6.12.1 In the event of snow or ice the Site Manager will before the commencement of every School day give priority to the clearance of footpaths allowing such access to and egress from the School buildings as is reasonably practicable in all the circumstances.

6.12.2 Where the premises are affected by snow or ice during the course of a School day the Site Manager will use his best endeavours to ensure that footpaths giving access to and egress from the premises are kept as free from snow and ice as is reasonably practicable.

6.12.3 In the event that the Site Manager believes that any part of the School grounds cannot be rendered reasonably safe for the use of other persons whether by reason of snow and ice or otherwise, he shall forthwith inform the Head Teacher.

6.13.1 At the commencement of every full summer term and at such other times as is thought reasonably appropriate the Head Teacher will take such steps as are reasonably practicable to remind parents of pupils as to appropriate forms of dress and protection necessary to give a reasonable measure of protection against the risk of sun burn.

6.13.2 Areas of shade have been provided for pupils when they are outside School buildings.

6.13.3 In the event that any member of staff has reasonable cause to believe that a pupil has been adversely affected by the sun, such adverse affects will be treated in the same way as a major or minor accident pursuant to Section 3 above.

ADMINISTRATION OF MEDICINES AND MEDICAL PROCEDURES

7.1 Prescription Medicines

Prescription medicines are:

- Medicines and medical procedures which are prescribed/directed by a registered medical practitioner. This would include (GP's), hospitals and clinics, Registered Homeopathic Practitioners, Dentists.

7.2 Staff Responsible

- Staff who take responsibility for administering medicines (appointed first-aiders) are 'volunteers' and should be provided with appropriate instruction/training and protective clothing e.g. gloves.

7.3 Storage and supplies

- Medicines and supplies/equipment should be labelled with the child's name and dosage, and stored appropriately, eg fridge (separate from food items) or a sealed container, to which access is strictly limited.

7.4 A written signed parental consent should be in place detailing the child, dosage, parental contact and emergency action.

7.5 Non-prescription medicines

- The school will only administer non-prescription/prescription medicines with written parental parent permission. LA policy currently prohibits the administration of

painkilling items such as aspirin, and products containing this. The application of sun-cream is permitted provided there is parental consent.

7.6 Child Health Care Plans

- Child Health Care Plans are drawn up for pupils who require administration of medicine or medical procedures on a long term regular basis. This includes items such as asthma pumps/inhalers, antibiotics. The plan should be drawn up with the Inclusion Manager and /or SENCO in conjunction with the parent and a designated member of Staff (currently Wendy Armah).

7.7 Record Keeping

- A record of medicine administration should be kept in the medical room. This should include: A record of administration for each child, a list of all items of medicine in the school and written parental consent. All records should be signed, dated and timed.

7.8 Educational visits

- The medical needs of pupils must form part of the planning process for all educational visits. The visit leader will identify; the medication details for appropriate children, emergency action and the adult taking responsibility. When residential visits are planned medicine should be packed in hand luggage for ease of accessibility during the journey.

INFECTION

8.1 In the event of any spillage of body fluids or substances the first member of staff to whose attention such spillage is drawn will where circumstances permit remain in the vicinity of the spillage and send for the Site Manager or SMSA or Welfare Assistant whose responsibility it is to ensure that the spillage is cleaned.

8.2 All staff will endeavour to ensure that any pupil who has been in the vicinity of any such spillage and who might reasonably be supposed to have been in contact with such a spillage is referred to an SMSA or Welfare Assistant or other appropriate adult for the purposes of making sure that such a pupil is clean and free from observable contamination from such a spillage.

8.3 Disposable protective gloves and clothing are to be found in the cleaning cupboard adjacent to the Site/Facilities Manager's Office – the key to which is to be kept in the Main Office.

8.4.1 All staff will be alert to other potential sources of infection such as animal droppings, dead or injured animals, birds and insects, discarded needles and condoms, bottles and other forms of waste not in any designated waste storage area.

8.4.2 In the event that a member of staff becomes aware that a potential source of infection exists, the source will be brought to the attention of the Site Manager so soon as is reasonably practicable, or in the absence of the Site Manager, the Head Teacher.

8.4.3 Such potential sources of infection should not be removed by staff unless they are protected by disposable gloves and where appropriate clothing, and in any event unless the member of staff is satisfied that they are able to remove the source to a designated waste disposal area easily without dropping the same and without the risk of coming into contact with pupils in the course of removal.

8.5.1 In the event of any pupil appearing to have contracted any potentially infectious disease any member of staff who has reasonable cause to believe from observation that such a disease may have been contracted will forthwith inform the Head Teacher.

8.5.2 Any member of staff who is diagnosed as having contracted an infectious or contagious disease will as soon as is reasonably practicable after the diagnosis inform the Head Teacher.

8.5.3 For the avoidance of doubt, infectious or contagious disease is intended to exclude the common cold, but includes influenza and Swine Flu.

8.5.4 Staff, pupils and parents will be informed of the circulation of an infectious or contagious disease (including food poisoning) by means of a Notice displayed at the School and/or by letter/Group Call or otherwise as the Head Teacher shall think fit.

8.6 Any outbreak affecting the School of a statutorily notifiable disease such as dysentery, mumps, measles, whooping cough and food poisoning (or any other outbreak regarded by the Head Teacher as unusual) will be brought to the attention of the Governing Body by the Head Teacher so soon as the Head Teacher thinks it appropriate and in any event no later than the next full meeting of the Governing Body. (For the avoidance of doubt it is not the duty of the School to undertake the statutory notification process).

8.7 Where practical, pupils will be discouraged from sharing or exchanging food or drinks.

8.8 In the event that food is to be shared (e.g. fruit and drinks) every member of staff present shall use their best endeavours that all plates, knives, cups and other utensils are washed and clean before use.

9. HAZARDOUS SUBSTANCES

9.1 The Head Teacher will maintain a record of all hazardous substances kept on School premises.

9.2 A copy of the Control of Substances Hazardous to Health Regulations can be obtained from the Site/Facilities Manager's Office and the Administration Office.

9.3 All hazardous substances will be kept in a secure place.

9.4 Access to such substances is restricted to persons having the express consent of the Head Teacher or such other person (e.g. the Site/Facilities Manager) as the Head Teacher shall designate as being competent to deal with any given hazardous substance.

9.5 Any manufacturer's guidance supplied with any hazardous substance will be kept in the Site/Facilities Manager's Office.

9.6.1 In the event of a spillage or accident involving any hazardous substance, the member of staff to whose attention the spillage or accident is first drawn will remain in the vicinity of the accident or spillage and send for the Site Manager and the Head Teacher forthwith.

9.6.2 In such circumstances as are referred to in 9.6.1 above, no attempt will be made by any person to clean, dilute or interfere with such a substance until the Site Manager or the Head Teacher (or such other person as the Head Teacher nominates) have been informed, and in any event without the use of any guidance that may have been delivered with the substance.

9.6.3 In the event that any member of staff has any reasonable doubts about the use of any guidance for the clearance of any such spillage, and the assistance of the Head Teacher, or the Site/Facilities Manager is for whatever reason not available, then the assistance of the fire brigade should be sought through the School office.

10. CURRICULUM ACTIVITIES/HANDLING/LONE WORKERS

10.1 The Health and Safety Sub-Committee will conduct risk assessments whenever appropriate, in respect of subjects forming part of the curriculum (for example: P.E.) in conjunction with such members of staff or other persons as the Head Teacher shall approve.

10.2 Curriculum risk assessments will be made in writing.

10.3 Curriculum risk assessments will be kept in the Health and Safety File.

10.4 Reviews of any curriculum risk assessments will take place concurrently with the consideration of each curriculum subject as provided for in the School Development Plan.

10.5 Recommendations arising from the curriculum risk assessments will be put before Governors by the Sub-Committee at the next meeting after the assessment is carried out.

10.6 Curriculum risk assessment will include assessment of playgrounds, playground activities and risks associated with the arrival and departure of pupils at school, which assessments will be carried out at the discretion of the sub-committee.

10. HANDLING

10.7 No person should lift or move any equipment or thing where that person is in any reasonable doubt about their ability to comfortably lift or move the equipment or thing.

10.8 If there is any such doubt the Site/Facilities Manager should be consulted before the equipment or thing is lifted or moved or any attempt is made to do so.

10. LONE WORKERS

10.9 Lone workers can be defined as people working on their own without close or direct supervision. The term will cover those who work alone inside an employer's fixed premises or outside the premises – the term would normally include within its definition for instance, peripatetic staff working from a base.

11.00 Any members of staff who are working alone must comply with the following conditions; they should:

- contact the known person responsible for lone workers (Deputy Head) and familiarise themselves with his/her location and his/her telephone number;
- provide the administration office with a copy of their CRB documentation;
- inform person responsible for lone workers (Deputy Head) of their lone working time (Timetable) and provide them with a contact telephone number;
- understand the hazards and risks of their work;
- have access to a phone (mobile/land line) and know who to contact and what to do if a problem arises;
- familiarise themselves with the *Fire Evacuation Plan* and the *Emergency Evacuation Procedures*;
- familiarise themselves with the contents and location of the first aid boxes.

11.DISPLAY SCREEN EQUIPMENT (DSE)

11.01 A DSE user is defined as a person who has to use DSE to do his/her job, and/or operates DSE for a significant period of time.

11.02 The Headteacher and/or nominated Health and Safety Officer/Senior Administration Officer will be responsible:

- for workstation risk assessments (with regard to musculo-skeletal discomfort, visual fatigue and disturbance).

The purpose of these risk assessment will be to:

- remedy any hazards arising from or in connection with the use of display screen equipment
- assess the risk of such hazards occurring
- evaluate the severity of the outcome
- eliminate the hazards if possible or to reduce to the lowest level of risk that is reasonably practicable

Other responsibilities include:

- taking action to remedy any deficiencies in the interface between the user, workstation and its correct use
- evaluating workstations and monitoring staff's adherence to the requirements of their upkeep, e.g. tidiness, arrangement of items and clearing of equipment
- ensuring that all DSE equipment undergoes a yearly electrical test, and that the equipment is labelled, and displays test dates
- planning activities for DSE users so that they are able to benefit from breaks or changes in work activities. Breaks are defined as rest from screen work, during these breaks alternative work should be undertaken. This duty to plan activities does not imply that precise and detailed timetables for periods of DSE work and breaks must be drawn up.

11.03 Employees have a statutory duty to:

- take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions at work
- use correctly all work items provided by their employees in accordance with their training and the instructions they receive to enable them to use items safely
- notify any shortcomings in health and safety arrangements to the Headteacher/nominated Health and Safety Officer/Senior Administration Officer

11.04 Work routines

- any DSE user who believes that his/her DSE workload does not permit adequate breaks should bring this to the attention of his/her line manager.

11.05 Work Environment

- Any DSE users who have any concerns about their working environment regarding: noise, light, humidity etc. should raise them with their line manager.

11.06 Employees Health Considerations

- The Health and Safety Executive (HSE) advise that there is normally no reason for a person who is pregnant to avoid working with DSE. Any staff, including pregnant women who have concerns over the operation of DSE or who are suffering from certain health conditions should seek advice from their General Practitioner or they may be referred to the London Borough of Haringey's (LBH) Occupational Health Service (OHS).
- DSE users who feel or complain of itchy skin or redness of face and/or neck, which may be caused by a combination of dry atmosphere in the workplace and static electricity near the DSE, should report these conditions to their line manager who should consult the Headteacher/nominated Health and Safety Officer on the means to reorganise and make suitable adjustments to the user's workstation.

11.07 Repetitive Strain Injuries (RSI)

- to prevent RSI, which is a generic term that covers a variety of strains affecting the hand, wrist, forearm, neck and shoulders, which is also referred to as Work Related Upper Limb Disorders (WRULD), DSE users will be given keyboard and postural advice before they use DSE. Also opportunities for DSE rest breaks will be regularly provided and taken before the onset of muscle fatigue. If requested a roller ball mouse can be provided to prevent RSI in fingers.

11.08 Eye/Eyesight

- whilst some DSE users may from time-to-time experience symptoms of visual fatigue, this is not confined to DSE work exclusively. Available evidence suggests that DSE operation does not cause damage to the eyes or eyesight or make an existing eye defect worse
- new and existing DSE users about to undertake work which comes under this policy may be required to have their eyes and eyesight tested for DSE work by the LBH and every two years thereafter
- where the tests establish that spectacles are required only for work with DSE, the LBH will meet the cost of NHS lenses and frames. Enquiries on procedure for obtaining eye tests for spectacles for DSE use only, should be made to the Personnel.

11.09 Reporting

- All staff should immediately report to the Head Teacher any physical pain or discomfort experienced by them which it is believed may be attributable to any activity associated with their work however it arises (including – but not limited to – any pain or discomfort to the spine, upper limbs, eyes or in the form of headaches which may be the result of the operation of, or otherwise related to the use of DSE
- The Head Teacher will pass on such reports to the Health and Safety Committee which will make recommendations to Governors as to what steps are required to investigate such reports by way of seeking ergonomic or other professional advice or otherwise.

12. NEW AND EXPECTANT MOTHERS

12.1 The *Management of Health and Safety of Work Regulations 1999* specifically require the assessment process to take into account any risks to new and expectant mothers. These include women who are pregnant, those who have given birth in the last six months or who are breast feeding.

12.2 Risk assessment will involve and give due consideration to the needs of the individual concerned. All hazards in the workplace including physical, biological, chemical agents, processes and working conditions will be identified.

12.3 The *Management of Health and Safety of Work Regulations 1999* also require employers to alter hours of work and/or working conditions where it is reasonable to do so to avoid any potential hazards subject to advice from the Educational Personnel Service and the LBH Health and Safety Advisor.

12.4 The Workplace (Health, Safety and Welfare) Regulations 1992 require suitable rest facilities to be provided for pregnant women and nursing mothers.

12.5 Duties and Responsibilities

The following is required of the Headteacher:

- To identify potential hazards and assess the risk which may affect the health and safety of new or expectant mothers and their unborn in the workplace
- Remove the risk or prevent exposure to the risk
- Keep risk assessment(s) under review
- Inform female employee (of child bearing age) about any potential risks

12.6 The following is required of the Employee:

- To provide a certificate from a registered medical practitioner or a registered midwife confirming the pregnancy
- Take reasonable care for the health and safety of herself and her unborn child
- Cooperate with the employer so far as is necessary to enable any imposed duty or requirement to be performed to be complied with.

12.7 Risk Assessments

The following actions will be taken into consideration when dealing with new and expectant mothers:

- risk assessments will be conducted so as to take account of the developing and changing nature of a pregnancy (recommend reviewing every three months)
- risk will be identified in relation to each individual employee and control measures taken accordingly
- the Head teacher will consider whether working condition need be altered in order to avoid risks

12.8 Workplace Hazards for New and Expectant Mothers

- Our risk assessments will cover hazards such as:

12.8.1 Physical Agents

- Manual Handling - The potential hazards involving this activity will be carefully assessed against the capability of the individual carrying out the task and will greatly depend on her situation as the pregnancy develops.

12.8.2 Noise, Ventilation, Extremes of Cold and Heat

- Appropriate care will be taken to avoid or minimise the risks.

12.8.3 Posture/Movement

- We will assess activities involving fatigue from physical work
- As the pregnancy progresses and in the later stages, we will assess whether some adjustment might be needed to be made to workstations to allow work to take place.
- Restructure work activity if prolonged standing/sitting exacerbates a tendency to varicose veins
- Increasing size and the ability to work in a confined space

12.8.4 Stress

- Every effort will be taken to ensure that new or expectant mothers are not placed in situations within their work environment where they perceive undue stress.

12.8.5 Biological Agents

- New or expectant mothers and their unborn may come into contact in the workplace and could be affected by Hepatitis B, TB, Chicken Pox (Advice should be sought from Occupational Health or their own GP.)

12.8.6 Chemical Agents

- Special care will be exercised in assessing the potential risk in relation to hazardous substances.
(Refer to the avoidance of exposure to harmful substances which can be obtained from the Haringey LEA Health and Safety Advisor.)

12.8.7 General Risks

- Backache - often a feature of pregnancy with implication for manual handling and proper seating
- Relative immobility - could have an effect on a woman's ability to undertake an emergency evacuation procedure
- Increased tiredness - this could raise issues about appropriate rest periods in connection with the use of display screen equipment

12.8.8 Display Screen Equipment

- Despite concerns regarding the use of DSE, there is no substantial scientific evidence to support them. The National Radiological Protection Board states that the level of ionising and non-ionising radiation generated by DSE is well below those set out in international recommendation for limiting risk to human health and does not pose a

significant risk to health. No special measures are therefore required and in light of scientific evidence pregnant women do not need to stop working with DSE. Pregnant staff have the opportunity to discuss any concerns with their Headteacher so that anxiety can be allayed.

13. LETTINGS

13.1 Personal Injury/Indemnity

- The Hirer shall identify and keep indemnified Rhodes Avenue Primary School from and against all claims, demands, actions or proceedings in respect of any loss, damage, death or injury caused to a person arising from the hiring of the premises, otherwise than as a result of the negligence of the Rhodes Avenue Primary School, its servants or agents, to the extent that the same is not covered by the policy of insurance effected by Rhodes Avenue Primary School referred to in the "Insurance Indemnity" from which the Hirer has signed.
- When during the period of hire any person on the premises sustains any loss, damage or injury the Hirer shall provide full details in writing to the Headteacher with 24 hours, or as soon as is practicable thereafter, of any such loss, damage or injury and shall any further information in relation thereto as may reasonably be requested.

13.2 General Health and Safety

- The Hirer shall comply in all respects with the requirements of all statutory authorities including the directions issued by the School and with the provisions of the Health and Safety at Work Act 1974 and the Children and Young Person's Act 1933 and all other statutory instruments or regulations made which affect or govern the type of function being held at the premises.
- Any equipment supplied by the Hirer shall be safe and fully operational. Rhodes Avenue Primary School reserves the right to inspect (and to levy additional charge for so doing) and remove any equipment found to be faulty and/or unsafe or dangerous.
- It shall be the responsibility of the Hirer to familiarise him/herself with the location of all entrances and exits to and from the premises including all fire and emergency exits and the location of any fire fighting equipment. The Hirer shall ensure that all entrances and exits are free of obstruction and can be safely used and that there are no obvious fire hazards on the premises.
- The Hirer shall not admit or permit to the premises any articles or substances of an inflammable, explosive, dangerous, noxious or offensive nature.
- No unauthorised heating or lighting appliances shall be used on the premises without the previous written consent of Rhodes Avenue Primary School.
- All persons on duty will be instructed as to their essential responsibilities in the event of a fire or other emergencies, including attention to disabled persons, the location and use of the fire fighting equipment available, and how to call the Fire Brigade and evacuation procedures

14. WELFARE

14.1 The welfare facilities provided on site are maintained in a clean and hygienic state and available for use by all members of the school community. These facilities also

include toilets, hand-washing facilities with warm water, soap and paper towels and/or hot air hand driers .

14.2 There are facilities to make hot/cold drinks and to prepare and eat lunch.

15. SAFEGUARDING

15.1 Rhodes Avenue Primary School will have and continue to update a single central record of recruitment (SCSR) covering all employed staff and others identified by the school as having regular contact with children. A Children's Barred List check (formerly List 99) must be undertaken on all staff working in schools in Regulated Activity*. If an enhanced DBS check has been made this will normally include a check against the Children's Barred List. If a member of staff is to be allowed to start work before the DBS disclosure has been returned, the school will carry out a separate Barred List check prior to starting work at school. Since the 1st September 2013, it has been a statutory requirement that a Prohibition Order check is made for any teacher that the school employs. This is different to a Barred List check and can be made via the *Employer Access Service*.

(**Keeping Children safe in Education (July 2015)*)

15.2 Any staff and volunteers who come into regular contact (more than 3 times in 30 days) or have unsupervised access to children (and who have not had continuity of employment in the school or local authority; (i.e. a break of service longer than 3 months) must be on the Single Central Record (SCR). Visitors who do not need to be on the SCR will need to:

- sign in and out of School with photo recognition;
- undergo an identification check;

and:

- never be left unsupervised when children are on the premises.

15.3 Rhodes Avenue Primary School will carry out pre-appointment checks – confirm evidence of identity - on new school governors; the Clerk/the Chair of Governors can request a governor to obtain an enhanced DBS (formerly CRB) check if there is cause for concern or if they have regular contact (more than three in 30 days) or have unsupervised access to children. Governors are asked to sign a declaration of their suitability. A *Children's Barred List* check is an alternative subject to the discretion of the Headteacher.

15.4 School Supply Agencies are required to obtain enhanced DBS checks for all the supply staff they recruit. Rhodes Avenue Primary School will obtain confirmation in writing from any supply agencies it deals with, that the correct checks have taken place. It is the responsibility of the school to carry out identity checks to confirm that the individual who arrives at Rhodes Avenue Primary School is the person whom the agency intends to arrive at the school. Workers should be advised by their agency that the school will require sight of their photo ID and enhanced DBS check on arrival.

16. Physical Education and Swimming

Physical Education (P.E.)

An activity is judged to be safe in Physical Education and Sport (PES) where the risks associated with the activity are deemed to be acceptably low. It is the responsibility of all those who teach and coach physical education and sport to identify those risks and decide whether the level of risk is acceptable. They should do this through good teaching and management of a situation on a day to day basis.

Hazards in PE can be reduced through effective management, i.e. by balancing appropriate challenge and acceptable risk. Rhodes Avenue will monitor, maintain a risk assessment for P.Ed.. All staff working in P.Ed. and school sport should be made aware of these risk assessments and be involved in their review.

Adults other than Teachers (AOTT's)

Adults other than teachers are used widely in a variety of ways to support the delivery of physical education and in the extended curriculum to:

- support and work alongside teachers in the delivery of the curriculum
- work alongside and support teachers in the development of school clubs and teams on the school site
- deliver off-site activities

Rhodes Avenue Primary School has a duty of care that operates for any activity in which pupils are engaged. Teachers cannot transfer this duty and therefore AOTT's must work alongside teachers with supervision.

Rhodes Avenue will ensure that stringent checks, including Criminal Records Bureau (CRB) checks, are made before allowing any unsupervised access to children.

Class sizes in Physical Education

In determining the size of teaching groups in physical education, Headteachers and teachers will take account of;

- nature of the activity
- age, experience and developmental stage of pupil/students
- requirements of National Curriculum

Manual Handling and Storage of Equipment

Where possible manual handling tasks should be avoided or the risk of handling injury minimised by appropriate task design or the use of handling aids (e.g. trolleys). The layout of storage areas should minimise the need to stretch, reach, bend or twist the body excessively to reach frequently used or heavy items. This can be enhanced by ensuring that storage areas are kept tidy and well organised.

Apparatus Handling by Pupils

It is an integral part of the subject to involve pupils in apparatus handling, particularly in gymnastics. However this must be carried out in such a way as to reduce risk to pupils as far as is reasonably practicable. Rhodes Avenue has arrangements to enable pupils to learn how to handle equipment safely according to their age and strength.

Inspection of Equipment

All P.Ed. facilities (sports halls) and equipment will be inspected regularly. Rhodes Avenue will make arrangements with competent contractors to inspect P.Ed equipment annually.

Staff should carry out pre-use visual checks of equipment to identify obvious defects, this includes a visual sweep of playing areas prior to use to ensure any hazardous objects are removed.

Games posts will be kept in good condition, with lighter portable posts secured to prevent them falling over free standing posts secured and all posts checked regularly.

Equipment Management

Documented procedures should be in place for the following:

- how equipment is stored and safe access for staff and young people
- staff monitoring of the condition of the equipment and the procedures for removing, repairing and replacing defective equipment
- how to use equipment correctly
- the use of mats
- the disposal of condemned equipment
- how young people need to be involved in the safe handling of equipment
- annual inspections of fixed and large portable equipment and apparatus and fixed outdoor play equipment

Equipment needs to be fit for purpose. Young people should be able to use equipment which is suitable for their age and ability.

Hazards and Equipment Defects

It is the responsibility of everyone in the Rhodes Avenue to inform the teacher in charge of any hazards, e.g. defects to equipment, so that appropriate action can be taken.

Defective equipment should not be used: it needs to be identified, labelled and taken out of use so it cannot be reintroduced until repaired. All condemned equipment must be disposed of so that it cannot be introduced at all.

Keeping condemned apparatus and equipment for alternative uses, such as benches for sitting on only creates a hazard of possible reintroduction that places a serious liability on the school. Benches should not be turned upside down unless they can be secured to prevent them from tipping over; a floor beam or a beam which can be secured to other pieces of apparatus is safer when teaching young people to traverse a narrow surface.

First Aid

Rhodes Avenue will maintain a suitable number of trained first aiders available. On visits away from school premises procedures to address the needs of injured pupils and the remainder of the group will be anticipated. A travelling first aid kit and clear, effective procedures for contacting the emergency services is considered to be the minimum requirement. Managing accidents on school trips is included in P.Ed. risk assessments.

Incident Reporting

Any injuries to staff arising out of PE or school sports activities and those to pupils resulting in significant injury/first aid attention should be reported on the London Borough of Haringey RIDDOR Form.

It should be noted that accidents and incidents that happen in relation to curriculum sports activities and result in pupils being taken to hospital for treatment are also reportable to the London Borough of Haringey and the Health and Safety Executive (HSE).

Clothing/Footwear/Personal Effects

Pupils at Rhodes Avenue should wear clothing that is fit for purpose according to the activity, environment and weather conditions. Any items worn for gymnastics, including any of cultural significance need to be relatively close fitting or removed for safety reasons

For indoor activities (dance, gymnastics etc.) it is not acceptable to work in stockinged feet because they do not grip the floor. Bare foot work is acceptable when floor conditions are suitable, i.e. smooth, clean and without splinters. If the condition of the floor does not allow bare feet, then soft soled plimsolls provide the best alternative. Wherever possible clothing allowing freedom of movement should be worn, appropriate to the activity.

Staff should always be suitably dressed to teach PES. Changing footwear is essential. Long hair worn by both staff and young people should always be tied back to prevent entanglement in apparatus and equipment and to prevent it obscuring vision. Nails need to be sufficiently short to prevent injury to self and others.

Staff will also be mindful of their own adornments (i.e. watches, rings, earrings, bracelets, necklaces etc.) and remove them prior to teaching physical education for both safety and role-model reasons. In addition belts with metal buckles should not be worn.

A young person cannot be excluded from the curriculum for wearing jewellery but they and their parents must understand the safety risks involved. A young person must not take part if safety is compromised but this should be as a last resort.

Staff need to determine through their risk assessment of an activity whether a young person should participate or not, it may be acceptable for a young person to be withdrawn temporarily in certain situations, that judgement lies with the member of staff taking the session. Alternative arrangements for involvement in the session should be sought.

Disclaimers from parents about the wearing of any item of jewellery by a young person should be declined. Such indemnities have no legal status. The duty of care remains firmly with the school on such matters.

The following procedure should be applied at the commencement of every session:

- jewellery and other personal adornments must be removed for all physical activity;
- it should be the responsibility of the young person to remove such items and to be responsible for its care, but it is the member of staff's responsibility to ensure it happens;
- it is not advisable for staff to remove, replace or be responsible for the safe keeping of such items.
- when ears are newly pierced studs and rings cannot be removed for a period of around four to six weeks while the piercing heals.

In such cases:

- if they cannot be removed, the adult in charge should take action to make the situation safe (e.g. adjust the activity for the individual pupil or group), if the situation cannot be made safe, the individual pupil should not actively participate.

It is not advisable to put tape over earrings or other items of jewellery. Young people can claim an allergic reaction to the tape or the item of jewellery can be damaged. If a parent tapes their own child's earrings to enable them to participate, then that is acceptable in all sessions other than swimming. It remains the member of staff's responsibility to ensure that the taping is effective in its purpose.

In instances where young people are unable to remove jewellery themselves, (for example, very young children) then the parent has the responsibility to ensure that they do not wear such items on physical education days.

Some pupils may need to wear personal effects such as glasses or hearing aids. In these circumstances, the adult in charge should determine whether it is more hazardous for them to actively participate wearing such items, both in terms of their own safety and that of the other pupils.

Religious and Cultural Issues

The most frequent health and safety concerns arise from:

- the wearing of certain items of clothing and/or religious artefacts
- the impact of religious/cultural festivals (eg Ramadan)
- cultural expectations relating to prescribed areas of activity
- participation in single or mixed-gender groups
- language issues
- expectations relating to behaviour and conduct

The requirements of the Health and Safety at Work Act establish that safe practice must never be compromised. Schools need to aim for meaningful participation and the well-being of the young people in their care.

Modelling Practice/Demonstrations

Staff should be aware of safeguarding procedures with regard to placing parts of a young person's body correctly during a demonstration. Staff must be fully capable if they wish to demonstrate a skill being taught, and have warmed up appropriately to be able to perform it safely. Staff must not place themselves in a situation where they might cause damage to themselves or to young people in their care. It is always advisable to use a competent young person to demonstrate skills and activities.

Observation and Analysis

Teachers should constantly check whether what is taking place is safe and, if not, intervene or stop the activity to make it safe. This requires the expertise to know what is safe and what is required to adjust the technique, skill or movement to make it safe.

Outdoor Provision

Outdoor play equipment will enrich the environment and provide opportunities for young people to develop skills, the following conditions should be fulfilled:

- equipment should comply with relevant British/European standards
- where a formal standard doesn't exist, equipment should be purchased and installed by a reputable contractor who can safety test it before its use.
- Rhodes Avenue should use Association of Play Industries (API) approved members when purchasing and installing play equipment or companies who have the 'kite mark' of the BSI in relation to the equipment to be purchased
- the equipment should not normally be higher than 2.5m (1.4m in Nursery schools)
- equipment should be sited on a level surface on an "apron" off the playground, it should be sited away from walls and railings, kerbs and other obstructions
- equipment should not be sited on grass, unless it is below 600mm in height for example 'an adventure trail or trim trail'
- equipment which is above 600mm in height, requires a safer surface, schools should seek advice from the equipment manufacturer about the regulations for impact absorbing surfaces
- as a general rule there should be at least 1.8m clear around every piece of static equipment
- the use of everyday items on the playground e.g. used car tyres needs careful consideration – they can often be unsuitable, dirty and pose hygiene risks, for example, stagnant water collecting in car tyre rims
- Staff must limit the number of young people on the apparatus at any one time so that overcrowding does not occur.
- Notices should be posted to discourage 'outside' users e.g. younger siblings of preschool age and use during other school events
- Parents should be made aware that the apparatus is for use during school time only and only when supervised by a member of the school staff.
- Headteachers should arrange for daily and weekly visual inspections to be carried out
- Annual inspections and maintenance are the responsibility of the school and Headteachers will arrange these with a reputable company.

Early Years Outdoor Provision

Play equipment that is not permitted for Early Years Provision are as follows:

- Free standing slides
- Rockers
- Swings
- Roundabouts
- Hanging ropes

Wheeled Toys

Trikes, bikes and scooters are purchased from reputable suppliers to ensure they are appropriate for Rhodes Avenue. Children must wear a well-fitted cycle helmet if they are using a 2-wheeler bike (including with stabilisers).

Clothing

For all physical activities children must be suitably dressed to ensure their safety at all times, for example when using climbing equipment hazards can arise from -unfastened coats, woollen gloves, scarves, ties, etc.

Appropriate footwear must be worn. Hazards arise from - slippery soles, open toed and sling back sandals, heels and untied laces, etc.

SWIMMING IN PUBLIC POOLS

Swimming is one of the few recreational or teaching activities which also carries with it the evident hazards of death through drowning or injury by brain damage through near drowning. The teaching and learning of swimming and water safety therefore requires the utmost care on the part of all concerned.

Rhodes Avenue whose pupils take part in swimming has a responsibility to ensure that it takes action to safeguard staff and pupils. It should be aware of:

- the Risk Assessment for the pool and session used
- the Normal Operating Procedure (NOP)
- the Emergency Action Plan (EAP)
- pool rules
- any special needs or medical conditions of pupils.

Teaching staff are expected to be present at all times to ensure that the ratio numbers (outlined below) are followed at all times so the school must provide enough teachers or assistants to suitably cover all those present.

The Governing Body should ensure that a nominated member of staff is delegated the responsibility of swimming coordinator and applying the swimming pool safety policy and procedures in the school. It also includes monitoring and recording, for the pool and sessions used, of the

- appropriate risk assessments
- pool safety operation procedures (NOP & EAP)
- qualifications and training of staff and maintaining records
- any instructions issued to staff
- conditions of hire or arrangements for use of the pool.

Ideally a specialist swimming teacher or swimming instructor should always be present when children are being taught swimming; however the standard and quality assurance of swimming teaching is solely the responsibility of the school.

Teaching staff

Teachers have a duty of care that operates for any activity in which children are involved; teachers cannot transfer that duty of care to anyone else. The law has often described this responsibility as equivalent to the standard expected of a reasonable and careful parent. This applies to all activities within the school curriculum and to extra-curricular activities organised by the school during and outside school hours, whether on or off the school site.

In relation to swimming this means that:

- children are appropriately supervised when changing
- pupils are under control at all times
- a headcount is taken before, during and after sessions
- normal and emergency procedures are enforced
- teachers have an overview of the teaching of their children and the conduct of the class.

Primary school teachers should accompany their own class to swimming whenever possible, because of the special knowledge they have of their pupils.

Specialist swimming teachers

Specialist swimming teachers are instructors who hold an Amateur Swimming Association (ASA) swimming teaching qualification or equivalent.

They have responsibility for ensuring the safe conduct of the class in the water and on poolside, in line with good practice and their training which includes:

- planning, developing and monitoring the swimming programme
- preparing schemes of work appropriate to pupils' ages, abilities and interests
- co-operating with the class teacher to check numbers of pupils before, during and after each session
- identifying specific groups for each swimming session
- being familiar with the Normal Operating Procedure (NOP) & Emergency Action Plan (EAP) for the pool
- being familiar with the emergency equipment provided
- running emergency drills every term with each class taught
- working with the lifeguards on duty or, if there are no lifeguards, providing lifesaving and first aid skills on their own or with others
- entering the water and effecting a rescue if necessary.

They must be vetted by the Criminal Records Bureau to work with children.

LIFEGUARD PROVISION

- Pool operators have a responsibility for the safety of all who use their pools
- The pool operator has responsibility for life guarding / rescue and resuscitation, and all Lifeguards will be suitably trained and qualified with a National Pool Lifeguard Qualification
- The pool operator WILL provide lifeguard provision for all school swimming at a cost to the school
- Lifeguards will work with class teachers and teachers of swimming with regards

safety in the pool and their instructions should be followed at all times

- It is the responsibility of the pool operator to ensure that there are sufficient numbers of qualified lifeguards (NPLQ) for the session
- A swimming instructor can be a lifeguard, if they have the relevant qualification (NPLQ) however they will only lifeguard their group/station and NOT the whole pool. This is at the discretion of the pool operator

TEACHING PROVISION

- The centre can provide, if requested, at a cost to the school, a swimming instructor who will be qualified to a minimum ASA Level 1 or equivalent and will teach to the ASA teaching guidelines
- It is highly desirable that for all school swimming lessons a class teacher accompanies the class to the pool
- Ideally the best qualified swimming instructor should teach the least able pupils. However this will need to take into account the ability of all staff in the team to teach effectively at the depth of water at which they are working
- Irrespective of who teaches swimming the teacher to pupil ratios (outlined below) must be followed at all times so the school must provide enough teachers or assistants to suitably cover all those present
- If the pool operator provides a swimming instructor they could be utilised as a lifeguard if they hold the relevant qualification (NPLQ) but only for the group/station they are teaching and NOT the whole pool
- A teacher of swimming who is also responsible for life guarding should not work alone. Another person should assist with teaching a group of children or assist the teacher with a rescue and first aid, as well as looking after the rest of the children in the event of the teacher having to effect a rescue

TEACHER TO PUPIL RATIOS

- Each pool will have a designated maximum bather capacity appropriate to the size of the pool which is specified in the Normal Operating Procedure and available from the centre
- Irrespective of the ratio there must always be at least 2 supervisors present on the poolside. Pupil/teacher ratios must not exceed 20:1 and for the vast majority of cases in primary school swimming should be less than this. The following ratios are based upon safety considerations rather than teaching requirements:

12:1

Non-swimmers and beginners – Young children, normally primary school age, or adults being introduced to swimming who are unable to swim 10 metres unaided on back and front

Children under the age of seven – Irrespective of their swimming ability, group size should be restricted

20:1

Improving swimmers – Swimmers of a similar ability to each other who can swim at least 10 metres competently and unaided on their back and on their front. It is recommended that the lesson be confined to an area in which the children are not out of their depth

Mixed ability groups – Pupils with a range of ability (from improving to

competent) where the least able and least confident are working well within their depth. Swimmers' techniques, stamina and deepwater experience should be considered

Competent swimmers – Those swimmers who can swim at least 25 metres competently and unaided on front and back, and can tread water for 2 minutes

30:1

Competitive swimmers – Training only with very competent swimmers

8:1

Swimmers with disabilities (with an appropriate number of helpers) Each situation must be considered individually as people with disabilities are not a homogeneous group. Care must be taken to ensure that there are sufficient helpers in the water to provide a 1:1 ratio for those needing constant support and a sufficient number of other helpers to provide the degree of support required by the range of disabilities within the group. There are national organisations for specific disabilities from which further guidance may be obtained. Individual risk assessments must be undertaken so that the teacher in charge of swimmers with disabilities can be aware of the particular needs of each child

The Disability Discrimination Act ensures that disabled persons may not be treated less well than any other person. Policies and procedures or physical changes to the environment may need to be put in place for children with disabilities to swim.

SUPERVISION OF CHANGING FACILITIES

It is the responsibility of the school to ensure gender balance and supervise changing.

Children must be supervised whilst changing:

- if children are using a mixed sex changing area with cubicles then a member of staff of either gender may supervise
- If using open-plan single-sex changing areas then only staff of the appropriate gender should enter the changing room, unless in an emergency
- If children under the age of seven are swimming, a mixed gender group may use an open-plan single-sex changing room, if schools do not have the staff (teachers and/or ASLs) of the appropriate number or gender to supervise children in their own-sex changing room. In a public pool this will need to be notified to, and approved by, the pool operator
- Teachers sometimes have to operate a remote supervision procedure when gender balance is not appropriate. This can only happen where the children are responsible enough and mature enough to take on significant personal responsibility whilst changing. In order to protect themselves, two members of staff should operate together when controlling by voice through doorways, or entering changing areas in an emergency
- Ideally children will change in separate "school changing areas" as it is not desirable for members of the public to share changing provision with school pupils
- Pool operators can be asked, wherever possible, to make arrangements for separate areas or times to enable this to happen. Where this cannot be achieved appropriate supervision arrangements can be discussed and agreed between the pool and school
- Where changing takes place in open plan public single sex changing rooms, a specific arrangement, as mentioned above, can be made with the pool operators to provide a suitable member of staff to patrol the changing area whilst children are present. This member of staff must have child protection training. To ensure that the allocated member of staff is not left alone with a single child all children must wait until everyone is together before moving off. All staff used to supervise changing rooms

should be vetted by the Criminal Records Board (CRB)

RECORDS

- Qualification records of staff supplied by the pool operator will be maintained and kept up to date by the pool operator and can be available for inspection by the school if required

Records of incidents and accidents that occur in the swimming pool or pool area will be maintained by the pool operator and are available for inspection upon request. The pool operator will review these to assist with the review of the risks associated with school swimming

RISK ASSESSMENTS, NOP, EAP

- Each pool and each session, the children and the staff participating will all have unique features that make particular demands upon safety. Each pool and each session must therefore be dealt with individually
- The pool operator should arrange an induction on the Operating and Emergency procedures to ensure that school staff are clear about how the pool operates and the role they will have to play in an emergency. This should be completed periodically
- The school swimming co-ordinator:
 - can request a meeting with the pool operator regarding the operating and emergency procedures and risk assessments
 - ensure all those that require it receive the induction course
 - will ensure the risk assessments for each activity have been carried out
 - record staff training in the implementation of the NOP and EAP. It is important that arrangements are made for a practical induction whenever new staff attend at the pool. It is the responsibility of the school to inform the pool of any new staff attending

FIRST AID

- It is the responsibility of the pool operator to ensure that there is a first aider on site

POOL PLANT OPERATION AND POOL MANAGEMENT

- Schools are not required to satisfy themselves as to the qualifications of those managing the pool and plant at pools where they swim, but if there is any concern with regard to pool safety (including the clarity and quality of the pool water) this should be reported to the manager of the pool

Policy approved by
Head teacher

Chair of Governors
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Date: November 2015

Date: November 2015

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