Health and Safety Policy
Rationale
The Health and Safety at Work etc Act 1974 requires employers with five or more employees to have a statement of health and safety policy. The Policy must be prepared and brought to the attention of employees and be reviewed and revised as is appropriate to ensure it remains valid.

The Management of Health and Safety at Work Regulations 1999 specifically require that Academies assess the risks from their activities, and implement arrangements to control them and to comply with health and safety legislation. The significant findings of these risk assessments must be recorded. The arrangements section of the Health and Safety Policy are, in effect, significant findings of risk assessments.

Statement of Health and Safety Policy
Successful health and safety management starts with sustained commitment from the top of the Governing Body. This commitment is the basis of the Statement of Health and Safety Policy.

1 Statement of Health and Safety Policy and Intent

The Governing Body of Poplar Farm Primary School is committed to:

- the provision of health, safety and welfare of pupils, employees and visitors;
- compliance with all relevant health and safety legislation;
- seeking the co-operation of staff, pupils, parents and contractors to achieve these objectives to minimise injuries and work-related ill health.

The main hazards and risk control arrangements are detailed in Section 3.

It is impossible to list every hazard likely to be present at any time and therefore everyone must be continually vigilant to ensure that any new hazards are identified and appropriate arrangements implemented to control the risks.

If in doubt about anything to do with health and safety, stop and ask; where necessary specialist advice will be obtained. The Governing Body will appoint a member as the Health and Safety Governor responsible for championing health and safety matters.

This Health and Safety Policy will be reviewed annually and amended as necessary in the light of new developments and information gathered from monitoring.

2.0 Organisation and General Responsibilities

2.1 Governing Body

Are responsible for ensuring that:

- a health and safety policy is prepared, communicated and reviewed to ensure it remains valid;
- health and safety standards are monitored by direct involvement or by considering inspection reports;
- actions are prioritised where resources are required or significant risk is identified.
- health and safety is an agenda item at Governors' meetings;
- a Governor is given specific responsibility for health and safety;
- the Governor with specific health and safety responsibilities and the Principal receive health and safety management training and are competent to deal with the health and safety aspects of the work;
- assistance is obtained from specialists when in any doubt about the health and safety standards to apply;

2.2 Principal

The Principal is responsible to the Governing Body for ensuring that:

- hazards are identified and arrangements are made and implemented to control the significant risks and comply with the relevant health and safety legislation;
- the arrangements are monitored to ensure they are working;
- employees are aware of what is expected of them and that they are capable of dealing with the health and safety requirements of their work;
- any problems in implementing appropriate health and safety standards are reported to the Governing Body;
- specialist help and assistance is obtained where necessary;
- the reports of health and safety monitoring are communicated to the Governing Body along with details of significant injuries to employees, pupils and visitors.

2.3 Academy Health and Safety Co-ordinator

Is responsible for assisting the Principal with the above and specifically for:

- liaising with employees and Health and Safety Advisors where appropriate to ensure that hazards are identified and appropriate risk control arrangements implemented;
- monitoring the health and safety standards of the Academy

2.4 All Employees

Are responsible for:

- taking reasonable care for their own health and safety and that of other employees, visitors and children within their care, who are affected by their activities;
- where appropriate, exercising effective supervision of pupils so as to minimise risks to their health and safety;
- using any work equipment in accordance with the training and instructions provided;
- co-operating as is necessary to implement the arrangements of this policy;
- monitoring the health and safety standards of their own areas, ensuring that appropriate risk control measures are implemented;
- reporting to the Principal any health and safety matters they cannot, or do not feel competent to, deal with themselves and any shortcomings they see in the health and safety arrangements.
- Not to misuse items/equipment designed for safety. Eg. Fire extinguishers.

2.5 Pupils

Pupils are expected:

- to exercise personal responsibility for their own health and safety and that of their classmates;
- to observe standards of dress and behaviour consistent with the safety of themselves and others;
- to observe the rules of the Academy and in particular the instructions of teachers.

2.6 Health and Safety Assistance

An external consultant is appointed to be the competent person as required by the Management of Health and Safety at Work Regulations 1999 and is responsible for providing the health and safety assistance as and when requested.

3.0 Arrangements and Significant Findings of Risk Assessments

Contents

3.1 General Hazards
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3.3 Working at Heights
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3.1 General Hazards

A high standard of housekeeping is expected to reduce the risk of accidents. Furniture and equipment shall be kept tidy and not allowed to pile up so as to cause a toppling hazard. Unwanted items are to be cleared out and not allowed to accumulate in such ways as to congest the working areas. Pupils' bags are not to be left in walkways or areas where they create tripping hazards.

Specific attention is to be given to avoid slipping and tripping hazards such as trailing cables, damaged floor coverings, slippery floor surfaces. Staff are expected to rectify these situations

where possible or report them to the Site Manager.

Step stools, step ladders and ladders are provided and must be used where necessary to reach above head height. Staff are to inspect these before use and report any defect to the Site Manager. Staff are not to use chairs, boxes or similar items and are not to climb up the face of cupboards or storage racks.

Filing cabinet drawers shall not be overloaded and employees must not open more than one drawer at once as this presents a toppling hazard. Desk and cabinet drawers are to be closed immediately after use and not left open. Damaged or defective furniture and equipment is to be reported to the Site Manager. Any sharp edges which may cause injury and/or damage to clothing must also be reported.

Pupils are reminded on a regular basis about the risk of fingers being trapped indoors. The Site Manager is responsible for checking routinely that the self-closers operate properly, ensuring that adjustments are carried out if doors close too quickly. The vulnerable doors have been identified as the main entrance door and the doors to the pupils' toilets (because pupils tend to wait outside these for their friends). These doors have been fitted with finger protector strips to eliminate the risk of injury.

All radiator spindles must be fitted with a handwheel or cap to prevent penetration injuries. Heaters with hot surfaces are fitted with guards to prevent injuries and hot water temperatures in pupils' areas are set so as not to exceed 43 degrees C to prevent scalding.

Running is not permitted within the Academy building and care is necessary when using doors, particularly those without viewing panels. Doors must not be opened without regard for someone coming from the opposite direction.

3.2 Electrical Equipment

Staff shall not attempt repairs nor make modifications to electrical equipment other than those normally associated with daily operations. Any defects or malfunctions must be reported.

The fixed electrical installations in the Academy are inspected and tested on a 5 yearly basis by electrical contractors and any maintenance to prevent danger is carried out.

Only electrical equipment provided by the Academy shall be used. Formal visual inspections/tests of portable electric equipment are carried out annually to identify any maintenance that is required to prevent danger. Low-risk office equipment, such as computers where the mains cables are organised to prevent damage, are unlikely to require maintenance to prevent danger and are not included.

Staff are alerted to the dangers of defective wiring and equipment and are encouraged to visually inspect electrical equipment before use and to report any defects immediately.

It is essential that, where portable electrical equipment is used outdoors, a residual current device (RCD) is used to reduce the risk of serious electric shock. Staff must use RCD adapters if one is not fitted into the fixed wiring and to cease using any equipment which causes the RCD to trip.

3.3 Working at Heights

Staff are reminded that falls from heights are the most common cause of fatal and serious accidents at work.

The need to reach things at heights should be eliminated wherever possible e.g. displaying

pupils' work and storing things below head height. Where this is not possible, proper access equipment must be used and the following rules followed:

- Staff shall not use ladders or step ladders if they are working alone in or around the Academy; if an incident occurs there is no one to call for assistance;
- Before using a ladder or step ladder, make sure it is the right equipment for the work. Scaffold towers or specialist access equipment may be required to reach the position and enable the work to be carried out safely. In these cases the equipment must be erected in accordance with the manufacturers' instructions by a person who is competent, having received sufficient instruction and training.

Ladders and Step Ladders - General Rules

Check that equipment is in good condition, do not use ladders or step ladders with cracked, broken or splintered stiles/rungs/steps/hinges/cords/clips or other defects;

- Check the ladder is clear of overhead electrical cables;
- Set the ladder at the correct angle (1 out to every 4 up);
- Never climb higher than the fourth rung from the top to ensure adequate handhold;
- If using the ladder for access onto a flat roof or platform etc. make sure it extends at least 1.1m above the stepping off point so as to provide an adequate handhold, especially for coming down;
- Move ladders and step ladders so as to avoid the need to overreach;
- Secure the ladder at the top wherever possible; this ensures the ladder cannot slip sideways or backwards and whilst doing this get someone to foot the base;
- If this is impracticable, see that it is firmly secured at the base or footed by a responsible person;
- Ladders less than 3m in length, where securing or footing is not practical, can be used unsecured or footed, providing they are set at the correct angle on a firm, level, non-slippery surface;
- Ladders over 3m in length must be secured as above or foot with at least 3 points of contact;
- Make sure that extension ladders have enough overlap to prevent collapse;
- Stand the ladder or step ladder on a firm level base and not on loose material;
- Clean wet, icy or greasy rungs or steps before use; make sure footwear is in good condition and free from mud or grease on the soles before climbing;
- Carry light tools and equipment in pockets or a holster/tool bag slung from a strap over the shoulder; use a hoist line to raise larger items when at the working position;
- Step ladders must be long enough to reach the work and provide a secure handhold. Do not stand on the top step or platform on a step ladder unless it is constructed with a secure handhold;
- Always spread step ladders to their fullest extent for stability and check that retaining hinges/cords/clips are secure;
- Whenever possible place step ladders at right angles to the work, i.e. with the front or back of steps facing the work. Pushing, pulling or reaching sideways whilst on step ladders should be avoided because it is less stable; where this is unavoidable another person should support the steps to prevent them tipping.

3.4 Substances Hazardous to Health

Where possible all substances used in the Academy should be non-hazardous e.g. not labelled 'Toxic', 'Harmful', 'Corrosive' or 'Irritant'.

All substances must be properly labelled, stored, used and - when necessary - disposed of in accordance with the manufacturers' instructions. Staff should be aware of the requirement to assess the risks to health of any hazardous substances brought into the Academy to ensure the appropriate risk control measures are devised, implemented and where appropriate,

recorded via staff induction.

Some hazardous substances are unavoidable: the COSHH assessment for cleaning substances and legionella bacteria are given below. The control measures for the hazardous substances used in Science, Technology, Art (and Catering where applicable) are as recommended in the relevant section. The COSHH file is kept in the cleaners cupboard.

Academy Cleaning Substances
Liquid cleaners, disinfectants and bleach carrying the 'Irritant' and 'Harmful' warning labels are used for general purpose cleaning in the Academy. These substances are necessary; substitutes without these hazards are considered not to be effective. The following measures are used to control the risks to health from the use of these substances:

- The substances are kept secure at all times when not in use to prevent access by pupils and unauthorised persons.
- The substances are only to be used as directed by the manufacturers on the containers.
- Substances shall not be mixed together. This is particularly important with bleach, where toxic fumes can be generated if this is mixed with other substances.
- Skin contact with the substances straight from the containers or prolonged/repeated contact with diluted solutions can cause health problems e.g. redness of skin, eczema or dermatitis. Contact with the skin is to be avoided by the wearing of latex gloves. These are to be inspected before use and replaced if damaged. At least one spare pair of gloves are kept in stock at all times.
- Accidental splashing on the skin or in the eyes needs to be washed immediately with plenty of water and further medical assistance sought if any problems persist. Any skin problems associated with the use of these substances shall be reported to the Head Teacher and, where appropriate, to a medical practitioner.
- Where substances are transferred into smaller containers for use, they are marked with their contents, dilution ratios and appropriate hazard sign.

The above measures are considered necessary to comply with the COSHH Regulations and it is concluded that these will adequately control the risks to health presented by the use of these substances.

Legionella Bacteria
There is a small risk of legionella bacteria developing in the domestic water system. If droplets are inhaled, as when taking a shower, this could lead to legionnaire's disease which can be serious for vulnerable persons. A company specialising in water hygiene has been commissioned to assess the risks and the recommended remedial work has been carried out to prevent contamination and stagnant water gathering in dead legs of pipework etc.

3.5 Fire Risk Assessment

A fire risk assessment has been carried out as required by the Management of Health and Safety at Work Regulations 1999. The significant findings of the fire risk assessment are attached to the back of this policy.

3.6 Manual Handing of Items and Loads

Manual handling operations are required to some extent in most of the Academy's activities and it is not reasonably practicable to avoid them. Most of these within the classroom do not generally involve significant risks and are within the capabilities of all staff. The measures detailed below are considered adequate to reduce the risks of injury to the lowest level reasonably practicable.

Staff shall not attempt to lift or move anything they consider to be too heavy or awkward for them. If help is not at hand the matter should be reported to the Head of School.

When lifting boxes, parcels etc. the back must be kept straight and lifting carried out using the leg muscles. Never bend from the waist and lift with the legs straight as this puts strain on the back muscles and spine and may lead to injury.

Special care is to be exercised where pupils are involved with the moving of objects eg moving PE equipment or pianos. Staff are required to assess these operations and only allow pupils to be involved where they will not struggle and to ensure that adequate precautions are taken to prevent injury.

The manual handling of any objects which present a significant risk of injury and which cannot be avoided is only to take place following a risk assessment to determine the control measures to reduce the risks to an acceptable level.

The following operations have been assessed and, along with the manual handling training that has been provided, are considered to be adequate to reduce the risks to the lowest extent reasonably practicable.

Chair and Table Moving
Measures to reduce the risk of injury:
- using correct lifting techniques;
- carrying no more than 3 chairs at a time;
- using special trolley for moving stacks of chairs;
- carrying no more than 1 table at a time (single tables);
- obtaining assistance where the timescale involved could lead to over-exertion.

Miscellaneous Packages and Items
Measures to reduce the risk of injury:
- using correct lifting techniques;
- using the trolleys provided;
- obtaining assistance where the weight/size of load is beyond individual capacity.

Furniture, Lockers, Display Boards etc
Measures to reduce the risk of injury:
- using the correct lifting techniques;
- using the trolleys and barrows provided;
- obtaining assistance in proportion to the weight/size and distances involved;
- wearing protective equipment such as gloves and safety footwear.

3.7 Moving and Handling Assistance for Pupils with Special Needs

An assessment of the moving and handling needs of pupils with special needs will be carried out before the pupil starts at the Academy as appropriate. Where necessary, advice and guidance will be obtained from parents, the Health Authority and Health and Safety Advisors. The assessment will identify the moving and plan appropriately for each pupil. The hierarchy of measures in these plans shall be as follows:

- Hazardous moving and handling operations shall be avoided, so far as is reasonably practicable, by the use of hoists/slings and, where appropriate, encouraging pupils to move

themselves or by re-organising activities;
- Where the above is not reasonably practicable, measures shall be implemented to reduce the risk of injury to the lowest level reasonably practicable; training for staff in using the correct techniques, team lifts, the use of wheelchair ramps, transfer boards, handling belts, sliding sheets, turntables etc;
- The moving and handling plans will be recorded in the pupil's care plan;
- The assessments shall be reviewed each term or when significant changes occur.

3.8 Display Screen Equipment (DSE)

Computer equipment is used extensively by staff in the Academy office and some teachers. These members of staff have been designated as 'users' under The Health and Safety (Display Screen Equipment) Regulations 1992.
'Users' are provided with information and training about the risks to their health and how to minimise them. Workstations used by the above 'users' have been assessed to ensure they satisfy minimum requirements and the risks are reduced to the lowest level reasonably practicable.

Frequent changes of activity occur, therefore no special breaks need to be planned into work routines to prevent the onset of fatigue.

'Users' are entitled to eye tests and any special spectacles required for display screen work. Initially 'users' are to request these through the Head of School who will provide referral letters to take to an optician of their choice.

Work-related upper limb disorders such as pain in the muscles, ligaments and nerves of the hand and arm can be brought about by repetitive movements associated with intensive keyboard or mouse operations. Properly arranged workstations and organisational systems will minimise the risks of these disorders. Staff should be aware of this type of injury and report any pain, discomfort, swelling or weakness experienced during or shortly after keyboard/mouse work.

3.9 Smoking at Work

Smoking is not permitted in the academy or its grounds. This is to prevent unwanted exposure to environmental tobacco smoke which is a health hazard and to minimise the risk of fire.

3.10 Contractors' Activities

Construction and maintenance work involves major hazards, and particular care is necessary when these activities take place on the academy site. Contractors have a duty to carry out their work in accordance with relevant statutory provisions. The academy has a duty to ensure the health and safety of pupils, employees and visitors on the site and must exercise sufficient control to make sure that contractors discharge their duties. Only contractors who are on the County Council's approved list, or can show in some other way that they are competent to carry out their work in accordance with the relevant statutory provisions, will be selected for work on the premises. Before work commences, the Head of School must ensure that arrangements to control the risks are implemented by the contractors to protect pupils, staff and visitors. The Head of School shall then monitor the contractor's activities to ensure the arrangements are adequate. Any situation where the control measures are insufficient must be raised immediately with the contractors.

The Construction (Design and Management) Regulations 2015 (CDM Regulations) will apply to larger projects. i.e. all demolition work irrespective of size, and construction work which involves more than four persons, takes longer than 30 days or over 500 man hours. In these

cases, the Head Teacher is responsible for seeking specialist advice regarding what must be done to comply with these Regulations.

3.11 First Aid Arrangements

Having staff trained in emergency first aid is considered to be appropriate for the risks and numbers of persons present. It is the policy of the academy to train as many teachers and midday meal supervisors as possible in emergency first aid so that there is always cover for the most likely times that injuries occur and for absences/educational visits etc. This training is repeated every 3 years to maintain competence. First aid boxes stocked with the recommended contents are located at appropriate points and nominated staff are responsible for checking the contents and replacing any items used. All staff should familiarise themselves with the location of these so that, in the event of an injury or acute illness, these can be located quickly. In these cases, an ambulance can be summoned from the telephone in the office.
Staff should administer first aid treatment in accordance with their training and always err on the side of caution by referring pupils for further medical attention as set out below or when in doubt.

Head Injuries

Head injuries can easily be underrated. Any significant knock to the head which shows signs of swelling, grazing, crushing, or which changes the behaviour of the pupil, should be referred immediately for further medical attention. Slight knocks to pupils who have had previous head injuries could be serious and these also should be referred immediately for further medical attention. Parents are to be contacted immediately where further medical attention is necessary and informed via the standard letter of any non-significant head bumps which show no signs or only slight reddening.

Other Injuries

Broken bones may sometimes not be obvious in children. Any injury which results in continued pain or changed mobility should be referred immediately for further medical attention.

Infection Control

Aids and hepatitis B viruses are a risk to staff involved in the provision of first aid. The universal precautions for cleaning up body fluid spillages detailed in the Department of Health poster 'Guidance on infection control in Academies and nurseries' should be followed to prevent the spread of infection. This information is attached to this policy

3.12 Pregnancy and Work

Staff who are aware that they are pregnant shall inform the Head Teacher so that an assessment can be carried out to ensure that any risks created by their work are identified and eliminated or controlled. Advice on pregnancy and work is given in the County Council leaflet PO/EL/12 and in the Department of Health poster 'Guidance on infection control in Academies and nurseries which is available via the medical room.

3.13 Young persons working or on work experience in the Academy.

If young persons come to the Academy to work or are on work experience, special Regulations apply. A 'young person' is someone who has not attained the age of 18 and a 'child' is someone not over compulsory Academy age. Where such young people are involved, specific risk assessments need to be undertaken to identify any measures that are required to reduce the risks because of their immaturity, inexperience and lack of awareness. Where a 'child' is involved, the findings of the risk assessments and the protective/preventive measures to be taken must be communicated to the person having parental responsibility for the child.

All young persons will work directly under the supervision of an experienced member of staff who is responsible for ensuring the appropriate measures are taken to protect their health and

safety. The activities that young persons are likely to be involved in are low-risk. To ensure that persons having parental responsibility for a 'child' are aware of this, they shall be informed as described above; a copy of this policy shall be forwarded to them with the confirmation letter.

3.14 Academy Security

Access to the academy is only via the Reception entrance which is monitored at all times to prevent unauthorised access. All visitors are required to report to the Reception Office on arrival.

The names of all visitors and their time of arrival and departure are to be recorded and a badge issued for identification whilst on the academy site. Unknown persons on the academy site not wearing a visitor's badge are to be asked what they are doing and if they require assistance. In some cases it may not be appropriate for a lone member of staff to make this approach; in these cases, the Head of School is to be informed and, if necessary, the police called for assistance.

The car park is fenced from the areas occupied by pupils. When pupils are outside at play times or during sports they are supervised closely to ensure they do not attempt to breach the inner perimeter fence.

3.15 Violence at Work

The academy seeks to minimise staff vulnerability to violent disturbing behaviour, including threats, intimidation and verbal abuse as well as physical assault. This kind of behaviour will not be tolerated from pupils or parents and further action such as exclusion/banning/prosecution will be considered. The following steps should be followed:

- Staff who have any qualms about parental interviews should arrange for a colleague to be present;
- Staff should not become confrontational even if provoked; offer to arrange another meeting with senior colleagues and close the interview;
- Do not hold meetings with parents in isolated classrooms and have clear objectives and a set timescale;
- Do not make home visits alone;
- If verbally or physically abused, leave or call for assistance immediately;
- Staff should report any concerns and all incidents of verbal abuse, threats or actual assaults to the Head of School. This will enable incidents to be monitored, investigated, and appropriate action taken.

A register is kept of those who have demonstrated violent tendencies in the past. Reference should be made to this register when arranging meetings with parents so that appropriate support can be organised.

- Staff who suffer violence at work will be sympathetically treated and a variety of support systems are available.

Further advice is available via the academy staff insurance scheme. Staff are asked to see the Business Manager for further information.

3.16 Educational Visits

Staff should note that pupils face far higher risks on academy visits than they do when in the academy. The hazards of all visits must be identified and appropriate risk control measures

built into the arrangements. A summary of these must be recorded for all visits undertaken. A separate Educational Visits Policy has been produced and the DfEE document 'Health and Safety of Pupils on Educational Visits' is used as a guide for the risk control arrangements.

Farm visits pose a risk of infection and the precautions are detailed in the Department of Health poster 'Guidance on infection control in Academies and nurseries and the DfEE memo on this subject must be followed.

3.17 Medicines and Infection Control

Pupils who are unwell with an infectious disease should not be at Academy and should be kept away until they are better or no longer pose a risk of infection to others. The recommended periods of exclusion should be in accordance with the guidance set out in the Department of Health poster 'Guidance on infection control in Academies and nurseries.

3.18 Injury Reporting

Minor injuries to staff and pupils shall be recorded in the accident book by the person administering first aid.

First Aiders in conjunction with the Head of School are responsible for reporting reportable incidences via www.hse.gov.uk/riddor/

'Major' injuries to pupils and visitors are those which require them to be taken directly to hospital. This only applies to injuries which arise in connection with work, either through a premised fault or through work organisation, such as lack of care. Accidents arising out of curriculum sporting activities, requiring hospital treatment are reportable. Injuries which arise from play activities or health conditions are not reportable unless these happen in connection with work, or as a result of work activities. 'Major' injuries to employees are basically any break of the large bones or any injury which requires hospitalisation for more than 24 hours.

'Over 7-day' absence injuries to employees do not count the day of the injury but every day after when they were unable to carry out their normal duties is counted irrespective of weekends, holidays etc.

The Health and Safety Co-ordinator is responsible for notifying the insurers of all 'Major' and 'over 7-day' injuries.

Some incidents which do not result in injury must be reported by telephone ICC. These are known as 'Dangerous Occurences' and are only those which are specified by the regulations. These are mainly large incidents in the construction and manufacturing sectors., but some such as a fire or electrical short circuit which disrupts activities for more than 24 hours, or the failure of a lift, will apply.

3.19 Statutory Notices

The Head Teacher is responsible for ensuring that a 'Health and Safety Law' poster is displayed where staff can read it. In our Academy, this is located in the staff room kitchen.

3.20 Health and Safety Representatives and Consultation

The role of trade union appointed health and safety representatives are recognised and encouraged. The Site Manager has been appointed as health and safety representative and will be consulted during the preparation and review of the health and safety policy of the Academy to enable effective co-operation in the promotion and development of the health and safety arrangements. Facilities and time off from normal duties will be provided so that The Site Manager can carry out the functions of a health and safety representative as detailed in the Safety Representatives and Safety Committee Regulations 1977.

3.21 Staff Induction Procedures

The capabilities of all new members of staff with regard to their own health and safety and that of pupils in their care will be taken into account before employment starts. Adequate

information and training will be given to ensure that they are aware of the Academy's health and safety arrangements, particularly:

- evacuation procedures;
- first aid and injury reporting arrangements;
- any other relevant emergency procedure.

3.22 Physical Education, Sport and Play Activities

Most injuries to pupils occur during these activities.

A sufficient number of staff will be available to supervise play times and will be positioned where they can see all pupils.

Staff shall watch for and control over-enthusiastic behaviour. In particular, running and ball games shall only take place in the designated areas.

The retrieval of balls from neighbouring gardens by climbing fences or entering without specific permission is prohibited.

Staff shall not carry hot drinks whilst on play time supervision duties.

Fixed outdoor play equipment shall be visually inspected on a daily basis by staff. A termly inspection will be made by the Site Manager and a record kept. All play equipment is annually inspected by a specialist contractor.

General rules for sport and physical education

It is the policy of the Academy to follow the guidance in the document 'Safe practice in Physical Education' published by the British Association of Advisers and Lecturers in Physical Education (BAALPE) and the guidance from the relevant national governing body for the activity concerned.

Only suitably qualified members of staff are to supervise physical education and particular attention should be paid to the following:

- Physical activities should be quietly undertaken and there should be strict control, especially if competitive games are being played;
- Ensure pupils are involved in activities appropriate to developing their existing abilities;
- Staff shall position themselves where they can see all pupils;
- Appropriate clothing should be worn at all times. Loose and floppy clothing should be tucked in shorts; no baggy tops should be allowed;
- Long hair should be tied back;
- Watches, large rings and ring type earrings must be removed;
- Sports areas and pitches should be checked before activities start, to make sure there are no dangerous objects around the side of the hall or any of the outside areas being used;
- Ensure all equipment is safely set up before using;
- Check equipment for signs of wear/defect regularly;
- Limit the number of pupils using any one piece of apparatus;
- Set up apparatus with adequate spacing between each item;
- If pupils are involved in moving equipment, make sure this is done using the correct techniques with enough pupils to ensure that they do not have to struggle;
- Apparatus being used should be at least two metres from any wall;
- Pupils must be supervised at all time in the hall;
- Make sure that equipment is put away safely.

3.23 Vehicles on the Premises

Vehicles manoeuvring around the premises, particularly reversing in restricted areas, are a major risk and can cause serious, even fatal injuries. Special care is necessary to ensure that pupils are kept away from the vehicles on the Academy premises. In particular:

- Pupils shall not be allowed on the playing field whilst grass mowing takes place;
- Pedestrians must use the separate entrance provided;
- Delivery and contractors' vehicles must be prevented from entering the premises at Academy starting and leaving times;
- Bus discharge and pick up arrangements must be planned to avoid pupils having to cross the road and avoid the need for reversing whilst pupils are around.

3.24 Science, Technology and Art

A separate policy has been produced for science which is based on the CLEAPPS Academy Science Service Model Health and Safety Policy in Science for Primary Academies (L224).

The advice and guidance in the following documents are practised to control the risks:

CLEAPPS	L5p Safe use of Household and Other Chemicals
	L86p Electrical Safety - Primary
	L164a Heating in Primary Science
	L190p Studying Microorganisms in Primary Academies
	GLU Glues and Adhesives

The Association for Science Education (ASE) - 'Be Safe - Some aspects of safety in Academy science and technology for key stages 1 & 2'

The National Association of Advisors and Inspectors in Design and Technology (NAAIDT) - 'Make it safe!'

DfEE - 'Safety in Practical Studies' and 'A Guide to Safe Practice in Art and Design'

In particular teachers shall ensure that:

- Sharp knives and sharp-ended scissors are stored securely and only used by older pupils under close supervision;
- Round ended scissors to be used where possible;
- Only non-hazardous paints and glues are used;
- Pupils shall be shown how to use the simple hand tools available to them in the classroom safely and it must not be assumed that they have been taught this previously because they have used the tools before;
- Eye protection is used by pupils where materials or tools are likely to produce chips or splinters which fly off;
- Hotwire polystyrene cutters are only to be used in well ventilated rooms.
- Pupils do not use spray glue;
- Only low temperature glue guns are to be used by pupils;
- In cookery lessons, the quantities of hot liquids are to be kept to a minimum and pans positioned so as not to be knocked over.

3.25 Working Alone

Some activities involve special risks and shall not be carried out whilst alone on the premises. If an accident occurs, there will be no one to help or summon assistance. These will include those listed below. These require specific risk control measures which are not detailed here.

Working at heights

Moving and handling tasks where assistance is required to minimise the risk of injury.

Work in roof spaces.
Meetings with people who have a record of violent behaviour or meetings where conflict or disagreement is anticipated.

Working alone on the premises should be avoided where possible but where this is unavoidable the doors should be secured to prevent intruders. (Doors which provide emergency escape can be readily opened from the inside.) A telephone must be readily available. In addition everyone who works alone on the premises must make sure that someone knows where they are and what time they will be finished. These persons should be instructed to make contact if the person working alone is overdue and raise the alarm if there is no reply.

3.26 Working Time

The academy recognises that when people work too many hours, their health can be affected and the risk of mistakes/accidents is increased. Compliance with the requirements of the Working Time Regulations 1998 is seen as the way to minimise these risks. Normal academy arrangements usually ensure that staff receive the in-work/daily/weekly breaks and annual leave entitlements specified in the Regulations. Some members of staff, during term time, work many hours more than the normal Academy week, both at the academy and at home. When averaged over the reference period of 17 weeks, which will take account of Academy closures, the limit of 48 hours per week set by the Regulations is unlikely to be exceeded. Any member of staff whose workload dictates that they are required to work excessive hours should raise this with the Head of School.

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