

Review Date September 2027

Belmont CP School **Health and Safety Policy**

1 Statement of Health and Safety Policy

The Governing Body of Belmont CP School is committed to:

- the provision of safe and healthy conditions for pupils, staff, visitors and contractors
- compliance with all relevant health and safety legislation
- seeking the cooperation of staff, pupils, parents and contractors to achieve these objectives in order to minimize injuries and work-related ill health

Risk control arrangements are set out in the risk assessments which are recorded separately.

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 arrangement implemented to control the risks.

If in doubt about anything to do with health and safety, help should be requested from the Headteacher and where necessary specialist advice will be obtained.

This document will be reviewed regularly and amended as necessary in light of new developments and information gathered from monitoring.

The Governing Body of Belmont CP School has a nominated governor responsible for health and safety matters.

2 Organisation and General Responsibilities

The Governing Body

The Governing Body is responsible for ensuring that:

- a Health and Safety Policy (this document) is prepared, implemented and reviewed to ensure it remains valid
- health and safety standards are monitored by direct involvement and by considering inspection reports

- actions are prioritized where resources are required
- health and safety is a topic within every Headteacher's Report to Governors
- a Governor is given specific responsibility for health and safety
- the Governor with specific health and safety responsibilities and the Headteacher 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 doubt about the health and safety standards to apply
- the Director of Children's Services at Lincolnshire County Council is informed of any situation where appropriate health and safety standards cannot be implemented

The Headteacher

The Headteacher 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 directives
- significant findings regarding the above are recorded in the Health and Safety file
- 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
- reports of health and safety monitoring are communicated to the Governing Body along with details of significant injuries to employees, pupils and visitors

All Employees

All employees are responsible for:

- taking reasonable care for their own health and safety and that of other employees and visitors who are affected by their activities
- where appropriate, exercising effective supervision of pupils so as to minimize risks to their health and safety
- using any work equipment in accordance with training and instructions provided
- co-operating as necessary to implement the arrangements of this policy
- monitoring health and safety standards in their own areas, ensuring that appropriate risk control measures are implemented

- reporting to the Headteacher any health and safety matters they do not feel competent to deal with, and any shortcomings they see in the health and safety arrangements
- report any minor defects in the Caretaker's log

All staff receive a copy of the policy in their Induction Pack.

Pupils

Pupils are expected:

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

Health and Safety Assistance

The Lincolnshire Health and Safety Team is available to provide health and safety assistance and can be contacted on 01522 550485, 01522 553514 or corporatehealth&safety@lincolnshire.gov.uk.

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3 Arrangements and Significant Findings of Risk Assessments - General Hazards

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

Specific attention is to be given to avoid slipping and tripping hazards such as trailing cables, damaged floor coverings, and slippery floor surfaces. Staff are expected to rectify these situations where possible or report them to the Caretaker, School Business Manager or Headteacher.

Stepladders are provided and distributed throughout the school and must be used where necessary to reach above head height. The Caretaker inspects the stepladders visually as part of his health and safety monitoring and makes a record in the Health and Safety Monitoring File (which takes place termly – 3 times a year). Staff are to inspect these items before use and immediately report any defects to the Caretaker, School Business Manager or Headteacher. 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 are not be overloaded and employees must not open more than one drawer at one time 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 Caretaker who will determine whether a repair is possible or the item is beyond repair. Also any sharp edges which may cause injury and/or damage to clothing must also be reported. Anything urgent or dangerous MUST be reported directly to the Headteacher.

Pupils are reminded on a regular basis about the risk of fingers being trapped in doors. The Caretaker is responsible for checking routinely that the self-closers operate properly, ensuring that adjustments are carried out if doors close too quickly. All doors used by pupils have been fitted with finger protector strips to eliminate the risk of injury.

All radiator spindles are fitted with a handwheel or cap to prevent penetration injuries and are regularly checked by the Caretaker to ensure they are still in place.

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 school premises 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.

Electrical Equipment

Staff are not to attempt repairs or make modifications to electrical equipment including changing a fuse. Any defects or malfunctions must be reported via the Caretaker's log and the School Business Manager or Headteacher informed immediately.

The fixed electrical installation in the school is 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 school is to 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 any defective wiring and equipment, and are encouraged to visually inspect electrical equipment before use and to report any defects immediately.

Where portable electrical equipment is used outdoors a residual current device (RCD) is to be used to reduce the risk of electric shock. Where an RCD is not an integral part of the extension cable staff are to use an RCD adapter, and cease using any equipment which causes the RCD to trip.

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 height should be eliminated wherever possible. If items are stored above pupils' height then pupils must not be asked to access them. Regular visual checks to be made re safety of any such items. Window poles should be used instead of climbing to open windows. Where this is not possible proper access equipment must be used and the following rules followed

- Staff are not to use stepladders if working alone in school or in the school grounds. If an incident occurred there would be no one to call for assistance.
- Before using a stepladder staff are to make sure it is the right equipment for the work. Scaffold towers or specialist access equipment may be required to reach the position to enable the work to be carried out safely; in such cases a specialist contractor will be called.

Substances Hazardous to Health

All substances used in the school should be non-hazardous, eg 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 school to ensure the appropriate risk control measures are devised, implemented and where appropriate, recorded.

Some hazardous substances are unavoidable: the COSHH assessment for cleaning substances is given below.

School Cleaning Substances

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

- These substances are kept secure at all times when not in use to prevent access by pupils and unauthorised persons
- These substances are only to be used as directed by the manufacturers' instruction on the containers
- These substances are not to 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 these substances straight from the containers or prolonged/repeated contact with diluted solutions can cause health problems, eg redness of skin, eczema or dermatitis. Contact with the skin is to be avoided by the wearing of protective gloves. These are to be inspected before use and replaced if damaged. At least one spare pair of gloves is kept in stock at all times.
- Accidental splashing on the skin or in the eyes is to be washed immediately with plenty of water, and further medical assistance sought if problems persist. Skin problems associated with the use of these substances are to be reported to the Headteacher and, where appropriate, to a medical practitioner.
- Where substances are transferred into smaller containers, the new containers are to be marked with their contents, dilution ratios and appropriate hazard signs.

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.

Fire Risk

A fire risk assessment is included in the Risk Assessments folder.

Manual Handling of Heavy Items and Loads

Manual handling operations are required to some extent in most of the school's activities and it is not reasonably practicable to avoid them. Most of those 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 are not to attempt to lift or move anything they consider to be too heavy or awkward. If help is not at hand the matter should be reported to the Caretaker, School Business Manager or Headteacher.

When lifting items such as boxes or parcels 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.

The manual handling of 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 the measures 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:

- Use correct lifting techniques
- Staff are to carry no more than three chairs at a time; older children are to carry no more than two chairs at a time
- Staff are to carry no more than one table at a time (single tables); two children are to carry a single table. Obtain assistance where the weight/size of load is beyond individual capacity
- Obtain assistance where the timescale involved could lead to over-exertion

Miscellaneous Packages and Items

Measures to reduce the risk of injury:

- Use correct lifting techniques
- Use the trolley provided
- Obtain assistance where the weight/size of load is beyond individual capacity

Furniture, Lockers, Display Boards etc

Measures to reduce the risk of injury:

- Use the correct lifting techniques
- Use the trolley provided
- Obtain assistance in proportion to the weight/size and distances involved
- Wear protective equipment such as gloves and safety footwear

Display Screen Equipment

Computer equipment is used extensively by the Headteacher, School Business Manager and Administrator, and to a lesser extent by the teaching staff. 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 these '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 Headteacher who will provide referral letters to take to an optician of their choice.

Work-related upper limb disorders such as pain to 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.

Smoking at Work

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

Contractors' Activities

Construction and maintenance work involves major hazards, and particular care is necessary when these activities take place on the school site. Contractors have a duty to carry out their work in accordance with relevant statutory provisions. The school 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 Headteacher is to ensure that arrangements to control the risks are implemented by the contractors to protect pupils, staff and visitors. The Headteacher is then to monitor the contractor's activities to ensure that arrangements are adequate. Any situation where the control measures are insufficient are to be raised immediately with the contractors.

The Construction (Design and Management) Regulations 1994 (CDM Regulations) will apply to larger projects, ie all demolition work irrespective of size, and construction work which involves more than four persons or takes longer than 30 days. In these cases the Headteacher is responsible for seeking specialist advice regarding what must be done to comply with these Regulations

First Aid Arrangements

Having staff trained in paediatric first aid is considered to be appropriate for the risks and numbers of persons present. The school has an adequate number of staff in paediatric first aid so that there is always cover for the most likely times that injuries occur and for absences/school trips etc. This training is repeated every three years to maintain competence.

First aid boxes are located throughout the school. The teaching teams are responsible for checking their first aid kit on a monthly basis and communicating with the School Office to ensure the kits

remain well stocked and up to date. All staff should familiarise themselves with the location of these so that, in the event of an injury or acute illness, they can be located quickly. If necessary 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 when in doubt.

Head Injuries

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.

First Aid Protocol

All staff are familiar with and follow the First Aid Protocol as per attached.

Pregnancy and Work

Staff who become pregnant are to inform the Headteacher as soon as possible so that an assessment can be carried out to ensure that any risks created by their work are identified and eliminated or controlled. Staff should refer to the 'Guidance on Infection Control in Schools and Nurseries' which is displayed in the Admin corridor.

Young Persons Working or on Work Experience in the School

If young persons come to the school 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 school 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 are to 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. 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 are to be informed as described above; a copy of this policy is to be forwarded to them with the confirmation letter.

School Security

Once pupils have entered the school at the beginning of the day, all gates are locked and access to the school is only via the School Main Entrance, and entrance to the school from there is covered by a security swipe card system in order to prevent unauthorised access.

All visitors are required to report to the Reception Office on arrival. Visitors who have provided a evidence of an up to date DBS will be given a green lanyard. Visitors who have not got a DBS will be given a red lanyard and must be accompanied by a member of staff at all times. Pupils understand the difference between the green and red lanyard and have been asked to inform a member of staff if they see an unknown adult without a lanyard or an unaccompanied unknown adult with a red lanyard.

Unknown persons on the school site 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 such cases the Headteacher is to be informed and, if necessary, the police called for assistance.

Violence at Work

The school 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 is to be considered.

The following guidelines 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; they should offer to arrange another meeting with senior colleagues and close the interview
- Staff are not to hold meetings with parents in isolated classrooms, and are to have clear objectives and a set timescale
- Staff are not to make home visits alone
- If verbally or physically abused, staff are to leave or call for assistance immediately

Staff are to report any concerns and all incidents of verbal abuse, threats or actual assaults to the Headteacher immediately. This will enable incidents to be monitored, investigated, and appropriate action taken.

A mental register is kept by the Headteacher and all teaching staff of those who have demonstrated violent tendencies in the past and this is discussed between all staff. Reference is to be made to the Headteacher 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 is available.

Educational Visits

Staff should note that pupils face far higher risks on school visits than they do in the school. The hazards of all visits are to be identified and appropriate risk control measures built into the arrangements. A summary of these are recorded on the LCC Evolve system (where higher risk and residential visits must be approved by LCC).

Farm visits pose a risk of infection and precautions are detailed in the Department of Health poster 'Guidance on Infection Control in Schools and Nurseries', and the DfES memo on this subject must be followed. The poster is displayed in the Admin corridor.

Medicines and Infection Control INFECTION

The school follows Lincolnshire County Council advice but deviates from this in that *occasional* medicine will be administered.

When there are children in the school who suffer from asthma their inhalers are to be kept in the pupil's classroom. Such children are only to use their inhalers in the presence of an adult and the adult will log the use.

When there are children in the school who suffer from diabetes their diabetic kit is to be kept in the pupil's classroom. Insulin is administered according to the information given from the parent as to dose. Training is given by the child's diabetic nurse to several adults in the school and only these adults are to work with the child. These adults work as a pair (as much as is possible) and everything they do is logged. If there is any doubt the parent is contacted.

Pupils who are suffering from an infectious disease should not be at school and should be kept away until they have recovered 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 Schools and Nurseries'. This poster is displayed in the Admin corridor.

Aids and hepatitis B viruses pose risks 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 Schools and Nurseries' should be followed to prevent the spread of infection. This poster is displayed in the Admin corridor.

Injury Reporting

A person administering first aid is to record minor injuries to staff and pupils in the Accident Book which is held in the Admin office or Hygiene Suite.

The Headteacher is responsible for ensuring that the on-line PO3 forms are completed for more serious injuries, and for carrying out the statutory reporting procedures for 'major' and 'over seven day absence' injuries as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. This report is made online and a copy taken. This reporting is used to notify the Health and Safety Executive of any 'major' injuries to staff, pupils or visitors and any 'over seven day absence' injuries to staff.

Further detail about specific reporting of injuries can be found in the HSE Reporting Accidents and Incidents at Work guidance which the school follows.

Some incidents which do not result in injury must be reported to the HSE. These are known as 'Dangerous Occurrences' and are only those which are specified by the Regulations. They 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, will apply.

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The Lincolnshire Health and Safety Team is to be contacted if in doubt about these reporting procedures.

Statutory Notices

The Headteacher is responsible for ensuring that a 'Health and Safety Law' poster is displayed in the Admin corridor.

Health and Safety Consultation

Health and Safety is to be included as an agenda item at every staff meeting, governor meetings and as an item heading in the Headteacher's report to Full Governing Body meetings.

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 is to be taken into account before employment starts. Adequate information and training is to be given to ensure that new members of staff are aware of the school's health and safety arrangements, particularly:

- Evacuation procedures
- First aid and injury reporting arrangements

- The Critical Incident Policy

Physical Education, Sport and Play Activities

Most injuries to pupils occur during these activities.

General rules for play times:

- A sufficient number of staff is to be available to supervise play times and will be positioned where they can see all pupils.
- Staff are to watch out for and control over-enthusiastic behaviour. In particular, running and ball games are only to take place in the designated areas. Running and ball games are prohibited in the 'Quiet' areas
- The retrieval of balls from neighbouring gardens is not allowed
- Staff are not to carry hot drinks whilst on playtime supervision duties, unless the drinks are in an insulated and covered cup

General rules for sport and physical education:

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

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

- Physical activities are to be undertaken quietly, and there is to be strict control especially if competitive games are being played
- Pupils are to be involved in activities appropriate to developing their existing abilities
- Staff are to position themselves where they can see all pupils
- Appropriate clothing is to be worn at all times. Loose and floppy clothing is to be tucked into shorts; baggy tops are not allowed
- Long hair is to be tied back
- Watches and all jewellery (including stud earrings) are to be removed. If stud earrings cannot be removed they are to be taped over
- Sports areas and pitches are to be checked before activities start to ensure that they are safe to use
- Equipment is to be set up safely before use
- Equipment is to be checked regularly for signs of wear or defects
- The number of pupils using any one piece of apparatus is to be limited
- Apparatus is to be set up with adequate spacing between each item
- If pupils are involved in moving equipment, the correct techniques are to be used with enough pupils to ensure that they do not have to struggle

- Apparatus being used is to be at least two metres from any wall
- Pupils are to be supervised at all times
- Equipment is to be put away safely

All large items of PE equipment are inspected annually by a specialised contractor. The outdoor play equipment on the playing field is inspected annually by a specialised contractor.

Vehicles on the Premises

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

- pupils are not allowed to enter or exit the school grounds via the car park entrance, except by authority from the Headteacher and unless they are accompanied by either a member of staff or a parent
- pupils are not to be allowed on the playing field whilst grass mowing takes place
- delivery and contractors' vehicles are discouraged from entering the premises at school starting and leaving times
- taxi discharge and pick-up arrangements are planned so that children are delivered to and collected from the school office.

Science, Technology and Art

To ensure children and staff are kept safe whilst engaged in science, technology and art the school follows the CLEAPPS guidelines and the DfES 'Safety in Practical Studies and 'A Guide to Safe Practice in Art and Design'.

In particular teachers are to 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 are 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
- hot wire polystyrene cutters are only used in well ventilated rooms
- pupils do not use spray glue
- only low temperature glue guns are used by pupils

- in cookery lessons the quantities of hot liquids are kept to a minimum and pans positioned so as not to be knocked over

Working Alone

Working alone on the premises should be avoided where possible but where this is unavoidable all doors are to be secured to prevent intruders. A telephone is to be readily available. In addition everyone who works alone on the premises is to make sure that someone knows where they are and at what time they will be finished. These persons are to be instructed to make contact if the person working alone is overdue and to raise the alarm if there is no reply.

Some activities involve special risks and are not to be carried out whilst alone on the premises, in particular:

- Working at heights of more than 2 metres (from floor to feet position)
- Moving and handling tasks where assistance is required to minimise the risk of injury
- Meetings with people who have a record of violent behaviour or meetings where conflict or disagreement is anticipated

Working Time

The school recognises that when people work too many hours their health can be affected and the risk of mistakes or accidents is increased. Compliance with the requirements of the Working Time Regulations 1998 is seen as the way to minimise these risks. Normal school arrangements usually ensure that staff receive the in-work/daily/weekly breaks and annual leave entitlements specified in the regulations.

During term time some members of staff work many hours more than the normal school week both at the school and at home. When averaged over the reference period of 17 weeks, which takes account of school 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 Headteacher.

Legionella

The water system is checked monthly through the Serco buyback by a qualified contractor and a report is provided which is checked by the Caretaker so timely action can be taken if necessary.

Tree Survey

A tree survey is carried out every three years by a specialist contractor.

Snow and Ice

In snowy and icy weather the Caretaker spreads grit/salt along the designated 'gritting route' and a record is kept of the date/time in the Health and Safety Monitoring file as per LEA guidance.

A playtime check is carried out by the teacher on duty and if it is deemed unsafe then children are kept inside, or the areas of play are restricted. If any doubt, reference is made to the Headteacher who makes the final decision. Children are not allowed to slide or run if the weather is snowy. We do believe that children should have experience of ice and snow so that they can form their own risk assessments.

School Food Policy

Adults who prepare food with children (Teaching Assistants) or for children (Breakfast Club) must hold a current food hygiene certificate.

4. RISK ASSESSMENTS

Risk assessments are stored in a separate folder.

Risk assessments are reviewed annually or when circumstances change.

Ratified by governors at their meeting held on	2 October 2024
Signed	
Review Date	September 2027