



Rainbow Primary School

Health and Safety

Policy

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2. HEALTH AND SAFETY POLICY AMENDMENT SHEET

Record of Amendments

Issue number	Date	Index reference	Brief description of amendment
1	May 2016		First issue
2	July 2017		Annual review
3	June 2018		Annual review Reformat of Policy Addition of following Policies; Visitors to School Severe Weather Infection Control
4	September 19		Head of School to Headteacher Fusion removed and Occupational Safety Team in its place

3. PART 1: STATEMENT OF INTENT

Health and Safety Policy Statement

1. Rainbow Primary School recognises its health and safety duties under the Health and Safety at Work Act 1974, the Management of Health & Safety at Work Regulations 1999 and accompanying protective legislation, and the Headteacher, Stephanie Ngenda, recognises that she has a responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe, healthy and comply with all statutory requirements and codes of practice.
2. The School, so far as is reasonably practicable, proposes to pay particular attention to:
 - a) The provision and maintenance of a safe place of work, a safe system of work, safe appliances for work, and a safe and healthy working environment
 - b) The provision of such information and instruction as may be necessary to ensure the health and safety of its employees and others, and the promotion of awareness and understanding of health and safety throughout the workforce.
 - c) Ensuring the safety and absence of health risks in connection with the use, handling, storage and transport of all articles, substances and equipment
 - d) Making regular assessments of risks to employees
 - e) Taking appropriate preventative/protective measures as identified by risk assessment.
 - f) Appointing Occupational Safety Team City of Bradford Metropolitan District Council to secure compliance with statutory duties.
3. In order that the School can achieve those objectives, it is important that employees recognise their duty, whilst at work, to take reasonable care for the health and safety of themselves and of other persons. Employees should also co-operate fully with the School or anyone else concerned, to ensure that their obligations are performed or complied with.
4. The School will ensure adequate resources both in terms of time and money are made available to the necessary people to ensure that the items listed above are implemented and all employees are provided with the necessary instruction, information, training and supervision to enable them to carry out their work without risk to themselves or others. An annual review of the Health and Safety Policy will also be undertaken to ensure it is relevant to the work being undertaken by the School and all legislation quoted is up to date, where necessary the policy will be developed and expanded.
5. The School is also committed to the continuous development and improvement of the School's health and safety management system. The School will ensure that the health, safety & welfare of any employee or subcontractor is not compromised for financial or commercial gain.
6. All employees of the School agree, as a term of their contract of employment, to comply with their individual duties under the Health and Safety at Work Act 1974, and the Management of Health and Safety Regulations 1999 and other legislation, and to generally co-operate with the School so as to enable it to carry out its duties towards them. The attention of all employees is drawn to the attached safety rules and procedures, and employees should recognise that failure to comply with their health and safety duties and obligations can lead to dismissal from employment. In the case of serious breaches, such dismissal may be instant without prior warning.
7. This policy has been prepared in furtherance of section 2(3) of the Health and Safety at Work Act 1974 and binds all staff. We request that our customers and visitors respect this policy, a copy of which can be obtained on demand.

Signed:

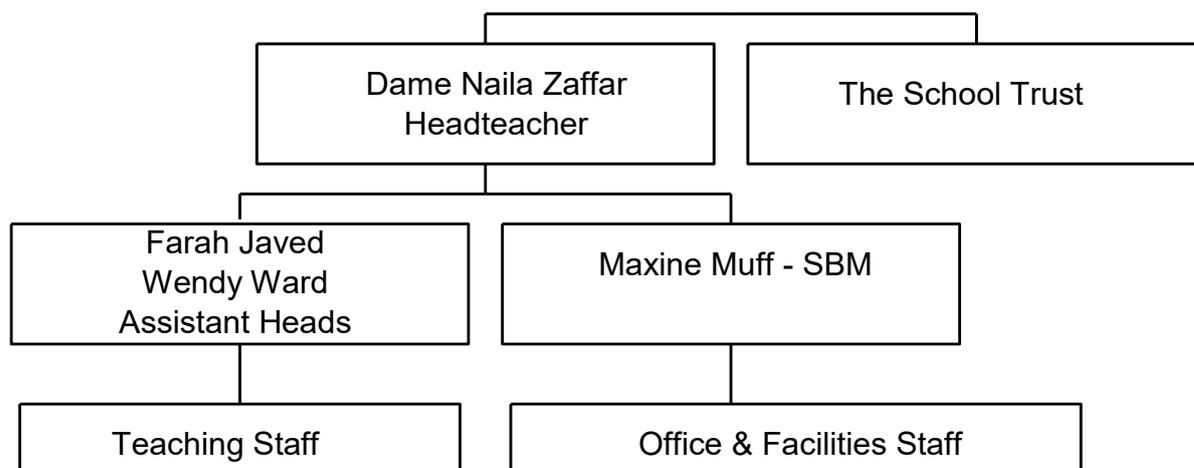
Head Teacher
September 2019

Chair of the Trust
September 2019



4. PART 2: SCHOOL ORGANISATION AND RESPONSIBILITIES

School organisational chart – management structure



Competent person for Health and Safety (Reg. 7 of MHSW Regulations 1999 refers):

Occupational Safety Team

Tel: 01274 431007 / 01274 434178

• Mob: 07960 886160 or visit our website at: <http://www.bradford.gov.uk/hands/>

City of Bradford Metropolitan District Council

Department of Corporate Resources

First Floor, Britannia House, Bradford, BD1 1HX

5. RESPONSIBILITIES

The School Trust

The School Trust are responsible for ensuring that the Policy enables the School to fulfil its legal duties. They will monitor conditions and the health and safety performance to determine whether the policy is adequately resourced, effective and is being developed to meet changing requirements.

The School Trust will

- Keep themselves apprised of changes in health & safety legislation.
- Ensure that systems are in place to review and up-date this Policy annually, when major staffing changes occur, or when new equipment is introduced
- Ensure sufficient arrangements, facilities and finances are available for fully implementing this Policy
- Take all measures to ensure that the premises are safe for everyone.
- Ensure they consider and address any potential health and safety implications of all their decisions before they are taken.
- Lead by example in all matters relating to health & safety.
- Ensure suitable people are appointed to implement this Policy on a day to day basis and that all employees with specific responsibilities for health & safety are competent to carry out the role and will be given sufficient time and resources.
- Receive and consider the School's annual report on health and safety performance against set objectives.
- Undertake an appropriate level of health and safety training relevant to their position.

The Headteacher – Responsible for Health & Safety

The Headteacher is responsible for ensuring that the Policy enables the School to fulfil its legal duties and emphasises the determination to manage its activities so that standards of health and safety are continuously improved. They will monitor conditions and the health and safety performance to determine whether the policy is adequately resourced, effective and is being developed to meet changing requirements.

In particular the Headteacher is responsible for:

- Setting a personal example at all times with respect to good health and safety practice.
- Having overall responsibility for the health and safety of employees working in the School and of other persons who may be affected by the School's activities.
- The development and continual improvement of the School's health and safety performance by ensuring that an effective health and safety management system is implemented and maintained.
- Approving and signing the School's health and safety policy.
- Ensuring that the health and safety policy and associated procedures are effectively implemented, providing the necessary physical, financial and human resources required.
- Assigning responsibilities for the effective planning, organisation, control, measuring, monitoring, reviewing and auditing of the health and safety management system and its associated policies and procedures.
- Nominating a member of SLT for the role of health and safety champion throughout the School.
- Ensuring health and safety is recognised as a core function and fully integrated into the activities of the School with health and safety objectives being an integral component of School objectives.
- Assigning responsibilities for an annual report detailing the School's health and safety performance against set objectives and to set objectives for forthcoming periods.
- Being kept informed of any significant health and safety failures, and of the outcome of the investigation into their causes.
- Authorising new and revised health and safety policy, procedure and guidance.
- Undertaking an annual health and safety tour.
- Ensuring that each Trustee and employee has the appropriate level of competency in health and safety to enable them to effectively undertake their role.

The Headteacher is responsible for ensuring that health and safety standards are maintained. In particular they will ensure the following matters are attended to:

- All personnel are aware of, and instructed in, their individual legal responsibilities, and that these are properly discharged.
- All work carried out, and all equipment complies with the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Provision and Use of Work Equipment Regulations 1998.
- All equipment is maintained in good working order, and any registered equipment carries valid certification.

Senior Leaders

In their areas of responsibility Senior Leaders are responsible for health and safety individually and also, as members of the Departmental Team, collectively.

Senior Leaders are supported in these roles by Trustees, the Headteacher, Teachers, and other stakeholders. In their areas of responsibility, and in addition to responsibilities specified in other associated School policies and procedures, Senior Leaders are responsible for:

- Setting a personal example at all times with respect to good health and safety practice.
- The effective monitoring, review, development and continual improvement of health and safety performance.
- Ensuring that the health and safety policy and associated procedures are effectively implemented, providing the necessary physical, financial and human resources required.
- Ensuring they consider and address any potential health and safety implications of all their decisions before they are taken.
- Ensuring that the health and safety policy and associated procedures are brought to the attention of all employees and others as appropriate.
- Keeping up to date with changes to health and safety legislation, standards and good practice relevant to their service area's activities.
- Ensuring risk assessments for activities are undertaken, control measures identified and implemented, and the outcomes communicated to employees and others as appropriate.
- Ensuring that there are effective arrangements to receive, collate, and disseminate health and safety information.
- Ensuring that all accidents and incidents are reported, documented, appropriately investigated and preventative measures put in place to avoid reoccurrences.
- Ensuring that health and safety is appropriately considered at the planning stages (for example during the development or introduction of new methods of work, equipment, buildings etc).

Site Manager

The Site Manager is responsible for the day to day maintenance of the building and general grounds issues. They will:

- Ensure that any work that has health and safety implications is prioritised.
- Report any concerns regarding unresolved hazards in School to the Nominated Person immediately. Should they not be available then a member of the Senior Leadership Team should be contacted instead.
- Ensure that all work under their control is undertaken in a safe manner.
- Carry out a daily check of the grounds and building to spot any disrepair or other hazards such as broken glass etc. in the playground.
- Ensure that all cleaning staff are aware of the safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling.
- Carry out all statutory in-house tests on the fire alarm and emergency lighting systems.

- Providing arrangements to ensure employees and others (for example visitors, members of the public, contractors etc) have safe access and exits at all times whilst on the premises considering any persons who may have additional requirements (for example wheel chair users, visually impaired etc).
- Undertaking appropriate health and safety inspections.
- Ensuring that transferred and new employees are informed of the hazards and risk control measures involved with the service areas activities.

School Competent Person

Occupational Safety Team – City of Bradford Metropolitan Council have been appointed to the role of Competent Person and are responsible for advice on overall strategies for health, safety and welfare within the School.

At unit level, they will provide advice to the School as required in particular:

- Advice on interpretation of legal requirements.
- Assistance with strategy for implementation of the policy
- Provide investigations of serious accidents
- Revise the policy in the light of experience or legal change.
- Advice upon the visit of an Enforcement Officer.

All Employees

- Take reasonable care for the health and safety of themselves, and others who may be affected by their acts or omissions at work
- Co-operate with management with regard to agreed health and safety arrangements and procedures
- Know and keep to the rules and procedures relating to their work and report to their immediate supervisor all difficulties or hazards liable to endanger themselves or other persons
- Not interfere with, or misuse, anything provided by the employer in the interest of health, safety and welfare
- If involved in an accident resulting in, or which may have resulted in, injury report the details to the Headteacher as soon as possible, and in all cases before the end of the day on which the incident occurs
- Use equipment only when authorised and properly trained to do so
- Fully familiarise themselves with the School health and safety policies and associated procedures, seeking clarification from line managers where necessary.
- Report any defects in plant or equipment to their line management.
- Notify a member of their line management (or if not available another appropriate person) of any work situation having the potential for serious and imminent danger to health and safety.
- Notify their line manager of any matters / shortcomings relating to existing practices, procedures or protective measures which might give rise to risks to health and safety.
- Wear protective clothing and safety equipment as required reporting any defect to their line management.

1.1 Consultation with Employees

A requirement of the Health and Safety (Consultation with Employees) Regulations 1996 is for us to consult with our employees in all matters relating to health and safety.

The School will convene regular meetings, to discuss all relevant issues relating to health and safety.

In particular, we will discuss the following:

- When introducing new measures which may affect health and safety
- The change in appointment of nominated competent persons
- The provision of statutory health and safety information
- Any statutory health and safety training
- Health and safety of implications of introducing new technology, tooling or work activities

The meetings will be formal, and the minutes of the meeting will be documented and displayed on the health and safety notice board.

1.2 Monitoring, Audit & Review

All health and safety documentation will be kept up to date and in line with relevant requirements. This will be done on an ongoing basis by the Headteacher, Nominated Person, relevant Trustees and Teaching Staff along with the assistance of Occupational Safety Team.

Our health and safety management system, which includes this Policy and all other health and safety related documentation mentioned within, will follow a strict procedure which falls in line with the HSE's "Plan, Do, Check, Act" process.

Plan

Annually, as a minimum, we have meetings with our health and safety consultant which involves a full, in-depth audit of our health and safety management system including paperwork, training, risk assessments and general site safety. From this we then produce a Policy for the coming year (or until the next audit if other times are specified). Outlined in the Policy is the planning for who and what is to be done in that time frame.

Do

Once the Policy, which details the various arrangements within the School, is in place, we then focus on implementing the arrangements into practice. We organise the plans with the specified people and from there implement them.

Throughout this part of the process our Headteacher, Nominated Person and Competent Person will liaise on an ongoing basis.

Check

This part of the process we treat as an ongoing as we are constantly checking our health and safety performance to ensure that it remains fully specific to our School plans.

We ensure that all paperwork that is to be completed is being done, and we ensure that all risk assessments that are set out are also being followed and adhered to.

administered will be recorded and observed by another member of staff. No drugs or medicines should be sent to School in unmarked containers for short-term treatment.

Certain drugs prescribed by doctors can cause erratic performance at School. If a child is given a course of such drugs it is advisable that the School be notified so that due consideration may be given.

Managing Sharps on Site

We believe sharps, blades, needles and syringes present a potential health and safety risk to pupils, school personnel and to others who use the school site. We have a duty to ensure that every effort is made for the safe management of sharps, blades, needles and syringes and that a safe procedure is in place to assist in the prevention of needle stick injuries.

When sharps are found on site all employees must:

- Make the area safe and remove all pupils.
- Cover the item with a suitable container.
- Ensure that suitable gloves are available and put them on.
- Using tongs, pick the item up and dispose in a suitable sharps box.

When managing needlestick injuries employees must follow the training they have received during first aid training or immediately call for assistance.

Automated External Defibrillators (AEDs)

AEDs are in place within the School and the aim of an AED is to increase the rate of survival of people who have sudden cardiac arrests. AEDs make it possible for both trained and non-trained people to administer defibrillation prior to the arrival of Emergency Medical Services, however formal training is carried out annually for a selected number of personnel.

Should the need arise to use an AED then please refer back to the training you have received along with the information that is given to you by the machine.

2.5 Accident Reporting and Notification of Accidents/Dangerous Occurrences

All accidents that occur on site must be recorded online and communicated to the Nominated Person at the earliest opportunity. All accidents are reviewed on their own merit by the Nominated Person or someone within the Senior Leadership Team before the decision is made as to whether the accident requires a thorough investigation. All accidents that are deemed serious will be communicated immediately to Occupational Safety Team and our Insurers. Where required Occupational Safety Team will undertake a full investigation into the accident and report back to the Headteacher and Nominated Person. Employees are required to assist with any investigation of accidents and/or dangerous occurrences that take place Injuries and Ill-Health to People at Work within their work area.

Various work-related accidents and incidents are reportable to the HSE (see Work-Related Definition).

Under RIDDOR, the School will ensure that reporting of the following work-related accidents, including those caused by physical violence, if an employee is injured, wherever they are working:

- Accidents which result in death or a specified injury must be reported without delay (see Reportable Specified Injuries).
- Accidents which prevent the injured person from continuing their normal work for more than seven days (not counting the day of the accident but including weekends and other rest days) must be reported within 15 days of the accident.

The Headteacher and Nominated Person will also ensure that a report is made for any case of a work-related disease, specified under RIDDOR, that affects an employee and that a doctor confirms in writing (see 'Reportable Occupational Diseases'). All employees are encouraged to find further, detailed guidance on the HSE's website www.hse.gov.uk/riddor/.

The School will also ensure that any work-related deaths and certain injuries to self-employed people that take place while they are working at the premises are recorded and reported to the HSE.

Work-Related Definition

RIDDOR only requires you to report accidents if they happen 'out of or in connection with work'. The fact that there is an accident at work premises does not, in itself, mean that the accident is work-related – the work activity itself must contribute to the accident. An accident is 'workrelated' if any of the following played a significant role:

- The way the work was carried out.
- Any machinery, plant, substances or equipment used for the work or;
- The condition of the site or premises where the accident happened.

Reportable Specified Injuries and Deaths

All deaths to workers and non-workers will be reported if they arise from a work-related accident, including an act of physical violence to a worker. Suicides are not reportable, as the death does not result from a work-related accident.

Specified Injuries

These include;

- A fracture, other than to fingers, thumbs and toes.
- Amputation of an arm, hand, finger, thumb, leg, foot or toe.
- Permanent loss of sight or reduction of sight.
- Crush injuries leading to internal organ damage.
- Serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs).
- Scalping's (separation of skin from the head) which require hospital treatment.
- Unconsciousness caused by head injury or asphyxia.
- Any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

Reportable Occupational

Diseases These include:

Accidents to Pupils During Sports Activities

The School understands that although sporting activities can lead to sports related injuries that not all injuries in this environment are reportable.

In order for the injuries to become reportable they must have occurred as a result of the condition, design or maintenance of the premises or equipment, or because of inadequate arrangements for supervision of the activity.

Accidents to Pupils in a Playground

The School understands that the majority of accidents that occur in a playground are due to collisions, slips, trips and falls – meaning that they are not normally reportable.

Incidents are only reportable where the injury results in a pupil either being killed or taken directly to a hospital for treatment. Either is only reportable if they were caused by an accident that happened from or in connection with a work activity.

Physical Violence between Pupils

Violence between pupils is a School disciplinary matter and will be dealt with accordingly following the appropriate means. This would not be reportable under RIDDOR as it does not arise out of, or in connection with a work activity.

Other Scenarios

All other scenarios involving things such as road traffic accidents, work experience placements etc. will be dealt with accordingly. Advice will be gained from the Occupational Safety Team and the Headteacher and Nominated Person will make appropriate reports.

Dangerous Occurrences

These are specified near-miss events, which are only reportable if listed under RIDDOR.

Reportable dangerous occurrences in Schools typically include:

- The collapse or failure of load bearing parts of lifts and lifting equipment.
- The accidental release of a biological agent likely to cause severe human illness.
- The accidental release or escape of any substance that may cause a serious injury or damage to health.
- An electrical short circuit or overload causing a fire or explosion.

2.6 Workplace Equipment Maintenance

All new and existing equipment and facilities will be sufficiently designed, constructed and installed, so as to be safe and without risk to the health and safety of employees.

An adequately planned maintenance system will be operated, and records maintained where required.

When in house maintenance is required we will ensure that employees follow the written guidance and safe systems provided by the manufacturer. Where these instructions are not provided we will ensure that suitable sufficient safe systems are created and adhered to.

All legally required maintenance, testing and inspections will be carried out and records kept in accordance with statutory provisions, insurer and fire authorities' approved codes.

Only qualified electricians are permitted to carry out work on electrical wiring and apparatus, using safe systems of work.

All work/maintenance carried out by the Caretaker will be within their abilities and competence. Under no circumstances will any School ask a Caretaker to carry out work or maintenance on a machinery or equipment that they are not trained or competent to do.

2.7 Personal Protective Equipment (PPE)

It is the overall responsibility of the Headteacher to ensure that all employees are provided with suitable and sufficient PPE for the work that they are carrying out. The issuing of specific PPE to employees will be recorded.

When a work-related activity requires the use of PPE it will be clearly outlined within the risk assessment. These assessments will have been communicated to relevant personnel prior to them carrying out the work.

All Caretaking activities will be risk assessed on an ongoing basis. The Caretaker will have suitable PPE readily available as they may be asked to carry out work with short notice. Should the PPE not be available for the work that they are being asked to do the Caretaker will be asked to make the area safe where possible and return once the required PPE is in place.

PPE will also be required during certain lessons. It will be the responsibility of the teacher leading the lesson to ensure that all pupils are wearing the required protective equipment prior to them beginning the lesson. They should provide pupils with suitable and sufficient information and instruction in relation to the wearing and use of any PPE.

2.8 Electricity

Electrical equipment will be properly maintained to ensure that it is safe for normal use. All portable appliances will be examined prior to first use, then examined, and tested regularly thereafter. A register of appliances will be produced and kept up to date. The findings of inspections and tests will be recorded. Only qualified electricians are permitted to carry out work on electrical wiring and apparatus, using safe systems of working.

Where practicable, equipment will be switched off when not in use, or on leaving the premises. All cabling, plugs and connections will be properly organised, inspected, recorded and maintained to minimise any risks, in accordance with the regulations.

Employees will not carry out maintenance on electrical equipment or plugs without prior authority and training. Employees' personal electrical apparatus is not to be used on School premises without prior permission.

The mains electricity supply will be inspected, and a certificate of test obtained from a NICEIC registered electrician on a five-yearly basis.

2.9 Premises and Welfare

Environment, welfare and other related facilities will be maintained to the standard required by the

Health and Safety at Work etc. Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992. Particular attention will be given to the general fabric, temperature, ventilation, purity of air and water supplies, lighting, sanitary conveniences and noise.

2.11 Contractors/Sub-contractors

It is the responsibility of the contractor/sub-contractor to ensure that their employees adhere to, and co-operate with, legislative and School rules in regard to health and safety whilst working for the School.

It is also the responsibility of the contractors/sub-contractors to ensure that the health, safety and welfare of the School's staff, visitors and others is not put at risk from their work activities and practices, and that safe systems of work are adhered to at all times.

Where contractors are to carry out work on site, they will be asked to provide evidence of health and safety competence in advance. Copies of risk assessments, COSHH Assessments, method statements, or similar documentation, must be submitted and approved by the School's person responsible, as confirmation that risks to health and safety are being properly managed. All contractors will report to the prearranged designated person prior to commencing work.

The activities of contractors whilst they are on site will be monitored to ensure that their methods of work are safe, and do not put the safety of the School's employees at risk.

The School signing in and out procedures will be followed throughout the contractor's time on site. This will be managed by the Office Staff who will also ensure that relevant badges are given to the contractor's and that identification is obtained.

Contractor's will be monitored throughout their time on site and shall not at any time be left in a situation where they may be one on one with a child.

2.12 Alcohol and Drug Abuse

In industry generally, there has been a move to greater controls and, in keeping with this, the School has adopted a policy in relation to the consumption of alcohol and drugs.

The School's policy on alcohol is intended to be a positive approach towards maintenance of the highest standards of safety in the workplace. It is also intended to benefit the health and safety of each individual.

Any employee who feels that they may have a problem relating to drugs or alcohol should immediately seek help from their Line Manager. This information will be treated in the strictest confidence. The School will endeavour to offer any assistance available at the time.

Likewise, any employee taking prescription or legal non-prescription medication that may affect their ability to undertake their normal scope of work safely, must inform their Line Manager so that alternative work can be allocated where necessary.

Employees must not attend work whilst under the influence of alcohol or illegal non-prescription drugs.

Employees must not consume alcohol or illegal non-prescription drugs on the premises.

Employees must not return to work after breaks under the influence of alcohol or illegal non-prescription drugs.

CONSUMPTION OF ALCOHOL OR ILLEGAL NON-PRESCRIPTION DRUGS IN BREACH OF THIS POLICY IS A DISMISSABLE OFFENCE.

Ongoing Training

All employees carry out various training through Smartlog and toolbox talks. The training covers various topics such as fire safety, slips, trips and falls, DSE etc.

Toolbox talks are carried out on an ongoing basis throughout the School year and Smartlog is undertaken annually.

2.19 Occupational Health

The Headteacher has a duty to ensure that the risks to staff members with disabilities and/or medical conditions are assessed to enable action to be taken to minimise any risk. When assessment has been made, the Headteacher will provide the necessary support and actions to enable the employee to complete their designated duties.

Staff members will ensure that they inform the Headteacher if they have, or develop, any medical conditions or disabilities which could affect their health and safety at work. This will, where possible, be established upon employment and information will be sent to an occupational health specialist who will advise the School on any necessary steps to take.

2.20 Manual Handling Responsibilities

The Headteacher will ensure that adequate resources are provided in order that manual handling can be avoided wherever possible and will also provide training to any employee who is required to carry out manual handling operations as part of their work.

The SLT are responsible for ensuring that all manual handling operations have been correctly assessed in accordance with risk assessment procedures. They will ensure that manual handling is avoided wherever possible and that employees who are required to carry out manual operation have been correctly trained.

Employees will avoid manual handling wherever possible and should communicate any manual handling needs to the Caretaker via the job sheet. Mechanical handling devices are provided and should be used wherever possible. Once trained, employees must use correct handling techniques to avoid injury.

Where an employee is injured as a result of a manual handling operation it will be reported in accordance with First Aid and Accident/Incident Reporting procedures.

Manual Handling Risk Assessment

Manual Handling Risk Assessments will be carried out as part of the General Risk Assessment procedure.

For the purpose of risk assessment and identifying precautions, manual handling will be defined as the movement of any item using bodily force including:

- Lifting
- Lowering
- Pulling
- Pushing
- Twisting

- Only non-hazardous paints and glues are used.
- Pupils shall be shown how to use simple hand tools available to them in the classroom safely. It must not be assumed that they have been taught this previously simply 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 can fly off.
- Pupils do not use spray glue and only low temperature glue guns should be used and only under close supervision.
- Class teachers are responsible for teaching children how to use equipment and tools safely,
e.g. using outside environment/gardening, heating/cooling materials etc.
- Class teachers will assess the general layout and prepare the teaching area appropriately for a planned task, with a view to providing a safe work place for those engaged in the activity and those moving around the area.
- The Curriculum Subject Co-ordinator is responsible for ordering safe materials that comply with statutory regulation and standards and for checking tools and equipment regularly to ensure safety.
- All staff should report unsafe, damaged or faulty equipment.

2.24 Physical Education

It is the policy of the School to follow the guidance in the document 'Safe Practice in Physical Education' published by the Association for Physical Education (AfPE) and the guidance of the relevant National School Trust for the activity concerned. The following guidelines are based upon this recommendation.

Only suitably qualified members of staff are to supervise physical education and 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 shall be worn at all times. Loose and floppy clothing shall be tucked in and no baggy tops will be allowed.
- Long hair will be tied back.
- Watches should 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 it. • Check equipment regularly for signs of wear/defect.
- 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 correct techniques, with enough pupils to make sure they do not have to struggle.

- All freestanding apparatus should be kept away from walls, radiators and doorways, with sufficient space to move safely around the equipment.
- Pupils must be supervised at all times in the hall.
- All equipment must be put away safely and stored safely.

External Play Equipment

External play equipment will only be used when appropriately supervised. This equipment will be checked before use for any apparent defects by the teachers who are planning on using it. It will also undergo a documented check by the Caretaker on an ongoing basis. PE and play equipment is also subject to an annual inspection by each School's chosen contractor.

2.25 Playtime Protocol

Most injuries to pupils occur during playtime activities.

General rules which will be followed to ensure safety of pupils:

- A sufficient number of staff will be available to supervise playtimes and be positioned where they can see all pupils.
- Staff shall watch for and control over-enthusiastic behaviour. In particular running and ball games should only take place in designated areas. Running and ball games are prohibited in the 'quiet areas'.
- The retrieval of balls from beyond School boundaries is supervised.
- Staff shall not carry hot drinks whilst on play time supervision duties.
- Fixed outdoor equipment shall be inspected visually on a daily basis by staff.
- Annual inspections of outdoor play equipment will be carried out by an competent external contractor.

2.26 Midday Supervision and Lunchtime Protocol

- Lunchtime staff will comply with manual handling procedures detailed in this policy when setting out or clearing away dining tables and chairs.
- Only authorised chemicals will be used for cleaning equipment and will remain locked away when not in use.
- Lunchtime staff will ensure any apparatus used at lunchtime is used in a manner which ensures the safety of the user and any other persons, e.g.:
 1. Skipping ropes will only be used for skipping or laid on the floor for walking along/jumping over;
 2. Hoops will only be used on floor for jumping in and out or by individuals to skip/hula hoop etc;
 3. Bean bags, bats and balls should be used in a designated area where all are aware of where the apparatus is travelling.
- Injuries will be dealt with and recorded in the first aid book. Letters will be sent home as appropriate. Injuries which cause concern should be reported to the Headteacher or whoever is deputising in their absence. Parents/carers will be informed by phone as well as the first aid form.
- Accidents will be reported on other forms, as appropriate.

2.27 Lone Working

The School have adopted a policy which states that no lone working will be carried out. Should the need arise then this must be authorised by a member of the SLT and an appropriate risk assessment created and communicated to those involved.

Certain tasks must never be undertaken by lone workers these are as follows

- Working at Height
- Live Electrical work/testing
- Working in confined spaces
- Working in extreme heat or cold
- Working on/with hazardous machinery or substances
- Or any other activity deemed too dangerous by the site-specific Risk Assessment.

2.28 School Security

School security is of paramount importance. All staff are responsible for being vigilant and acting decisively and quickly should they notice a breach of security or security risk, e.g. stranger on or near premises without identification etc.

The Headteacher, staff and Trustees regularly review the following security arrangements for the site.

- All School has an intruder alarm and a swipe entry system for authorised personnel only.
- Access is via the main entrance only once the School day has begun. Staff may open external doors for lunchtimes and playtimes.
- Signs point out the location of the main entrance and detail the need to register with the School office staff.
- Signing in must be completed by all visitors and badges are issued to identify authorised visitors.
- Children arriving late or needing to leave the School before the end of the day must register at the office.
- The School must be informed by the parent/carer if someone not listed on their contact card is collecting their child.
- Foundation Stage and Key Stage 1 children are handed to the parents/carers by the teacher and no Key Stage 2 child should leave School alone unless permission has been received.
- CCTV systems are in place throughout the School and may be used as evidence when investigating reports of incidents.
- Money is held in School however it is held in a secure location and is banked on a regular basis to ensure that large amounts do not build up.

2.29 Vehicle Safety

Due to the nature and layout of the School, the risk of contact with vehicles is minimal. Employees are reminded to be vigilant when arriving to and leaving the School.

Employees must also continue to raise awareness of the parents/carers that are picking up and dropping off their children on the nearby roads surrounding the School.

In order to check that they are current, employees who drive as a part of their duties will provide a copy of their driving licence, MOT and insurance details, showing business cover. These members of staff must exercise particular care and comply with all traffic controls and other aspects of road traffic legislation. Where required, a risk assessment will be conducted for the use of vehicles as a part of the duties of the employees of the School.

2.30 Visitors to School

When visitors are on site it is important to ensure that the School procedures have been followed to ensure that all employees and pupils remain safe and secure.

All visitors should be made to sign in so their attendance on site can be registered. This is important for a number of reasons including fire safety, safeguarding and general site security.

No visitors should be left unattended on site unless this is pre-arranged, and they are suitably cleared through a DBS check.

Information relating to fire procedures (including planned drills and fire alarm tests), work being carried out on site and data protection (no pictures when on site) etc. should be communicated to all visitors when they arrive on site.

2.31 Severe Weather

When the local area experiences severe weather the School shall aim to remain open as long as the site remains accessible, there are enough employees on site to meet the minimum supervisory ratios, meals and warmth can be offered and a Senior Leader is on site. The decision to close the School can only be made by the Headteacher.

When the School site is icy the Caretaker will grit areas to ensure that safe access and egress can be maintained. Outdoor playtimes may be restricted however this will be a decision made in conjunction with the Senior Leaders and the Caretaker.

2.32 Infection Control

The School actively prevents the spread of infection through the following measures:

- Routine immunisation.
- Maintaining high standard of personal hygiene and practice.
- Maintains a clean environment.

The School also employs good hygiene practice in the following ways:

- Displaying posters throughout the School, encouraging all pupils, staff members and visitors to wash their hands after using the toilet, before eating or handling food, after touching animals, and following any other actions that increase the risk of spread of infection.
- Ensuring there is sufficient washing facilities, including soap.

- Employing cleaners to carry out thorough and frequent cleaning.
- Providing PPE.
- Immediately cleaning up spillages of bodily fluids with a combination of detergent and disinfectant using the correct cleaning devices.
- Washing all laundry in a separate dedicated facility and washing soiled items separately.
- Hygienically bagging any pupils' soiled clothing to go home and never rinsing it by hand.
- Storing all clinical waste in clinical bags in a secure, dedicated area before its removal by a competent waste contractor.
- Providing a secure sharps bin, out of reach of pupils, for the disposal of sharps.
- Discouraging pupils, staff members and visitors from touching any stray animals that may come onto the School premises.

Other general good practice that the School shall adhere to in relation to infection control is:

- All staff members and pupils that are displaying signs of infection, such as rashes, vomiting, diarrhoea etc., will be sent home and recommended to see a doctor before returning to the School.
- All staff are subject to a full occupational health check before starting work at the School.
- The School keeps up-to-date with national and local immunisation scheduling and advice. All pupils' immunisation status is checked at School entry and at the time of any vaccination.
- The School encourages parents to have their children immunised.
- All cuts and abrasions should be covered with waterproof dressings.
- Wall-mounted hand sanitiser is available in all toilets and around site.

Environmental Policy Statement

1. Rainbow Primary School recognises its environmental duties under the Environmental Protection Act 1990 and the Waste (England and Wales) (Amendment) Regulations 2012 and the Headteacher Responsible for Health, Safety and Environmental Issues, Stephanie Ngenda, recognises that she has a responsibility to take an environmentally (and socially) responsible approach both to existing activities and to possible new developments.
2. The School, so far as is reasonably practicable, proposes to pay particular attention to:
 - a) Minimising disturbance to the local and global environment, and to the local communities and wildlife.
 - b) Following the waste management hierarchy as outlined in the Waste (England and Wales) (Amendment) Regulations 2012. We will follow the hierarchy outlined below for waste generated:
 1. Prevention
 2. Preparing for re-use
 3. Recycling
 4. Recovery
 5. Disposal
 - c) Minimising the use of energy and raw materials and to adhere to the principles of sustainability.
 - d) Considering the environment in the design of processes and products and the maintenance of equipment.
 - e) Providing information on the use and final disposal of products.
 - f) Ensuring that all employees and suppliers are adequately informed about the School Environmental Policy.
 - g) Minimising the use of product-related materials and services, such as packaging or transport.
3. In order that the School can achieve those objectives, it is important that employees recognise their duty, whilst at work, to take reasonable care of the environment. Employees should also co-operate fully with the School or anyone else concerned, to ensure that their legal and moral obligations are performed or complied with.

Signed:

Dame Naila Zaffar
Headteacher
September 2019

Chair of the Trust
September 2019