



Health and Safety  
Policy ©  
February 2021

CHASING HORIZONS

## OUR MISSION

### Introduction

This statement is issued in accordance with the Health and Safety at Work Act (1974). It supplements the statements of health and safety policy which have been written the Education Department. The general aims of these policy statements are accepted and the arrangements set out below are designed to implement the general aims of The Federation.

This policy applies to general health and safety matters at our schools in normal circumstances, however some parts may have been modified temporarily to accommodate additional measures required to ensure the safety of our children, staff and visitors during the Covid-19 pandemic. For more details of those measures, please see our Covid-19 risk assessments and policy addendums, which can be found at [www.ghf.london/updates](http://www.ghf.london/updates).

We aim to create a happy and caring atmosphere which enhances the highest expectations of all our children so that they develop to their fullest potential.

#### 1.0 STATEMENT OF HEALTH AND SAFETY POLICY

The Board of Governors accepts the responsibilities of the employer and will provide adequate resources to implement this policy.

The Governors of the Gipsy Hill Federation accept that health and safety is an integral part of all activities and believes that the only effective approach to injury, ill-health and loss prevention is one based on the active participation of everyone and the systematic identification of hazards and the assessment and control of risks.

Appropriate health and safety standards will be applied to all activities and deviations from these will not be tolerated. Any uncertainty regarding health and safety is to be raised through normal management channels and where necessary specialist advice and assistance will be obtained.

This policy will be reviewed annually and amended in accordance with the experience gained from monitoring and will take into account any new developments in health and safety legislation and guidance.

#### 2.0 ORGANISATION AND GENERAL RESPONSIBILITIES

##### 2.1 GOVERNING BOARD

The Governing Board is responsible for ensuring that:

- ◆ A Health and Safety Policy is prepared.
- ◆ Staff functions are set.
- ◆ Staff are aware of what is expected of them.
- ◆ Staff are competent to meet these expectations.

##### 2.2 EXECUTIVE HEADTEACHER and HEADTEACHER

The Executive Headteacher and the Headteacher are responsible to the Board of Governors for ensuring that:

- ◆ Hazards are identified and that the significant risks are assessed.
- ◆ Relevant health and safety legislation is identified.
- ◆ Arrangements are made and implemented to control the significant risks and comply with the relevant health and safety legislation.

- ◆ These arrangements are recorded in the Health and Safety Policy.
- ◆ These arrangements are monitored to ensure they are working.
- ◆ Staff are capable of dealing with the health and safety requirements of their work.
- ◆ Any problems in achieving the intentions of the school's general statement of health and safety policy are reported to the Board of Governors.
- ◆ Specialist help and assistance is obtained where necessary.
- ◆ The results of health and safety monitoring are reported to the Board of Governors along with details of any major injuries to staff or pupils.

The Headteacher may delegate specific duties to members of staff, i.e. to the Assistant Head or other members of the leadership team.

### **2.3 TEACHERS AND ANCILLARY STAFF**

Teachers and ancillary staff are responsible to the Headteacher for:

- ◆ Taking reasonable care for their own health and safety and that of others who may be affected by their acts or omissions.
- ◆ Co-operating with the management of the school to implement the requirements of health and safety legislation and the school's Health and Safety Policy.
- ◆ Using all equipment and substances in accordance with training and instructions received and following the systems of work and procedures laid down in the school's Health and Safety Policy.
- ◆ Not misusing anything provided in the interests of health and safety.
- ◆ Reporting to the Headteacher or delegated officer any health and safety matter they cannot deal with themselves or any perceived shortcoming in the health and safety arrangements.
- ◆ Ensure that no members of the public are allowed to walk around the school unescorted.
- ◆ Ensure that the school Premises Officer liaises with the School's Office Manager regarding issues involving health and safety on the school premises.

### **2.4 HEALTH AND SAFETY ASSISTANCE**

Local Authority Health and Safety consultants are appointed by the school to be the competent persons as required by The Management of Health and Safety at Work Regulations 1992 and are responsible for providing assistance with:

- ◆ The identification of hazards and relevant health and safety legislation.
- ◆ The assessment of risk and devising and implementing of measures to control the risks and comply with health and safety legislation.
- ◆ The monitoring of the health and safety arrangements by carrying out an annual inspection of the school and preparing a report for consideration by the Governing Board and Headteacher.

## **3.0 ARRANGEMENTS**

This is where the school's systems and procedures for controlling risk and compliance with Health and Safety legislation are recorded. The arrangements detailed give an indication of what is required. They should only be included if they are relevant to the school's activities and **MUST** be adapted to suit the specific circumstances in the school.

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### **3.1 GENERAL HAZARDS**

Workplace accommodation standards are regulated by the Workplace (Health, Safety and Welfare) Regulations 1992. It is the policy of the school to comply with the standards for cleanliness, overcrowding, temperature, ventilation and lighting that are detailed in these Regulations and Approved Code of Practice. In particular staff shall ensure that areas are not overcrowded and that furniture and equipment is arranged to allow unobstructed passage to all areas and exit doors.

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 Headteacher. Staff are not to use chairs, boxes or similar items and are not to climb up the face of cupboards or storage racks.

In general, heavy items should be stored low down to reduce the risk of injury from falling and handling. Filing cabinet drawers shall not be overloaded and staff 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 Headteacher. Also any sharp edges which may cause injury and/or damage to clothing must also be reported.

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.

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 floorcoverings, slippery floors surfaces. Staff are expected to rectify these situations where possible or report them to the Headteacher.

### **3.2 FIRE PROCEDURES**

Fire prevention is part of everyone's duties. In particular, attention should be paid to checking the school before leaving at night to ensure nothing has been left which could lead to a fire developing whilst the premises are unoccupied. All electrical equipment that need not be left on, such as computers, projectors, photocopiers and kettles are to be switched off. Equipment needed to be left on should be kept clear of combustible material in case of a fault developing when unattended.

Combustible rubbish is to be regularly disposed of and flammable liquids are to be stored properly in order to reduce the risk of fire.

Evacuation procedures have been devised and notices are posted throughout the premises.

The Headteacher is responsible for organising evacuation practices each term and for completing the record sheet.

The Premises Officer is responsible for testing the fire alarms on a weekly basis and for completing the record sheet.

The Premises Officer is responsible for testing the emergency lights every term and for completing the record sheet.

Fire extinguishers and fire blankets are serviced on an annual basis by specialist contractors.

The Fire log book is kept by the Premises Officer in the office.

#### **Action on hearing the Fire Alarm**

Teacher or responsible adult will supervise children leaving the building by appropriate exit, closing the door when the last person is out. Detailed instructions are displayed in each room and around the school.

- Proceed to line up point in the playground.
- Everyone should walk quickly but not run.
- Keep quiet.
- Do not stop or return for any clothing, belongings or books.
- Registers will be taken to the fire assembly point by the admin staff and distributed to teachers for roll call.

#### **Fire Drills**

Fire drill instructions are posted on every classroom and office notice boards. All adults working in the school during school hours and during evening lettings are asked to read and become familiar with the fire instructions and the position of fire alarms and fire extinguishers.

- If the alarm is sounded, please follow fire drill instructions posted on every classroom and office notice boards.
- Fire drills will take place at least once per term.

#### **Lettings**

Details of fire procedures will be given to hirers. Adults supervising children during after school lettings will be asked to sign an annual agreement letter, stating that they are familiar with the school's fire evacuation procedures and fire fighting equipment. They will also be asked to conduct a fire drill with each group of children at the beginning of the school year. Access to a telephone must be available for emergency calls.

### Displays and decorations

1. The use of display material must be controlled in fire exit routes.
2. Decorations must not be suspended from light fittings.

### Smoking

The school has a 'No Smoking' policy. Therefore, smoking is not allowed inside the school building or anywhere on the school premises.

### **3.3 FIRST AID**

A first aid kit stocked with the contents recommended in the Approved Code of Practice to the Health and Safety (First Aid) Regulations 1981 in conjunction with the First Aid Policy:) is kept in the school office. Updated lists for first aiders are displayed in all communal rooms in the school

The school Senior Administration Officer is responsible for ensuring that the contents of the first aid kit are replaced as necessary and checked at least once per half term.

First aid kits are to be taken on all school trips, and the Group leader (GL) is responsible for the first aid kit and for taking charge of the situation i.e. calling assistance if a serious injury or illness occurs.

### Medicines

#### **Non- prescription**

Prescription and non-prescription medicines will only be administered at school:

- When it would be detrimental to the pupil's health or school attendance not to do so and
- Where we have parents'/carers' written consent

The school will consider requests made by Parent/ Carer in respect of the administration of medicines when:

- A child suffers from chronic long term illnesses / complaints such as asthma, diabetes or epilepsy.
- A child is recovering from a short term illness but requires a course of antibiotics, cough medicines etc.
- The school has received a written request from a Parent / Carer giving the instructions regarding the required dosage (see request form)

#### **Prescription**

A child may receive prescribed medicines in school if this has been prescribed to them and if the parent has completed the school medicine administration permission form.

The Headteacher will be responsible for overseeing the administering of medicines. The class Teacher or the class Teaching Assistant will be responsible for administering medicines when required

### **3.4 INJURY REPORTING**

Minor injuries to staff, pupils or visitors are recorded in the accident book by the person administering first aid.

The Headteacher is responsible for completing the F2508 forms or more serious injuries and for carrying out the statutory reporting procedures for "major" and "over 3 day" absence injuries as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985.

Staff are alerted and the fact that only a small proportion of accidents result in harm to people and the severity of injury is a poor indicator of risk. It is important to consider the potential rather than the actual outcome and to report minor injuries and "near misses" where appropriate.

All serious injuries should be transported to hospital by ambulance. No attempt should be made to move an injured person until appropriate examination and assessment have been completed.

### 3.5 WORK EQUIPMENT

All work equipment i.e. machine tools, portable hand and power tools, ladders, computers, heaters, boilers etc. provided by the school are:-

- selected to ensure that it is suitable for the task;
- maintained in efficient working order.

In particular, dangerous parts of machinery will be provided with guards and staff are responsible for ensuring that these are present, serviceable and in position at all times when the machinery is operating.

Staff shall not attempt repairs or to make modifications to machinery other than those associated with daily operations. Any defects or malfunctions are to be reported to the Headteacher.

### 3.6 ELECTRICAL HAZARDS

Electrical systems and equipment are subject to the Electricity at Work Regulations 1989. The Executive Assistant and the Premises Officer are responsible for ensuring that the fixed electrical installation is inspected and tested every 5 years. The Headteacher is responsible for ensuring that any alterations or extensions to the installation are carried out by competent electrical contractors.

Staff are alerted to the dangers of defective wiring and equipment and of the need to report any defects found or suspected immediately to the Headteacher.

Annual inspections and tests of portable equipment are carried out to identify faults that require maintenance to prevent danger. The Executive Assistant is responsible for organising this work and keeping the appropriate records in the school office.

#### Checklist for Electrical Equipment

Use 3 amp fuse on:      Radio or TV  
                                    Tape Recorder  
                                    Refrigerator

Use 13 amp fuse on:  
                                    Vacuum cleaner  
                                    Kettle  
                                    Toaster  
                                    Polisher  
                                    Portable cooker  
                                    Convactor heater  
                                    OHP and Projector

#### Inventory Book

All electrical equipment details should be entered in the Inventory Book in the Premises Officer Office.

All equipment should be regularly tested and labelled by a qualified electrical technician undertaking the test.

Any defective equipment should be marked '**UNSAFE - DO NOT USE.**'

There should be a stock of plugs and fuses on hand in preparation for the inspection.

Where portable electric equipment is used outdoors, e.g. (Lawnmower), a residual current device (RCD) shall be used to reduce the risk of a serious electric shock. Staff are instructed to use RCD adapters if one is not fitted into the fixed wiring and to cease using any equipment which causes the RCD to trip.

### 3.7 SUBSTANCES HAZARDOUS TO HEALTH

It is the policy of the school only to keep and use hazardous substances where non-hazardous substitutes are not capable of producing the required results.

Hazardous substances are used in the science, cleaning, and catering areas.

to Health Regulations 1988 (COSHH) i.e:-

- identifying hazardous substances;
- assessing the risks to health;
- devising and implementing adequate control measures and communicating these to the persons involved before use;
- recording sufficient information to justify the conclusion that the risks to health are adequately controlled.

### CONTROL OF INFECTION AND CROSS CONTAMINATION

To be read in conjunction with the published risk assessments that are kept under constant review to ensure that they are in line with the current guidance to mitigate risk and reduce transmission

In case of an outbreak of any illness, Public Health guidance is adhered and to contain the transmission of infections, good hygiene is encouraged throughout the school.

### 3.8 MANUAL HANDLING

Significant manual handling operations are required as part of the caretaking duties and these are detailed in Section 3.15.

Manual handling operations are required to some extent in most of the school's activities and it is not reasonably practicable to avoid them. These do not generally involve significant risks and are within the capabilities of all staff. Specific assessments of these operations are not necessary under the Manual Handling Regulations 1992. The measures entailed below are considered adequate to reduce the risk 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 Headteacher.

Staff shall use the trolleys and barrows provided for the movement of televisions, projectors, and boxes of books and paper.

When lifting boxes, parcels etc. the back must be kept straight and lifting carried out using the leg muscles. Lifting from the waist with the legs straight 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 e.g. moving trampolines, PE equipment, etc. Staff are required to assess these operations.

### 3.9 DISPLAY SCREEN EQUIPMENT

The Health and Safety (Display Screen Equipment) Regulations 1992 apply as staff use display screen equipment for a significant part of their normal work.

However, the display screen equipment work carried out by staff in the school does not meet the criteria given in the guidance to the above regulations for them to be defined as “users”. Suitable equipment has been provided to ensure the general health and safety of staff when working with display screen equipment but the specific requirements of the Regulations do not apply.

### **3.10 CONTRACTORS**

Contractors carrying out work in the school and grounds are required to report to the School Office on arrival (before work starts) and departure. Only registered contractors will be allowed to work on school premises.

The Headteacher is responsible for agreeing a system of work with the contractors to meet health and safety standards and for monitoring the progress of work generally to ensure the agreed protective measures are in place.

### **3.11 HEALTH AND SAFETY REPRESENTATIVES**

The role of trade union appointed health and safety representatives is recognised and encouraged.

The appointed health and safety representative will be consulted during the preparation and review of the health and safety policy of the school 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 the representative can carry out the functions of a health and safety representative as detailed in the Safety Representatives and Safety Committee Regulations 1977.

### **3.12 INDUCTION PROCEDURES**

The capabilities of all new staff as regards 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 school’s health and safety arrangements, particularly:-

- evacuation procedures;
- first aid and injury reporting arrangements;
- any other relevant emergency procedures such as electricity and gas isolation points.

### **3.13 PLAY AREAS**

A sufficient number of staff will supervise the play areas at all times when pupils are present.

### **3.14 VEHICLES**

The following arrangements have been implemented at the school:-

- A speed limit of 5 mph will be enforced.
- Delivery and contractors’ vehicles are prevented from entering the premises at school starting and leaving times.
- No vehicles are to be allowed onto the playground at break times or at any time when the children are on the playground.

### **3.15 PREMISES OFFICER**

#### **General Responsibilities**

- The maintenance of floor surfaces to ensure that there are no tripping hazards or slippery surfaces;
- Erecting temporary warning notices on any floors that become slippery from cleaning operations, leaves or spills etc.;
- The maintenance of fixtures and fittings, i.e. replacing light bulbs, tubes and broken door handles etc.;

- Carrying out any necessary maintenance of fire alarm and emergency lighting batteries and testing the operation of any automatic emergency boiler fuel cut off devices;
- Keeping storage areas tidy and ensuring that any highly flammable liquid e.g. petrol is stored in safe areas;
- Keeping the boiler house and plant rooms clean, tidy and free from accumulations of combustible materials and flammable liquids;
- Ensuring that boiler house ventilators are kept free of obstruction;
- Operating the boilers and plant in accordance with the manufacturer's advice and for ensuring the relevant instruction notices are posted;
- Isolating the electricity supply before changing light bulbs or tubes or carrying out any maintenance or repairs on equipment;
- Putting warning notices on isolated switches and equipment.
- Wearing appropriate personal protective equipment e.g. PVC gloves when handling fuel oil, safety shoes when moving heavy items, respirators when involved in dusty work, eye protection when hammering, chiselling or drilling etc.;
- Storing all cleaning substances in accordance with the manufacturers advice and in a locked area at all times when not in use;
- Disposing of any obsolete cleaning materials in accordance with the manufacturer's advice.
- Using the cleaning substances in accordance with the manufacturer's advice and where there are significant risks to health, following the control measures detailed in the COSHH assessments;
- The routine inspection of access equipment such as ladders, stepladders, tower scaffold etc.;
- Ensuring that all access equipment is suitable for the work involved and is used in accordance with the manufacturer's advice;
- Obtaining assistance to foot ladders and steady steps when climbing more than 8 rungs high;
- Not approaching the edge of flat roofs nearer than 2 metres (except at ladder access point where this must be at least more than 1 metre above the roof).
- Cleaning any shower heads and running hot and cold water services prior to the school re-opening after more than 5 days' closure.

### **Manual Handling Operations**

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.

### **Chairs and Tables**

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 and barrows 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 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.

### **3.16 SCIENCE AND LABORATORY WORK**

It is the policy of the school to follow the advice and guidance detailed in the following publications.

- Topics in Safety (ASE Publication).
- Risk Assessments for Science (CLEAPSS Publication).

### **Substances Hazardous to Health**

The following measures have been implemented in the Science Department:

- only the substances prescribed by CLEAPSS are kept by the school.

The implementation of the above measures allow the central assessments carried out by CLEAPSS (to comply with the requirement of the COSHH Regulations) to be adopted and it is concluded that the risks to health are adequately controlled.

Other work involving hazardous substances, not covered by the CLEAPSS procedures such as pupil's proposals for design and experimental projects, is individually assessed by staff and the proposals or rejected modified as necessary, to ensure that the risk to health is adequately controlled as required by the COSHH Regulations.

### **3.17 CRAFT, DESIGN AND TECHNOLOGY**

It is the policy of the school to follow the advice and guidance detailed in the following publication.

- Safety in Practical Studies (DfE Publication).

In particular the following measures have been implemented: -

- health and safety information and instructions are incorporated into the normal teaching process.
- close supervision is exercised over pupils' behaviour.
- cleaning and tidying up is carried out daily and unwanted items are disposed of at regular intervals.
- routine maintenance and inspection of all hand and power tools is carried out.
- RCD protection will be provided for all sockets.

The Headteacher is responsible for:

- checking the operation of RCD sockets on a half termly basis.
- keeping appropriate records.

### **3.18 PHYSICAL EDUCATION**

It is the policy of the school to follow the advice and guidance from the relative national governing body for the activities carried out and to allow only suitably qualified staff to be involved. The advice and guidance detailed in the following publication is followed.

- Safe Practices in Physical Education (DfE Publication).

In particular the following measures have been implemented.

- Fixed and portable exercise equipment is inspected on an annual basis, by Gym-Fix Team Ltd, Unit 4, Riverside Industrial Estate, 27 Thames Road, Barking, Essex, in order to identify and rectify any faults which could lead to danger.
- Instruction and close supervision of pupils (pupil to teacher ratios are in accordance with DfE advice) to ensure that the correct procedures are followed.

#### **Rules for Children - Indoors**

1. All children must be suitably dressed for apparatus and floor work. (i.e. plain vest and pants) and be in bare feet.
2. Children should adopt a good posture and correct use of the body at all times.
3. Children should lift, carry and place all equipment safely under the close supervision of an adult.
4. Children must understand the importance of warming up for, and recovery from, exercise.
5. Hair must be tied back, if appropriate, and no jewellery should be worn.
6. Children must work quietly on the apparatus.
7. Children do not touch each other whilst working on the apparatus.
8. Children must always walk when moving from one piece of apparatus to another.
9. Children must take 'turns' when using the apparatus and move away from it completely when they have finished working.
10. Children must come down from the apparatus slowly and carefully.
11. Children must always listen to the teacher's instructions and follow them accurately.
12. Children must observe the rules of good hygiene.

#### **Rules for Adults - Indoors**

1. Before each lesson the class teacher, or other adult, must check the floor surface and arrangement of apparatus; where appropriate, adjustments should be made.
2. All adults should wear footwear appropriate for a P.E. lesson (high heeled shoes can be slippery on the floor surface and potentially dangerous).
3. During the lesson, the adult in charge will monitor the whole situation, and should constantly remind the children of the safety rules and procedures.
4. Adults must never leave children unsupervised during a P.E. lesson.
5. Adults must ensure children enter and leave the hall in a safe and orderly fashion.

#### **Rules for Children - Outdoors**

1. Children must be suitably dressed, (depending on weather) and wearing appropriate footwear.
2. Children should be familiar with the safety procedures for indoor P.E. and apply them to outdoor activities when appropriate.

#### **Rules for Adults - Outdoors**

1. Adults must check the surface of the playground for loose gravel, stones, etc. and remove them before the lesson begins.
2. Adults must check all apparatus before taking it outside and ensure its safeness.
3. Adults should follow the same safety procedures for indoor/outdoor activities as and when appropriate.

### 3.19 CATERING

The school is registered with the Local Authority Environmental Health Department and is regularly visited by Environmental Health Officers or Food Safety Officers. All recommendations and advice given by these inspectors is implemented in order to ensure adequate food hygiene standards. All food handlers are trained in basic food hygiene procedures.

#### Cookery Rules

##### Children:

1. Always wear an apron
2. Remove watches
3. Always wash your hands before touching food
4. Tie your hair back if it is likely to touch food
5. Listen carefully and do what you are told the first time
6. Never touch sharp tools or hot equipment without permission
7. Never lick spoons etc. without permission
8. Help to clear up properly.

##### Adults:

1. Initially check recipe, ingredients, utensils, location of fire blanket
2. Check cookery area is available for a complete session
3. Wear an apron, remove watch/jewellery
4. Always wash your hands before touching food, reminding the children to do the same
5. Tie your hair back if it is likely to touch food
6. Never leave saucepan handles sticking out or hot equipment - mention any safety points to children
7. Make sure tables and worktops are left clean.
8. Encourage the children to clear up properly and return equipment to its rightful place.

### 3.20 SCHOOL OUTINGS

When taking children out of school we follow the following guidance: 1. DfE Health and Safety on Educational Visits November 2018: <https://www.gov.uk/government/publications/health-and-safety-on-educationalvisits/health-and-safety-on-educational-visits> 2. 'There and Back Again: The Outdoor Education Handbook' Lambeth guidance 3. National guidance as updated on [www.oeapng.in](http://www.oeapng.in)

The general arrangements for school outings are as follows:-

- parent's consent will be obtained for all school outings which leave and/or return outside of normal school hours.
- staff are responsible for identifying any hazards associated with the visit and or implementing adequate measures to control the risks arising from them.
- a sufficient number of suitably qualified staff and adults will be present on all school outings to ensure adequate control and supervision of pupils. (Infant pupil/adult ratio 1-6.)
- first aid materials will be taken and at least one adult trained in emergency first aid will be present on all school outings.

#### Animals in School

1. No animals are allowed on school premises unless under special circumstances i.e. exception of where there is an animal on site for a specific purpose in accordance with agreed risk assessments or an organised and approved event with prior knowledge, permission and agreement by the Headteacher.

### 3.21 EQUIPMENT AND MATERIALS

#### Correcting Fluids

1. Only staff may use correcting fluids such as Tippex, as such fluids are toxic.
2. Children are not allowed to bring their own correcting fluids to school. Staff are asked to watch for children who might do so.

#### Marker Pens

1. Pens which are mainly water based should be used.
2. When other pens are used, these should only be used by staff - and in a well-ventilated area.
3. Staff should ensure that pens suit the board for which they are intended.

#### Scissors

Only blunt nosed scissors should be used in the classrooms.

#### Rotary Trimmers

The trimmers are kept in Classrooms/Repro room/Office. Staff are asked to take care when carrying them and should return them to the appropriate place immediately after use

### 3.23 MONITORING AND REVIEW

The Headteacher and a representative from the Governing Board will monitor the health and safety arrangements in the school by:-

- reviewing the accident book entries and injury report forms.
- reviewing the annual report submitted by the health and safety consultants.
- carrying out an annual inspection of the premises.

The Health and Safety Policy is reviewed annually and amended as necessary to take account of the findings from monitoring and any new developments in health and safety.

#### **Signed:**

Headteacher: \_\_\_\_\_

Chair of Governors: \_\_\_\_\_

\_\_\_\_\_

*Date agreed: February 2021*

*Date to be reviewed: February 2022*