

# HEALTH AND SAFETY POLICY STATEMENT

Health and Safety at Work etc Act 1974

## This is the Health and Safety Policy Statement of **Newman School**

### Our statement of general policy is:

- to make adequate arrangements for the health, safety and welfare of the staff and pupils;
- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction, and supervision for employees;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

**Signed:** ..... **Head Teacher**

**Signed:** ..... **Chair of Governors**

**Date: 1st October 2018. Resources Committee**

**Review date: 1st October 2019**

## RESPONSIBILITIES

Overall and final responsibility for health and safety is that of

Paul Silvester, Head Teacher  
Gill Knight, Chair of Governors

Day to day responsibility for ensuring this policy is put into practice is delegated to

Katharine Ryan-Murray,  
Deputy Head Teacher

John Ryan, Site Manager

To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas

Name John Ryan      Responsibility: Site Manager

Name Katharine Ryan-Murray      Responsibility: Ensure that issues arising from Health and Safety Walks and matters raised at other times are acted upon and resolved,

Name Katharine Ryan-Murray      Responsibility-School minibus/car: Ensure a register is kept of seating requirements, including booster seats, clamping needs for off-site visits, conduct spot checks, and report to Health and Safety Committee.

Name Richard Sayles      Responsibility: Check contents of First Aid boxes and order supplies and refill as necessary

Name Susan Grundy      Responsibility: PE Risk Assessment

Name Susan Grundy, Catherine Bridge      Responsibility: Swimming Pool Risk Assessment

All staff using the pool have a copy of the Pool Policy, and sign to say they have read it before supporting in the pool, on an annual basis.

Physiotherapist is responsible for assessment and provision of e.g., walkers, standing frames, supported laying, and demonstrates the use of these.

Occupational Therapist is responsible for assessment and provision of e.g., static seating, toileting equipment, slings, and demonstrates the use of these.

All employees have to:

- co-operate with supervisors and managers on health and safety matters;
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety; and

report all health and safety concerns to an appropriate person (as detailed in this policy statement).

## ARRANGEMENTS

### HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

Risk assessments will be undertaken by

Premises Manager  
Subject leaders  
Deputy Head Teacher  
Staff leading educational visits  
Staff introducing new equipment, e.g. temporary staging  
Physiotherapist/ Occupational Therapist  
NAR Assistant Head

- Physiotherapist gives out risk assessments for e.g., standers, laying equipment, walkers. Physio equipment is serviced/ adjusted on delivery/ an annual basis/ as necessary
- Occupational therapist provides annual risk assessments for equipment provided, e.g., bespoke slings.

The findings of the risk assessments will be reported to

Katharine Ryan-Murray, Deputy Head

Action required to remove/control risks will be approved by

Paul Silvester, Head Teacher  
Katharine Ryan-Murray, Deputy Head  
John Ryan, Premises Manager

Katharine Ryan-Murray

will be responsible for ensuring the action required is implemented.

**Katharine Ryan-Murray**

will check that the implemented actions have removed/reduced the risks

**Assessments will be reviewed every**

**Calendar year**

**or when the work activity changes, whichever is soonest.**

(Management of Health and Safety at Work Regulations 1999)

## **ARRANGEMENTS**

### **CONSULTATION WITH EMPLOYEES**

**Employee Representative(s) are**

**R Turnbull, NUT**

Trade union appointed safety representatives are consulted with on matters affecting the employees they represent.  
Employees are also consulted with directly.

**Consultation with employees is provided by**

**Health and Safety Committee, staff briefing**

**The Committee meets half termly. It is chaired by Katharine Ryan-Murray. Members are Kate Lay, Teacher; John Ryan, Premises Manager; Susan Beevers, H+S Governor; student representative**

The Committee addresses issues raised by staff informally and in writing, and receives representation from the student representative/ Student Council. It reports on issues raised, and hears results of premises walks by the Premises Manager and Deputy Head/ Admin Team member. It receives feedback from Fire Safety checks raised with relevant staff. It instigates the purchase of safety equipment, for example, basketball post protectors. Minutes are provided to all staff, the H+S Governor. The Resources sub-committee has an Agenda item for H+S and for Premises reports at every meeting.

## ARRANGEMENTS

### SAFE PLANT AND EQUIPMENT

**John Ryan, Premises Manager**

will be responsible for identifying all equipment/plant needing maintenance.

**John Ryan**

will be responsible for ensuring that all identified maintenance is implemented.

A logbook is used to record the maintenance checks.

**Any problems found with plant/equipment should be reported to**

**John Ryan**

**John Ryan  
Subject leaders**

will check that new plant and equipment meets health and safety standards before it is purchased.

## ARRANGEMENTS

### SAFE HANDLING AND USE OF SUBSTANCES

**John Ryan**

will be responsible for identifying all substances which need a COSHH assessment.

**John Ryan**

**will be responsible for undertaking COSHH assessments.**

**John Ryan**

will be responsible for ensuring that all actions identified in the assessments are implemented.

**John Ryan**

will be responsible for ensuring that all relevant employees are informed about COSHH assessments.

**John Ryan**

will check that new substances can be used safely before they are purchased.

Assessments will be reviewed every

Calendar year

or when the work activity changes, whichever is soonest.

## ARRANGEMENTS

### INFORMATION, INSTRUCTION AND SUPERVISION

The Health and Safety Law poster is displayed in staff room of NMS and NAR

Health and safety advice is available from

**John Ryan  
Dean Fenton, RMBC**

Supervision of volunteers, students, /apprentices will be arranged/undertaken/monitored by

**Katharine Ryan-Murray**

**Katharine Ryan-Murray**

is responsible for ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information.

**Work Experience:** B&E Together Ltd do all the risk assessments and check personal insurances, liability etc. If anything is out of date they visit the employers and complete all the paperwork before a student is allowed to access the placement.

**ARRANGEMENTS**

**COMPETENCY FOR TASKS AND TRAINING**

Induction training will be provided for all employees by

Catherine Dawson  
Natalie Borrington  
Sharon Fox  
Katharine Ryan-Murray  
Michaela Glarvey- NAR

Job specific training will be arranged/ provided by

Phil Nartey, Moving and Handling  
Claire Swann, Nurse for Children with Complex Needs  
K Ryan-Murray, C Dawson, moving children in wheelchairs  
Speech and Language Therapist: oral feeding  
Team Teach, Jane Whitlam ( NAR)

Specific jobs requiring special training are

Moving and Handling; oral feeding; gastrostomy feeding jujunostomy feeding; tracheostomy care; administering medication, including emergency medication for seizure activity; assisting children in wheelchairs; Team Teach

Training records are kept

In SIMS  
By Claire Swann, Nurse

Training will be identified, arranged and monitored by

Catherine Dawson, Business Manager  
Katharine Ryan-Murray  
Anna Holloway,

**ARRANGEMENTS**

**ACCIDENTS, FIRST AID AND WORK-RELATED ILL HEALTH**

Health surveillance is required for employees doing the following jobs

e.g., work with lead, chrome, asbestos, noise, isocyanates and some chemicals as identified by COSHH assessments

*RMBC Principal Health and Safety Officer advised February 2016 that the school environment should present minimal hazards from the occupational health perspective if normal risk assessments carried out and followed. Should the site manager have any specific health issues / complaints and his / her GP / hospital / occupational health advised that health surveillance is necessary then Newman School would organise this / allow time off work to attend. Risk assessments around the site manager's role would highlight any significant concerns in relation to health risks.*

Health surveillance will be arranged by

**Katharine Ryan-Murray**

Records will contain details of the employees, the health surveillance procedures, dates and conclusions. The health care professional doing the surveillance will hold the actual medical records as these are confidential.

**Health surveillance records will be kept by/at**

**RMBC Health Personnel Dept**

**The first aid boxes are kept in**

**NMS: Reception, Staff Room, swimming pool, ICT Manager's room, Secondary corridor, Hall, Primary 3, L7, Inclusion/ Family Support Room, Café – U7, U3, Garage, Bungalow Kitchen (P1).**

**Defibrillator: Reception**

**NAR: Reception, Top Kitchen ( Bessie Room)**

**Defibrillator: Reception**

**The first aiders are**

**NMS: Richard Sayles, Linda Barletta, Natalie Wright, Marina Lancaster, Carly Mounsey, Adel Tylec,**

**Rachel Carr, Kimberley Tuffley, Laura Scott, Leonie Machin (Paediatric First Aid).**

**NAR: Lisa Bartholomew, Pauline Robinson**

**NMS/ NAR: All accidents relating to students are recorded on CPOMS. Staff accidents and cases of work-related ill health are recorded in SIMS, and in the staff files.**

**The following person is responsible for reporting accidents, diseases and dangerous occurrences to the RMBC Health and Safety section.**



**NMS:Katharine Ryan-Murray  
NAR: Michaela Glarvey**

Near misses are reported in the Near Miss Book and any action taken recorded.

## **ARRANGEMENTS**

## **MONITORING**

**To check our working conditions, and ensure our safe working practices are being followed, we will conduct**

**Daily /weekly site inspections by John Ryan. Entered in Log Book**

**Monthly checks of fire exits**

**Termly inspections by Premises officer, and Deputy Head. Reports produced**

**Annual Health and Safety Review**

**Monitoring of Accident Books, Near Miss Book half termly**

**Katharine Ryan-Murray**

**is responsible for investigating accidents in NMS.**

**Michaela Glarvey**

**is responsible for investigating accidents in NAR**

**Paul Silvester**

**Katharine Ryan-Murray**

**are responsible for investigating work-related causes of sickness absences**

**Paul Silvester**

**Katharine Ryan-Murray**

**are responsible for acting on investigation findings to prevent a recurrence.**

## ARRANGEMENTS

### EMERGENCY PROCEDURES – FIRE AND EVACUATION

**John Ryan**

is responsible for ensuring the fire risk assessment is undertaken and implemented.

Escape routes are checked by/every

**John Ryan every month**

Fire extinguishers are maintained and checked by/every

**John Ryan every month and South Yorkshire Fire and Rescue every year  
They are sited throughout school and by every fire exit**

The Fire Log Book is completed once a week for Emergency Lighting and once a month for other parts of the Fire Risk Assessment  
Alarms are tested by/every

**By John Ryan every week**

Emergency evacuation will be tested every

**Term**

The Security Co-ordinator is

**John Ryan**

The Deputy Security Co-ordinator is

**Paul Silvester, Head Teacher**

### SOME KEY AREAS OF RISK

- Asbestos
- Building / Maintenance work on site
- Chemicals
- Stress
- Substances hazardous to health (including dust, fume, etc.)
- Temperatures

- Display Screen Equipment (VDUs)
- Electricity
- Educational Visits
- Falling objects/collapsing structures
- Fire and Explosion
- Gas appliances
- Legionella
- Machinery (including guarding)
- Manual Handling
- Noise
- Pool
- Pressure Systems
- Radiation
- Slips, trips and falls
- Site Security
- Transport
- Vibration
- Violence to staff
- Work equipment
- Work-related upper limb disorders
- Working alone
- Working at heights
- Working environment

### FURTHER GUIDANCE

The following guidance booklets are available from the contact below:

- Five Steps to Risk Assessment INDG163 (rev1) 1998
- A guide to Risk Assessment requirements: Common provisions in health and safety law INDG218 1996
- Buying new machinery
- COSHH: A brief guide to the regulations INDG 136 (rev1) 1999 (free); COSHH essentials: Easy steps to control chemicals HSG193 1999 ISBN 0 7176 2421 8 and the General COSHH Approved Code of Practice, Carcinogens ACOP and Biological Agents ACOP L5 1999 ISBN 0 7176 1670 3.
- First Aid at Work: your questions answered INDG214 1997 **and** Basic advice on first aid at work INDG215 (rev) 1997
- Consulting employees on health and safety
- LEA Circular 146 (Educational Visits),
- Electronic Health and Safety information (Circular 88) available from the RMBC Intranet and RGFL portal page
- RMBC / CYPs fire safety and emergency planning: Dean Fenton.

### FURTHER INFORMATION

Further advice:

Dean Fenton

Principal Officer – School Organisation and Risk Management

Rotherham Metropolitan Borough Council

Children and Young People's Services

1<sup>st</sup> Floor Wing A, Riverside House

Main Street  
Rotherham S60 1AE

**Telephone:** 01709 254821

**Email:** [dean.fenton@rotherham.gov.uk](mailto:dean.fenton@rotherham.gov.uk) –

### **Additional Notes and Guidance:**

#### **Accidents**

All accidents to pupils must be recorded on an RMBC Accident/ Incident Form and then transferred to CPOMS. All accidents to staff must be recorded on RMBC Accident/ Incident Forms. All details need to be filled in, including treatment. The blank forms are kept in Reception. When a serious accident occurs, and the person requires treatment, the RMBC Accident/Incident Record form is used to notify the RMBC Health and Safety Section. On the Accident form, indicate if it is / might be RIDDOR reportable (see below). The health and safety section will then advise further and notify HSE if necessary.

Certain accidents arising out of, or in connection with, work have to be reported to the Health and Safety Executive, under the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

*Major Injuries:* Fractures of the skull, spine or pelvis, fracture of any bone in the arm, other than a bone in the wrist or hand, fracture of any bone in the leg, other than a bone in the ankle or foot, the loss of sight in an eye, any other injury that results in the person injured being admitted to hospital as an in-patient for more than 24 hours, unless that person is detailed for observation only. It could be that the extent of the injury might not be apparent at the time of the accident or immediately afterwards, or the injured person might not immediately be admitted to hospital. Once the injuries are confirmed, or the person has spent more than 24 hours in hospital then the accident must be reported as a major injury.

*Pupil Accidents:* Fatal and major injuries to pupils on school premises during school hours should be reported in the same way as those to employees. However, injuries during play activities in playgrounds arising from collisions, slips and falls need not be reported unless they are attributable to:

- The condition of the premises (for example, potholes, ice, damaged or worn steps etc)
- Plant or equipment on the school premises
- The lack of proper supervision

Fatal and major injuries to school pupils occurring on sponsored or controlled activities, organized by the school but off the school site (such as field trips, sporting events or holidays in the UK), should be reported if the accident arose out of, or in connection with, these activities.

## **Administration of Medicines**

See Policy

## **Animals**

Newman School does not keep animals in school. Only animals from accredited sources may be brought onto the premises, for curriculum purposes, and after the appropriate risk assessments have been completed.

People with cuts or infections should not touch the animals. Animals can bite and scratch and resulting wounds must be treated carefully. (See the section on first aid.) These incidents must be reported to the Headteacher and parents/ carers.

Dogs: dogs are not allowed within the perimeter of the school grounds for health and safety reasons, though exceptions are made for working dogs; namely, guide dogs and hearing dogs. Should a dog foul an area of the school grounds, the area must be cleared up immediately, as there is a possibility the children could pick up serious infections, e.g. toxocarasis.

## **Asbestos**

All building work that is carried out in school has approval from the LA re the possibility of asbestos being present in the original structure of the building, in line with the LAs asbestos plan.

An asbestos plan has been carried out for the building, locating any likely source of asbestos.

## **Building/ Maintenance Work/ Contractors on Site**

Contractors should telephone the Headteacher/Site Manager and make appropriate arrangements before commencing work. If work is to be carried out where pupils are present, then DBS checks will be made on personnel, or the contractor will be accompanied at all times..

All contractors should report to Reception. Contractors work under the close supervision of the Site Manager. Any concerns should be reported to the Headteacher, the contractors and the appropriate department of the LA/other Advisory Body. Contractors should have sight of and sign the Asbestos Register. No repairs or maintenance can be carried out in areas that children or adults are occupying; this includes cloakroom and toilet areas.

The guidance sheet below will be given to contractors.

### *Guidance for Contractors on Site*

Newman School complies with the recommendations of the Health and Safety Inspector of Rotherham LA and requests you to refrain from the following practices

- Smoking in the building or in the grounds, as Newman School is a no-smoking school
- Moving vehicles while children are at play
- Working on or near the playgrounds while the children are at play

- Leaving equipment lying around or unattended
- All contractors to have DBS clearance if working unattended on site.

If you have any problems, please see the Headteacher

### **Children Moving Equipment**

Children should **always** be supervised when moving any equipment or piece of furniture. Children are shown how to lift and carry safely and reminded of this each time. Chairs should be moved one at a time. Tables need one child at each end. Small items of equipment - CD players, PE trolleys - can be moved by the children under adult supervision. When an item of equipment or furniture is being moved from one room to another, the supervising adult should nominate a child to open and close doors.

*Items Children Should Not Move* - computers; televisions and overhead projectors; piano; paper cutters.

Children/staff should not stand on chairs or tables to remove displays, nor should they remove staples, pins etc from display/notice boards

### **Educational Visits**

See document, *Evolve Process for Notifiable Visits, Notification and Approval System September 2018.*

### **First Aid**

See First Aid Policy

### **Fire and Explosion**

**When the fire alarm sounds, all children and adults stop what they are doing and leave building through the nearest exit. Fire doors and emergency exits should never be blocked or locked during school hours, but, should a normal exit be blocked for any reason, then the nearest exit should be used. Escape routes are marked on a plan in the entrance hall, and fire collection points are identified in the school grounds.** The children should walk out/ be taken out of the building(s) calmly and line up quietly. Adults should prevent panic. The Administrative staff will give the Class Register sheets to the class teachers, who should take the roll-call and check that all the children are present. Nobody should go back into the building(s). If a child is missing, this should be reported to the Headteacher/ Teacher in charge of NAR. The Headteacher/ Teacher in Charge of NAR checks with all teachers that their pupils are accounted for.

NMS: Staff and children on the primary corridor should leave the premises via the fire door in their classroom and proceed to the main playground. The staff and children in the secondary department should leave by the nearest available fire door and proceed to the main yard. Following advice from the visiting Fire Officer, children in standers will be evacuated along the top secondary corridor to the yard, if the way is clear. Staff and children in the old P1 Classroom leave through the fire door and gather in the lower secondary yard.

Fire wardens assist with the evacuation of the building and coordinating the roll-calls. The Fire Wardens are the Deputy Head, the Site Manager, the Headteacher, the IT Manager, the Finance Officer, the Admin Officer and the reception staff.

#### *Lunchtime Fire Procedure*

If the fire alarm is sounded, adults on duty in the Dining Hall, classrooms, cloakrooms and playground should gather all the children well away from the building and ensure no child re-enters the building.

The Headteacher and Deputy Headteacher will ensure, as far as it is reasonably practicable, that everyone is out of the building(s).

NAR: Fire Wardens are Teacher in Charge, Reception Administrator, TA Manager, Business Support Officer, teachers

#### **Fire and Bomb Alerts**

**In the event of a fire or bomb alert, the Headteacher should sound the fire alarm to evacuate the premises and, after telephoning 999 to alert the Fire Brigade and Police, check that the evacuation procedure has been followed. If the alert is a practice, then the Fire Brigade should be informed before the evacuation of the premises takes place. The Headteacher/Fire Warden, should position themselves near the school gates to meet the Fire Brigade/Police and direct them to the site of the incident, if known.**

All children and adults should remain outside. Only when the 'all clear' has been given are children and adults permitted to re-enter the premises.

#### **First Aid**

See Policy

*Safety/HIV Protection:* see document, *Hygiene and Good Working Practice*.

#### **Food Technology/ Technology**

See Risk Assessments

Certain children are allergic to various foodstuffs, **as identified in Individual Care Plans**. All class staff should refer to these for information.

*Protective Clothing:* Aprons should be worn for all painting activities and any potentially messy craft activities. Cloth aprons are worn in Food Technology classes and washed after each use. The aprons provided, rather than painting shirts should be worn for Technology lessons. If handling soil for any activity, gloves should be worn. Goggles should be worn for appropriate activities. Eye protection should be worn when chisels are in use. Children should be shown the correct techniques for their use before handling them.

**ICT:** See Classroom Risk Assessment

#### **PE**

See *PE Risk Assessment*. The teacher must consider if the environment and equipment are safe. All equipment should be checked by a member of staff and returned to its proper place at the end of the lesson. KS2 PE is

done on mats for gymnastics and other activities as appropriate. When activities take place on floor, trainers or orthotic footwear are worn. Secondary pupils should wear/change into T shirt and tracksuit trousers and training shoes. Other clothing may be worn if the teacher believes this does not affect safety. Children remove ALL jewellery for PE for safety reasons. Risk Assessments for PE are updated annually. All PE fixed equipment to be checked annually by an accredited engineer.

*Gymnastic Safety:* Large pieces of gymnastic apparatus should be moved only when there is a member of staff present.

- The children should be 'warmed up' sufficiently before the lesson begins, to avoid injury. The teacher should be able to see the whole class (important during apparatus work).
- Is the apparatus suitable for the age of the children? The teacher should know how many children are safe on each piece of apparatus and should group the children accordingly.
- If only one person at a time can go on the apparatus, make sure the next child does not start until the first is off the apparatus and mats
- Discourage the children from touching each other (especially giving support), unless the specific task you have given them requires it, eg partner work
- Beware of demonstrating an exercise with the most able child, as this could influence other children to attempt a task beyond their capabilities

*Dance Safety:* Children should dance in bare feet if on mats (or orthotic footwear) or wear pumps if on the floor.

*Swimming (external):* Staff should accompany the children when traveling to and from the baths, the lead member of staff having a list of all the children in his/her care and the numbers involved. The children should be counted on leaving school, on entering and leaving the pool and when leaving the swimming baths. The children should know the layout of the Leisure Centre, including where the swimming pools and changing rooms are.

The swimming teacher should make sure the school staff know where to find the nearest life-saving equipment, first-aid box and telephone in case of an emergency.

Staff to pupil ration must be at least 1:5 on the poolside. Staff must be in/around the changing rooms when the children are changing. Children with long hair should wear swimming caps.

NOTE: See the Rotherham LEA guidelines for more details.

*Swimming (Internal):* See document, *Swimming Pool Policy September 2018*

## **School Rules**

School rules for safety: walk (not run) in the school buildings, play within sight of an adult, take care of all property, NO children to push wheelchairs, NO children to be left unattended in wheelchairs on slopes and inclines, etc. The main school rule is Take Care.



## Science

General: see Science Lab Generic Risk Assessment. Safety goggles will be worn during all experiments. All children are taught about safety procedures during Science lessons. All equipment is kept in the stock cupboard in the classroom between lessons, which is locked. Where there is a hazard, the employer is required to carry out a risk assessment under either the COSHH Regulations or the Management of Health and Safety at Work Regulations.

### *Good Laboratory Practice*

No eating, drinking, smoking or the application of cosmetics should be allowed in the laboratory. Interference with mains services or equipment is strictly forbidden, as is running or foolish behaviour generally. Where a piece of apparatus powered from the mains is used, it should be connected and switched on under adult supervision. Leads should not 'trail' across the room or tables. Any electrical equipment loaned to the school should be PAT tested, suitable for its purpose and safe for pupils to use.

Good hygiene is needed at all times, but especially when chemicals or living organisms are being used. Benches and tables need to be wiped down after such activities and hands washed.

Suitable eye protection must be worn whenever the risk assessment requires it, i.e. whenever there is a recognised risk to the eyes. This will certainly include activities in which water is boiled, chemicals are heated, heat is generated in a chemical reaction, or any activities in which chemicals with a hazard classification are used. Eye protection is also necessary where there are mechanical hazards, e.g. when stretching wires to breaking point or evacuating vessels.

Long hair should be tied back and ties, cardigans, scarves etc should not be allowed to hang freely.

Teachers will show and remind pupils how to safely heat small quantities of solids in test tubes and liquids in boiling tubes (wide diameter test tubes), using small quantities so that the tube is not more than one fifth full, and pointing the tube away from their own and other people's faces. The tube should be sloping so that the holder is not in the flame. For liquids, tubes should be gently swirled or a water bath used where appropriate. Pupils should stand (if possible), rather than sit, for most operations in which chemicals (and especially liquids) are handled.

Teachers will need to show pupils how to smell the contents of a test tube or bottle safely. First, fill the lungs with (ordinary) air by breathing in deeply (so that only a small amount of chemical can subsequently be sniffed in). The container should then be held some distance from the face and pointing away from it, and the odours wafted gently towards the nose with a hand.

Pupils need to be shown how to pour safely from bottles, pouring away from the label (so that it is not damaged by drips).

Spills of chemicals should be wiped up at once. Some may require chemical treatment (e.g. neutralisation) but, in the quantities normally

handled by pupils, a damp cloth is usually sufficient. The cloth should then be rinsed.

Pupils should be trained to use a spatula or similar device and never to handle chemicals with their fingers.

Use of pipettes should be closely supervised.

Work in schools rarely requires the use of protective gloves. However, when chemicals have been used or living organisms handled, pupils should be trained to wash their hands afterwards.

If the risk assessment requires the use of a fume cupboard, then this should meet the standard of *Building Bulletin 88, Fume Cupboards in Schools* (Architects and Buildings Branch, DfEE, 1998, HMSO).

If safety screens are required for a demonstration, then they should protect the teacher and all the pupils. They should be sufficiently tall and close to the apparatus to prevent objects going over the top.

Any culture of organisms that are to be consumed, e.g. yoghurt bacteria or baker's yeast, should not take place in a science laboratory.

### **Site Security**

**The Headteacher/Deputy Headteacher performs the security functions in the absence of the Site Supervisor. The Headteacher is responsible for the security of the premises during the day. The main entrance door on both sites and all other doors must be closed at all times. Gates are closed automatically at 10.00am and reopen at 3.20pm.** Visitor access is restricted to one point e.g., main doors, with a coded key pad fitted/ key fob. Key pads are fitted to other gated access. Other external yard gates are locked with coded padlocks

Parent/ Carers/ visitors are welcome in school but must report to Reception first. The purpose of the visit will be verified and the appropriate welcoming adult notified. A Visitor's Badge must be worn at all times on the premises.

*Visitor Lanyards:* unless we have obtained DBS details from visitors they are given a **red badge** and are not at any point allowed to be unaccompanied in school. If a visitor has a red badge and admin staff hand over a visitor wearing a red badge to a Teacher/ TA it is then their responsibility to ensure that they are never left unaccompanied in school.) Professional should be asked to produce photo ID to ensure that they are who they are claiming to be- e.g., NHS badge/ RMBC badge/ other professional badge, driving license.

The professional should be asked if at any point they are wanting to interact with a young person on their own on a 1-1 basis.

1. If NO- follow procedures above as normal.
2. If YES they should be asked if they have a DBS. If they cannot provide the number then they should be notified that they cannot be left unaccompanied at any time,

### **Technology**

All equipment should be stored safely in the fume cabinet and returned to its correct storage place after use. Craft knife blades must be retracted before they are put away. Hardboard should be used to protect surfaces when using tools. An adult will always supervise children who are using

tools. The correct procedures and techniques are demonstrated. Wood to use in school must be bought from an educational supplier. 'Donated' wood should not be accepted unless the source has been investigated. *Glue guns:* ensure children are well supervised. Younger children should not use the guns on their own. Designate an area for using the glue gun. Only one child should be in the area using the gun at any one time. Keep all the other children well away. The item being glued must be left for a few minutes to cool. If a child should burn him/herself, the wound should be run under the cold tap. The designated First Aider/nurse or the Headteacher should be consulted.

### **Transport + Buses**

See Document, *Drop off and Pick Up Arrangements May 2017* for NMS, and *Drop off and Pick Up Arrangements July 2015* for NAR.

*NMS:* ALL vehicles will queue in single file on the drive below the main entrance until directed to move forward by one member of staff to access the appropriate parking bay. A second school staff member will act as a 'Banksman' to help drivers to safely reverse park the vehicles not using tail-lift/ small single wheelchair passenger vehicle into the 2 disabled parking bays. There is a 'loop' system in school which is clearly marked. Children should be escorted to the vehicles either by the bus escort or a school TA.

*NAR:* Three members of school staff will be on duty from 9.10 until all vehicles have arrived / dropped-off pupils and left the school site. One member of the 3 school staff will control traffic, to the parking area at the rear of Newman Additional Resource, through the Green Gates. ALL vehicles will cue in single file on the drive, while waiting to go through the Green Gates. The 2<sup>nd</sup> School staff member will direct school TAs to help transport escorts to safely supervise pupils from all parking bays across the car park into the school via the common room entrance to a member of school staff. The 3<sup>rd</sup> School staff member will be in radio contact and on stand-by at the large green gates, locking the gates. This staff member must lock gates when all vehicles are parked in rear car park, and unlock them when all students are safely inside the school building.

### **Working on a VDE- Advice**

The Health and Safety (DSE Regulations) are available from <http://www.hse.gov.uk/pubns/indg36.pdf>. Staff are encouraged to take breaks from long periods of VDU work and limit the time spent using the mouse; to take frequent breaks - even short pauses to relax the arm can help. Place the mouse close, so it can be used with a relaxed arm and straight wrist. Support arm, for example on the desk surface or arm of a chair. If using the mouse is awkward, try a different shaped or sized one, or another device such as a trackball.

*Getting comfortable*

- Adjust chair and VDU to find the most comfortable position. As a broad guide, forearms should be approximately horizontal and eyes the same height as the top of the VDU.
- Make sure there is enough work space to take whatever documents + equipment needed. Try different arrangements of keyboard, screen, mouse and documents to find the best arrangement. A document holder may help avoid awkward neck and eye movements.
- Arrange desk and VDU to avoid glare, or bright reflections on the screen. This will be easiest if neither person nor the screen is directly facing windows or bright lights. Adjust curtains or blinds to prevent unwanted light.
- Make sure there is space under your desk to move legs freely. Move any obstacles such as boxes or equipment.
- Avoid excess pressure from the edge of seat on the backs of legs and knees. A footrest may be helpful, particularly for smaller users.

#### *Keying in*

- Adjust keyboard to get a good keying position. A space in front of the keyboard is sometimes helpful for resting the hands and wrists when not keying.
- Keep wrists straight when keying. Keep a soft touch on the keys and don't overstretch fingers. Good keyboard technique is important.

#### *Using a mouse*

- Position the mouse within easy reach, so it can be used with the wrist straight. Sit upright and close to the desk, to avoid working with mouse arm stretched. Move the keyboard out of the way if it is not being used.
- Support forearm on the desk, and don't grip the mouse too tightly.
- Rest fingers lightly on the buttons and do not press them hard.

#### *Reading the screen*

- Adjust the brightness and contrast controls on the screen to suit lighting conditions in the room.
- Make sure the screen surface is clean.
- In setting up software, choose options giving text that is large enough to read easily on screen, when sitting in a normal, comfortable working position. Select colours that are easy on the eye (avoid red text on a blue background, or vice-versa).
- Individual characters on the screen should be sharply focused and should not flicker or move. If they do, the VDU may need servicing or adjustment.