



Silsden
Primary School

Silsden Primary School Health & Safety Policy

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Statement of intent

At Silsden Primary School we are committed to the Health, Safety and Welfare of our staff, pupils and visitors. Ensuring the safety of our school community is of fundamental importance to us and this policy reflects our dedication to creating a safe, secure and pleasant school.

We are committed to:

- Providing a productive and safe learning environment.
- Preventing accidents and any work-related illnesses.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives in health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop the school's culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our school.
- Ensuring adequate resources are available to address health and safety issues, as is reasonably practicable.

This statement, together with the safeguarding and behaviour policy, will be communicated to all members of staff and through induction training for new staff. A copy of the policy is held on the school website.

Signed by:

_____ Headteacher

Date:

_____ Chair of Governors

Date:

1. Duties of the Governing Board

Whilst Governors do not have to actually implement the Health, Safety and Welfare policy of the school, they do have a role in ensuring that the school has a suitable policy in place and that it is acted upon. By ensuring that the health and safety policy is developed and implemented the Governors will be discharging their legal requirement.

1.1. The Governing Board, in consultation with the headteacher will:

- Ensure familiarity with the requirements of the appropriate legislation and codes of practice.
- Create and monitor a management structure responsible for health and safety in the school.

- Ensure there is a detailed and enforceable policy for health and safety, and that the policy is implemented by all.
- Periodically assess the effectiveness of the policy and ensure any necessary changes are made.
- Identify risks relating to possible accidents and injuries, and make reasonable adjustments to prevent them occurring.

1.2. The Governing Board endeavours to provide the following:

- A safe place for all users of the site including staff, pupils and visitors
- A named governor with responsibility for H&S matters. It is the governors' responsibility to keep the Governing Board informed of new regulations regarding health and safety and ensure that the school regularly reviews its processes and procedures with regard to H&S matters. The governor also liaises with BMDC and other external agencies to ensure that the school procedures are in line with BMDC.
- Safe means of entry and exit for all site users
- Equipment, grounds and systems of work which are safe
- Safe arrangements for the handling, storage and transportation of any articles and substances
- Safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance
- Supervision, training and instruction so that all staff can perform their duties in a healthy and safe manner
- Where necessary, safety and protective equipment and clothing, along with any necessary guidance and instruction

2. Duties of the Headteacher

The Headteacher retains overall responsibility for ensuring the Health, Safety and Welfare of all the employees and the health and safety of pupils, and visitors. Headteacher duties include activities organised on behalf of the school but being undertaken away from the school site.

The Headteacher;

- 2.1. has the general responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.
- 2.2. will take all reasonably practicable steps to ensure the Health and Safety Policy is implemented by staff, pupils and visitors to the school.
- 2.3. reports to Governors at Resources Committee meetings on H&S issues.
- 2.4. Investigates all accidents and dangerous occurrences, reporting in accordance with BMDC procedures and take action to prevent occurrences.
- 2.5. Ensure staff are familiar with this policy and arrange for training in specialised matters where necessary.
- 2.6. Ensure risk assessments are in place for relevant activities/scenarios where appropriate and are regularly reviewed
- 2.7. Pupils will exercise personal responsibility for the health and safety of themselves and others
- 2.8. Report any issues / safety concerns to the Chair of Governors/ resources committee and/or health and safety governor

The Headteacher will designate a health and safety officer to be responsible for the day-to-day implementation of the Health and Safety Policy – this person is the School Business Manager. This person will also be the designated contact with the LA and the Health and Safety Executive (HSE) where necessary.

3. Duties of the School Business Manager

The School Business Manager (SBM) may be delegated any of the duties of the headteacher so long as the School business manager is aware that they have been delegated to them and is competent to carry them out.

- 3.1. Risk assessments have been carried out on all hazardous activities undertaken, e.g. using ladders, entering boiler rooms.
- 3.2. Ensure CDM regulations are in place for all activities undertaken by the Site Manager.
- 3.3. Site Manager is adequately trained or instructed to perform the duties for which they are employed.
- 3.4. Liaise with contractors, or their representative undertaking work on the school site, to ensure the safety of staff, pupils and visitors.
- 3.5. In the absence of the Site Manager, deal with or make safe reported hazards until they can be handed over to the Site Manager.
- 3.6. The SBM will exercise personal responsibility for the health and safety of themselves and others.
- 3.7. Escalate any issues / safety concerns to the Headteacher

4. Duties of the Site Manager – Both Sites

The caretaker has very specific and important roles to play in the implementation of the health and safety policy for the school.

The Site Manager will ensure:

- 4.1. Cleaning staff within their control are adequately trained or instructed to perform the duties for which they are employed.
- 4.2. The COSHH assessments have been carried out, are up to date, and the assessment sheets available to staff who need them.
- 4.3. All staff using chemicals have been informed of the dangers from the chemicals they use and the control measures that are in place to prevent them from being harmed.
- 4.4. All staff using chemicals are informed of the first aid treatment required in the event of them coming into contact with the chemicals.
- 4.5. Risk assessments have been carried out on all hazardous activities undertaken, e.g. using ladders, entering boiler rooms.
- 4.6. Ensure hazardous substances, e.g. cleaning substances, are properly used, stored and disposed of.
- 4.7. Ensure all contractors are aware of the school's Asbestos survey.
- 4.8. Liaise with contractors on behalf of the business manager, or their representative undertaking work on the school site, to ensure the safety of staff, pupils and visitors.
- 4.9. Ensure that all contractors adhere to CDM regulations prior to commencing any work.
- 4.10. Ensure that contractors complete all necessary documentation prior to commencing any work within school.
- 4.11. Deal with reported hazards as soon as reported or make safe.
- 4.12. A daily check is completed by site manager or delegated member of staff of the building and site to ensure no hazards to children's safety.

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- 4.13. That the annual maintenance programme is followed.
 - 4.14. The Site Manager will exercise personal responsibility for the health and safety of themselves and others
 - 4.15. Escalate any issues / safety concerns to the School Business Manager

5. Duties of all members of staff, volunteers and visitors

- 5.1. Familiarise themselves with the Health, Safety and Welfare Policy and aspects of their work related to health and safety.
- 5.2. Comply with all reasonable instructions concerning health and safety.
- 5.3. Staff, volunteers and visitors will avoid any conduct which puts themselves or others at risk.
- 5.4. Staff, volunteers and visitors will be familiar with all requirements laid down by the governing body.
- 5.5. Staff, volunteers and visitors have a duty to ensure that all staff, pupils and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place.
- 5.6. Staff, volunteers and visitors will ensure all machinery and equipment is in good working order and safe to use, including adequate guards. They will also not allow improper use of such equipment.
- 5.7. Staff, volunteers and visitors will use the correct equipment and tools for the job and any protective clothing supplied.
- 5.8. All staff members, volunteers and visitors will ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- 5.9. All staff, volunteers and visitors will report any defects in equipment or facilities to the designated health and safety officer.
- 5.10. All staff, volunteers and visitors will take an interest in health and safety matters, and suggest any changes that they feel are appropriate.
- 5.11. Staff, volunteers and visitors will make suggestions as to how the school can reduce the risk of injuries, illnesses and accidents.
- 5.12. Staff, volunteer and visitors will exercise good standards of housekeeping and cleanliness.
- 5.13. Report any issues/ safety concerns to the Site Manager via the online reporting system.
- 5.14. In the absence of the Site Manager, deal with or make safe reported hazards until they can be handed over to the site manager and report to the business manager
- 5.15. All staff, volunteers and visitors will exercise personal responsibility for the health and safety of themselves and others

Obligations of contractors

6.

- 6.1. When the school is used for purposes not under the direction of the headteacher, then, subject to the agreement of the school, the principal person in charge of the activities will take responsibility for safe practice in the areas under their control.
- 6.2. Contractors working on the school premises are required to identify and control risks arising from their activities.
- 6.3. Contractors will inform the School Business Manager and/or Site Manager of all potential risks to staff, pupils and visitors via the "Information from contractors" form which is to be completed before any work commences.
- 6.4. Contractors to provide the necessary information under The Construction (design and management) Regulations 2015 – CDM regulations.
- 6.5. Provide the school with details of their PLI insurance before work commences

7.

The Occupational Safety Team (Bradford Council):

- 7.1 Provide advice and guidance to help schools fulfil their health and safety responsibilities.
- 7.2 answer queries from staff on health and safety issues
- 7.3 Visit where necessary to give advice on all aspects of new and existing health and safety policies and procedures.
- 7.4 Collect information on accidents and incidents to report to HSE where necessary.
- 7.5 Advise on and facilitate (when possible) staff safety training.
- 7.6 Draft and/or advise on policies, procedures and guidance for health and safety.
- 7.7 Interpret and advise on new legislation impacting on the working environment.
- 7.8 Attend meetings to advise on occupational safety issues.

8. Pupils

- 8.1. Pupils will exercise personal responsibility for the health and safety of themselves and others.
- 8.2. Pupils will dress in a manner that is consistent with safety and hygiene standards.
- 8.3. Pupils will respond to the instruction of staff given in an emergency.
- 8.4. Pupils will observe the health and safety rules of the school.
- 8.5. Pupils will not misuse, neglect or interfere with items supplied for their, and other pupils', health and safety.
- 8.6. Pupils will be taught about risk and how to make their own judgements about managing them.
- 8.7. Pupils will report to the School Business Manager and defects to equipment or the building that they believe are unsafe.

9. First aid and Medication

- 9.1. The school will ensure ample provision is made for both trained personnel and first aid equipment on-site.
- 9.2. It is recognised that staff do not have any obligation under their contract to administer medication to pupils and that such administration is on a voluntary basis. There is a requirement to assist pupils with medical needs
- 9.3. To this extent, staff will administer medication under the following guidelines laid out in our policy for the administration of medication in school March 2014.
- 9.4. Appendix 3 details trained first aiders, medication trained administrators and first aid box locations.

- 9.5. The school has carried out a first aid risk assessment to ascertain the required number of first aiders and the location/number of first aid kits.
- 9.6. Portable first aid kits are taken on educational visits.
- 9.7. If the risk assessment dictates that it is necessary, a qualified first aider will be present on the trip.
- 9.8. A nominated First Aid person is responsible for replenishment of the First Aid kits (at least bi-annually).

10. Food Technology (Primary)

- 10.1 Cooking equipment including ovens and hobs will only be used if fire precautions and appropriate risk assessments are in place.
- 10.2 Staff must be satisfied that the tasks undertaken are appropriate for the pupils concerned.
- 10.3 Close supervision will be appropriate for the riskier parts of the cooking process ie taking food in or out of hot ovens.

11. Contacting the emergency services

- 11.1. Following an accident/injury, the first-aider will contact the emergency services as necessary or direct a staff member to do so while they tend to the victim.
- 11.2. If there is no first-aider immediately available, a common sense judgement will be made by those attending the injured party regarding whether to contact the emergency services.
- 11.3. Staff will contact the emergency services in an emergency.
- 11.4 Staff will alert their colleagues to the incident, if it is safe and appropriate to do so, using two-way radios.
- 11.5. Where an ambulance is called for a pupil, office staff will contact the pupil's parents.
- 11.6. Where necessary, all pupils will be evacuated from the building and taken to the designated emergency assembly point.
- 11.7. Staff will be aware of any pupils who have specific evacuation needs.
- 11.8. Staff will be responsible for the safety of pupils and responding to any questions from the emergency services, as best they can.

12. Animals in School

Animals can play a role in the education of children. Children can learn about their needs and characteristics. Only suitable animals should be used in the school and proper planning considered for their welfare, particularly during holiday times. Recognised publications should be used to determine suitable animals and should be available when keeping animals in school. This procedure is a guide to the precautions taken by the school.

13. Asbestos

- 12.1 All staff have been made aware of the location of any asbestos in school.
- 12.2 All contractors must sign to say they have seen the register before starting work on site.
- 12.3 The site manager will undertake a monthly check of all locations where Asbestos is located.

14. Electrical Testing

- 13.1 All items of portable electrical equipment in school are inspected and checked annually.
- 13.2 Fixed wiring inspection is completed every 5 years

15. Fire safety

- 15.1. Procedures for ensuring that safety precautions are properly managed will be discussed, formulated and effectively disseminated to all staff.
- 15.2. The procedure for fire drills and the use of fire extinguishers will be clear and understood by all staff.
- 15.3. The school will test evacuation procedures each half term.
- 15.4. The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.
- 15.5. Firefighting equipment will be checked on an annual basis by an approved contractor.
- 15.6. Fire alarms will be tested weekly from different 'break glass' fire points around the school and records will be maintained and held in the school office. Hothfield Site will be tested every Wednesday afternoon and Aire View Site every Monday morning
- 15.7. Emergency lighting will be tested on a six monthly basis and records will be maintained and held in the School Business Managers office.

16. Accident reporting

- 16.2 All accidents to employees, agency staff, trainees, member of the public, clients or contractors working on our site, are to be recorded on an Accident Book Form (AB1).
- 16.1. For more serious injuries which cause any person being sent directly to hospital or in the case of an employee, an absence from work, an online incident report (RIVO) must be completed as soon as possible. This automatically downloads to the Occupational Safety Team incident reporting .
- 16.2. Please refer to the council's Accident Reporting and Recording Procedures.
- 16.3. If an accident does happen resulting in an injury to a child, the teacher will do all s/he can to aid the child concerned. We keep a first aid box in the Hothfield site main school office and First Aid cupboard at Aire View site. Appendix A details all staff that are first aid trained. Should any incident involving injury to a child take place, one of the listed staff members will be called to assist. If necessary, the school office will telephone for emergency assistance.
- 16.4. We record all incidents involving injury in the school online first aid record and we inform parents via e-mail, if the first aider deems it appropriate. Should a child be seriously hurt we contact the parents through the emergency telephone number that we keep on school files. In the event of emergency transfer to hospital with parents unavailable the school will act in loco parentis and take appropriate action in the best interests of the child.

16.A Significant accidents

Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the HSE at the earliest opportunity.

The 'specified injuries' which must be reported include the following:

- Accidents to employees causing either death or major injury
- Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days (this seven-day period does not include the day of the accident)

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- Fractures, other than to fingers, thumbs and toes
 - Amputation of an arm, hand, finger, thumb, leg, foot or toe
 - Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes
 - Any crush injury to the head or torso, causing damage to the brain or internal organs
 - Any burn injury (including scalding) which covers more than 10 percent of the whole body's surface area or causes significant damage to the eyes, respiratory system or other vital organs
 - Any degree of scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or that requires resuscitation or admittance to hospital for more than 24 hours

Additional reportable occurrences include the following:

- The collapse, overturning or failure of any load-bearing part of any lifting equipment
- The explosion, collapse or bursting of any closed vessel or pipe work
- Electrical short circuit or overload resulting in a fire or explosion
- Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, or injury caused by an explosion
- Any accidental release of a biological agent likely to cause severe human illness
- Any collapse or partial collapse of scaffolding over five metres in height
- When a dangerous substance being conveyed by road is involved in a fire or is released
- The unintended collapse of any building or structure under construction, alteration or demolition, including walls or floors
- Any explosion or fire resulting in the suspension of normal work for over 24 hours
- Any sudden, uncontrolled release in a building of: 200kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas, or 500kg or more of these substances if the release is in the open air
- Accidental release of any substances which may damage health
- Serious gas incidents
- Poisonings
- Skin diseases including, but not limited to: occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne
- Lung diseases including, but not limited to: occupational asthma, farmer's lung, asbestosis, mesothelioma
- Infections including, but not limited to: leptospirosis, hepatitis, anthrax, legionellosis, tetanus
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome

All RIDDOR incidents will also be notified to the Chair of Governors as a matter of urgency.

17. Notification to the Health & safety Executive

17.1. The Bradford Occupational Safety Unit is solely responsible for the reporting of accidents to the Health and Safety Executive.

17.2. Please refer to the Communicable Disease Control Manual by the Health Protection Agency – located in the main office.

18. Reporting hazards

18.1. Staff, pupils, contractors and visitors are encouraged to report any condition or practice they deem to be a hazard.

18.2. In the main, reporting should be conducted verbally to the school office as soon as possible or by using the Desktop Reporting System who will then inform the school Site Manager as appropriate.

19. Accident investigation

19.1. Reportable accidents will be investigated by an appointed party and the outcomes recorded.

19.2. After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

19.3. The headteacher and SBM will undertake termly evaluations of all reported incidents, both injuries and ill health. They will then identify patterns and trends in order to take corrective action and minimise the reoccurrence of any incident/illness. These will be reported to Governors.

20. Our active monitoring system

20.1. It is good practice to actively monitor systems prior to accidents, ill health or incidents taking place. This involves regularly checking compliance procedures and the achievement of objectives. Our procedure for actively monitoring our system includes:

- Regularly examining documents to ensure compliance to standards.
- Weekly health and safety meetings between SBM and Site Manager.
- Termly H&S walks by the Site Manager, SBM and Health & Safety Governor - inspecting premises, plants and equipment.
- Annual audits including fire risk assessments and termly health and safety audits.
- Regular reports and updates to the headteacher and Resources Committee.
- External measures, such as surveys by contractors and service providers, along with visits from Environmental Health and Ofsted.
- Monthly review of Annual Maintenance programme by SBM and Site Manager.
 - Termly review of pupil and staff accidents.

21. Crisis incidents: Bomb threat procedure

21.1. Upon receipt of a bomb threat or a suspicious package, staff members ask the following questions regardless of the call's source (including if the call is from the police):

- Where is it?
- In which building is it and on what floor?
- What time will the bomb go off?
- What does the bomb look like and what colour is it?
- What type of bomb is it and what type of explosive?
- Who are you?
- Why are you doing this?
- Do you have a code word?

21.2. Staff should note the time of the call and write down exactly what was said by the person calling. This may be useful for the police. The staff member receiving the call should then contact the headteacher who will then alert the police and the LA.

21.3. The headteacher will decide whether or not to evacuate the building.

22. Evacuation

22.1. If an evacuation is deemed necessary, the following procedure will take place:

- All senior staff will be informed of the situation, NOT by the use of radios or mobile phones. The evacuation will then take place as per fire drill, except staff will be instructed to:
 - Leave all doors and windows open (excluding the area in which the bomb or package is positioned, this room should be sealed with all windows and doors closed).
 - Take all personal items with them to avoid unnecessary searching.
- Staff and pupils will be asked to make their way to the other school site.
- Staff will be positioned at all unlocked gates leading into the school and nobody will be allowed in or out except for emergency personnel.
- Once the police have arrived, staff will await further instruction from the emergency services.

22a. Crisis Incidents- Lockdown / Invacuation.

The purpose of lockdown or 'invacuation' is to prevent an intruder from causing harm to pupils and staff. Entrances to the school must be secured in an effort to prevent the intruder from entering the premises and staff and pupils must find a suitable place to protect themselves.

Lockdown procedures are important and would be used in response to an internal or external incident which could be a threat to the safety of staff and children in the school. A lockdown may be deemed the most appropriate course of action if an emergency situation occurs outside the school grounds and which renders an evacuation unsafe. Staff and pupils would be expected to stay in a safe area inside until advised otherwise by the emergency services.

Lockdown procedures may be activated in response to any number of situations, these may be:

1. A reported incident, disturbance in the local community
2. An intruder on the site
3. A warning being received regarding a local risk of air pollution (smoke plume, gas cloud etc)
4. A major fire in the vicinity of the school
5. The close proximity of a dangerous dog roaming close

If pupils are outside when the signal for a lockdown is sounded, staff could consider taking pupils to the nearest possible building that can be secured. Pupils could also be asked to hide or disperse if this will aid their safety.

23. Visitors to the school

23.1. All visitors must sign in to reception.

23.2. Once signed in, visitors will be collected from reception by the member of staff they are visiting, or escorted to the area of the school concerned.

23.3. No contractor will execute work on the school site without the express permission of the headteacher or Business Manager, other than in an emergency or to make the site safe following theft or vandalism.

- 23.4. Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, pupils or visitors to the school.
- 23.5. Anyone hiring the school premises will use plant, equipment and substances correctly and safely, using any appropriate safety equipment. Anyone hiring the premises will be made aware of their health and safety obligations when making the booking.
- 23.6. Visitors and contractors will wear a visitor's badge at all times while on school grounds.
- 23.7. Temporary teaching staff and assistants will inform reception of their presence by reporting and signing the visitor's log.
- 23.8. Staff members who encounter an unidentifiable visitor will enquire if they require assistance and escort them to reception or off site.
- 23.9. With regards to uncooperative visitors threatening violence, refusing to leave the site or carrying out physical or verbal abuse, immediate help will be sought via a 999 phone call.
- 23.10. All regular visitors to the school and volunteers are subject to an enhanced DBS completed by the school or certificates must be seen by the Business Manager and recorded on our single central record before they can begin working with children. See our DBS Policy.

24. Personal protective equipment (PPE)

- 24.1. Silsden Primary School provides employees and pupils who are exposed to a hazard at the school, which cannot be controlled by other means, with PPE.
- 24.2. PPE means all equipment worn, or held by, staff or pupils which is designed to protect them from specified hazards.
- 24.3. All staff and pupils must be provided with protective eyewear in all lessons if appropriate. Visitors must also be supplied with PPE when appropriate.
- 24.4. Staff and pupils must use the PPE provided, and care for it according to the instructions and training given. They must also report any loss or defects to their line manager.
- 24.5. The PPE must fit the wearer properly. Where more than one item of PPE must be worn, they should be compatible and remain effective.
- 24.6. PPE must not be worn if a hazard is caused by wearing it that is greater than the hazard it is intended to protect the wearer from.
- 24.7. PPE includes: laboratory and workshop equipment such as tool box tools, protective clothing, safety footwear and face masks; PE equipment; ICT equipment; photocopiers and other office equipment; lifting equipment; and respiratory protective equipment (RPE).
- 24.8. Clothing which is not specifically designed to preserve the health and safety of the wearer does not constitute PPE, e.g. school uniform.
- 24.9. Thorough risk assessments are carried out to determine the suitable PPE to be used for each hazard, and these are regularly reviewed.
- 24.10. Staff and pupils can expect that any equipment they use is suitable for its intended use and is properly maintained.
- 24.11. Staff will receive health and safety training in order to ensure they know how to properly use, maintain and store PPE, and how to detect and report faults.
- 24.12. Equipment manuals are readily available and warning signs are clearly displayed in areas, and on equipment, where PPE is mandatory.
- 24.13. The school understands its duty to cover the costs of purchase, cleaning and repair for all clothing that is:
 - Protective clothing that staff require to fulfil their roles
 - A uniform that employees only wear to work.

25. Maintaining equipment

- 25.1. When not in use, PPE will be properly stored, kept clean and in good repair. Inspectors, or a trained health and safety technician, will inspect the following equipment for health and safety issues annually:

- All electrical appliances
- All fixed gymnasium equipment

25.2. It is the responsibility of the School business manager to ensure new equipment meets the appropriate standards and conforms to all health and safety requirement.

26. Hazardous materials

- 26.1. All equipment, materials and chemicals must be held in appropriate containers and areas conforming to health and safety regulations.
- 26.2. Hazardous substances must be labelled with the correct hazard sign and contents label.
- 26.3. Storage life must be considered by Site Manager. All control of substances hazardous to health (COSHH) and ionising radiations regulations must be adhered to.
- 26.4. The Site Manager is responsible for ensuring all products that may be hazardous to health are risk assessed before being used.
- 26.5. No hazardous substances will be used without the permission of the headteacher.
- 26.6. Low toxic products, such as corrective fluid and aerosol paints, will be stored securely and only used under supervision in a well-ventilated area.
- 26.7. No staff member or pupil should ever be put at risk through exposure to any hazardous substance used in our practical curriculum.
- 26.8. As a minimum, all control measures should ensure that exposure to harmful materials is below the Workplace Exposure Limit, where a substance has one.
- 26.9. Control measures will be checked and reviewed on a regular basis to ensure continued effectiveness, even when they are known to be reliable.

27. Stepladders and kick stools

- 27.1. Where extending ladders are used, normally by the Site Manager, then proper instruction or training should have been received. It is recognised that this training could have been received during previous employment i.e. used to be a Fire fighter and received training from the Fire Service. Roof work, even retrieving balls, should not be undertaken during windy or severe weather.
- 27.2. There should be sufficient kick stools provided around the school to prevent staff from using chairs for access to high shelving or putting up displays.
- 27.3. Staff should not use ladders unless they have received formal working at heights training. There should not be any chairs in storerooms.

28. Manual handling

- 28.1. All staff are made aware of the risks associated with manual handling. Staff are advised to avoid manual handling as much as possible.
- 28.2. Manual handling includes lifting, pulling, pushing, moving and carrying. Where there are manual handling tasks to be carried out then a suitable risk assessment will be carried out to determine if the risk can be reduced. This is particularly important where the school has disabled pupils who may need assistance for certain tasks.
- 28.3. Pupils and staff must only lift equipment and furniture within their own individual capability.
- 28.4. Manual handling training will be provided for appropriate members of staff including, if necessary, how to lift pupils safely.
Only staff that have received formal manual handling should move and lift heavy equipment or furniture.

29. Lone Working

Silsden Primary School recognises that there may be an increased risk to the health and safety of its employees whilst working alone. Our Lone Working policy sets out the school's approach in both identifying these risks and managing them adequately.

30. Smoking

30.1. The school is a non-smoking premises and no smoking will be permitted on the grounds.

31. Housekeeping and cleanliness

31.1. Cleaners will be monitored by the Site Manager. The standard required is outlined in the cleaning schedule and will be clear in the training delivered by the Site Manager.

31.2. Special consideration will be given to hygiene areas.

31.3. Waste collection services will be monitored by the Site Manager.

31.4. Special consideration will be given to the disposal of clinical waste.

32. Infection control

32.1. Silsden Primary School actively prevents the spread of infection through the following measures:

- Maintaining high standards of personal hygiene and practice
- Maintaining a clean environment
- Routine immunisation
-

32.2. Silsden Primary School 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 the spread of infection, such as coughing or sneezing.
- Ensuring there is sufficient hand sanitiser, liquid soap, warm water and paper towels available for everyone to wash their hands throughout the school.
- Employing cleaners to carry out thorough and frequent cleaning that follows the national guidance.
- Providing personal protective equipment (PPE) where necessary.
- Immediately cleaning any spillages of bodily fluids with a combination of detergent and disinfectant, and always wearing PPE. Mops should not be used to clean up body fluid spillages, instead paper towels should be used and discarded properly following the procedures for clinical waste.
- Hygienically bagging any pupil's soiled clothing to go home, and never rinsing it by hand.
- Storing all clinical waste in clinical waste bags and in a secure, dedicated area, before it is removed by a registered waste contractor.
- Providing a secure sharps bin, out of reach of children, for the disposal of sharps.

32.3. Staff and pupils displaying signs of infection, such as rashes, vomiting, diarrhoea etc., will be sent home and recommended to see a doctor.

32.4. Silsden Primary School encourages parents to have their children immunised.

32.5. All cuts and abrasions should be covered with waterproof dressings.

32.6. Wall-mounted hand sanitisers are available around the school.

33. Legionella

33.1 Bradford Council provides advice and has assisted with the preparation of the school's Legionella risk assessment and also sample water as per the risk assessment.

34. Lifts and Hoists

34.1 All passenger lifts and hoists for disabled pupils are inspected by a competent engineer on a six monthly basis.

34.2 Lifting equipment not used to lift people is inspected on an annual basis.

35. Playground Equipment

35.1 Playground equipment and its use is supervised during all breaks during the school day.

35.2 If the equipment is used during lesson time supervision is again maintained.

35.3 A decision is made and enforced if inclement weather (damp/icy) means that equipment becomes unsafe to use on a particular day.

36. Playground Supervision

36.1 Appropriate levels of supervision will be maintained in playgrounds as described in the playground risk assessment.

37. Risk assessment

37.1. The headteacher has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas of risk in the school.

37.2. Regular assessments of high risks areas will take place.

37.3. Risk assessments will be conducted for all other areas of the school and reviewed annually.

37.4. Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.

37.5. The governing board will be informed of risk assessments allowing issues to be prioritised and actions to be authorised along with funds and resources.

37.6. A designated staff member will ensure risk assessments are completed by staff leading day trips or residential stays.

37.7. The Council's Employee Wellbeing Service – Fusion support the school and staff are referred as outlined in the Council's Sickness Absence Policy.

38. Security and theft

38.1. Closed circuit television (CCTV) systems will be used to monitor events and identify incidents taking place. See CCTV code of practice Sept 17

38.2. CCTV systems may be used as evidence when investigating reports of incidents.

38.3. Money must be held in a locked cupboard and banked on a regular basis to ensure large amounts are not held on-site. Large amounts will be placed in the safe if banking is not completed.

38.4. Money should be counted in an appropriate location and staff should not be placed at risk of robbery.

38.5. Staff and pupils are responsible for their personal belongings and the school accepts no responsibility for loss or damage.

38.6. Thefts may be reported to the police and staff members are expected to assist police with their investigation.

38.7. All members of staff are expected to take reasonable measures to ensure the security of school equipment being used.

38.8. Missing or believed stolen equipment must be reported immediately to a senior staff member.

39. Severe weather

39.1. The headteacher, LA and Chair of Governors informed BSO, makes a decision on school closure on the grounds of health and safety. If a closure takes place the governing body must be informed. (See adverse weather policy)

40. Slips, Trips and Falls on the Level

40.1 The potential for slips, trips and falls in school has been risk assessed and appropriate controls have been put in place.

40.2 This includes working procedures for mopping floors, absorbent floor mats near entrances and regular hazard spotting inspections.

41. Snow and Ice

41.1 A plan has been produced outlining the main pedestrian routes that the site staff will strive to keep open during snowy and icy conditions.(see adverse weather policy) 41.2 If it becomes impossible to keep these routes clear the Head Teacher is informed immediately and this information contributes to any decision to close the school.

42. Workplace health and safety: stress management

42.1. Proactive – the Council's templates of Stress Risk Assessment are used in order to identify how levels of stress (caused by work) amongst staff can be reduced.
Reactive – individuals who are identified to be suffering from excessive levels of stress (caused by work or personal issues) are supported in accordance with the school's welfare policies, and if necessary, by accessing the Employee Health and Well Being Service.

43. Workplace health and safety: display equipment

43.1. Display screen assessments will be carried out annually by the Business Manager for teaching staff and administrative staff who regularly use laptops or desktops computers.

44. The school curriculum

We teach the children about health and safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard in the normal school curriculum. Through the science curriculum we teach children about hazardous materials, and how to handle equipment safely.

We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in PSHCE lessons and we reinforce these points in design technology, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons.

Health and safety issues also arise when we teach care for the environment and awareness of the dangers of litter. Key Stage 2 – the curriculum follows the SE Policy. (See the PSHE and SR Policy Mar 18)

Our school promotes the spiritual growth and welfare of the children through the RE curriculum, through special events such as harvest festivals, and through the regular act of collective worship.

Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers use circle time to help children discuss and overcome any fears and worries that they may have. Teachers handle these concerns with sensitivity.

45. School Uniform

We have a clear uniform policy in school. We always have a sensitive approach where the issue of regulations regarding uniform conflict with any child's religious or cultural beliefs. We have drawn up the regulations regarding school uniform with due regard to issues of equal opportunity and sex discrimination.

On grounds of health and safety we do not allow children to wear jewellery in our school. The exception to this rule is ear-ring studs in pierced ears. We ask children either to remove these during PE, swimming and games or to cover them with a plaster. Hats must be worn for swimming if children have long hair.

Supporting Policies

CCTV Policy

Emergency Plan Plan

Safeguarding and Child Protection Policy

School Visits Policy

Medicines in School

Lettings

Lone Working Policy

School Uniform Policy

Adverse Weather Policy

Appendix 1

Silsden Primary School Health & Safety Delegates and Important Information

Governor responsible for Health and Safety matters: David Hill

Delegated Health & Safety Officer(s): Sally-Anne Boyes, School Business Manager

Staff trained to work at heights – Mr Kittypong Wongkalasin. Mr Mark Fearnley

Staff completed manual handling training – Mrs Kitty Wongkalasin. Mr Mark Fearnley

Silsden Primary School - Qualified First Aid Staff

NAME	ROLE	Primary Site	QUALIFICATION	DATE COMPLETED	DATE EXPIRES
Charlotte Curran	Teaching Assistant	Hothfield	Emergency First Aid at Work FAIB Paediatric First Aid FAIB	9 November 2018 9 November 2018	8 November 2021 8 November 2021
Alison Emmott	Teaching Assistant	Hothfield	Emergency First Aid at Work FAIB Paediatric First Aid FAIB	13 October 2017 13 October 2017	12 October 2020 12 October 2020
Alison Gornall	Teaching Assistant	Hothfield	QA Level 3 First Aid at Work	31 July 2018	31 July 2021
June Seccombe	Teaching Assistant	Hothfield	First Aid at Work	16 November 2016	14 November 2019
Caroline Spencer	Teaching Assistant	Hothfield	First Aid at Work FAIB	23 March 2018	22 March 2021
Kathy Rowling	Teaching Assistant	Aire View	RQF Level 2 award in basic life support for Adults and Children First Aid at Work	8 th February 2018 6 th November 2018	February 2019 5 th November 2021
Jamiey Bogg	Teaching Assistant	Aire View	QA Level 3 Paediatric First Aid	May 2017	May 2020
Kelly Coburn	Teaching Assistant	Aire View	QA Level 3 Paediatric First Aid	May 2017	May 2020
Susan Andrews	Teaching Assistant	Aire View	QA Level 3 Paediatric First Aid	May 2017	May 2020
Jane Saunders	Lunchtime Supervisor	Aire View	Paediatric First Aid FAIB	1 Oct 18	October 2021
Jo Keith	Teaching Assistant and LTS	Aire View	Paediatric First Aid FAIB	1 Oct 18	October 2021
Cath Smith	Teaching Assistant	Aire View	QA Level 3 Paediatric First Aid	May 2017	May 2020
Jemma Bowness	Teaching Asst and Before and after school play leader	Aire View	Emergency First Aid at Work FAIB Paediatric First Aid FAIB	29 March 2019 29 March 2019	28 March 2022 28 March 2022
Karen Dent	Teaching Assistant	Hothfield	First Aid at Work	23 May 2017	22 May 2020
Heather Couchman	Lunchtime Supervisor	Hothfield	Paediatric First Aid FAIB	1 October 2018	1 October 2021

Trained Buccal Midazolam Administrators: 32 members of staff trained Sept 18. Details recorded on Single Central Record

Trained Epipen administrators: 27 members of staff trained Sept 18. Details recorded on Single Central Record

Location of First Aid Boxes

Main first aid store is in the school office at both sites.

Aireview Site: First Aid Kits can be found in the Hall, Nursery, Bluebirds, and the Outside Classroom Doves

Hothfield site – First aid kits can be found in each classroom, staff cloakroom and year 5/6 corridor

