

Through all of its policies, Wellstead Primary School aims to provide:

A caring, family ethos in which all children can flourish.

Excellent standards of teaching which enable all children to achieve their full potential.

A curriculum which builds enthusiasm for learning and equips children for the next stage of their education.



Wellstead Primary School Health and Safety Policy

Statement of Intent

It is the policy of Wellstead Primary School to carry out all activities in such a way as to ensure so far as is reasonably practicable, the health, safety and welfare of our employees, children and all persons likely to be affected by our activities including the general public where appropriate. We will co-operate and co-ordinate with partners, contractors, sub-contractors, employers, Hampshire County Council departments, and the occupiers and owners of premises and land where we are commissioned to work in order to pursue our Health and Safety Policy aims.

Our aims are to:

- Maintain control of health and safety risks arising from our activities
- Consult with all staff on matters affecting their health, safety & welfare
- Provide and maintain safe premises and equipment
- Ensure safe handling, storage and use of substances
- Provide appropriate information, instruction and supervision for staff/pupils/visitors
- Ensure staff are suitably trained and competent to do their work safely
- Continually develop a safety culture to remove or reduce the possibility of accidents, injuries and ill health
- Maintain a safe and healthy working environment ensuring the welfare of all persons
- Assess risks, record significant findings and monitor safety arrangements
- Review and revise safety policies & procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements

Organisation

Employer Responsibility

The overall responsibility for health and safety at Wellstead Primary School is held by the governing body, who will:

- Ensure that health and safety has a high profile
- Ensure adequate resources for health and safety are made available
- Consult staff regarding suitable health & safety training opportunities
- Monitor and review health and safety arrangements

Responsible Manager

The responsible manager is the Headteacher who will act to:

- Develop a safety culture throughout the school
- Consult staff and provide information, training and instruction so that personnel are able to perform their various tasks safely and effectively
- Assess and control risk as part of the day-to-day management of the school
- Ensure staff are aware of their responsibilities
- Ensure a safe & healthy environment & provide suitable welfare facilities
- Make operational decisions regarding health & safety
- Ensure periodic safety tours and inspections are carried out
- Ensure significant hazards are assessed and suitable arrangements are made to remove or reduce the risks
- Ensure staff are aware of their health & safety responsibilities
- Update governing bodies/partners
- Produce, monitor & review local safety policies & procedures
- Monitor and review the health and safety policy periodically & as required

All staff including volunteers

All staff have a statutory obligation to co-operate with the requirements of this policy and to take care of their own health & safety and that of others affected by their activities by:

- Supporting the school's health & safety arrangements
- Ensuring their own work area remains safe at all times
- Not interfering with health & safety arrangements or misusing equipment
- Complying with safety procedures, whether written or verbally advised for their own protection or the protection of those under their supervision and others who may be affected by their actions
- Reporting safety concerns to an appropriate person
- Reporting any incident that has led, or could have led, to damage or injury
- Assisting in investigations due to accidents, dangerous occurrences or near-misses
- Not acting or omitting to act in any way that may cause harm or ill-health to others.

Site Manager

- The caretaker is responsible for undertaking a wide range of typical health and safety duties on behalf of, and under the direction of the responsible manager.
- He is to work within the parameters of any provided training and in accordance with risk assessments and the on-site appropriate guidance and direction from the Headteacher and/or the Children's Services Team as required.

All Teachers and Supervisors

- The responsibility of applying safety procedures on a day-to-day basis rests with the teachers and supervisors.
- Where any new process or operation is introduced in the area of their responsibility, they are to liaise with the Headteacher so that the associated risks are assessed and any precautions deemed necessary are implemented.
- All accidents will be investigated by them in accordance with the current procedures in order that the cause of any accident can be identified and remedial actions taken as appropriate.
- They are to ensure that all new members of staff under their control are instructed in their own individual responsibility with regards to the Health and Safety at Work etc. Act 1974 and that they frequently make inspections of their areas of responsibility, taking prompt remedial action where necessary

Resources Committee

The Resources Committee assist in the assessment of safety related matters and provide appropriate support to the Headteacher. They meet to monitor and discuss on-site health and safety performance, and recommend any actions necessary should this performance appear or prove to be unsatisfactory. The Resource Committee will be kept informed of all changes in practices and procedures, new guidance, accidents, incidents and risk related matters. The Resource Committee consists of six governors and they meet at least once a term.

Fire safety Co-ordinator

- The Site Manager is the Fire Safety Co-ordinator who is the competent person for fire safety on the premises and acts on behalf of the responsible manager.
- He/she is to attend the fire safety co-ordinator training course and refresh this training every three years.
- The fire safety co-ordinator is responsible for the local arrangement and completion of day-to day fire safety duties and upkeep of the fire safety manual.
- The fire safety co-ordinator is to work within their level of competence and seek appropriate guidance and direction from the head teacher and/or the Children's Services Health and Safety Team as required.

Legionella Competent Person

The Site Manager is the nominated competent person for Legionella on the premises and acts on behalf of the Headteacher to provide the necessary competence to enable Legionella to be managed safely.

- The Legionella competent person will ensure that all periodic and exceptional recording, flushing cleaning and general Legionella management tasks are correctly completed and recorded in accordance with requirements
- He/she will advise the Headteacher of any condition or situation relating to Legionella which may affect the safety of any premises users
- He/she is to work within their level of competence and seek appropriate guidance and direction from the Headteacher or the Children's Services Health and safety Team as required.

General Arrangements

The following arrangements for health and safety have been drawn up following assessments of risk in accordance with the Management of Health and Safety at Work Regulations 1999. These arrangements set out all the health and safety provisions for Wellstead Primary School and are to be used with the school's procedures and policies as listed at the appendices.

In carrying out their normal functions, it is the duty of all employees to do everything possible to prevent injury & ill-health to others. This will be achieved so far as is reasonably possible by the implementation of these arrangements and procedures.

General arrangements can be summarised as follows:

- Providing and maintaining safe equipment and safe systems of work
- Making arrangements to ensure the safe use, handling, storage and transportation of materials, substances and other articles
- Providing adequate information, instruction, training and supervision to ensure all personnel are aware of their responsibilities & how to carry out their duties safely
- Providing safe places to work with safe access to and exit from them
- Providing a healthy and safe working environment with adequate welfare facilities
- Providing a system for rapidly identifying and effectively dealing with hazards
- Implementing control measures to reduce risks to as low as reasonably practicable
- Providing suitable personal protective equipment (PPE) and clothing where hazardous conditions cannot be eliminated and where PPE is assessed to be the last resort.

Everyone has a personal responsibility to take reasonable care to ensure that their actions do not cause injury to themselves or to others.

Employees are required to observe special rules and safe working methods that apply to their own work and to report hazards discovered by them immediately upon discovery.

Employees have a responsibility to ensure they act in a responsible way towards the health & safety of themselves, other members of the school, visitors, contractors and members of the public. They are required to co-operate with supervisors & safety representatives and to adhere to safety guidance provided to assist in maintaining standards of health and safety within the school.

Safe Working Procedures

All staff and supervisors must ensure that safe working procedures are developed through:

- Risk assessing the tasks
- Identifying the hazards
- Defining a safe method of work
- Documenting the assessment
- Implementing the safe system of work
- Monitoring the safe system of work
- Reviewing the assessment & method statement

Once developed, safe working procedures must be circulated to protect all personnel working within the school from risks to their health and safety. They must familiarise themselves with laid-down procedures and ensure that personnel under their control are fully aware of these procedures.

Specific Arrangements -in alphabetical order

Accident Reporting and Investigation

- The on-site management, reporting and investigation of accidents, incidents and near misses are carried out in accordance with departmental and corporate policy requirements.
- Any accident or injury involving staff, visitors or contractors is to be reported and entered in the HCC Accident Report Book and a copy forwarded to the Children's Services Health and Safety Team in accordance with SGP 17-07. The Accident Book is held in the school office.
- Accidents involving children locally considered to be of a more serious nature than minor incidents are to be recorded on a CSRF-003 School Accident Internal Report Form which is retained on site.
- The more serious accidents that are notifiable to the Health and Safety Executive (HSE) are to be reported using the F2508 Report Form and a copy is to be forwarded to the Children's Services Health and Safety Team.
- All significant accidents, incidents and near-misses are to be immediately reported to the Headteacher.
- The HCC online accident investigation report tool is to be used for the recording/reporting of investigations.
- The Headteacher will ensure that the governing body is appropriately informed of all accidents of a serious nature and dangerous occurrences.

- All accidents/incident reporting will be monitored by a member of the Resource Committee examining the accident book for trend analysis in order that repetitive causal factors may be identified to prevent reoccurrences.
- Premises hirers and community/extended service/third party users must report all incidents related to unsafe premises or equipment to the school staff who will appropriately report and investigate each incident. Incidents reported to the user's own organised activities are to be reported by them in line with their own reporting procedures,

Administration of medicines

- Prescribed medicines are allowed in school and are always held within the school office. Written consent is required for a member of staff to administer such medicine and on each occasion, the taking of medicine is recorded in a medical book.
- In line with Hampshire's Guidance on Medicine in Schools, non-prescription medicines are discouraged and are only allowed into school if children are able to self-administer and a letter is received from parents to confirm this arrangement.
- Children will self-administer asthma inhalers and these will be kept within classrooms.

Allergies

- We have pupils who experience allergic reactions in school
- Foods containing any nuts are therefore not allowed in school.
- Personal plans regarding epi-pens will developed for any such children and staff trained in the use of these.

Asbestos management

- There is no asbestos in school as it is a new building.

Child Protection

Arrangements regarding child protection are set out in the Child Protection Policy.

Classroom issues

- Children must be corrected immediately if they are tempted to swing back on chairs.
- Only safety mugs should be taken beyond the staff room.

Community Users/Lettings/Extended Services

The Headteacher will ensure that;

- Third parties and other extended service users operate under hire agreements
- A risk assessment for the activity is completed using RATF-047A or RATF-047B
- The premises is safe for use and is always inspected prior to, and after each use
- Means of general access and egress are safe for use by all users
- All provided equipment is safe for use
- Fire escape routes and transit areas are safe and clear of hazards
- Hirers/users are formally made aware of fire safety procedures and equipment.

Contractors on Site

- HCC approved contractors are always to be used for contractual work on the premises.
- Where non- HCC approved contractors may be required or selected for use then appropriate safe selection procedures are to be used to ascertain competence prior to engaging their services.
- The department CSAF-013 Safe Selection of Contractors Checklist is to be used to determine competence of non-HCC contractors who will require adequate risk assessments to demonstrate their safe working practices for specific work being undertaken.
- Contractors are to report to the reception upon arrival and departure.
- Contractors are to be provided with a fire safety brief immediately upon arriving, prior to them commencing their work.
- Contractors must comply with the school's safety policies and safe working procedures
- If there are any breaches of safety, then these must be reported to the Headteacher at the earliest opportunity.
- All contractors are to be appropriately supervised at all times
- Contractor risk assessments & safe working systems are to be inspected prior to work commencing.
- Appropriate supervision will need to be determined dependent upon the type of work, levels of perceived risk and length of time that the work will take to complete.

Curriculum Activities

- All safety management and risk assessments for curriculum based activities will be carried out under the control of the relevant subject leaders using the appropriate codes of practice and safe working procedural guidance for Design & Technology, Science, Music, Physical Education & Sport, Art and Drama as issued by CLEAPSS, HIAS, and Hampshire County Council.
- Subject leaders will be responsible for local risk management and ensuring that maintenance of equipment and premises in their areas of the curriculum are managed safely following the appropriate guidance.
- Key points relating to correct procedures and safe practices are captured within the school policies for these subjects.

Display Screen Equipment

- All users must complete the display screen equipment course every year without exception.
- All users must carry out periodic workstation assessments using CSAF-001 Workstation Assessment Form.
- Workstation assessments will be actioned as necessary by line managers and routinely reviewed at intervals not exceeding three years.

Electrical Equipment

- Only authorised and fully qualified personnel are to install, repair or attempt to repair electrical equipment.
- Where 13-amp sockets are in use, only one plug per socket is permitted.
- The use of adaptor sockets & multi-socket adaptors is not permitted.
- Protective outer sleeves of electrical cables are to be firmly secured within the plug.
- Where the outer sleeve is not secure within the plug, and a wire is visible, a qualified person is to be contacted to rewire the plug correctly.
- Electrical equipment that is known to be, or is suspected to be faulty must not be used and should be removed from use immediately.
- All electrical equipment must be tested annually by a qualified engineer.
- Private electrical equipment is not to be brought onto the premises or used unless its use is approved by management and it has been tested.

Emergency Procedures and First Aid

- Emergency evacuation is to be carried out in accordance with the school's emergency evacuation plan.
- All staff will receive a brief and/or a copy of the emergency evacuation plan at induction, and they will be periodically provided with updated information as the emergency evacuation plan is routinely reviewed and amendments are introduced.
- Personal Emergency Evacuation Plans are to be provided for those vulnerable persons to be able to ensure safe evacuation in the event of an emergency.
- The names & locations of the First Aiders are clearly signposted around the school.
- The administrative team can locate the nearest first aider in an emergency.
- First aid is not to be administered by anyone except first aid trained (in date) staff.
- First Aid trained staff are to receive refresher training every 3 years.

Fire Safety

- Fire procedures are available for all personnel to read.
- Fire safety & evacuation plans are to be read at induction and periodically thereafter.
- Fire notices 'Action to be taken in the event of a fire' are posted in the main areas of the building close to the fire points. The notices clearly identify the evacuation routes and assembly point.
- Personnel are responsible for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of a fire.
- The most important part of fire control is prevention & all personnel should be familiar with the flammable potential of materials and substances that they use, and exercise maximum care in their use, especially with those marked 'flammable'.
- Fire evacuation procedures, fire safety training and fire alarm testing are to be carried out in accordance with corporate guidance. Fire drills are held at least half termly and at a variety of times of the day including before and after school.
- The fire risk assessment is to be reviewed annually and amended as new hazards or required amendments are identified.

General Equipment

- All general equipment requiring statutory inspection and/or testing on site (e.g. boilers, hoists, lifting equipment, local exhaust ventilation, PE equipment, climbing apparatus) will be inspected by appropriate competent contractors as provided by the term contractor under PBRS arrangements, or as locally arranged.
- Defects in equipment must be reported to the Headteacher.
- It is to be removed from use and quarantined immediately and it is to be clearly marked as faulty until its repair or replacement.

Good Housekeeping

Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety. The following is to be adhered to at all times:

- Keep corridors and passageways free from obstruction
- Ensure shelves in storerooms are stacked neatly and not overloaded
- Heavy items are to be placed on lower shelves to assist manual handling
- Keep floors clean and dry
- Do not obstruct emergency exits
- Storage of supplies to be in correct location
- Rubbish & litter to be cleaned & removed at the end of each working day.

Hazardous Substances

- When using a harmful substance, whether it is a material, cleaning fluid or chemical substance, personnel must ensure that adequate precautions are taken to prevent ill-health.
- No new materials or chemical substances are to be brought into use unless a COSHH assessment under the Control of Substances Hazardous to Health Regulations 2002 has
- been carried out and clearance given for use by the Headteacher.
- Staff must not attempt to use a harmful substance unless suitably trained to do so.
- Harmful substances are to be stored in the secure storage when not in use.

Inspectors and Monitoring

- Daily monitoring of the premises, through working routines and staff awareness, is expected to identify general safety concerns and issues which should be reported to the Headteacher.
- Routine documented inspections of the premises will be carried out every half term.
- Inspection findings will be recorded in the locally adapted CSAF-005/CSAF-010 Monthly Premises Safety Inspection Checklist.
- Defects identified during these routine documented inspections are to be immediately reported to the Headteacher.
- Periodic detailed inspections of the premises' safety management system will be carried out every year by the Health and Safety Governor and the Admin Officer. These documented inspections will examine all areas of the safety management system and will be carried out using the locally adapted CSAF-004/CSAF-011 Annual H&S Inspection Checklist.

Kitchens

- The main kitchen area is only to be used by authorised staff in accordance with the identified safe working procedures.
- Any persons not normally authorised but wishing to enter the kitchen area must gain approval prior to entry and must strictly adhere to the kitchen safe working practices.
- All catering staff are to operate within the requirements of the Food Standards Act 1999 and follow the Food Standards Agency and Hampshire County Council guidance
- Children must be closely supervised during any cooking activity, particularly where cutting and hot surfaces are involved.

Legionella Management

- Legionella management on site is controlled by the Legionella competent person (the caretaker) will manage and undertake all procedures regarding Legionella in accordance with Children's Services Safety Guidance Protection SGP 13-07.
- Records of all related training, flushing, temperature monitoring, cleaning and defects are to be retained for auditing purposes.

Lone Working

- No member of staff will be placed in a lone working situation within normal working hours. However, if a member of staff chooses to work in the school alone outside of normal hours, they must ensure that someone else knows of their presence in the school and must also contact that person when they arrive and when they leave. Pregnant women should not be working alone.

Moving & Handling

- Personnel are not to lift, drag, push or carry heavy or awkward loads unless training has been undertaken and a moving & handling risk assessment has been carried out.
- Where any doubts exist about the handling of awkward or heavy loads, then advice is to be sought from management prior to any manual handling operations commencing.

Off-Site Activities

- Arrangements regarding off-site activities are managed in accordance with the Outdoor Education Service's procedures and guidance.

Risk Assessments

- Local responsibility for identifying, assessing and controlling risks rests with the personnel within the area of work.
- Risk assessments are to be undertaken for all areas where a significant risk is identified or a possibility of such risk exists.
- Risk assessments are to be carried out by competent persons only.
- Any individual undertaking a risk assessment must have completed appropriate risk assessor training.
- All risk assessments & control measures are to be approved by the Headteacher prior to implementation.
- Completed risk assessments are to be stored in the Risk Register.
- Risk assessments are to be reviewed periodically in accordance with the determined risk assessment review date.

Security

- While it is difficult to make the school site totally secure, we will do all we can to ensure that the school is a safe environment for all who work or learn here. We review security measures regularly, and draw upon the advice of experts (e.g. police officers, fire officers, architects and other consultants).
- We require all adult visitors who arrive in normal school hours to sign the visitors' book in the reception area, and to wear an identification badge at all times whilst on the school premises.
- Teachers will not allow any adult to enter their classroom if the school visitor's badge does not identify them.
- If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Headteacher immediately. The Headteacher will warn any intruder that they must leave the school site straight away. If the Headteacher has any concerns that an intruder may cause harm to anyone on the school site, s/he will contact the police.
- CCTV is constantly on and can be accessed by all senior staff.
- The caretaker carries out daily checks of the site.
- The security gates are opened at 8.40 a.m. and locked at 3.45 p.m. by the caretaker. This is carried out by the Headteacher in the caretaker's absence.

Slips and Trips

- Staff should report any uneven surfaces that they notice immediately.
- Any spillages of liquid must be cleared immediately and the area blocked off until the hazard has been removed.
- Staff must wear appropriate footwear. Open-toed and backless footwear is allowed (except flip-flops) but is worn at the risk of the individual.

Smoking

- Smoking is not permitted in the school building or its grounds

Stairs

- There are two stairwells located in the new extension which was opened in October 2015.
- Children who are based upstairs are given regular guidance on the safe and appropriate use of the stairs.
- Each stairwell has been fitted with an Evac+ Chair Mk4. Training to use these chairs is provided for all key staff that work upstairs and the site manager.

Stress and Wellbeing

- The Headteacher is committed to promoting high levels of health and wellbeing and recognises the importance of identifying and reducing workplace stressors.
- Stress management through risk assessment and appropriate consultation with staff will be periodically reviewed and acted upon in accordance with the Children's Services and Health & safety Executive's Management Standards, guidance and requirements.

Supervision, before and after school, breaks and lunchtimes and at other times

- The school playground will be supervised for ten minutes before the start of the school day.
- It will be communicated to parents in the school prospectus and in newsletters that children should not come onto the site before this time.
- Children will be seen either to their parents or safely off the school premises at the end of the day. Children who are not collected will be brought back to the library to wait for their parents.
- At break times, children will be supervised by three adults at all times
- Children are encouraged to wear sun hats and sun protection as required.

Training

- Health and safety induction training will be provided and recorded for all new staff/volunteers in accordance with the CSAF -017 New Staff Induction Checklist.

Violent incidents

- When violence is threatened, employees should attempt to keep control by discussing the problem calmly
- Attempts should be made to discuss with the violent person his or her frustrations and problems.
- Assistance from other employees may be summoned. Any other clients in the vicinity who are at risk must be encouraged to move somewhere safe.
- Unless unavoidable, members of the public should not be involved in controlling an incident. Colleagues can immediately be requested to help, as appropriate, and police may then be summoned if circumstances dictate their presence.
- Employees involved in violent incidents must always have the opportunity to discuss what has happened in detail with the manager and with colleagues and counselling must be offered.
- A review of all the aspects of a violent incident, including a decision on any action to be taken against the aggressor or any plans for working with the aggressive party, must be decided upon and an action plan must be devised, implemented and locally recorded as appropriate.
- Violent incidents must be reported and recorded at the earliest opportunity in accordance with this procedure and using Violent Incident Report Form (CSRF-001).

Visitors

- It is the duty of all of the personnel within the school to ensure the health and safety of all visitors.
- All visitors must sign into the school at reception and sign out again when leaving.
- No visitors are allowed through the security door without gaining permission from the reception staff.
- Visitors are to be accompanied to their destination as appropriate.
- Appropriate personnel are to be made aware of visitors to the school.
- Visitors are not permitted to enter unauthorised areas of the school.

Working at Height

Work at height is always to be undertaken in accordance with the Children's Services Safety Procedure SGP 23-08. At Wellstead School general work at height should be undertaken in accordance with the on-site generic risk assessment at height which identifies general requirements and safe working practices. Specific or higher risk tasks will be carried out with a specific risk assessment for that task.

The competent person for work at height on the premises who has attended the Caretaker Support Service Ladder and Stepladder Safety half-day course is the Caretaker and he/she is authorised to:

- Use steps, stepladders and leaning ladders in accordance with their training
- Provide step stool instructional training briefs to staff in accordance with SGP 23-08
- Provide stepladder and steps training to staff using the Children's Services *Stepladder & Steps Safety user training presentation*
- Carry out periodic inspections of all on-site ladders, stepladders and podium steps
- Remove access equipment from use if defective or considered inappropriate for use.

The competent person for work at height and all other staff are not permitted to use any other access equipment for work at height without specific training. This includes the use of scaffolding, mobile towers and mobile elevated

work platforms.

Where work at height on the premises is only permitted to take place under the following conditions:

- Any work to be carried out at height must be underpinned by a risk assessment
- Access equipment selected for work at height must be as per the risk assessment
- Any staff working at height must be appropriately trained to use the access equipment
- Staff are not to improvise or use alternative access methods of their own choice
- Use of any furniture, including tables and chairs, is forbidden for any work at height
- Staff may only use step stools if they have received a local instructional training brief
- Staff may only use stepladders if they have received training from the ladder and stepladder competent person
- Staff may only use leaning ladders if they have personally attended the Caretaker Support Service Ladder and Stepladder Safety half-day course within every three years
- Any safety concerns about a work at height task must be raised prior to work starting
- Access equipment used on site such as ladders and stepladders must only be that provided and are never to be lent to, or borrowed from third parties or contractors
- Contractors working at height are to be appropriately supervised and must only use their own access equipment.
- Contractors are to be advised of all access points within and around the building.
- These should include fire safety advice in the roof void and the locations of the external ladder fixing brackets.

Curriculum Specific Issues

Art

Children should be taught to use items of protective clothing as appropriate and be encouraged to develop safe and tidy work practices.

Our art curriculum does not involve the use of potentially hazardous materials beyond those considered within our general classroom risk assessment. Art activities which involve a greater degree of potential risk, e.g. stencil cutting, Mod Roc, wax batik, Plaster of Paris, should not be attempted.

DT

The following key procedural guidelines must be adhered to at all times:

Use of Craft Knives

- Craft knives must only be used by mature pupils in Years 5 and 6 and under the direct supervision of an experienced adult who is competent in the safe use of craft knives (direct supervision means the adult being positioned alongside the child, able to intervene and take over the cutting operation or remove the knife immediately that it becomes necessary).
- Only knives with a retractable blade should be used.
- The blade must be retracted as soon as the cutting operation is finished, and during storage and transport.
- All craft knives must be securely stored, preferably under lock and key.
- Craft knives must only be used in conjunction with a safety rule (able to provide protection to the user's fingers) and a cutting mat.
- The craft knife must be used so that the user is cutting across in front of the user, not cutting towards or away from the user.
- If possible, an alternative cutting method should be considered, such as the use of a safety guillotine (Rotatrim type) for straight cuts, or scissors for curved cuts.

Use of Hand Drills

- An adult should either fit the drill bit into the drill chuck or should check the security of the drill bit if a child has changed the drill bit.
- Only twist drills should be used – flat drill bits or *slick bits* should not be used.
- The work to be drilled must be securely clamped or fixed in place – a vice, G-cramp or other similar secure method should be used.
- Any dust generated from the drilling operation should be swept away, not blown away.
- Goggles or safety glasses should be worn if metals or plastics are being drilled – goggles or safety glasses are not usually necessary if spar wood, strip wood or wooden wheels are being drilled.

Use of Hot Glue Guns

- Only children in Years 5 and 6 should use the glue gun, and only under direct adult supervision.
- The glue gun should always be used in a clearly designated area, away from any thoroughfares or pupil movement areas.
- The electrical lead should be only as long as is needed to enable its safe use, and not able to hang off the work surface or table top.
- Goggles should always be worn when working with glue guns.
- The gluing operation should be carefully planned and prepared so that all items to be glued are to hand, there is space, and there is time to pick up, use and return the glue gun in an unhurried manner.
- The glue gun should be unplugged and removed as soon as it is finished with.
- Alternative methods of gluing should be considered, such as polyvinyl acetate (PVA), which are stronger, neater and allow more time for accurate positioning.

Use of Junior Hacksaw

- Children should always hold their work in a bench hook, vice, G-cramp or other means of fixing their work before they try to use a junior hacksaw.
- Any saw dust produced should be brushed or swept away, *not* blown away.
- Children should wear goggles or safety glasses when cutting plastics or metals. It is not necessary to wear goggles when cutting wood.
- Children should be standing up when they use a junior hacksaw, and if possible should work on the end of a table.
- When cutting long pieces of wood, the longest piece should be over the table with the shortest piece protruding off the end of the bench.
- Only adults should change the blades, and if the saw is the spring frame type, the front of the saw should rest in a hole or indentation in a surface to prevent the frame from slipping when being pressed down to compress the frame.

Cooking and Food Activities

- At the beginning of any cooking activities, all equipment must have been washed clean, all work surfaces must be cleaned with anti-bacterial cleaner such as *Dettol*, and all children must wash their hands in warm soapy water.
- Clean aprons must be worn, hair must be tied back and all jewellery must be removed to ensure hands and wrists are able to be properly cleaned.
- Open toed sandals should not be worn when cooking.
- All skin cuts should be covered with a blue plaster.
- Children must be taught about the importance of personal hygiene and must always wash their hands after going to toilets.
- Any work surfaces used for practical food preparation activities, such as peeling, grating and chopping, should be at a comfortable working height for children so they can work safely and efficiently.
- Any child or adult who is ill or unwell should not be permitted to work with food.
- Disposable paper towels should be used for drying hands and for drying equipment after being washed.
- Any waste food should be sealed in plastic bags before putting in bins.
- Any electrically operated food mixer, food processor or other equipment must be unplugged before any adjustment or cleaning takes place.
- Children using any electrical equipment must be directly supervised by a responsible adult.

PE

Wellstead Primary School follows the guidelines and advice offered within Hampshire's 'Health and Safety in Physical Education' document. A copy of this is available within the school office and staff should look at this and/or discuss any particular concerns with the PE leader.

Key points of Health and Safety in PE are as follows:

- Only qualified teachers or people who hold Level 3 coaching qualifications may teach PE.
- Teachers should not use the wall bars until they have been shown how to set them out safely by the PE coordinator.
- Specific inverted rotational movements should not be taught in gymnastics. Staff may allow children to demonstrate their ability to perform such movements if they are confident that children have been taught how to perform them properly (e.g. children who attend a gymnastics club); however, children should not be allowed to freely incorporate these into sequences of movements when working in a pair or group.
- Loose clothing (e.g. jogging bottoms) must not be worn when using gymnastic equipment.

- All jewellery must be removed for PE. If earrings cannot be removed then they must be taped over.
- Plimsolls are generally preferable to bare feet for gymnastics or dance in the hall. However, if children are taking part in PE in bare feet, they must wear shoes to go to and from the hall.
- When using the hall for PE, a brief visual check should be carried out by the class teacher prior to activities commencing, to ensure that the floor is free from debris or any other slip hazards.

Science

Safe practice must be promoted at all times. The ASE publication, “Be Safe!” has been adopted as the school’s safety policy in Science and each teacher has a copy of the safety cards relevant to their year group stored in their classroom. When planning a unit teachers read the relevant safety cards and write the card numbers on their medium term plans as a way of showing they have done so. Teaching assistants are made aware by class teachers of where the safety card pack is kept so that they can refer to it when teaching groups. Teachers outline safety considerations for each particular lesson in their lesson plans and share these with the children, encouraging them to carry out their own risk assessments in addition to those carried out by the teacher. The science co-ordinator completes the science safety schedule when asked to by the HIAS science team and ensures that Wellstead Primary School complies with initiatives set out in the schedule. Annual safety in science training is carried out by the science co-ordinator with all members of teaching staff including teaching assistants.

Revision No.	Date Issued	Prepared By	Approved	Comments
1	March 2014	BR	FGB	new policy to reflect guidance from Headteacher’s briefing and 2014 revised guidance
2	March 2016	BR	FGB	Changes made to reflect staff changes