



Durweston CE VA Primary School
Including Handy Paws pre-school

Health and Safety Policy

Adopted by: Autumn 2020
Revised: Annually

Take care when printing – do you need all of the Risk Assessments?

Feed the mind, nurture the Spirit, free the imagination!

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Governors are mindful of their duties under the Equality Act 2010 and have screened this document to ensure compliance with the law

COVID 19

During the current crisis, please also read our COVID Risk Assessment

<https://www.durweston.dorset.sch.uk/daily-news>

Hall lettings

In the case of an enquiry, a Risk Assessment will be carried out prior to agreeing any bookings.

Statement of Intent

Durweston CE VA Primary School recognises its legal and moral responsibilities to persons who may be adversely affected by school activities.

The Law

Health and safety in schools is governed by legislation and associated regulations, which are enforced by the Health and Safety Executive (HSE).

In **Foundation schools and voluntary aided schools** statutory health and safety responsibilities fall on the governing body (as the employer) and on the headteacher and staff (as employees).

The **Governing body** must ensure that school staff and premises comply with the LA's health and safety policies and practices (e.g. reporting accidents, first aid provision), and:

- Develop and regularly update a health and safety policy and advise employees of it.
- Have a critical incident/emergency contingency plan.
- Ensure, **so far as reasonably practicable**, the health, safety, and wellbeing of teachers and other education staff; the health and safety of pupils in school and on off-site visits; and the health and safety of visitors to the school including volunteers involved in any school activity and contractors working on the school site;
- Assess the risk of all activities, both in school and off-site; introduce measures to manage the risks and instruct employees about the risks and the measures to control them.
- Ensure that staff are competent and trained in their responsibilities (including written records of training); and are actively involved in health and safety.
- Take reasonable steps to make sure that the buildings, equipment, and materials are safe and do not put the health of users and visitors at risk.

The Governing body, and the headteacher, must comply with any direction given to them by the LA concerning health and safety of persons on the school's premises or taking part in any school activities elsewhere.

The governing body, as the employer, has a duty (as required by The Management of Health and Safety at Work Regulations, 1999) to ensure all the above is in place and adhered to.

In practice, the governing body may delegate specific health and safety tasks to others at the school. **However, the governing body retains the ultimate responsibility no matter who carries out the tasks.**

Responsibilities

It is recognised that individuals and groups of individuals have responsibilities for the health, safety, and wellbeing in the school. The individuals and groups identified below are expected to have read and understood the school's policies and procedures for ensuring health, safety, and wellbeing and to conduct their duties in accordance with them.

Governors

The governors are responsible for ensuring that mechanisms and procedures are in place for health, safety, and wellbeing. The governors will receive regular reports to enable them, in collaboration with the headteacher, to prioritise resources for health, safety and wellbeing issues.

The governors have appointed a Health and Safety Governor to receive information, monitor the implementation of policies, procedures and decisions and feedback to the governing body on health, safety, and wellbeing issues.

The governors of Durweston CE VA Primary School will:

- Provide as far as reasonably practicable a safe and healthy environment for all persons who work at, attend, or visit the school.
- Ensure, as far as reasonably practicable, the health and safety of pupils, staff and volunteers on off-site visits and activities.
- Endorse and support the safety policies of Dorset Council (DC), and help the Council to discharge those responsibilities, which it holds as an employer.
- Seek improvement to working conditions according to priorities within existing resources.
- Recognise their responsibilities when they make available premises or equipment for hire and will ensure that risks to the safety or health of hirers and other persons are adequately controlled as far as possible.
- Ensure that risk assessments are carried out within the school using DC risk assessment policy and forms and to ensure the assessments (including the fire risk assessment) are reviewed at least annually.
- Encourage informal meetings and ensure time is made available in staff meetings where health and safety issues can be raised.
- Ensure that staff can access training to ensure their competence for their task.
- Accept the duties they may hold as a client when they arrange for work through contractors or volunteers. Follow DC guidance for the selection of competent contractors and **will** seek assistance from the schools Property Surveyor or DC Property Management Division when necessary. Ensure that volunteers receive adequate instruction and supervision to work safely.
- Ensure all staff accidents, significant pupil accidents and third-party accidents are reported to the County Health and Safety Team in accordance with the DC accident reporting policy and procedure.
- Review annually, all accidents and incidents reported to identify trends. A record of this is kept in the folder in the office.
- Consult with the school council and inform pupils of their responsibility for health and safety.
- Recognise the role of safety representatives appointed by recognised trade unions and co-operate with them so they may undertake their health and safety related functions, including reasonable paid time off for consultation, inspections, and investigations.

Headteacher

The headteacher has responsibility for: -

- Day to day management of all health and safety matters in the school in accordance with the health and safety policy.
- Ensure regular workplace inspections are carried out.
- The Health and Safety governor will complete an inspection each term.
- Submitting inspection reports to the governors.
- Ensuring action is taken on health, safety, and well-being issues.
- Passing on information received on health and safety matters to appropriate people.
- Carrying out accident investigations.
- Identifying and facilitating staff training needs.
- Liaising with governors and/or the LEA on policy issues and any problems in implementing the health and safety policy.
- Co-operating with and providing necessary facilities for trade union safety representatives.
- Providing necessary facilities for all employees to be consulted on health and safety matters.
- Where contracts are negotiated directly between the school and the contractor, the headteacher is also expected to monitor purchasing and contracting procedures, to ensure that the employer's health and safety policy is complied with.

The Headteacher and the Building Surveyor at the diocese are responsible for liaising with contractors undertaking major works and for ensuring that the risk due to having contractors on site is monitored and controlled.

The Finance Officer and the Site Manager is appointed with the authority of the headteacher to request action from the contractor where conditions are unsafe.

Whilst the responsibility for the above cannot be delegated, the function of carrying out these tasks can be delegated to other members of staff (i.e. the schools safety co-ordinator / manager, site manager).

Staff with special responsibility

These job holders will be responsible for:

- All staff are responsible for reporting issues to the site manager via the H&S book to ensure the effective control of risks within the specific areas under their control.
- The Finance Officer, H&S governor are responsible for the purchase, inspection and maintenance of equipment and its specification.
- The Headteacher is responsible for the coordination of the school's health and safety policy and the application of the health and safety procedures and arrangements.
- The Headteacher and Governors are responsible for establishing and maintaining safe working practices including arrangements including ensuring, as far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances, e.g. chemicals, hot water, sharp tools and machinery.
- The Site Manager is responsible for resolving health and safety problems referred to them by members of their staff or for referring to the headteacher any problems they are unable to resolve within the resources available to them.
- All teachers are responsible for ensuring that risk assessments are carried out when necessary
- The Headteacher and H&S governor are responsible for ensuring that risk assessments are reviewed on a regular basis within the overall programme for the school.
- The Headteacher is responsible for ensuring, as far as reasonably practicable, that sufficient information, instruction, training, and supervision is provided to enable employees and pupils to avoid hazards and to contribute positively to their own health and safety.
- The Headteacher and H&S governor are responsible for obtaining relevant advice and guidance on health and safety matters.

Employees

All DC employees are directly responsible for:

- Taking reasonable care for the health safety of themselves and of other people who may be affected by their acts and / or omissions.
- Co-operating fully with their manager or responsible person on all matters relating to their health and safety at work.
- Not recklessly or intentionally interfering with, or misusing any equipment, safety devices etc. that have been provided in the interest of health and safety.
- Reporting promptly, in the first instance to their manager or responsible person, any accidents, injury, significant near miss, incident of violence and aggression or cases of work-related ill health.
- Report to the relevant manager, any defects, hazard, damage or unsafe practices or other items that could give rise to an unsafe place of work or cause injury or ill-health to others. Any defective equipment should be labelled to ensure other employees cannot use the item.
- Wearing any protective clothing or equipment and using any safety devices that have been provided for their health and safety while at work.
- Observing safety rules, complying with codes of practice and health and safety policy and procedures, and adhering to safe working procedures at all times.
- Acquaint themselves with, and comply with, the procedure to follow in case of a fire or other emergency.
- Attending health and safety training as directed and undertaking their work activities in accordance with any health and safety training provided to them.

Volunteers

Volunteers (such as parent helpers etc.) have a responsibility to act in accordance with the school's policies and procedures for health and safety and to report any incident or defective equipment to a member of staff immediately.

Volunteers are also expected to act only under the supervision of a qualified member of staff.

School health and safety representatives

Safety representatives are appointed by recognised Trade Unions.

At present there are no safety representatives.

Under the requirements of the Safety Committee and Safety Representative Regulations 1977, where safety representatives are appointed, they will be given adequate time and facilities to fulfil their functions.

Contractors

All contractors under school control will be appropriately selected and competent in terms of health and safety.

- Contractors must be made aware of and abide by the school's health and safety policy and not endanger pupils, staff, or other visitors to the site.
- The headteacher and diocesan building surveyor will be responsible for the co-ordination of the contractors' activities on site.
- The headteacher must ensure that any temporary rules, such as exclusion from parts of the premises, are known to all staff, pupils, and visitors to the premises. This might be achieved by the posting of suitable notices by the headteacher, or by the contractor, in consultation with the headteacher. All contractors must report to the responsible person named above before any work takes place and prior to each working session. The responsible person should then inform the contractor of any conditions which may affect his safety and that of others.

Visitors and other users of the premises

Where the facilities are shared, ensure that there are suitable and sufficient arrangements for communicating and co-ordinating health, safety and security policies and procedures with other occupiers, e.g. youth service, leisure centre, catering and cleaning contractors and outside staff based in schools.

- All visitors to the school must comply with the school and DC health and safety policy and procedures.
- Headteachers must ensure that a suitable system is implemented whereby visitors are required to record their visit to the school (visitor's book) and the time they leave. This should include all visitors to the school including Governors, Property Surveyor, Contractors etc.
- Where applicable visitors will be required to wear a 'visitors' identification badge which will be supplied by the school.
- Where reasonably practicable, visitors will always be accompanied by a responsible employee.
- Should a fire / emergency occur, or the fire alarm is activated whilst visitors are on the school's premises, the person who is accompanying the visitor will take him / her to the fire assembly point.
- Should an incident / accident occur involving a visitor it must be reported using DC accident reporting policy and procedure and form and sent to the County Health and Safety Team. An investigation must be undertaken as soon as possible by the relevant responsible person.
- If the incident is of a serious nature or fatal the headteacher should contact the County Health and Safety Team immediately on 01305 225019.
- Persons hosting visitors including meeting arrangers must ensure:
 1. Visitors are alerted to the establishment fire procedures.
 2. Visitors adhere to the 'no smoking' policy.
 3. Visitors park their vehicles in such a way so as not to obstruct fire escape routes, roads, access, or other vehicles.
 4. Visitors record time of arrival and departure in the visitor's book.
 5. Where applicable visitors are provided with and wear identification badges.
 6. Visitors are accompanied or authorised to enter the premises.
 7. Visitors remain within authorised areas and do not enter any restricted area unless permission is granted, and the person is accompanied.
 8. Visitors do not take anything with them from the premises or bring anything onto the premises that may create a hazard or risk unless authorised.
 9. Visitors report all accidents, incidents and near misses to the host.
 10. Visitors wear protective clothing that is supplied when necessary.

Lettings

The headteacher will ensure that the hirer of the premises, for any event, is aware of his / her obligations under health and safety legislation and the school and DC health and safety policies where appropriate. The schools Lettings policy is attached as Appendix A.

Monitoring and Inspection

The school completes written termly premises inspections in accordance with DC guidance. A copy of the latest form is available in the H&S folders in the school office.

First aid

The school has assessed the need for first aid provision and ensures that the guidelines given within the latest DC First Aid Code of Practice are complied with.

An up to date list of all first aiders is on the first aid cupboard in the library area.

First aid kits are in every class and in the library. The contents of the kits are checked at least half-termly by Sandra Sutherland, the TA in charge of First Aid. A checklist is included with each kit so that staff can check contents on day of use.

Accident recording

The school will record all accidents in accordance with DC Accident reporting policy and procedure.

Any accidents reportable to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) will be completed by the County Health and Safety Team on the school's behalf.

Administration of medicines

The school follows DfES guidance on the dispensing of medicines within school.

For further details please see the school's administration of medicines policy.

Off site visits

Further information can be found within the school's Educational Visits Policy

Fire

The school will ensure that a fire evacuation drill is completed at least once per term and record the date in the fire log.

The fire log will be kept up to date by the caretaker, with entries for weekly fire alarm checks and fire door checks, monthly emergency lighting checks and fire extinguisher checks and any contractor visits or false alarms.

The headteacher/governing body will ensure a fire risk assessment is completed and updated at least annually or more frequently if there is a significant change to the building.

All staff are responsible for ensuring that pupils and visitors evacuate in an orderly and timely fashion in the event of the alarm sounding.

All staff are responsible for ensuring evacuation routes and doors are always kept clear.

Electricity

The school will undertake to inspect and test all portable appliances by a competent person on a two-yearly basis.

The competent person will produce an inventory of the test which will be kept in the office.

All staff will visually inspect electrical equipment before use for obvious defects.

Defective equipment will not be used, will be labelled, and reported as defective for replacement/repair.

The school will ensure that the fixed wiring inspections are completed on a 5-yearly basis by a competent contractor.

If personal items of electrical equipment are required to be used in school, then permission must be sought from the school and the equipment must have a current portable appliance test completed on it.

Work equipment

All work equipment will be purchased from a reputable supplier.

Before purchase, the following considerations must be given:

- The installation requirements
- The suitability for purpose
- The positioning and or storage of the equipment
- Maintenance requirements (contracts and repairs)
- Training and use of the equipment.

Staff must not use new items of work equipment unless appropriate training has been given. A risk assessment must be completed for the work equipment and staff using the equipment must have access to and comply with the risk assessment.

All plant and equipment that require statutory inspection, testing and maintenance for example, steam boilers, pressure cookers, lifting equipment, local exhaust ventilation will be completed by a DC approved contractor (if the school does not use an approved contractor they must ensure a competent contractor is used).

Any personal protective equipment (PPE) required for the use of the work equipment will be supplied free of charge by the school. All employees will be expected to wear the PPE when operating the equipment.

Access equipment (kick-stools, ladders, tower scaffolds and mewps etc)

All access equipment must be purchased from a reputable supplier.

Before purchase, the following considerations must be given:

- The installation requirements
- The suitability for purpose
- The positioning and or storage of the equipment
- Training and use of the equipment.

Staff must not use access equipment unless appropriate training has been given. A risk assessment must be completed for the access equipment or task and staff using the equipment must have access to and comply with the risk assessment.

The access equipment should be visually checked before each use. An inventory is required for all access equipment with a formal written 6 monthly check (tower scaffolds and mewps will require specialist and more frequent checks).

Control of hazardous substances

All substances that may be considered hazardous to health have been assessed (except in science – these are covered by CLEAPSS hazcards).

A copy of the health and safety data sheet and COSHH assessment will be available in the school office.

Any person using these chemicals must ensure they have seen and follow the information given on the COSHH assessment (including the wearing of any identified PPE).

Staff must not bring any hazardous chemical onto the school site unless prior permission has been sought and a COSHH assessment has been completed.

Asbestos

The school has an asbestos register (even if there is no asbestos on site there is still a register to state this) which is in the office.

All contractors must be shown the register before work commences.

Any damaged or suspected damage to asbestos should be reported to the headteacher who will contact the schools Property Surveyor immediately.

Legionella

The school has a Water Hygiene Risk Assessment which is in the office. Monthly temperature checks have been deemed unnecessary. It is only necessary to make sure that the water heaters are working and in regular use (see email 22.5.13 in H&S file) and that outside taps are flushed weekly. Further information of legionella can be obtained from Mike Taylor on 01305 225276.

Transport on site

No vehicles park on the site although access is permitted by prior arrangement for a specific task.

Violence

The school follows DC policy and guidance for violence at work. For further information please refer to the DC Violence at Work Policy (schools).

All incidents of verbal and physical abuse will be recorded on the accident / incident report form and sent to the County Health and Safety Team.

Manual Handling

The school complies with the DC Manual Handling Policy and Procedure and completes risk assessments on any significant manual handling tasks. Employees who complete manual handling tasks will have suitable and sufficient training. For further information please refer to the DC Manual Handling Policy.

Lone working

The school complies with the DC Lone Working Policy and completes risk assessments for any lone working scenario. For further information please refer to the DCC Lone Working Policy.

Risk assessments

Risk assessments are completed for any significant risks in accordance with the DC Risk Assessment policy. These risk assessments are working documents and must be viewed by staff carrying out the activity and updated/reviewed on an at least annual basis or whenever there is a significant change to the activity / task / personnel / or following an accident. For further information please refer to the DC Risk Assessment Policy.

Training and records

The school will ensure that all staff has suitable and sufficient training to complete the tasks required of them. The school will ensure all training is recorded and up-date training is completed where required.

Appendix A

Lettings Agreement

The governors have agreed to supplement the budget by encouraging the letting of the school premises where possible, provided that any letting must not be detrimental to the school or its pupils.

Guidelines

- All lettings will be at the discretion of the governing body or its representatives, who may refuse lettings if they consider it in the interests of the school to do so.
- Lettings after midnight will not generally be permitted.
- All hirers must comply with the regulations set out on the application form.
- All hirers must be aged over eighteen.
- Insurance Cover is provided by the Diocesan Board of Education, to provide a minimum third-party indemnity of £5million, and a sum of £10 is built into each letting to cover the cost of this insurance.
- All school buildings and the whole school site are non-smoking areas.
- The school is not responsible for any loss of or damage to vehicles driven on its premises (for off-loading only) or their contents.
- Details of current lettings charges are available from the school office.

Charges

- All charges will be subject to periodic review by the governing body.
- The calculation of charges will include the real costs of heat, light, sewerage and water, administration, and the cost of caretaking for the event.
- All lettings to families of children attending the school, governors and employees of Durweston School will be at a concessionary rate.
- Other charges are agreed by the governing body and may include an element for profit above actual costs.

The application process

- The hirer will be sent a list of hiring charges, conditions of hire and 2 application forms.
- The hirer submits two copies of the application form, which sets out the time and date of the proposed hiring. The form will also give advice on maximum permitted numbers (see Capacity section below).
- The application is considered by the Head Teacher on behalf of the Governing Body and a decision is made whether to permit the hire.
- The caretaker is informed.
- A signed copy of the application form is returned to the applicant.
- An invoice is issued prior to the letting and must be paid in advance of the letting.
- A receipt is issued.

Capacity

The area of the School Hall is 135 square metres. The number of people permitted to attend an event will depend on the nature of the activity. This guidance reflects that given by Fire Prevention Officers for halls used for assembly functions.

- If the event has dancing and there are no chairs or tables set out, one person per 6 square feet (0.55 square metres)
- For a seated audience, one person per 6 square feet (0.55 square metres)
- If the event has dancing and chairs and tables are set out, one person per 8 square feet (0.73 square metres)
- Where people are seated at tables (restaurant-style), one person per 10 square feet (0.92 square metres)

HIRING CHARGES 1st SEPTEMBER 2020 – 31st AUGUST 2021

	Concessions		Non-Concessions	
	Per session	Per extra hour	Per session	Per extra hour (up to 10pm)
Hall	£22.00	£6.00	£40.00	£10.00
Evening Letting (6pm – 10pm)	£22.00			
Late Evening Letting (6pm – 12am)	£65.00	N/A	£165.00	N/A
Included: <ul style="list-style-type: none"> • Use of the kitchen for preparing drinks provided that it is left in a clean and hygienic condition. • Tables and chairs (please ask if required) • Toilets 				
Meeting Room	£12.50	£5	£25	£10
Included: <ul style="list-style-type: none"> • Use of the Porpoises classroom (including projector screen) • Toilets 				

For bookings Telephone 01258 452277 and leave a message; your call will be returned promptly.

- A session is up to 4 hours: 9am -1pm; 1.30pm-5.30pm and 6pm-10pm.

ALL LETTINGS ARE SUBJECT TO THE CONDITIONS OF HIRE AND RULES OF DURWESTON PRIMARY. THE GOVERNORS OF DURWESTON CE VA PRIMARY RESERVES THE RIGHT TO REFUSE ANY LETTINGS WITHOUT GIVING REASONS FOR THE REFUSAL.

Letting Agreement

This agreement is made on between the Governors and the Hirer named below, whereby in consideration of the sum(s) mentioned.

The Governors of Durweston CE VA Primary School agree to permit the Hirer to use the premises for the purpose and for the period described below,

1. Day and Date Required: -..... day.....date

Time from..... To..... (Hours)

2. Hirer: must be 18 years of age or over.

(a) Name (If individual)

(b) Organisation (If Applicable)

Concessionary rate YES / NO (please circle)

If yes explain how currently linked to Durweston CE VA Primary School

.....

Address:.....

.....

Telephone Number: Home

Mobile.....

E-Mail Address.....

3. Hiring Fee: £..... Damages Deposit £..... (£25*)

* This cheque made payable to Durweston Primary School will be returned after hire provided that no damage or loss has been caused to the premises and/or contents during the period of the hiring as a result of the hiring.

CHEQUES PAYABLE TO DURWESTON PRIMARY SCHOOL.

4. Purpose of Hiring:

5. Approximate Number of people attending:

6. Is intoxicating liquor to be provided at the event(s)? YES/NO
and will it be for sale? YES / NO.

If YES

a) I will employ a Personal Licence Holder in the name of

.....
or

b) Obtain a T.E.N. (Temporary Event Notice). A T.E.N. to sell alcohol is obtainable from the Licensing Officer at North Dorset District Council for a fee of approximately £21. The hirer should be sure that the bar is operated by a Personal Licence Holder, Publican, Caterer or RESPONSIBLE PERSON who is aware of the responsibilities of the LICENSING ACT. It is a serious offence to sell alcohol to persons under the age of 18 years.

NB If alcohol is for sale, you must send a copy (to the school office) of the

- Personal Licence Holder's Licence
- Or
- The T.E.N

ONE WEEK PRIOR to the letting

7. Is the event an activity or service provided for children? YES/NO. If YES, Child Protection is the responsibility of the named hirer.

It is hereby agreed that the Conditions of Hire shall form part of the terms of the Hiring Agreement.

As Witness the hands of the parties hereto:

Signed by the Head Teacher on behalf of the governing body.

Head Teacher:

Signed by the Hirer:

I declare that the information given in this agreement is correct to the best of my knowledge and I acknowledge that any misstatement or misrepresentation will invalidate the agreement.

CONDITIONS OF HIRE**PLEASE READ CAREFULLY**

1. The person signing the application form shall be considered the hirer and must be over 18 years of age.
2. The premises will only be used for the event described in the booking form.
3. The Headteacher or his/her representative may refuse admission to any person without giving any reason for doing so and may similarly require any person to leave the premises.
4. The hirer will be responsible for ensuring that all activities take place in a safe manner.
5. The behaviour and safety of persons on the premises for this booking are the responsibility of the hirer.
6. The Governing Body shall not be responsible for any loss or damage to any property arising out of the hire.
7. The hirer shall be responsible for all damage or loss to any fixtures, fittings, sports or other equipment or property occurring during the period of the hire and must notify the school office of such damage.
8. The hirer must familiarise himself/herself with the emergency procedures for fire, first aid, accidents and defects reporting and carrying them out to the best of his/her ability.
9. A qualified person must be present during all sessions that are considered to be of a hazardous nature, e.g. karate, gymnastics, judo etc. or where the club/organisation is a youth group. It is the responsibility of the hirer to check the qualifications of those supervising such activities.
10. The hirer is responsible for the adequacy, suitability and safety of all equipment brought onto the premises.
11. It is the responsibility of the hirer to obtain any license for the sale of drinks at the performance of plays and similar productions.
12. The hirer must ensure that there are sufficient stewards located in areas which will prevent unauthorised persons from entering the premises and to ensure that guests are restricted to the area hired for the function.
13. It may be necessary for the School to cancel or postpone the event. If this occurs, the hirer can make no claim against the School or Governing Body or any loss he/she may sustain.
14. Authority to accept or cancel a booking shall rest with the Headteacher.
15. The premises must be left in a clean and tidy state. Use of the kitchen is permitted for preparing drinks on the basis that it is left in a clean and hygienic condition. All equipment must be put back after use. If the premises are not cleaned to the satisfaction of the Caretaker, the hirer will be responsible for any payment necessary to have them cleaned.
16. The Caretaker will be present to unlock the premises at the beginning of the hiring and lock up again at the end. He/she will not be available during the period of the hire, except in extreme circumstances.
17. Smoking is not permitted in any part of the School or its grounds.

18. Car parking is NOT allowed on the school site. Access is permitted for offloading. All roadways **must** be kept clear in case of emergency.
19. The Governing Body has insurance cover arranged with a reputable company, to provide a minimum third-party indemnity of £5million. It is the responsibility of the hirer to affect any further insurance he/she requires to cover his/her liabilities.
20. The hirer must adhere to guidance on number of people permitted to attend an event. (See separate sheet)
21. The hirer agrees not to use or permit or suffer the Property or any equipment at the Property to be used in any manner or for any purpose which facilitates encourages or promotes extremism or terrorism or which allows access to or the dissemination of information in any form relating to extremism or terrorism or which causes or might cause the Landlord to be in breach of any duty under the Counter-Terrorism and Security Act 2015 or guidance issued pursuant to that Act.
22. In the case of hirings which will involve children, the hirer may be required to evidence child protection training, which should include how to recognise abuse or respond to a disclosure and what action to take.

RISK ASSESSMENT FOR:	CLEANING	
Establishment: Durweston CE VA Primary School	Assessment by: Nicola Brooke	Reviewed Annually

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Are Normal Control Measures Y/N/NA	
				In Place	Adequate
General lifting and carrying	Caretaker Colleagues Pupils Visitors	Cuts / abrasions, muscular skeletal and other physical injuries	<ul style="list-style-type: none"> • Specific Manual handling assessment carried out for all one off tasks presenting significant risk / for individuals with medical conditions etc. • Training given in correct lifting techniques. • Manual handling minimised as far as possible, broken down into smaller loads / assistance sought. • Appropriate footwear worn • Sack trolley available • Good housekeeping and workplace layout. • Heavy items stored at waist level. • Good housekeeping to be maintained • Floor surfaces unobstructed and slip free 	y	
Cleaning using equipment	Caretaker Colleagues Children Visitors	Cuts / abrasions, muscular skeletal and other physical injuries	<ul style="list-style-type: none"> • Manual Handling Assessment carried out for use of floor buffer etc. • Training given in correct procedure for use of such equipment • Any specific training / instruction requirements identified 	y	

Use of electrical equipment	Caretaker Colleagues Children Visitors	Electrical shock Burns Fire Power leads present a tripping hazard (Cuts / abrasions, muscular skeletal and other physical injuries)	<ul style="list-style-type: none"> • Pre-use check conducted by users • Electrical equipment subject to regular safety inspection and test ('PAT testing') • Trailing leads kept to a minimum. Use extension leads and adaptors only where necessary. • Use nearest available socket to reduce need for extension leads • Mains powered portable equipment to be protected by RCD in higher risk situations, e.g., equipment used outside or in wet conditions, and for equipment where there is a risk of cables being severed. • System for reporting faults and taking equipment out of service in place 	y	
Use of cleaning chemicals / detergents	Cleaning staff Colleagues Children Visitors	Irritation / harm to eyes, nose and upper respiratory tract Skin sensitisation / disorders	<ul style="list-style-type: none"> • Less hazardous chemicals used wherever possible. • Material Safety Data Sheet for substances obtained from supplier and guidance followed. • COSHH Assessment completed for all hazardous chemicals and control measures implemented. • Appropriate Personal Protective Equipment (eg. gloves, goggles etc.) provided and worn where identified in COSHH assessment. • Chemicals stored appropriately and access restricted when in use. Activities undertaken outside of school hours where possible. • Immediate cleaning up of any spillage • All containers clearly labelled • Always read the labels before using Harmful Substances. 	y	
Exposure to communicable diseases	Cleaning staff Colleagues Children Visitors	Disease/infections	<ul style="list-style-type: none"> • Potential hazardous waste e.g. vomit / bodily fluids must be disposed of correctly and surfaces properly disinfected. • Disposable gloves and aprons used for all activities that may result in contamination of clothing with blood, body fluids or faeces. • Such PPE is double bagged and disposed of appropriately after a single use. • Adequate provision for hand washing (soap hot water) readily available. • All wounds on exposed skin are suitably covered. 	y	

Slips trips and falls	Cleaning staff Colleagues Children Visitors	Cuts / abrasions, muscular skeletal and other physical injuries	<ul style="list-style-type: none"> • All spillages to be dealt with immediately. • Appropriate footwear worn • Pupils, visitors etc to be kept away from spill area during cleaning and until dry. • Adequate external lighting during working hours 	y	
Lone working – working in school alone in isolated locations	Caretaker Colleagues Children Visitors	Accident / injury, Physical assault, delayed assistance in emergency Cuts / abrasions, muscular skeletal and other physical injuries	<ul style="list-style-type: none"> • Ensure there is adequate lighting. If possible follow different procedure daily. • On site security system, controlled access to building e.g. through coded doors etc. • Challenging unknown visitors where safe to do so. • Reduce time spent working alone so far as is reasonably practicable. • Notify manager of start time and when finished. Only agreed risk tasks to be undertaken, Avoid high risk activities (e.g. working at height); 	y	

DT Risk Assessment	Completed by Nicola Brooke	Reviewed annually
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Hazard / Risk Things at the venue, parts of the activity etc that could cause harm	Who is at risk?	Current Controls in Place Are they adequate? Is the risk acceptable? Refer to generic RAs or Form 2 if applicable	Level of Residual Risk Low, medium, high
Carrying equipment from DT storage area upstairs	Staff	Equipment kept in trays that are small enough to be easily carried Stored below waist height Stairs well-lit and free from trip hazards Two people to carry equipment if heavy Pregnant staff to ask for someone to carry heavier items	Medium
Injury from sharp instruments – needles, saws, knives	Children	Resources to be returned to resources cupboards and not left accessible to children	Medium
Injury from saws	Children	Bench hooks to be used Safety briefing on sensible, safe practise Adult supervision Small group working Children must not walk around the class with saws	Medium
Injury from scissors	Children	Safety briefing on sensible, safe practise Adult supervision Children to cover blade when carrying scissors Set of sharp scissors available for cutting fabric – to be used with closer supervision	Low
Injury from glue gun - scalding	Children	Safety briefing Close adult supervision Small group working	Medium
Food technology – injury from knives	Children	Safety briefing Close adult supervision Small group working	
Allergic reaction	Children	Permission and allergy advice sought from parents prior to activity	
Food poisoning	Children	Hands washed prior to cooking. Only fresh ingredients used.	

Grounds Maintenance Risk AssessmentAssessment completed by **Nicola Brooke**

Reviewed annually

Hazard / Risk Things at the venue, parts of the activity etc that could cause harm	Who is at risk?	Current Controls in Place Are they adequate? Is the risk acceptable? Refer to generic RAs or Form 2 if applicable	Level of Residual Risk Low, medium, high
<ul style="list-style-type: none"> - Unfenced/damaged boundary fencing - Holes in ground - Unsafe trees - Litter - broken glass - Sharps - syringes etc - Fouling by dogs or other animals - Falls, trips, slips etc - Unsafe fencing - Neighbour nuisance - Trespassers -Leaves making the playground slippery -Nettle stings - Cuts - Bruises - Fractures - Infections - Minor - serious personal injury. 	Children	<ul style="list-style-type: none"> - Report major defects in grounds to the school's Grounds Maintenance suppliers. - Refer mature tree defects/root damage to the council's Tree Section - Prohibit entry/access to danger areas if possible - Warn pupils/staff of known hazards - Premises Officer to undertake litter picking, sweeping of leaves to prevent slip hazards - Staff/pupils to report all broken glass, syringes, condoms, dog excrement to staff for safe removal - Needles, syringes to be disposed of in sharps bins, disposal of sharps bins to be arranged via hospital or local clinic - Report/record/investigate all accidents/near misses -Playground supervisors monitor the environment carefully and report concerns to the office who inform contractors. -All grounds maintenance activities are undertaken by a qualified contractor when children are not on the playground. 	Low

Hot School Meals – Preparation and Serving Assessment completed by: **Nicola Brooke** Reviewed annually

Hazard / Risk Things at the venue, parts of the activity etc that could cause harm	Who is at risk?	Current Controls in Place Are they adequate? Is the risk acceptable? Refer to generic RAs or Form 2 if applicable	Level of Residual Risk Low, medium, high
Hot surfaces liquids / Burns, scalds	Staff	<ul style="list-style-type: none"> Lifting lids off pans & kettles, moving hot tins, dishes and water to be restricted to adults only. Adequate supervision and safe working procedures in place Position pan handles not to overhang the edge of the cooker Ensure adequate space is available around the ovens at all times when handling hot items. 	Medium
Sharp equipment / Cuts	Staff	<ul style="list-style-type: none"> Controlled storage and use of knives. Knives are kept sharp as blunt knives can cause serious injuries. Wash separately do not leave in sink 	Medium
Use of cookers Electric shock Fire, explosion	Staff	<ul style="list-style-type: none"> Electrical equipment is subject to regular safety inspection and test ('PAT testing'). Ovens for food preparation not to be used for other purposes e.g. heating plastics. Fire blanket kept in the area and staff should know how to use it. Cookers and ovens should be sited away from flammable materials, doorways, passageways and fire escape routes. There should be no wall displays, pin boards etc in the close vicinity. 	Low

Food poisoning Poor standards of hygiene Incorrect storage of food)	Children/Staff	<p>Personal hygiene</p> <ul style="list-style-type: none"> • Ensure that warm water, soap, and towels (disposable) are available. • Cuts etc. are covered with waterproof adhesive dressings. • Tie back long hair. • Aprons hygienically maintained <p>Storage</p> <ul style="list-style-type: none"> • Avoid the use of foods that require refrigeration if safe temperatures cannot be maintained • Only small quantities of food should be stored, and correct stock rotation should be ensured. <p>Food stored in suitable containers. (covered / protected from contamination)</p> <p>Food handling</p> <ul style="list-style-type: none"> • High risk / raw foods kept apart at all times • Separate chopping boards and utensils used for raw and cooked foods. • Equipment, including cutlery, should be stored in secure, clean conditions, and used only for food preparation. <p>Cleaning</p> <ul style="list-style-type: none"> • Work surfaces cleaned with a multi-purpose cleaner and then disinfected prior to any food preparation. • Where a classroom table has to be used for food preparation it should be covered with a clean plastic sheet • Equipment, including cutlery, should be stored in secure, clean conditions and used only for food preparation. • Adequate rubbish bins for waste food and they must be emptied daily. 	
Burns, scalds from hot food	Children	<p>Starfish helpers to collect meals for youngest children</p> <p>Safety briefing</p> <p>Adult supervision</p>	
Slips in hall	Children, adults	All spillages to be cleared up immediately. Children only get out of seat when necessary. Always walk.	

Lone Working Risk Assessment

Completed by: **Nicola Brooke**

Reviewed Annually

Hazard / Risk Things at the venue, parts of the activity etc that could cause harm	Who is at risk?	Current Controls in Place Are they adequate? Is the risk acceptable? Refer to generic RAs or Form 2 if applicable	Level of Residual Risk Low, medium, high
Lone working working in school alone / in isolated locations Accident / injury, delayed assistance in emergency Physical assault / verbal abuse Cuts / abrasions, muscular skeletal and other physical injuries	Staff Colleagues	<ul style="list-style-type: none"> Only agreed risk tasks to be undertaken, Avoid high risk activities (e.g. working at height); Mobile phone available Notify head teacher / manager of intention to work outside regular hours. Reduce time spent working alone so far as is reasonably practicable. Ensure a colleague, partner, friend etc is aware you are working alone and who to contact in the event of overdue contact. Notify staff on site of location / estimated duration of task if working on site remote from others. Adequate security in place. Access to site controlled through 'green button' door Use of visitor badges / signing in book Ensure all external doors / windows secured to prevent unauthorised access. Do not allow access to unknown callers. External lighting adequate Key holders strictly controlled and numbers kept to a minimum. 	Medium

Managing Playtimes and Lunchtimes Risk Assessment

Completed by **Nicola Brooke**

Reviewed annually

Hazard / Risk Things at the venue, parts of the activity etc that could cause harm	Who is at risk?	Current Controls in Place Are they adequate? Is the risk acceptable? Refer to generic RAs or Form 2 if applicable	Level of Residual Risk Low, medium, high
Injury whilst using playground equipment	Children	<ul style="list-style-type: none"> Regular checks for defects; annual maintenance agreement Restrict and control numbers on apparatus– KS2 in the mornings and at lunchtime; KS1 in the afternoon Supervision of use required at all times Apparatus not to be used when wet and slippery. Clear rules about appropriate behaviour Children to wear appropriate footwear Impact absorbing surfaces present where there is a significant risk of a fall (<i>not required for climbing equipment below 60cm</i>) 	Medium
Accidental injury whilst using play items: balls, skipping ropes etc.	Children	<ul style="list-style-type: none"> Ensure items are used only for their intended purpose. Games to be played in appropriate location 	
Injury from rough games		<ul style="list-style-type: none"> Supervisors aware of school rules on appropriate behaviour Prohibit inappropriate games from the school 	
Abduction, assault, child protection issues Unsupervised contact with adults Absconding / children leaving the school grounds unobserved		<ul style="list-style-type: none"> Maintained fencing (no holes or gaps) Gates closed / secured at break times Avoid children playing in areas out of sight of supervisors Supervision levels appropriate for the layout of the site and the play areas, 	

Inadequate response to accidents Potentially more severe outcome from injury		<ul style="list-style-type: none"> • Adequate numbers of supervision to account for emergency situations : at least one adult on each playground • Adequate first aid cover should a member of staff report sick • First aid kits carried by a member of staff on the top playground • Trained first aiders present on the site and available during lunch and break times • Supervisors who do not have first aid training are aware of the action they should take in the event of an injury and what not to do 	
Litter, glass Minor injuries, cuts / abrasions		<ul style="list-style-type: none"> • Inspection of area and litter pick as required. 	
Trees, poisonous or thorny plants Minor injury, abrasion, allergic reaction		<ul style="list-style-type: none"> • Grounds maintenance contract in place which includes a tree survey to identify any foreseeable risks from falling branches etc. Identify any plants identified as being an irritant or a danger. Educate pupils	
Hard Surfaces / slips trips and falls Broken limbs, muscular skeletal and other physical injuries		<ul style="list-style-type: none"> • Ensure that the play areas are even and maintained. • Area periodically checked for missing drain covers, uneven surfaces, etc. Any areas which become unsuitable will need to be conned off and placed out of bounds until repairs can be undertaken.	

Manual Handling of PE Equipment Risk Assessment

Completed by Nicola Brooke

Reviewed annually

Hazard / Risk Things at the venue, parts of the activity etc that could cause harm	Who is at risk?	Current Controls in Place Are they adequate? Is the risk acceptable?	Level of Residual Risk Low, medium, high
<ul style="list-style-type: none"> - Slips, trips, falls - Dropping equipment - Cuts - Bruises - Fractures - Minor – serious personal injury 	<p>Staff, pupils</p>	<ul style="list-style-type: none"> - Ensure adequate levels of supervision are in place - Seek advice from PE co-ordinator as to safe use of wall bars - 2 children to move planks and benches; 2 – 4 for gym tables; 4 to move mats. Mat trolley to be moved in and out of cupboard by adult. Children to walk at all times when moving equipment - All equipment to be tested/inspected regularly and any defective equipment taken out of use until repaired/replaced - Obsolete equipment disposed of - Take into consideration pupils ages, capabilities, and medical conditions, exclude where appropriate - Take into account environmental/floor condition e.g. following dining in a multi use hall. - Ensure new Manual Handling assessments are undertaken for any new equipment purchased - ‘Test’ lift apparatus - Avoid manoeuvring equipment near windows - Report/record/investigate all accidents/near miss incidents - Consider 3 class rota system for getting out and putting away of equipment 	

New or Expectant Mothers Risk Assessment

Completed by Nicola Brooke

Review as necessary

New or Expectant Mother Risk Assessment Guidance

The following generic risk assessment is meant as a guide only. The guide provides information which is important to consider when undertaking a risk assessment for a new expectant mother.

Any risk assessment undertaken on new /expectant mother should be completed with reference to the HSE 'New and expectant mothers at work': A guide for health professionals.

It is important that the New or Expectant Mother is involved in the risk assessment process to ensure all the relevant facts and issues are covered.

It is also important that the risk assessment is reviewed on a regular basis; this may have to be increased as the pregnancy progresses.

It is important to remember that the definition of 'new or expectant mother' means a worker who is pregnant, who has given birth within the previous six months, or who is breastfeeding. 'Given birth' is defined in the regulations as 'delivered a living child or, after 24 weeks of pregnancy, a stillborn child'.

If the risk assessment identifies hazards that cannot be eliminated or reduced sufficiently the pregnant worker's duties should be adjusted appropriately to ensure they are. If that cannot be achieved locally, the pregnant worker should be re-deployed for the duration of the pregnancy to a safer environment, if this cannot be achieved the legislation requires the pregnant worker to be suspended from work on maternity grounds.

NB: Ensure Personnel are contacted for advice and guidance on this issue.

For further assistance and guidance Head Teachers should contact their Departmental Health and Safety Officer.

New Mothers returning to work - Risk Assessment Guidance

Any risk assessment undertaken for new mothers returning to work should be identifying any risks to the new mother and / or their children i.e. communicable diseases or hazards for new mothers who are breastfeeding.

(Although there is not a limit on the time for breastfeeding within the legislation the Department of Health does recommend certain time limits but it is for the employee herself to decide on how long she wishes to continue to breastfeed).

The risk assessment process should continue for the duration the new mother breastfeeds for.

In practice this means constantly reviewing the risk assessment undertaken when the new mother returns to work for the duration of the time the new mother breastfeeds.

Hazard / Risk Things at the venue, parts of the activity etc that could cause harm	Who is at risk?	Current Controls in Place Are they adequate? Is the risk acceptable?	Level of Residual Risk Low, medium, high
Manual Handling There is a significant risk of injury (particularly in the later stages as a result of hormonal or postural changes). Also those who have recently given birth especially after a caesarean	The new or expectant mother	No Manual Handling Operations to be undertaken for duration of pregnancy.	Med

section. Dexterity, agility, co-ordination, speed of movement and reach may be impaired in later stages of pregnancy.			
Sitting for long periods Prolonged periods of sitting may cause backache and an increased risk of thrombosis or embolism.		Adequate rest breaks and facilities provided.	Low
Heat stress Pregnant women may be more susceptible to heat stress. Breast-feeding may be impaired by heat dehydration		Monitor and adjust environment; ensure good ventilation	Med (especially in Seahorses classroom)
Inappropriate Nutrition Possible dehydration.		Drinking water and staff cooking facilities available.	Low
Fatigue from standing or physical work Prolonged period of standing may lead to dizziness, fainting and an increased risk of premature childbirth or miscarriage. Fatigue may be associated with miscarriage, premature birth and low birth weight. Risk of varicose veins may be increased by standing		Staff and classroom rest facilities provided. Adequate rest breaks	Med
Slips, trips and falls. Balance speed of movement and agility may be impaired in later stages of pregnancy.		All spillages cleaned up immediately. All obstruction and hazards removed where practicable.	Low
Cleaning activities using chemicals and or substances. May cause dizziness and/or nausea. Some substances or biological agents can have serious consequences to the pregnant worker and the foetus or unborn child(ren).		COSHH assessments completed for all chemicals and substances used in the school. Pregnant or <i>breast-feeding</i> women should not handle chemicals and/or substances if assessments indicate a significant risk to them or their unborn child(ren).	Low

PE Risk Assessment – please see separate risk assessment for swimming Completed by Nicola Brooke Reviewed annually

Hazard / Risk Things at the venue, parts of the activity etc that could cause harm	Who is at risk?	Current Controls in Place Are they adequate? Is the risk acceptable? Refer to generic RAs or Form 2 if applicable	Level of Residual Risk Low, medium, high
<p>INDOORS</p> <p>Slippery floor surface Slips, trips, falls - Lack of supervision - Collisions - Dropping/falling equipment - Cuts - Bruises - Fractures - Head injury - Sprains - Minor – serious personal injury - injury to others</p> <p>Poor condition of PE equipment, equipment not secured correctly</p> <p>Wearing of jewellery, long hair.</p> <p>Absence of adequate first aid and provision</p> <p>OUTDOORS</p> <p>- Ground defects e.g.holes - Equipment defects eg. Portable goal posts - Lack of supervision/training</p>	<p>Pupils Staff</p>	<p>- Remove surplus equipment/furniture from hall prior to PE Sessions - Ensure hall/gym is free from defects, floor surfaces and cleanliness maintained at a high standard, no trip/slip collision hazards. Pupils to wear appropriate footwear or have bare feet.</p> <p>- All equipment in use to be regularly checked for defects by staff - All equipment to be inspected by competent persons i.e specialist contractor - Equipment to be stored safely – staff to supervise in storage areas to avoid collisions/accidents</p> <p>Jewellery not allowed during PE lessons, stud earrings to be removed or covered up by tape/plasters, hoop earrings must be taken out. Long hair must be tied back</p> <p>All staff are First Aid trained; ensure that supply teachers are aware of which staff are trained in first aid. Asthma inhalers readily available</p> <p>- Ensure grounds/field free of defects, litter, sharps etc. - Take into account nearby hazards and environmental conditions e.g. boundary fencing, possibility of ‘straying’ -PE lessons not outside if surface is too slippery. Extra care to be taken when lessons</p>	<p>Low</p>

<ul style="list-style-type: none"> - Environmental conditions - Slips, trips, falls, collisions - Cuts - Bruises - Fractures/sprains - Head injury - Minor – serious personal injury 		<p>are outside due to increased risks of slipping. Pupils must wear appropriate footwear.</p> <ul style="list-style-type: none"> - All team games to be conducted in a safe manner and supervised - All equipment to be checked for defects - All equipment to be used appropriately - Large equipment to be tested regularly and defects reported/actioned - Dispose of obsolete equipment - When using other facilities report any defects to manager/including accidents/near <p>Misses, ensure access to first aid facilities and emergency telephone</p> <ul style="list-style-type: none"> - Take into account pupils needs, capabilities and medical conditions - Suitable clothing to be worn - Report/record investigate all accidents, near misses as appropriate - Refer to school PE policy 	
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PTA Events Risk Assessment

Completed by Nicola Brooke

Reviewed Annually

Hazard / Risk Things at the venue, parts of the activity etc that could cause harm	Who is at risk?	Current Controls in Place Are they adequate? Is the risk acceptable?	Level of Residual Risk Low, medium, high
<ul style="list-style-type: none"> - Use of unauthorised equipment - Equipment - Activities - sports - Overcrowding - Unauthorised visitors - Action of others - Fire - Health hazards - utility services - Environmental factors including weather - trips, slips, falls <p>EFFECTS OF HAZARDS - POSSIBLE INJURY</p> <ul style="list-style-type: none"> - Cuts - Bruises - Fractures - Minor - serious personal injury 	All participants	<ul style="list-style-type: none"> - Devise organisation plan, ensure adequate supervision, stewarding - Obtain necessary permission - relevant bodies - Contact Council Insurers for advice and arrange adequate insurance cover - Ensure safe separation of vehicles and pedestrians - Assess the suitability of the school as a venue/accommodation - Pay due attention to environmental conditions ie, mud, floods - Equipment - - Ensure education of users - Carry out regular checks/inspections - all electrical equipment to be suitable and tested/inspected by competent persons - Employ protective devices as required - Follow manufacturers' instructions - Equipment to be used by authorised personnel only - Establish emergency procedures eg first aid, evacuations - Secure equipment not in use - Follow legal requirements - Consider neighbour relations - Management control over event - Ensure site clearance after the event - Report/record/investigate all accidents, dangerous occurrences, near misses as appropriate - Restrictions on chemicals, flammables, heat sources - Bouncy Castle guidelines - Control of waste/rubbish - Food Safety - Provision of water/shade on hot warm days - Provision of hot drinks and warm environment on cold days 	Low

Science Risk Assessment**completed by Nicola Brooke****Reviewed annually**

Hazard / Risk Things at the venue, parts of the activity etc that could cause harm	Who is at risk?	Current Controls in Place Are they adequate? Is the risk acceptable? Refer to generic RAs or Form 2 if applicable	Level of Residual Risk Low, medium, high
Electricity	Pupils	Children are never allowed to experiment with mains electricity. Do not allow pupils to cut open batteries. Tiny batteries are not appropriate.	Low
Chemicals		The only substances we experiment with are those readily available from Tesco. Children are reminded to put anything in their mouth during a Science lessons unless instructed to do so by their teacher.	Low
Heat sources		<p>Several practical activities require the use of heat. The following are suitable and acceptable sources but must be closely supervised by an adult:</p> <p>Hot water/hot water bottles Water from a kettle or water heater should be cooled before use to no more than 50 °C.</p> <p>Tealights Place securely in a metal tray, e.g. baking tray or tin lid filled with sand.</p> <p>Mains electric rings Induction hobs available in the kitchen. Only to be used under close adult supervision.</p> <p>Hairdryers Do not bring hairdryers in from home because they may not have been constructed to the same standards as those intended for use in schools. Hairdryers available from</p>	

<p>Animals</p> <p>The hazards associated with the keeping of animals are the transmission of disease (particularly from farm animals) or parasites, bites, or stings; and infection or contamination due to animal waste products</p>		<p>school suppliers are thoroughly tested beyond the requirements for domestic hairdryers.</p> <p>Spirit burners, picnic stoves and other bottled gas devices, hot-air paint strippers and Bunsen burners are not recommended for Primary school use.</p> <p><i>Heat Sources: General Precautions</i></p> <p>Warn pupils about hazards involved, e.g. hotplates may be hot without appearing so.</p> <p>Ensure all heating activities take place under close adult supervision.</p> <p>Warn pupils not to lean across the table in case they come into contact with the flame/hot object.</p> <p>Combustible materials should be removed.</p> <p>Never leave a naked flame unattended. Dispose of matches carefully.</p> <p>Long hair and loose clothing must be tied back.</p> <p>Do not allow lit candles to be carried around.</p> <p>Pupils should stand for the activity, so that they can move away quickly in case of an accident.</p> <p>Animals kept in schools pose minimal hazards provided that they are kept well in appropriate housing, people in charge of them are aware of any particular requirements the animals have and general precautions outlined below are followed. Typically, Primary schools keep fish, various small mammals, giant African snails and stick insects. Greater hazards are involved when animals are brought into school for short periods, e.g. pets or garden 'minibeasts'.</p> <p>.</p> <p>Proper planning regarding the care of animals is essential before deciding to keep</p>	
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<p>Use of Plants in Primary Schools</p>		<p>animals in school. Consult a reference book before keeping any animal. Use reputable suppliers</p> <p>Keep animal housing clean and disinfect at regular intervals.</p> <p>Make suitable arrangements for holiday periods.</p> <p>Where animals are brought into school for a short period, ensure staff have sufficient experience of handling and looking after the animals concerned. Refer to reference texts (including CLEAPSS guidance documents listed below) if unsure.</p> <p>Liaise with parents when pets are brought in to school to ensure the particular animal is suitable for the particular class group.</p> <p>Cover cuts and abrasions on exposed skin.</p> <p>If animals run free on the floor or on tables, surfaces must be disinfected afterwards. Pupils and staff must wash their hands before and after handling animals. Pupils should wash hands in the classroom so that staff can be sure that hand washing takes place. Very young pupils should be supervised when washing hands.</p> <p>Animal wastes must be disposed of hygienically and any contaminated surfaces cleaned and disinfected.</p> <p>Children known to have allergic reactions to animals must have restricted access to animals that may trigger a response. Similar considerations apply to children who may be phobic about certain animals.</p> <p>The following CLEAPSS documents provide comprehensive guidance:</p> <ul style="list-style-type: none"> • 'Bringing Pets and Other Animals into Schools' (PS 55) • 'Small Mammals' (L52) • 'Housing and Keeping Animals' (L56) • 'Incubating and Hatching Eggs' (L71) • 'Aquaria in Primary Schools: Electrical Safety' (L124) • 'Giant African Land Snails' (L197) • 'Bees and Beekeeping in Schools' (PS87) <p>See also guidance on Infection Control on Schools' PeopleNet.</p>	
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The main hazard associated with the use of plants is that many are poisonous or irritants. Some pupils may be particularly vulnerable, e.g. those with allergies or asthma.

Teach children to avoid touching their eyes when handling plants.

Teach children never to taste any part of a plant unless they are certain that it is safe.

Warn children not to eat attractive looking fruits and seeds and teach children to always wash their hands after handling plants.

The plants listed below are poisonous. However, instances of more serious harm are extremely rare and following the general controls above should be sufficient in most circumstances.

Garden and hedgerow plants	
Black bryony	Ivy berries
Black nightshade – especially unripe berries	Larkspur leaves and seeds
Bluebell	Lily of the Valley
Bracken	Lupin
Buttercup	Mistletoe leaves and berries
Christmas rose	Monkshood or aconite
Cuckoo-pint	Potato – except the tubers
Daffodil – all, especially bulbs	Ragwort
Deadly nightshade	Rhubarb – except leaf stalks
Foxglove	Snowdrop – all, especially bulbs
Giant hogweed	Tomato – except fruits
Hemlock	Tulip bulbs
Henbane	White bryony
Iris and ‘flags’, all but especially rhizomes	Woody nightshade – all, especially
House plants	
Castor oil plant seeds	Hyacinth bulbs
Dumb cane	Poinsettia leaves and flowers
Trees and shrubs	
Broom seeds	Privet – all, especially berries
Cherry laurel leaves and fruits	Rhododendron leaves and flowers
Holly berries	Snowberry fruits
Horse chestnut leaves, flowers and ‘conkers’	Spindle tree
Laburnum – all, especially seeds	Yew – all, especially seeds
Vegetables and fruit	
Beans – French and red kidney, raw or	Rhubarb – leaves

		undercooked		
		Potato – all green parts, including tubers	Tomato – leaves	
Micro-organisms		See also 'Plants for Classrooms' (CLEAPSS document G42).		
The main hazard associated with work with micro-organisms is infection through inhalation, ingestion or entry through the eyes or cuts to the skin.		Only the following microbes that are not known to be hazardous to humans should be used:		
		<ul style="list-style-type: none">• Yoghurt• Baker's and brewer's yeast• Mould gardens and compost• Cheese-making bacteria• Edible mushrooms		
		Growing microbes on Petri dishes should not be carried out in Primary schools as this requires special skills, materials and equipment that Primary schools do not possess.		
		Do not use microbes from natural materials such as soil or pond water. Also avoid obviously risky sources such as rubbish from dustbins, rotting meat or fish, human body fluids or the remains of animals.		
		Staff and pupils must always wash their hands thoroughly with soap and water after working with microbes.		
		Hands must also be washed before any work in which microbes are used to prepare food that will be tasted. Hands should be dried hygienically using disposable paper towels rather than a hand towel.		
		Cover all cuts and abrasions on staff or pupils before starting work with microbes.		
		All material used for growing microbes should be in covered containers (bottles, jars, cartons with lids, open containers covered with Clingfilm).		
		When growing yeasts, the container should not be completely sealed to allow carbon dioxide to escape.		
		Only grow microbes using the natural materials on which they normally grow.		

<p>Viewing the Sun</p> <p>The main hazard is the sun's rays causing eye damage or fire if shone through convex lenses.</p>		<p>Pupils must never put anything into their mouths during this work.</p> <p>Mould cultures should be dated.</p> <p>If spills from microbe cultures occur, wipe them up immediately. Use disinfectant, wearing plastic or rubber gloves and guard against splashes into the eyes.</p> <p>For disposal, treat used cultures with disinfectant (hypochlorite or Virkon) before the remains are disposed of. Leave to soak overnight and preferably for 24 hours ensuring pupils cannot come into contact with the disinfectant.</p> <p>See also 'Studying Micro-organisms in Primary Schools' (CLEAPSS document L190) and guidance on Infection Control on Schools' PeopleNet.</p> <p>Teach pupils never to look directly at the sun. Be aware that the focusing of the sun's rays with a convex lens can cause a fire. Lenses, especially large ones, should be stored out of direct sunlight.</p> <p>Teach pupils using binoculars and telescopes to take care not to look directly at the sun, even accidentally.</p> <p>Special care should be taken when viewing an eclipse of the sun.</p> <p>See also 'Viewing the Sun' (CLEAPSS document PS17).</p>	
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Site Management including slips, trips, snow and ice	Completed by Nicola Brooke	Reviewed annually
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Hazard / Risk Things at the venue, parts of the activity etc that could cause harm	Who is at risk?	Current Controls in Place Are they adequate? Is the risk acceptable? Refer to generic RAs or Form 2 if applicable	Level of Residual Risk Low, medium, high
Site Cleanliness <ul style="list-style-type: none"> - Contamination - Infestation - Growth of bacteria - Spread of infections - Allergies - (aggravated) - Slips, trips, falls - Food poisoning - Leptospirosis/Weils Disease - Infections - Asthma attack - Cuts - Bruises - Minor – serious injury 	Staff, pupils parents and other adults on site	SUGGESTED CONTROL MEASURES <ul style="list-style-type: none"> - Ensure levels of site cleanliness are maintained at an acceptable standard - Premises Officer to monitor standards and report problems to HT - Infestation, rats, mice, wasps, fleas etc contact the Pest Control Unit - Pupils to be instructed on maintaining cleanliness around the building, wiping feet preventing spillages and 'spills' in the toilet areas - Monitor the site for defects eg slips, trip, hazards - Undertake localised repairs where appropriate - Prohibit use of areas until safe - Report/record/investigate all accidents/near misses as appropriate 	Low
Vehicles on Site <ul style="list-style-type: none"> - No pedestrian/vehicular separation - Collision with vehicles - Injuries received avoiding collision - Unsafe loads - Speeding - Cuts, bruises, fractures - Minor to serious injury 		<ul style="list-style-type: none"> - 'No parking' where access is required by emergency vehicles eg ambulance or fire engine - Vehicles only allowed on site in rare circumstances - Children kept away from vehicles at all times. - Warn pupils of hazards - Contact commercial firms to call at school at quiet times - Prohibit entry of unauthorised vehicles – motorbikes, parents etc - Record, report, investigate all accidents/near misses as appropriate - Consult PCSO re concerns outside the school gate and on the public highway outside the school boundary 	Low
Slips and trips <ul style="list-style-type: none"> - Cuts - Bruises - Fractures - Sprains - Serious Injury 		<ul style="list-style-type: none"> - Report and record all defects - Undertake localised repairs where appropriate - Provide carpet edge protection or restrainers for carpets/mats - Mop up all spillages/split food etc - Erect signs when floors are wet/slippy - Warn pupils of known hazards - Ensure adequate levels of maintenance 	Low

		<ul style="list-style-type: none"> - Construction sites to be 'made good' following works - Ensure adequate levels of supervision in place at all times - Flooring to be secure/safe/non slip - Maintain/improve standards of housekeeping - Caretakers to use correct floor treatments in accordance with manufacturers instructions eg emulsion non-slip polishes - Floors to be washed/polished at quiet times - Ensure equipment in use does not create a trip hazard - Beware/prevent trailing cables, leads - Do not leave mops, buckets, brushes and machines where someone can fall over them - Never place a ladder or steps behind a door - Exits place a ladder or steps behind a door - Take account of environmental conditions and slip hazards – snow, ice etc - Report/record/investigate all accidents, near misses as appropriate - Arrange displays/furniture so as to avoid injury from collision - All floor coverings/cork matting in matwells to be flush with surrounding surfaces 	
Snow and ice As for slips and trips		<ul style="list-style-type: none"> - Premises Officer to grit/salt outside areas to ensure safe access to building - A sufficient amount of salt / grit is available. It is replenished once used. - Site Manager to organise and record – bring low levels to attention of HT and Office staff to ensure stocks are kept high - Weather forecasts are monitored for ice/snow conditions by Premises Officer - Salt or grit is applied to the car park, access paths and path to Handy Paws icy conditions are expected. 	Low
Building defects <ul style="list-style-type: none"> - Slip, trip, falling hazards - Fall from heights - Contact with heat, electricity, sharp surfaces - Broken glass/light fittings - Explosion - Ventilation - Excessive heat/low temperature - Asbestos - Burns, cuts, bruises, fractures etc - Minor to serious personal injury/death - Discomfort – extremes of heat/cold - Asbestos related illness/conditions - Allergies 		<ul style="list-style-type: none"> - Undertake localised repairs if practicable/possible when defects are identified - Liaise with BMISS/Diocese for further advice - Undertake initial clean up operations ie broken glass - Prohibit entry into danger area, erect signs - Ensure supervision levels are maintained - Co-operation/co-ordination between premise staff/caretaker(s) is essential - Consider access after hours by unauthorised persons e.g where holes and dangerous environments exit – ensure areas barriered to prevent accidents - Report/record/investigate all accidents/dangerous occurrences/near misses as appropriate 	Low

Violence at Work	Completed by Nicola Brooke	Reviewed Annually
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Hazard / Risk Things at the venue, parts of the activity etc that could cause harm	Who is at risk?	Current Controls in Place Are they adequate? Is the risk acceptable?	Level of Residual Risk Low, medium, high
Verbally abusive pupil/resident/service user Physically abusive pupil/resident/service user Verbal and physical abuse from intruders/tresspassers	Staff and pupils	Security system prevents unauthorised access to the school building. If 'trespassers' are identified, contact Local Police for advice School not to hesitate in dialling 999 when trespassers/assailants are on site and present risks of physical assault/ nuisance or damage to personal or school property Where assailants or trespassers are known to the school (including dog owners), advice should be sought from LA regarding what action can be taken ie sending official letters regarding the possibility of legal action All physical assaults on staff to be reported and recorded All verbal assaults perceived by the individual staff member to be threatening to be reported and recorded Incidents should be monitored and reviewed and risk assessments revised accordingly	Low

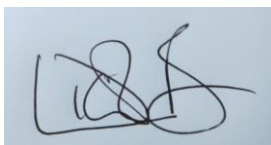
Work Experience Students and Employees Under 18 Years old

Completed by Nicola Brooke

Reviewed Annually

Hazard / Risk Things at the venue, parts of the activity etc that could cause harm	Who is at risk?	Current Controls in Place Are they adequate? Is the risk acceptable?	Level of Residual Risk Low, medium, high
Physical and mental immaturity; moving and handling of objects/loads; slips, trips or falls; working from steps, stools or ladder; uneven surfaces / ground; mental and physical fatigue; prolonged standing; noise; undesirables; violence at work; infectious diseases; working in confined spaces; new environment; lack of awareness <i>Minor injury Injury Over three-day absence Major injury Disability or Death</i>	Young Person Pupils	<ul style="list-style-type: none"> • Ensure student receives health and safety induction prior to starting placement; • Risk assessment is discussed with student on first day of placement or prior to the placement commencing; • Risk assessment to be sent to school/college prior to placement commencing to enable parents/carers to receive information on the activities to be carried out; • Appropriate training and instruction to undertake supervised activities; • Daily observation of student; • Staff member from secondary school/college to visit student on placement; • Ensure the student has sufficient regular rest breaks and adequate working space; • Ensure noise levels are below 85dB(A); • Student not to carry out moving and handling of objects and loads; • Student prohibited from undertaking activities involving working at height; • Seating provided for student to be suitable and enable a good seating posture; • Ensure no lone working activities undertaken; • Avoid working situations where there is unpredictable/ or violent behaviour – appropriate instruction and training to be given; • Removal from source of infection and seek further advice; • Appropriate clothing and footwear to be worn. 	Low

NB Autumn 2020



Headteacher

