



# St Mary's Catholic School



## Health and Safety Policy

June 2017

Growing together in Knowledge,  
faith and love

### Statement of Safety Policy:

1. St Mary's Catholic School recognises its legal and moral responsibilities to persons who may be adversely affected by School activities.
2. The School is committed to ensuring, by all reasonably practical means, the health, safety and welfare of its pupils, visitors, employees and contractors involved with the activities of the School. The School will seek to ensure that its legal duties and policy objectives are complied with at all times.
3. All foreseeable risks associated with the School's activities will be identified and removed or controlled through a process of risk assessment and management.
4. All employees will be given such information, instruction and training as may be necessary to enable the safe performance of their duties.
5. The School will seek to inform pupils' parents or guardians of any health and safety issues relevant to their child or children.
6. The arrangements for health, safety and welfare are detailed in the attached "Organisation and Arrangements" section
7. The School will ensure, as far as is reasonably practical, that this policy and its supporting documents is kept up-to-date. A formal review and re-adoption of this policy will be carried annually.

### Responsibilities:

It is recognised that individuals and groups of individuals have responsibilities for health, safety and welfare 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 welfare 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 welfare. The Governors will receive regular reports to enable them, in collaboration with the Head Teacher, to prioritise resources for health, safety and welfare issues.

The ESG receive information, monitor the implementation policies, procedures and decisions and feedback to the Governing Body on health, safety and welfare issues.

A temporary health and safety committee has been formed with the HT, Premises Manager and School Secretary

### Head teacher:

The Head Teacher has responsibility for:

- Day-to-day management of all health and safety matters in the School in accordance with the health and safety policy;
- Ensuring regular inspections are carried out;
- Mrs Bolton and Premises manager will carry out the inspection on a regular basis;

- Submitting inspection reports to governors and/or the LA/CAST;
- Ensuring action is taken on health, safety and welfare issues;
- Passing on information received on health and safety matters to appropriate people;
- Carrying out accident investigations;
- Chairing the School health and safety committee;
- Identifying and facilitating staff training needs;
- Liaising with governors and/or the LA on policy issues and any problems in implementing the health and safety policy;
- Co-operating with and providing necessary facilities for trades 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 Head Teacher is also expected to monitor purchasing and contracting procedures, to ensure that their employer's health and safety policy is complied with;
- The Headteacher is 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 Assistant Headteacher is appointed with the authority of the Head teacher to request action from the Contractor where conditions are considered to be unsafe.

### **Senior Management and Co-ordinators:**

Senior Management staff and Co-ordinators have responsibilities for:

- Day-to-day management of health and safety in accordance with the health and safety policy;
- Drawing up and reviewing departmental procedures regularly;
- Carrying out regular inspections and making reports to the head teacher;
- Ensuring action is taken on health, safety and welfare issues;
- Arranging for staff training and information;
- Passing on health and safety information received to appropriate people;
- Acting on reports from staff, the Head Teacher, the LA or Governors.

### **Employees:**

All employees have a general responsibility, as far as reasonably practical, to ensure the health, safety and welfare of themselves and others who may be affected by anything they do or fail to do. In particular, employees have a responsibility for:

- Checking classrooms/work areas are safe;
- Checking equipment is safe before use;
- Ensuring safe procedures are followed;
- Removing damaged or broken equipment;
- Ensuring protective equipment is used, when needed;
- Participating in inspections and the health and safety committee, if appropriate;

- Bringing problems to the relevant manager's attention;
- The EYFS have a set of weekly and daily checks that need to be undertaken and recorded;
- Signing in and out daily;
- Ensuring all visitors to the School sign in and out and wear an identity lanyard;
- Following all key procedures and associated policies.

In addition, all employees have a responsibility to co-operate with the employer on matters of health and safety.

#### **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 teacher;
- All volunteers are required to have an induction to the School;
- Volunteers are required to wear identity lanyards at all times.

#### **Specific Health, Safety and Welfare Policy and Procedures:**

- The School have a number of other key policies which support Health, Safety and Welfare of pupils; these can be found on the School website.

#### **First Aiders:**

- The following members of staff are first aid trained:
- Mrs May
- Mrs Stuckey
- Mrs Peters
- Mrs Williams
- Miss Durham
- Mrs Szlichta
- Mrs Keitch
- Mrs Orchard
- Mrs Savage
- Mrs Pearson
- Miss Hill
- First aiders will also provide, as appropriate, first aid cover for
  - trips and visits
  - extra-curricular activities organised by the School (e.g. sports events, after school clubs, parents evenings, school-organised fund raising events, etc.)

**First Aid Coordinator:**

- The School's first aid coordinator is Mrs Phillips.
- That first aid equipment is available at strategic points in the School:
  - The Staffroom, outside of the Year 2 and Year 4 classroom.
- that the correct level of first aid equipment is maintained in each first aid box
- that a sufficient number of personnel are trained in first aid procedures
- that first aid qualifications are, and remain, current (e.g. First Aid at Work Certificates are valid for 3 years).

**First aid cover is not provided for:**

- contractors
- events organised by third parties (fetes, evening clubs, etc.)

**Treatment of Injuries:**

- The School will rely on the knowledge and experience of its trained first aiders in order to administer appropriate treatment to injured persons.
- In emergency situations, the first aider will call (or will instruct another member of staff to call) 999 and request that an ambulance and paramedics attend.
- Where there is any doubt about the appropriate course of action, the first aider will be expected to consult with the Health Service helpline:

**NHS 111**

- In the case of pupil injuries, with the parents or legal guardians.
- All treatments must be recorded in the School's first aid book.
- Any accidents or injuries requiring hospital treatment **MUST** be reported to the Head teacher or in his/her absence the Assistant Head.

**Suspected head, neck or spinal injury:**

In the event of a suspected head, neck or spinal injury to a pupil it is the policy of this School, in addition to the normal first aid procedures, that the pupil's parent/guardian is contacted and informed of the injury.

The attending first aider, in consultation with the parent/guardian, will decide the appropriate course of action in each case. The first aider will ensure that treatment is not delayed by difficulties in contacting the parent/guardian.

In any case where there is any doubt about the pupil's wellbeing, the first aider is expected to contact NHS Health Care Service 111 for advice or 'phone for an ambulance as appropriate.

**Other significant injuries:**

Any other serious injury will be notified to the parents/legal guardian by the quickest means possible (normally by phone).

In the event of a head injury to a pupil it is the policy of this school, in addition to the normal first aid procedures, that the pupil's parent/guardian is contacted and informed of the injury. Minor bumps are indicated on an incident sheet which is sent home to parents.

In addition to the procedures above, the School will notify parents/legal guardians of any other significant injury by way of

- a telephone call
- an incident form

Records of notification by telephone to parents should be written on the duplicate first aid form.

### **Escorting Pupils to Hospital**

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- When it is necessary for a pupil to be taken to hospital, they will be accompanied by a member of staff and another adult – unless the pupil's parent or guardian is in attendance.
- The school secretary should print out and handover pupil information, including any allergies. This should be taken to the hospital.
- The member of staff will stay with the pupil until a parent or guardian arrives and responsibility is "handed over".
- The Headteacher should be informed when a pupil requires hospital equipment.

### **Medicines in School:**

- Mrs Herriot is the name Medicines lead.
- The School follows Council and DfES guidance on the dispensing of medicines in School.
- This School will dispense medication which has been prescribed by a medical practitioner with written instructions for its use.
- The School keeps medication for children with 'Medical Needs' in special circumstances. These include epipens and diazepam.

### **Dispensing Medicine:**

- All requests for the dispensing of medication must be accompanied by a consent form completed, signed and dated by the pupil's parent or guardian.
- Mrs Merriman and Mrs Sekaninova are responsible for receiving medicines, checking consent and dose information, checking "use-by" dates.
- Only Mrs Merriman or Mrs Sekaninova should administer medication. They should sign the consent form each time a dose is given.
- The Head teacher or Mrs Phillips will deputise where necessary.
- All medication will be kept in a secure location: locked filing cabinet in the secretary's office.
- Medication for personal use by members of staff must also be kept in a secure location. E.g. handbags, etc containing such items must be locked away and not be left in the classroom where pupils could gain access to them.
- Under no circumstances should medication be given without all of the above procedures being followed.

### **Medical Log:**

Consent forms will be kept in the Medical Log and will be kept for the duration of the pupil's attendance at the School. The Medical Log is stored in the secretary's office.

The Medical Log will also contain a log of medications dispensed which will include:

- name of pupil
- name of medication

- “use-by” date
- dose
- time and date
- signature of dispenser
- comments/reactions

### **Medical procedures:**

The School has provided a suitable place for the dispensing/application of medicines. Where necessary, arrangements have been made for pupils with particular conditions and these are detailed in individual care-plans.

### **Off-site activities:**

The School has a policy and procedure for off-site activities which includes the assessment of medical needs of all involved in the trip.

## **Accidents**

### **Reporting Officer**

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The Headteacher/Secretary is responsible for the collection of information and the completion of the CAST Incident Report form. In his/her absence, this role will be fulfilled by the Deputy Head.

All accidents must be reported to the reporting officer.

The Reporting Officer will record all accidents. The following incidents will be recorded and reported:

- Specified Dangerous Occurrences (refer to Education Handbook for list)
- Specified diseases (refer to Education Handbook for list)
- All employee accidents
- All contractor accidents
- All accidents to members of the public/visitors
- Accidents to pupils which result in a major injury or death
- Accidents to pupils which result in the injured person being taken from the scene of the accident directly to hospital
- Accidents to pupils which may have resulted from a premises/equipment defect
- Accidents to pupils during structured activities
- Accidents to pupils where first aid treatment has been provided.

All other incidents will be recorded in the School’s Day Book/Incident Log.

### **Accident Investigation:**

All accident reports will be seen by the Headteacher who will decide if an investigation is necessary. Investigation reports will be entered onto the On-Line Accident Reporting System. Major incidents will be reported to the Head Teacher and the Health and Safety Governor.

All on-line reports are sent electronically to the Health and Safety Services section at County Hall and are reviewed by a Health and Safety Officer.

### **Accidents Reportable to the Health and Safety Representative:**

Reports of fatalities, major accidents and over-three-day incidents are automatically forwarded to the Health and Safety Executive (HSE) by the on-line system as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). The Council's Health and Safety Services section will liaise with the HSE on these incidents.

## **Fire**

The person responsible for organising the School's fire precautions is the Headteacher. In his/her absence, the Deputy Headteacher will fulfil this role.

### **The fire officer is responsible for:**

- Arranging a fire evacuation drill at the beginning of the School year and at least once every term (once per half-term where practical)
- Recording the significant results of the fire evacuation drills; sharing this with staff and ensuring any actions are implemented.
- Ensuring that the Fire Log is kept up-to-date (arranging for alarm tests, emergency lighting checks, fire extinguisher checks etc. on a regular basis).

### **All Staff:**

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

### **Evacuation and Registration Procedures:**

On hearing the fire alarm, pupils will leave their classrooms using the external exits and gather on the playground. If in the hall, they will leave using the fire exits in the hall.

The Headteacher will contact the emergency services and Mrs Merriman will deputise in her absence.

In the event that a quick return to the building is prohibited due to e.g. fire, flood or bomb threat, pupils will be escorted to the church.

## **Fire Drill in School:**

### **Introduction**

The following sequence should be adopted in case of fire in Schools:

1. Raise the alarm
2. Call the Fire Brigade
3. Evacuate the premises
4. Assemble
5. Roll call
6. Tackle the fire

When a practice fire-drill is carried out, the following sequence should be adopted:

1. Raise the alarm
2. Evacuate the premises
3. Assemble
4. Roll call

#### **Procedure:**

The following procedure should be adopted. In cases where variations are necessary due to local conditions, the advice of the Chief Fire Officer should be obtained.

#### **On discovering a fire**

Any pupil who discovers or suspects an outbreak of fire is to inform a member of staff, who will immediately raise the alarm.

If the fire warning system is not of the type which is audible, then arrangements are to be made for staff to pass on the warning from alarm point to alarm point. Whoever raises the alarm should contact the person in charge of the School at the time, and pass on details of the incident.

#### **On calling the fire brigade**

All outbreaks of fire, irrespective of size, or any suspected outbreak should be reported immediately to the Fire Brigade. All members of staff should be made familiar with the correct procedure and the facilities available for calling the Fire Brigade.

#### **Evacuating the premises**

- Upon finding a fire, the nearest emergency alarm should be set off. If safe to do so, the fire should be tackled using the appropriate extinguisher. The emergency services should be called.
- If the fire alarm rings continuously, all adults and pupils should evacuate the building via the nearest emergency exit.
- Pupils should leave the room in silence, calmly and in single file.
- Pupils should be escorted by adults to the [JUNIOR PLAYGROUND](#).
- Each class should line up in single file and remain in silence.
- The Head Teacher/Deputy Head should ensure that the top half of the School has been evacuated and Mrs Merriman and in her absence Mrs Phillips should ensure the bottom half of the School is evacuated (full details in H & S Policy).
- Mrs Sekaninova or in her absence Mrs Duke will collect pupil registers, staff signing-in and visitors book.
- Pupil registers will be handed out and a role call should be taken by the class teacher or person in charge of the class at that time.
- Mrs Sekaninova or in her absence Miss Correnti will ensure all visitors and canteen staff are present.
- Mrs Merriman or in her absence Mrs Phillips will ensure all staff are present.
- Any person with the responsibility of taking a role call should report to the person in charge as soon as everyone is accounted for; any missing persons must be reported immediately.
- No person should enter the building until the fire officer in charge has given permission OR when the Head or Assistant Head as given permission in the event of a drill or false alarm.
- In the event that the School is deemed unsafe, all adults and children will evacuate to the church.



- Teaching Assistants will be responsible for evacuating disabled pupils or children of a very nervous disposition where appropriate

### **Tackling the fire**

All members of staff should be aware of the location of the various types of extinguishers and know which type of fire they are intended for. Any member of staff in the vicinity of the outbreak of fire, who is capable of using an extinguisher, should tackle the fire, providing he/she does not expose him/herself to any undue risk or danger and that he/she is able to arrange a substitute if he/she is in charge of a class.

### **New Intake**

On the first day of a School term, all new entrants, staff and pupils, should be conducted over the escape routes, shown the alarm points and be instructed in the fire routine procedure.

### **Test fire drills**

- Test fire drills should be held at least once per term and a record kept of them. It should be assumed that the fire outbreak is in a different place for each fire drill, so that a variety of fire situations may be covered.
- Separate fire drills should be held for areas such as kitchens, where drills at particular times would cause difficulty.

### **Fire Appliance and Alarm Checks:**

- The caretaker will be responsible for undertaking a number of checks weekly and monthly; these will be recorded in the School's fire log which will be stored in the secretary's office.
- Certificates e.g. fire appliance testing will be stored in the Strictly Education File which can be found in the secretary's office.

### **Electricity:**

- The School will undertake to inspect and test all portable electrical appliances by a competent person at least once per year. This will be monitored and actioned by Strictly Education.
- All test certificates will be kept in the central file provided by Strictly Education which can be found in the secretary's office.
- The Headteacher is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing.
- Strictly Education is responsible for ensuring a whole School fixed wiring inspection every five years.

### **Personal Items of Equipment:**

Personal items of electrical equipment should not be brought into School for use by staff or pupils.

If a personal item is required to be used in School for a one off type event then permission must be sought from the Headteacher and the equipment must have a current portable appliance certificate and be used with a residual current device.

Where possible, rechargeable battery type pieces of electrical equipment should be used.

**All Staff:**

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

Defective equipment will not be used and will be reported to the Headteacher for repair/replacement.

**Work Equipment:**

The Headteacher will be responsible for overseeing the purchase of all work equipment.

All work equipment must be purchased from a reputable supplier for the type of equipment that is required.

Before purchase consideration must be given to

- the installation requirements,
- the suitability for purpose,
- the positioning and or the storage of the equipment,
- maintenance requirements (contracts & repairs);
- training and use of the equipment

Staff must not use new items of work equipment unless appropriate training has been given.

**Working Alone:**

It is recognised that, from time to time, it may be necessary for School employees to work in situations or locations which are remote from other members of staff. This will include employees working in the evenings, weekends or during the holiday in the School on their own.

In such circumstances, the School will assess the risk to these individuals using the EEC Risk Assessment Software and will introduce suitable controls to ensure that all risks are minimised. A copy of the procedures introduced to control these risks will be kept in the Health and Safety File for the attention of teaching staff, kept in the staff room.

Any staff wishing to work outside normal School hours must have prior agreement/permission from the Headteacher.

**Security:**

- The nominated cleaner is the appointed person who is responsible for the security of the School at the end of the day by ensuring that doors, windows, skylights etc are secured.
- GSD will ensure the School is secure each night.
- The caretaker is also responsible for carrying out checks of the premises during term time and the School holidays. These are recorded in the caretaker's log which is situated in the main office.
- The green gate situated in the infant playground is locked between the hours of 8.50am to 3:15pm.
- Anyone wishing to enter the School must do so via the buzzer system at the front of the School.
- Any visitors to the School are required to sign in, read the School's mobile phone policy and when appropriate show picture id.
- All visitors must wear a visitor lanyard.
- Children are not allowed to open the door between the entrance and main reception.
- Staff are not permitted to share door codes with anyone.

### **School Staff Responding to Call Outs:**

Staff nominated as out of hour's key holders are sometimes required to attend site following the activation of the alarm.

When they are called out they will not know what situation they will find and consequently systems need to be established which reduce the potential for them to be harmed.

It is considered that it is foreseeable that when attending a call out there is potential for injury due to assault (which is rare) or as the consequence of an accident.

The following person(s) the GSD Security, Caretaker, Head teacher and Assistant/ Deputy Headteacher are the School's nominated representatives who will respond in an out-of-hours call out.

The School will assess the risks to these individuals and introduce suitable control measures to ensure that all risks are minimised.

### **Call-Out Arrangements:**

The School will introduce call out arrangements that will reduce the possibility of injury to staff and which ensures that if an incident occurs support will be provided.

### **Security Firm - Personnel Attending:**

A contract with GSD Security Firm ensures that response to alarm activations without recourse to a School key holder takes place.

An employee should not enter a building alone unless there is an urgent and important need to do so before assistance arrives.

No employee is expected to enter a building where it is believed that there is a significant risk.

Following an event the risk assessment should be reviewed and further control measures implemented if appropriate.

### **Violence:**

The School follows the Council's policy and guidance on Violence at Work.

The Headteacher is responsible for ensuring:

- All staff are aware of the policy
- All staff are aware of the procedures for avoiding violence at work
- All staff are aware of the procedures for dealing with violent incidents
- All staff are aware of the procedures for reporting violent incidents
- All staff are aware of the support facilities available to victims of violence at work
- All incidents of verbal and physical abuse to be recorded using the on-line accident reporting system.

### **Team Teach:**

Team teach is a training package for staff utilising de-escalation and positive handling strategies to support a child when they are in a crisis situation. Within this School the following staff are trained:

- Mrs Williams
- Miss Durham

Any incidents requiring Team Teach must be recorded on the school proforma which can be found in the staff room.

### **Arrangements for Supervision of Pupils:**

The School will be open for pupils from 8.40 am to 3.30 pm on weekdays during term times. Between these times supervision will be provided.

Pupils will not be allowed on site outside these times unless attending an organised after school club. In this case the named leader will be required to supervise children at all times and ensure that they leave the School appropriately.

### **Between School Opening and Lesson Start Time:**

- The School gate is unlocked by Miss Durham and in her absence Mrs Phillips at 8.40am and therefore pupils must not be on the School premises before this time.
- On arrival they should make their way to their classroom via the outside path and not through the School building.
- Parents may escort nursery children and pupils in Reception to their classroom door.
- Parents of children in years 2-6 should drop their children off at the School gate.
- A member of staff should always be available in the classroom from 8.40am; children should never be left alone in the classroom.

### **Break Times:**

- KS1 break-time is from 10.15am – 10.30am.
- A teacher and an infant support staff will be on duty: copies of duty timetables can be found in the staffroom.
- KS2 break-time is from 10.45am – 11:00am.
- A teacher and a KS2 support staff member will be on duty.
- Staff are not permitted to take hot drinks onto the playground.

### **Lunchtimes:**

- Lunchtime is from 11.45am – 12.45pm for Reception to Year 2  
12.00pm – 1.00pm for KS2
- Classes will always be escorted by the class teaching assistant when walking to the hall. Classes will be expected to walk in a quiet, orderly manner.
- A minimum of six lunchtime assistants are on duty. This ratio is in line with EEC risk assessment guidelines.
- Lunchtime assistants are required to take first aid bags and first aid books onto each playground.
- At no time should pupils be left unsupervised during lunchtimes, which includes the KS2 corridor.
- Staff are not permitted to take hot drinks onto the playground.

### **End of Lessons and School Closing Time:**

- All pupils leave the School at 3.15 pm and are collected by their parents from the infant playground.
- The class teacher must always escort the pupils to the infant playground; pupils are expected to walk in an orderly manner.
- If parents are late, pupils are escorted back into the reception foyer where a member of the admin team should be informed.
- Staff or external providers running after School clubs are responsible for supervising pupils until collected by parents/carers. If a parent/carers is late a member of the admin team should be informed.

- Some children in KS2 may have passes which give them permission to walk home. No child should be allowed to walk home without showing their pass. If a child forgets their pass they should go to the School office where a member of the admin team will contact the parent/carer to gain permission.

### **Risk Assessments:**

The School will carry out risk assessments for activities where there are significant risks and hazards, using the European Education Consultants Risk Assessment Software.

Mrs Smith is responsible for managing the risk assessment process and producing relevant reports for the Head Teacher and the Governors. All staff have a duty to take care of their own Health and Safety and that of others who may be affected by their actions. All risk assessments need to be suitable and sufficient, carried out before an activity takes place, and follow the 5 step risk assessment process.

1. Identify any potential hazards
2. Identify who may be harmed
3. Evaluate the risks and set the relevant control measures and precautions
4. Record the findings of the assessment and share with the relevant groups of people
5. Review the assessment

Every risk assessment will be carried out by a competent person, with the relevant knowledge, experience, and training in a particular area. For each risk assessment there will be safe working procedures associated with the activity. When identical activities are carried out a generic class risk assessment may be used.

All class teachers are responsible for managing the risk assessment process for class trips, with support when necessary from the Educational Visits Co-ordinator (Mrs Smith). Copies of these risk assessments are stored centrally in the co-ordinators file which can be found in the main office.

Subject co-ordinators are responsible for managing and monitoring the risk assessment process for their areas of responsibility.

All risk assessments will be reviewed regularly to ensure that they are up-to-date. For most activities the risk assessments will be reviewed annually, although when there is evidence that the risk assessment is no longer valid or there has been a significant change it will be reviewed more frequently. Risk assessments will be reviewed after an incident or accident.

Copies of risk assessments are available from the central office.

### **Safe Working Practice:**

The risk assessments will be used to develop safe working procedures which must be followed by all staff.

### **The Control of Hazardous Substances**

All substances which may be considered hazardous to health have been assessed using the Council's COSHH Database (except in Science – these are covered by the CLEAPSS Hazcard system). Assessments have been returned to the School and copies are available in the COSHH file to be found in the caretaker's room.

### **COSHH Coordinator**

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The coordinator is responsible for ensuring that COSHH assessments are seen and understood by those staff who are exposed to the product/substance.

The coordinator is also responsible for ensuring that any updated COSHH assessments received are seen and understood by those who are exposed to the product/substance and that the COSHH file is kept up-to-date.

The coordinator is responsible for ensuring that COSHH assessments are also obtained from contractors on site (both regular contracts such as cleaners and caterers and from builders, decorators, flooring specialists, etc)

where persons may be affected by their use on site or the storage of such substances / materials may need to be controlled.

In addition, any hazardous substances / materials being used by artists, crafters, etc. must have appropriate COSHH assessments before being used in the School.

#### **All staff:**

All staff must ensure that they do not use any potentially hazardous substance without first familiarising themselves with the requirements of the COSHH assessment.

#### **Personal Protective Equipment (PPE):**

Personal protective equipment must be supplied to control the hazard as a last resort; i.e. where the hazard cannot be reduced to an acceptable level of risk by other means.

Where identified by the process of Risk or COSHH assessment, personal protective equipment will be supplied to staff or pupils.

Examples – eye protection, hearing protection, gloves, high visibility wear, helmets, footwear.

The class teachers will be responsible for the purchase of PPE ensuring that it is of the correct type, is suitable for the purpose and of the correct size to ensure that the fit is comfortable for the wearer. (Where specialist PPE is required you may wish to refer to H&S Services for advice).

In addition, class teachers will ensure that suitable arrangements are in place for the storage, cleaning and replacement of PPE. (Replacement PPE must be readily available at all times)

#### **Staff:**

When issued with PPE, persons are required to wear it where identified by Risk / COSHH assessments, keep it clean, store it correctly and report any faults so that replacements can be provided.

#### **Online Safety:**

The overall co-ordination of e-safety forms part of the responsibility of the ICT coordinator, however all staff have a responsibility for online-safety. All staff need to be familiar with the spectrum of online risks facing children, and how they can support and empower children to address them.

Online-safety forms part of the planned Computing Curriculum. All children are taught digital literacy skills using a wide range of age appropriate resources.

We use an accredited filtering service provided by Netsweeper and managed through NCI. The internet use throughout the School network is monitored internally by the Headteacher and externally through NCI. The AUP (Acceptable use of the Internet Policy) outlines the rules and responsibilities of all users of the School network. All users need to be aware of and comply with the code for responsible use of the internet.

Any online safety incidents must be reported immediately to the head teacher or in her absence the assistant head using the appropriate report form which can be found in the staff room and ICT suite.

**This Policy was reviewed: June 2017**

**By: Demelza Bolton**

**This Policy will be reviewed again in June 2018**