



Cowbit St Mary's Endowed Church of England Primary School

Health & Safety Policy

General Statement of Health and Safety Policy

This statement covers the activities of Cowbit St Mary's Endowed CoE School. It is to be read in conjunction with the general statement of health and safety policy issued by Lincolnshire County Council and the Education Department's Health and Safety Policy. The ultimate responsibility for Health and Safety lies with the Governing Body.

The Governing Body is committed to:

- The provision of safe and healthy conditions for pupils, staff, visitors and contractors;
- Compliance with all relevant health and safety legislation;
- Seeking the co-operation of staff, pupils, parents and contractors to achieve these objectives in order to minimise injuries and work related ill health.

Cowbit St Mary's Endowed CoE School recognises the importance of safety, health and welfare, in the successful operation of all its activities. It believes in the active participation of every person within the organisation, in order to achieve and maintain the highest practicable standards of accident prevention. Success relies on the initiative, teamwork and the cooperation of all staff.

Appropriate health and safety standards will be applied to all activities and deviations from these will not be tolerated. Any uncertainty regarding health and safety is to be raised through normal managerial channels and where necessary specialist advice and assistance will be obtained.

The risk control arrangements are set out in the risk assessments which are recorded separately.

It is impossible to list every hazard likely to be present at any time and therefore everyone must be continually vigilant to ensure that any new hazards are identified and appropriate arrangements implemented to control the risks.

If in any doubt about anything connected with health and safety, appropriate specialist advice should be sought.

SIGNED..... Chairman of Governors

SIGNED..... Headteacher

DATE.....

The following Governors and staff will receive appropriate Health and Safety training which will be updated regularly:

The Headteacher, School Business Manager, Caretaker and Governor(s) responsible for health and safety .

Cowbit St Mary's Endowed CoE School is a 'Smoke Free Zone'

Overall and final responsibility for health and safety is that of the Governing Body.
Day to day responsibility is delegated to the Headteacher.

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1. Responsibilities

Responsibilities of the Governing Body

The governing Body is responsible for ensuring that:

- A Health and Safety policy is prepared, implemented and reviewed to ensure it remains valid.
- Health and Safety standards are monitored.
- Actions are prioritised where resources are required.
- Health and Safety is an agenda item at Governors' meetings.
- A Governor is given specific responsibility for Health and Safety.
- That Governors and the Headteacher receive Health and Safety Management Training.
- Assistance is obtained from specialists when in any doubt about Health and Safety.
- The Director of Education and Cultural Services is informed of any situation of concern where appropriate Health and Safety standards cannot be implemented.
- Staff functions are set.
- Staff are aware what is expected of them.
- Staff are competent to meet these expectations.

Responsibilities of the Headteacher

The Headteacher is responsible to the Governing Body for ensuring that:

- The Health and Safety Policy is implemented on a day to day basis.
- Risk Assessments are carried out and measures are implemented to control the significant risks and comply with Health and Safety legislation.
- The significant findings of the Risk Assessments are recorded and staff are informed, (read and understood).
- Health and Safety standards are monitored informally on a day to day basis and formally monitored three times a year, keeping records of the findings and any actions required.
- Staff are aware of what is expected of them and that they are capable of dealing with the health and safety requirements of their work.
- Any problems with implementing and maintaining appropriate Health and Safety standards are reported to the Governing Body long with details of significant injuries to staff, pupils and visitors.
- Specialist help and assistance is obtained when necessary.
- Relevant health and safety legislation is identified.
- These arrangements are monitored to ensure they are working.

- The results of health and safety monitoring are reported to the Governing Body along with details of any major injuries to staff or pupils.
- A regular slips and trips check is carried out and recorded.

Responsibilities of staff

All staff are responsible to the Headteacher for:

- Taking reasonable care of their own health and safety and that of others who may be affected by their activities.
- Where appropriate, exercise effective supervision of pupils so as to minimise risks to their health and safety.
- Using any work equipment in accordance with the training and instructions provided.
- Co-operating as is necessary to implement the arrangements of this policy and the measures detailed in any Risk Assessments.
- Monitoring the Health and Safety standards of their own areas, ensuring that appropriate risk control measures are implemented.
- Not misusing anything provided in the interests of health and safety.
 - Report any Health and Safety Hazards to Headteacher using the appropriate form.
- Reporting to the Headteacher any health and safety matter they cannot, or do not feel competent to, deal with themselves or any perceived shortcoming in the health and safety arrangements.

Responsibilities of Pupils

Pupils are expected:

- To exercise personal responsibility for their own Health and Safety and that of others.
- Observe standards of dress and behaviour consistent with the safety of themselves and others.
- Observe the rules of the school and in particular the instructions of staff.

Responsibilities of Parents

Parents are expected to:

- Encourage children to follow school rules regarding Health and Safety and follow instructions of the staff.
- At all times maintain responsibility for siblings who are on the school premises.

Safety Representatives

The staff may elect one of their number to act as a Trade Union safety representative who must be a member of and appointed by a recognised trade union. Any member of staff has the right to take up an issue on health and safety with his/her safety representative. There is a form provided by the Education Department (see Education Health and Safety Manual). Safety representatives will be given copies of all health and safety material and information received by the Governing body

from outside agencies i.e. Health and Safety Executive and County Council, or produced by the school. Safety representatives shall be consulted by the Governing Body on all health and safety matters.

The Headteacher has a duty to respond to safety initiatives put forward by safety representatives or other employees.

Mr Johnson has been appointed to act as the safety representative for the school.

2. Workplace

Display Screen Equipment

The Headteacher will arrange to assess “users” and “workstations” under the Display Screen Equipment Regulations (See Education Safety Manual for information on assessment procedures). Once the assessments are complete arrangements will be made to reduce any risks which are highlighted from the assessments.

The Headteacher will plan display screen equipment work so there are breaks or changes of activity and provide information, instruction and training for the usage of display screen equipment. (See Education Safety Manual for Guidance).

Workplace (Health, Safety and Welfare)

The Governors and Headteacher will review the school in line with the Workplace (Health and Safety and Welfare) Regulations.

Manual Handling

The Head teacher will assess all manual handling operations (lifting loads, lowering loads, pushing, pulling, carrying, etc.). Wherever possible manual handling operations will be eliminated. If this is not possible then suitable arrangements will be made to reduce the risk of injury as a result of a manual handling operation. The Headteacher will arrange for the provision of manual handling equipment where necessary and will arrange for appropriate training of personnel involved in manual handling operations.

Personal Protective Equipment

The Headteacher will provide personal protective equipment where risks cannot be controlled at source. Personal protective equipment will only be used when other methods of controlling risks to health are not reasonably practicable. All personal protective equipment which is provided will be to the relevant safety standard. Instructions on the use, maintenance and cleaning of the equipment will be issued to the staff.

Working at Heights

The Caretaker will ensure that the following safe working practises are carried out when working at heights:

- Only specifically designed access equipment will be used i.e. ladders, steps and scaffolds.

- Regular checks must be carried out on all access equipment to ensure its safety. These checks are to be recorded by the Caretaker.
- Access equipment must be long enough to reach the place of work without the user having to over-reach in any direction. Only appropriate access equipment will be used i.e. steps must never be used unless their legs can be opened to their widest extent.
- Only authorised persons should erect scaffolds. It is recommended that personnel should be trained in the safe erection and use of tower scaffolds and any other type of scaffold that may be used in school.

Design and Technology

When carrying out activities using design and technology equipment with children, the class teacher will ensure that adequate training and guidance has been given to pupils to ensure the safe handling of such equipment.

Glue guns and Craft/Stanley knives will not be used by the children only by a responsible adult.

Science

For all aspects of Health and Safety in science in our school teachers should refer to the 'Be Safe' publication to clarify any issues they are concerned about.

This publication will point out the correct procedures to use when working with any science activity that may be hazardous.

Teachers should consult with the science coordinator over any activity that may be deemed hazardous or refer to the Association for Science Education web site for guidance.

3. Procedures

1. Health and Safety Assistance.
2. Health & safety Audit
3. Local arrangements for complying with Health & Safety legislation
4. Risk assessment procedure.
5. Accident Reporting
6. Monitoring and Review of Performance
7. Statutory Notices
8. Grievance and Disciplinary
9. Caretaking
10. General safe working practices and procedures
11. Lone Working

1) Health and Safety Assistance

VinciMouchel Buildings Team are available to provide health and safety assistance. The team can be contacted on 01522 836222.

2) Health and Safety Audit

A Health and Safety Audit should be carried out at least three times a year by the Headteacher, Senior School Administrator, Health and Safety Governor and Caretaker.

Emergency Lights Check

A form is available in the office and is completed monthly by the Caretaker.

Fixed Play Equipment Check

A form is available in the office and checks are the responsibility of the Caretaker supported by the Headteacher and School Business Manager. These checks are carried out on a termly basis.

Visual inspections carried out on a weekly basis by the Caretaker

Ladders and Step Ladders Check

A form is available in the office and ladders are checked monthly by the caretaker.

Fire Alarms Check

The fire alarm records are kept in the office and are the responsibility of the Caretaker. The Headteacher will carry out fire alarm evacuations with the whole school on a termly basis. The Caretaker will check one call point and the main alarm on a weekly basis. Records of these will be kept in the correct folders.

3) Local arrangements for complying with Health and Safety Legislation.

When considering arrangements, reference should also be made to the Risk Assessment Procedure.

- Parents meet their children at the school gate at 3.10 pm with the exception of children from the juniors whose parents wish them to walk home on their own and those children who travel by school transport.
- Parents who wish their children to walk home unaccompanied should notify the school in writing.
- When there are taxi children in Reception and KS1 they will be escorted by a member of the Reception/KS1 class staff to the meeting place in the school. All children will be supervised by a member of staff. Taxi drivers come into school to collect the children where the member of school staff hands them over. A record of driver details to be kept, confirmation from Taxi company regarding driver current DBS.
- Parents are reminded about parking directly outside the school, blocking the bus stop. Parents are asked to park in the village hall and walk the children to school.

4) Reporting of Accidents

- All accidents to pupils, staff and visitors must be recorded on the appropriate documentation for accident reporting (see Education Health and Safety Manual for Accident reporting procedure). All serious accidents, near misses and dangerous occurrences must be reported to the Headteacher, and to the HSE using the appropriate forms. In all cases the Headteacher is responsible for ensuring that such remedial action as is reasonably practicable is taken to avoid a repetition of the incident.
- Minor and major accidents will be recorded, by the adult who deals with the child or adult, in the relevant accident report books.

- The injured person must not complete the Accident Book.
- The Headteacher is responsible for telephoning the Incident Contact Centre (ICC) 0845 300 9923 in the event of 'fatal', 'major', or 'over 7 day absence's from injuries, 'reportable diseases' and 'dangerous occurrences' as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).
- 'Major' injuries to pupils and visitors are those which require them being taken directly to hospital. This only applies to injuries which arise in connection with work, either through a premises fault or through work organisation, such as lack of care. Injuries which arise from play activities or health conditions are not reportable, unless these happen in connection with work, or as a result of work activities. Injuries arising out of curriculum sporting activities, requiring hospital treatment, are reportable.
- 'Major' injuries to staff are any break of the large bones or any injury which requires hospitalisation for more than 24 hours.
- Over 3 day injuries records to be kept.
- Over 7 day injuries HSE must be informed.
- 'Reportable Diseases' are those notified by a doctor's certificate. These diseases are numerous but rare and include injuries from repetitive movements, infections such as Leptospirosis, Tetanus, Hepatitis and Legionellosis, and conditions from exposure to substances such as occupational dermatitis. The Health and Safety Team should be contacted for further details if there is any suspicion of a reportable disease (01522 836713). A List of these 'Reportable Diseases' are shown in the School Office.
- Injuries to self-employed persons working on school premises must be reported in the same way as for school staff.
- Some incidents which do not result in injury must also be reported to the ICC. These are known as 'Dangerous Occurrences' and are only those which are specified by the Regulations. These are mainly large incidents in the construction and manufacturing, but do include the failure of a lift, and fires, or electrical short circuits which disrupt activities for more than 24 hours.
- The Health and Safety Team (01522 836222) shall be contacted if in doubt about reporting procedures.

5) Risk Assessment Procedure

Risk Assessments will be recorded on the relevant forms.

These will be reviewed on a regular basis, or when circumstances occur.

All staff to be made aware of all relevant Risk Assessments, all staff to sign in record book to ensure they have read and understood all assessments.

6) Monitoring and Review of Performance

Regular monitoring of these arrangements is the responsibility of the Governors. Regular monitoring of the safety within the school will be carried out by the Headteacher through the normal managerial arrangements within the school.

The Headteacher will carry out a safety inspection of the premises annually with a representative of the Governors.

The local arrangements will be reviewed annually taking into account the findings of any Safety inspections and changes in Health and Safety legislation and amend where necessary.

7) Statutory Notices

The current statutory notice, 'Health and Safety Law' poster is displayed in school.

8) Grievance and Disciplinary

All matters concerning Health and Safety matters will be dealt with under the procedures laid down in the appropriate terms and conditions of employment.

9) Caretaking

The caretaker is responsible for using all cleaning chemicals in accordance with the manufacturer's instructions. Full product information, safe working methods and COSHH assessments have been provided for all Premier Products used within the school. No alternative to Premier Products are to be used without the recommendation of the Headteacher. The Caretaker must use these chemicals in accordance with the Premier Products booklet. If alternatives to Premier Products are used in the school then the Headteacher must make adequate COSHH assessment on these products before they are used. If not the product must be disposed of.

These safe working methods and COSHH assessments are concluded to be a suitable assessment to the risk of health if used in accordance with the instruction and training provided. The Caretaker is responsible for storing cleaning materials in a safe manner and locked away out of reach of children. The Caretaker's storage cupboard will be **locked at all times during school hours**. Cleaning materials will not be left in the classroom or toilet areas.

The Caretaker is responsible for the maintenance of floor surfaces to ensure that there are no tripping hazards or slippery surfaces. In the event of a floor surface becoming dangerous it must be reported to the Headteacher or School Business Manager immediately. The Caretaker is also responsible for the maintenance of fixtures and fittings. When working with electrical systems i.e. changing light bulbs, it is necessary to ensure that the electrical supply is isolated before carrying out any work. If there is a doubt over any task, expert advice should be sought.

Emergency Lights Check

A form is available in the office and is completed monthly by the Caretaker.

Fixed Play Equipment Check

A form is available in the office and checks are the responsibility of the Caretaker supported by the Headteacher and the School Business Manager. These checks are carried out on a termly basis. Visual inspections carried out on a weekly basis.

Ladders and Step Ladders Check

A form is available in the office and ladders are checked monthly by the caretaker.

Fire Alarms Check

The fire alarm records are kept in the office and are the responsibility of the Caretaker. The Headteacher will carry out fire alarm evacuations with the whole school on a termly basis. The

Caretaker will check alarms are working on a weekly basis. Records of these will be kept in the correct folders.

10) General safe working practices and procedures

Staff are not to use chairs, boxes or similar items to reach items stored above eye level and must not climb up the face of any cupboards or storage racks. Heavy objects should be stored at a low level to reduce the risk of injury from falling.

Specific attention should be given to wires trailing from computers and other electrical equipment, particularly in classrooms. Trailing leads should be channelled through purpose designed equipment.

Children will not be asked to manoeuvre heavy objects. The member of staff should assess the risk in asking children to perform manual handling tasks i.e. manoeuvring PE equipment. Certain activities require their own written procedural policy and risk assessments. These are listed below. If carrying out any of the listed activities please refer to the procedural policy before carrying out such duties.

- Caretaking
- Design and Technology
- Physical Education and Swimming
- Information Technology (Computing)
- School Outings – Educational Visits
- Volunteers in School

11) Lone Working

Any staff working in school alone e.g. during holidays, weekends or late at night should ensure that a friend or family member is aware of this circumstance and has an anticipated time for return home. If in the unlikely event of a problem then the friend or relative can raise the alarm.

4. Emergency Procedures

1. Fire
2. Evacuation of site.
3. First Aid
4. Lock Down
5. Power outage
6. Bomb Threat

1) Fire Precautions

Fire prevention is part of everyone's duties. In particular attention should be paid to checking the premises before leaving at night to ensure nothing has been left which could lead to fire developing whilst the premises are unoccupied.

All electrical equipment that need not be left on such as computers, photocopiers and kettles are to be switched off and unplugged. Equipment needed to be left on should be kept clear of combustible material in case of a fault developing when unattended.

The volume of combustible rubbish must be kept to a minimum in order to reduce the risk of fire. Arrangements must be made to have any large amounts of combustible rubbish removed from the building.

The Headteacher is responsible for ensuring that:

Termly fire evacuation practises are carried out

Fire alarms are tested on a weekly basis by the Caretaker

Any emergency lighting is tested by the Caretaker on a monthly basis.

Fire extinguishers are inspected weekly by the Caretaker for signs of damage

Fire doors/emergency exits are checked by the Caretaker to ensure they are in working order and kept clear.

Records kept for all above.

These tests must be recorded and the Headteacher is responsible for ensuring these inspections are recorded by the Caretaker. In the event of any faults the Caretaker must record the details in the buildings book and request action by the Headteacher/School Business Manager.

The Headteacher is responsible for ensuring that all fire extinguishers are inspected and maintained annually.

For certain identified children within school, Personal Emergency Evacuation Plans (PEEPs) will be prepared. Copies will be placed on the relevant Health & Safety files.

Fire Drill

- On discovering a fire a child must inform the nearest adult. In the case of an adult discovering a fire they would be required to operate the nearest alarm.
- On hearing the alarm the School Business Manager must phone the fire brigade immediately. The School Business Manager must take all Class and Staff Registers and the Visitor Book out with them to the assembly point. There are two grab packs in school one of which must be taken by the Headteacher or School Business Manager in the event of a fire or a planned fire evacuation.
- On hearing the alarm all children will stand and form a line to leave their classroom in a single file and in orderly manner by the nearest fire exit.
- The person in charge of the children will give instructions that they must leave by the nearest safe exit, follow behind and close all doors. Windows will be closed. Staff must escort children to a place of safety which in the first instance, if deemed safe would be inside St Mary's Church however, if this was not deemed as safe the children would be taken to Cowbit Village Hall.
- Immediately after morning and afternoon registration, Registers will be returned to the School Office. In the event of a fire, the Registers will be taken out to the assembly point. The teachers will be responsible for checking their children and then reporting to the Headteacher either that all children are present or reporting any missing child.

2) Evacuation of Site

In the event of a serious incident it may be necessary to evacuate the entire school site. Children will be gathered together by their class teachers and teaching assistants in an appropriate safe place e.g. the church or village hall.

Children with Personal Emergency Evacuation Plans (PEEPs) will be accompanied by their named adult as per their PEEP.

3) First Aid

It is the policy of the school to train all many members of staff in emergency first aid so that there is always cover for the most likely times that injuries occur, and for absences/school trips etc. This training is repeated every three years to maintain competence. All staff (teachers and teaching assistants) in Early Years receives training in emergency paediatric first aid plus all teaching staff.

Each classroom has a first aid bag with supplies. The first aid room also has supplies.

All First Aid boxes must be checked in line with current legislation, as a minimum once per year, records to be kept.

Staff should administer first aid in accordance with their training and always err on the side of caution by referring pupils for further medical attention as set out below or when in doubt.

Head injuries can easily be underrated. Any significant knock to the head which shows signs of swelling, grazing, crushing, or which changes the behaviour of the pupil, should be referred immediately for further medical attention. Slight knocks to pupils who have had previous head injuries could be serious and these also should be referred immediately for further medical attention. Parents are to be contacted immediately where further medical attention is necessary and informed via the standard letter of any non significant bumps which show no signs or slight reddening.

Broken bones may sometimes not be obvious in children. Any injury which results in continued pain or changed mobility should be referred immediately for medical attention.

Aids and hepatitis viruses are a risk to staff involved in the provision of first aid. The universal precautions for cleaning up body fluid spillages detailed in the Department of Health poster 'Guidance on infection control in schools and childcare settings should be followed to prevent the spread of infection.

If an accident occurs in a classroom the teacher in charge will deal with minor accidents and ensure that the Headteacher is informed if the accident is of a more serious nature.

If the accident occurs in the playground the non-teaching staff will deal with minor accidents and the trained emergency paediatric first aiders will support if a more serious accident takes place. All serious accidents will be reported to the Headteacher.

All accidents will be entered in the school's accident folder.

The Headteacher is responsible for ensuring that there are adequate numbers of staff trained in First Aid.

4) Lock Down.

All staff to be made aware of the Lock Down alarm and the procedure.

5) Loss of Power.

All staff made aware of procedure.

6) Bomb Threat.

All staff made aware of procedure. See Bomb Threat Policy.

5. Equipment & Electrical Safety

The Headteacher will ensure that all equipment purchased meets the relevant safety standard required and is suitable for the intended task. In addition instructions, information and training will be provided to all operators of equipment.

The Headteacher will ensure that all equipment is maintained to prevent danger. All such maintenance inspections must be formally recorded.

Any defects or malfunctions must be immediately reported to the Headteacher.

Electrical equipment and systems are subject to the Electricity at Work Regulation. This testing will be carried out every 5 years.

All Portable electrical items will be subject to yearly PAT testing.

All items of portable electrical equipment (including those which do not belong to the school i.e. pupils' or staff personal equipment) must not be used in school unless it has been PAT tested in accordance with the Electricity at Work Regulations.

6. Dangerous Substances

Control of Substances Hazardous to Health (COSHH)

No work will take place within or outside the classroom involving pupils with hazardous substances. The Headteacher will ensure that all work involving hazardous substances has been assessed. This assessment must be formally recorded where there is a significant risk to health. COSHH Safety Data sheet to be kept for each substance and to be kept up to date.

The Headteacher will ensure that the relevant safe systems of work, appropriate control measures and monitoring systems are in place and working. The individual department arrangements for dealing with COSHH are outlined in each policy.

The Headteacher must ensure that sufficient information, instruction and training is provided to all persons handling hazardous substances.

7. Staff Training

Induction Training

The capabilities of all new staff with regard to their own health and safety and that of pupils in their care will be taken into account before employment starts. All new members of staff must be given

a copy of the Health and Safety Policy and they must sign to say they have read and understood it. Their duties under the policy must be discussed and understood. New members of staff should be made aware of any special responsibilities under the Health and Safety Policy.

Supply teachers must be fully aware of any local arrangements for emergency action i.e. fire evacuation, accident procedures and reporting, and any other safety arrangements which may affect them whilst in the school. Brief notes will be given to supply teachers on arrival, in the form of a Volunteer in School Handbook/Support Staff Handbook. The School Business Manager is responsible for providing the supply teacher with the relevant information.

In particular attention will be drawn to:

- Fire Evacuation procedures.
- First aid and injury reporting arrangements.
- Any other relevant emergency procedure.
- A record of all Induction training to be kept on file.

8. Outdoor Visits

Educational Visits and School Journeys

(The school operates a separate Educational Visits Policy)

- The Headteacher is responsible for ensuring that County Council guidelines on school trips are followed by all staff.
- First Aiders and First Aid material will be taken or will be available on all school trips including swimming.
- The Headteacher is responsible for ensuring that all those responsible for the organisation of the trip are aware of all possible hazards involved for both pupils and staff. This knowledge will be gained by first hand experience by staff of the school prior to the Educational visit.
- The Headteacher is responsible for ensuring that staff make adequate supervision arrangements and are suitably qualified for each school outing. These supervision/qualifications requirements will vary depending on the age of the pupil and the type of activity involved on each outing.
- Insurance cover will be taken out through the County for all educational visits other than swimming.
- A Risk Assessment form must be filled in before the teacher takes the children on any educational visit outside of school. All staff involved in an educational visit outside of school will have access to a risk assessments and will sign to say they understand the procedure. A Generic Risk Assessment exists for short walks around the village e.g. down to the church.

Physical Education and Swimming

General

The “duty of care” is the responsibility of the teacher(s) from leaving the classroom to returning there. Supervision should be given on the journey, into changing rooms, at the poolside and in the pool.

Medical Considerations

Children should report to the teacher if they are unfit in any respect so that they may be excused from swimming.

- Teachers should be aware of children with medical disabilities e.g. epilepsy, whose parents wish them to take part in normal school swimming. In such cases clearance should be sought from the child’s doctor. Any child suffering from epilepsy should have a one to one observer whilst swimming.
- Swimming will not take place immediately following a meal.
- Children are advised to remove all jewellery. However, a swimming hat may be worn to cover any earrings that cannot be removed.
- For matters relating to Inhalers and Medication, please refer to the School’s ‘Special Medical Needs’ Policy.

Supervision

Thirty minutes will be the maximum length of time for a swimming lesson. All entry to the water is under the strict supervision of a teacher or qualified instructor. In accordance with relevant guidance, all children are adequately supervised throughout their lesson by appropriately qualified teachers and/or instructors. There is adequate life guard cover for the number of children in the session. Teachers/instructors are conscious of the dangers involved in the act of entering the water and a pupil should be capable of working in the depth of water to be entered. No group should be more than 20 pupils.

- The teacher/instructor should be suitably dressed for comfort and ease in teaching and operate from a vantage point on the side of the bath, not in the water.
- The teacher/instructor must supervise and have the whole group under observation at all times.

9. Asbestos

An asbestos report and register is kept in the office and is the responsibility of the Caretaker and School Business Manager. All contractors visiting or working in school will complete the form attached to the report indicating that they have seen the report.

10. Legionella

The hot water provision in school is monitored regularly through VinciMouchel buyback. Monthly testing takes place and written advice and results of their inspections are given to the school and a copy to VinciMouchel. The Governors have decided that the risk of scolding is greater than that of contracting Legionella, so as a result some water heaters have not been set at the recommended temperature and are therefore identified on each inspection as being a potential risk.

11. Contractors and Letting

Contractors

All contractors must report to the school office on arrival and departure from the school. This is to ensure that the Headteacher can make any necessary arrangements to ensure the safety of staff and pupils. See Education Health and Safety Manual and Personnel Services Handbook reference P062 (Health and Safety Rules for Contractors Working on County Council Premises). When contractors are working at school the Headteacher will liaise with the contractor and his/her supervising officer to make them aware of the school rules, any particular hazards, which may be present, and any temporary rules, which apply during the contractors' presence.

The Headteacher will ensure that all temporary rules such as exclusion from the premises or parts thereof are made to all staff, pupils and visitors to the premises whilst contractors are working in the school.

Review

This policy will be reviewed annually.

Policy approved by Governors November 2017

Signed by Chair of Governors

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Date 28/11/2017

To be reviewed November 2018