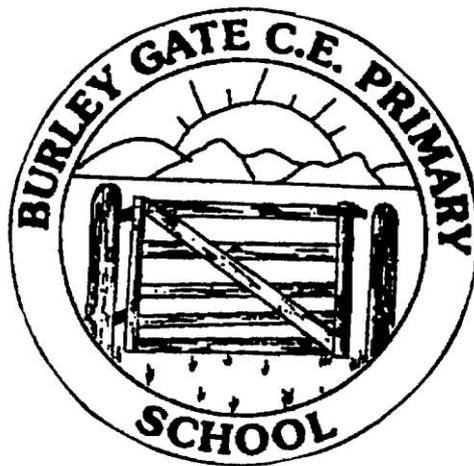


Burley Gate CE Primary School



## Health and Safety Policy

**Date of review: January 2018**

**Date of next review: January 2020**

# **BURLEY GATE C E PRIMARY SCHOOL**

## **HEALTH AND SAFETY POLICY**

### **ORGANISATION**

#### **The Health and Safety Roles of:**

1. **BAET:-**

- a) The BAET has overall responsibility for all aspects of health and safety and welfare of employees, pupils and other persons at Burley Gate
- b) C E Primary School (under Sections 2 and 3 of the Health and Safety at Work Act (1974).
- c) The BAET has overall responsibility for the health and safety of pupils in-school and on off-site activities.
- d) The BAET has overall responsibility for the health and safety of visitors to school and volunteers involved in any school activity.
- e) The Academy has responsibility for appointing competent principal contractors.
- f) The Academy also has responsibility for appointing a competent person as Planning Supervisor in those works which fall within the scope of the Construction (Design and Management) Regs. 1994.

2. **The Governing Body:-**

The Governors, through the Headteacher, are responsible for:-

- a) ensuring that the school's safety policy is implemented, monitored and regularly reviewed and revised as necessary.
- b) ensuring that sufficient funds are reserved for meeting their responsibilities for Health and Safety, in particular for the maintenance of those items of premises and equipment for which they have financial responsibility.
- c) monitoring the (health and safety) need for non-structural maintenance in the school and informing the BAET as necessary.
- d) advising through the same avenues as "c)", of any structural defects which could adversely affect the health and safety of staff, pupils and other persons.
- e) the safe condition, storage and maintenance of equipment, vehicles and plant at the school and ensuring that such equipment can be used safely in the normal running of the school.

- f) ensuring that the premises, the means of access and exit and any plant or substance on the premises are safe and without risk to health.
- g) ensuring that the safety rules concerning the premises and equipment e.g evacuation procedures are displayed at appropriate locations within the school and are enforced.
- h) the adoption of safe working practices by staff, pupils, and by contractors when on site.
- i) ensuring that any potential hazards to Health and Safety are eliminated liaising where appropriate with County Council representatives, contracting organisations and the Police.

3. Headteacher's Responsibilities:-

- a) the implementation of the School's safety policies.
- b) advising the Governors of the need to review the school's safety policy.
- c) the day to day responsibility for Health and Safety.
- d) ensuring that risk assessments are carried out in accordance with the Management of Health and Safety at Work Regs. 1992, in all areas of significant risk.
- e) ensuring that Staff receive adequate Health and Safety awareness training.
- f) **ensuring regular audits take place and are completed by an Health and Safety Advisor and the Headteacher. The Governor responsible for Health & Safety will also be invited to attend.**
- g) ensuring that all problems or defects affecting health and safety of Staff, pupils or other persons in the school are dealt with and reported to Governors and relevant BAET officers or/and other recognised representatives as appropriate and acting promptly to remediate deficiencies.
- h) Ensuring that fire drills are regularly carried out.
- i) ensuring that adequate provision is made for the administration of First Aid.
- j) notifying the Health and Safety Consultant of any serious accidents to pupils or any accidents to Staff or other persons and any near-miss (dangerous occurrence) situations, in accordance with the procedures laid down.
- k) notifying the Health and Safety Consultant of any hazards or problems affecting the health, safety or welfare of Staff, pupils or others that

cannot be resolved by local action with property problems being referred to the School's Building Surveyor.

- l) ensuring that all new material on health and safety matters is brought to the attention of any relevant persons promptly.
- m) facilitating and attending the meeting of a School Safety Committee, if it is requested by approved trade union safety representatives.
- n) consulting with approved trade union safety representatives on any matters affecting the health, safety or welfare of any members of staff. Also, facilitating the carrying out of their duties, including safety inspections and attendance at training courses in accordance with procedures laid down in the Handbook of Safety Information.
- o) ensuring that the need for pupils to wear appropriate protective clothing is passed on to Staff and that the wearing of such clothing is implemented.
- p) ensuring that relevant safety notices are readily available and are used, with Staff being informed of the importance of using them.
- q) ensuring that the School Business Manager is aware of the need to report to the Headteacher the arrival of contractors on site.
- r) informing contractors of any hazards that could affect their health and safety while working in the school in the light of any risk assessments, which have been carried out.
- s) ensuring that the person in charge of any group hiring the school premises is aware of health and safety issues egs. fire exits and emergency procedures.

4. Employees' responsibilities:

Under the Health & Safety at Work Act 1994, the Management of Health & Safety at Work Regulations, 1999, employees must:

- a) take reasonable care of their own and others' health & safety.
- b) co-operate with their employer.
- c) carry out activities in accordance with training and instructions.
- d) inform the employer of any serious risks.
- e) use safe systems and methods of work for curricular and extra-curricular activities.

5. Subject Co-ordinators' responsibilities:

- a) all matters of health and safety in their subject area.

- b) bringing to the notice of the Headteacher any problems or defects affecting the health, safety or welfare of staff, pupils or other persons in their subject area.
- c) having a working knowledge of regulations, guidance materials and codes of practice in their subject area.
- d) ensuring that staff have received adequate training on health and safety aspects of their specialist areas (notably where use of potentially hazardous equipment or substances is undertaken).
- e) ensuring that necessary personal protective equipment (i.e. eye protection or protective clothing) is available and kept well maintained.
- f) ensuring that any risks specific to their area of work are adequately assessed (e.g. COSHH assessment for use of hazardous substances).

6. The First Aiders' responsibilities:

Maintaining the First Aid box(es) in line with **up to date** guidance and controlling and maintaining any other First Aid supplies as may be kept separately.

The Appointed First Aiders will have relevant and up to date **training** and will inform the Headteacher when a further update in training is required.

The First Aiders will check that boxes are always fully stocked within **current** requirements and that latex gloves are readily available. It is also the responsibility of all Staff to notify the First Aid Co-ordinator if any deficiencies in first aid supplies are noticed.

7. Cleaner in Charge's responsibilities:

- a) ensuring that she is familiar with and complies with the School's Safety Policy.
- b) bringing to the attention of the Headteacher or Deputy Head any problems or defects affecting the health and safety of any person on the school premises.
- c) ensuring that all equipment and materials received have adequate health and safety information – e.g. manufacturers' data sheets for COSHH assessments.
- d) ensuring that safe procedures are laid down and used when work of a potentially hazardous nature is undertaken by themselves (or others working under their direction). E.g. working on steps, using electrical cleaning machines, chemicals and using protective clothing.
- e) ensuring that due warning is given of any operations that could constitute a hazard to other users of the premises, for example wet floor or uncleared snow or ice signs.

- f) checking for materials hazardous to the health and safety of users of the school and reporting to the Headteacher or Deputy Headteacher regarding the results of such checks. ( also responsibility of morning custodian)
- g) ensuring that all hazardous materials and chemicals are stored as directed in the Safety of Buildings Document.

## 8. The Safety Representative (Trade Union)

The Health and Safety at Work Act 1974 provides for the appointment of safety representatives by recognised trade unions. Such representatives are elected by the union membership among the school's staff and the LA should be informed of their appointment by the appropriate union, not the school. (If the LA is not informed in this way, the representatives(s) may carry out their functions, but there will be no central funding for supply costs to cover their absence while they do so.) Further details on safety representatives may be found in the LA's Handbook of Safety Information.

**Union appointed safety representatives may not act as School Safety Officers**, though their expertise can be very useful, given the training that the unions provide.

Whilst safety representatives do not have **responsibilities** within the school, they do form a useful part of the overall organisation for safety.

Safety Representatives have the right to:-

- a) carry out termly inspections of the premises and submit a written report to the Headteacher.
- b) receive such training as may be necessary for them to perform their duties.
- c) represent their membership to the Headteacher on matters affecting the health, welfare or safety of staff.
- d) receive such training as may be necessary for them to perform their duties.
- e) represent the staff/union membership on school safety committees.

Provided they have been properly appointed and their appointment notified by their trade union to the LA safety representatives are entitled to receive time off with pay to perform their duties.

## 9 Pupils, in accordance with their age and aptitude, are expected to:

- a) exercise personal responsibility for the health and safety of themselves and others.
- b) observe standards of dress consistent with safety and/or hygiene.

c) observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.

d) use and not knowingly misuse, neglect or interfere with things provided for their health and safety.

## **ARRANGEMENTS** (in alphabetical order)

### **Access and egress:**

i) to grounds:-

The drivers of all vehicles visiting the School should comply with the restricted parking system and leave the bus designated area clear.

It is the parents' responsibility to ensure that their children are safe when using the car park before and after school.

All children are supervised by a member of staff when using school transport.

ii) to and from the building:-

Fire doors: These are to be kept unobstructed at all times. Pupils and staff are expected to ensure that this ruling is adhered to. Fire doors and exits from the main hall are marked with green and white notices. All staff are responsible to ensure that fire exits are kept clear. This will be checked nightly by the cleaner in charge and any problem reported to the Headteacher.

Circulation areas: E.g. Cloakrooms and shared areas are also to be unobstructed. Pupils should be familiarised with the reasons for this.

Lettings: All lessees are informed of emergency exits and these should always be accessible during lettings.

Functions: At school functions such as concerts or productions, the emergency exits should be pointed out at the beginning of the event. School Staff should be prepared to act as marshals.

Ice and snow: If requested, the Grounds Contractor (David Mann) will arrange to clear snow as soon as possible. In the short term, if school has not been closed, rock salt is kept for immediate use in the yellow container by the oil tank.

The clearance of ice, snow and slippery leaves from the main entrances and paths into school, and the playground steps, are the responsibility of the School.

### **Accident reporting and recording**

The following procedure must be carried out whenever a person is seriously injured or death follows an accident on the premises:-

- i) All persons:-
- a) record accident on the required form - copies kept in the school office.
  - b) send to Fire and Risk Management Services – Nick O’Sullivan and keep a copy for school records.
  - c) accidents involving very serious injury or death must be notified to the School’s Health and Safety Officer **immediately by telephone**.
  - d) accidents to members of the public must be notified to the School’s Health and Safety Officer **immediately**.
  - e) if an employee is absent from work for more than three days following an accident, the School’s Health and Safety Officer should be contacted even if an accident form has already been sent.
  - f) for major injury, dangerous occurrence or near-miss, or death following accident telephone the Health and Safety Team.

(ii) Minor injuries:-

Record accident in Accident Folder - this is kept in the staffroom .

It is School policy to inform parents/carers by phone ( to be logged in the accident book) or by handing them a letter in person at the end of the school day to inform them of any head bumps however minor they may seem at the time. Pro-formas are kept in the staff room. It should be recorded when head bump letters have been sent to parents, and that parents have responded.

Other minor accidents not usually requiring formal reporting may also be reported/explained to the pupil's parents.

Accident Record Books must be kept on the premises for three years and should be available for scrutiny by a Health and Safety Officer if required.

- a) Accident involving death. The Headteacher will telephone the Safety Consultant immediately.
- b) Accident involving:-
  - i) fracture or suspected fracture,
  - ii) hospital treatment,
  - iii) head injuries (different from i and ii),
  - iv) defects in premises/furnishings.

The Headteacher, School Business Manager, First Aider will complete pupil accident form and will forward it to the Safety Consultant within 48 hours. These forms are kept in the school office.

### Accident Investigation

The Headteacher will make initial investigations regarding accidents, near misses and dangerous occurrences, reporting to the LA Safety co-ordinator should further investigation be required or in the case of reportable accidents.

### **Asbestos Register**

A register of all areas of asbestos within the school building is kept in the school office. Contractors working on site will be made aware of any asbestos in areas where they may be working.

### **Audit**

The Governing Body with the Headteacher are responsible for the regular Safety Audits.

### **Blood Borne Diseases**

All school personnel should be familiar with the County Health and Safety guidelines on managing blood and other body fluid spillage. (Handbook of Safety Information Section 2 pg 2.12)

Latex gloves will be made readily available for all personnel and the importance and reasons for using them made clear. Sealable waste bins, lined with plastic bags are available for the safe disposal of contaminated matter.

### **Building Repairs and Contractors**

It is the policy of the Governors of School to follow the guidelines laid down in recommended by the Health and Safety Consultant.

It is important that contractors inform the Headteacher or Business Manager on arrival on-site and also on leaving.

Work areas will be agreed between the Headteacher and the contractor and these must be adhered to.

If contractors need to smoke during their break the Headteacher will make it clear that this must be outside and out of sight of the pupils.

Day to day communication between Headteacher and contractor will enable safe changes to work areas and progress to take place.

All contractors must register at the school office where they will be given security passes.

### **Cleaning**

The Headteacher and Deputy Headteacher will check that safety requirements are being adhered to. They will also liaise with cleaners employed at the School to ensure that both contractor and employees are complying with health and safety regulations.

Cleaning staff should ensure warning signs are placed when floors and/or stairs are wet and slippery. These signs are kept in the cleaner's store.

## **Communication**

School Staff must report any problems related to Health and Safety to the Headteacher as soon as possible after noticing defects, near misses or inappropriate use of apparatus, handling or care.

## **Consultation**

The Governors will consult with any Union appointed safety representative.

## **Curriculum safety** (including out of school learning activities)

Risk Assessments are available for all relevant aspects of the curriculum including Forest Schools, Science, Design and Technology, PE etc. These are located in the RA File which is kept in the Head teacher's Office.

## **Display Screen Equipment**

The advice of the Safety Consultant will be sought should any health problems occur which appear to be linked to using computer hardware occur. All staff who use display screen equipment for at least 1 hour a day will have the opportunity to have eye tests every 3 years.

## **Emergency lighting**

The Head teacher is responsible for monthly testing of the emergency lighting.

## **Fire Alarms**

The Head teacher will test the fire alarms weekly using a different call-point each time. A record of each test will be kept. Any deficiencies will be noted and action taken to remediate these.

## **Fire Appliances**

The Head teacher should visually inspect Fire Extinguishers monthly and any remedial action will be taken promptly in the event of deficiencies. Fire signs are also checked.

An annual inspection will be carried out by a contractor.

## **Fire and other Emergency Evacuation Drills**

Evacuation drills will be carried out every 2 months. Training will be given to pupils and Staff and information as to procedure and assembly points placed strategically in all rooms and circulation areas

## **Fire Prevention**

This will have a high profile and is covered by other areas of this document.

## **First Aid**

The school has qualified First-Aiders and their names are posted in the staff room.

First aid “bags” are kept in the staff room. Boxes are clearly and correctly marked in green with white crosses. Sufficient supplies of latex gloves are kept by first aid boxes.

In the event of an accident, the teacher-on-duty will assess the injury and if necessary refer the casualty to a School’s first aider who will administer any necessary first aid treatment. During lunchtimes the lunchtime supervisors will refer the casualty to a first aider. (Protective gloves and first aid bins to be used.)

More serious accidents should be referred to the School's First Aiders and if necessary an ambulance called or the casualty taken to the Hospital by the child's parent or member of staff (preferably two including one of the First Aiders).

### **Flammable Substances**

**All flammable substances should be kept in a locked cupboard with no access to pupils.**

### **Good Housekeeping**

Clutter is a cause of accidents so all parts of the school including classrooms, public areas and storage cupboards must be kept tidy and circulation routes must be free from obstruction.

### **Hazardous Chemicals**

At Burley Gate Primary School most hazardous chemicals are cleaning fluids. Details are given in a COSHH file and the cleaner in charge and staff are aware of the contents and the availability of the file which is located in the school office.

Relevant COSHH documents will also be kept where chemicals are stored.

### **Information / Publications**

The Handbook of Safety Information and other safety publications are kept in the Headteacher’s office and are available to all staff.

### **Journeys and Visits**

The school will follow the detailed guidelines laid down in the County document "Outdoor Education " when any visits or journeys take place. The school has Insurance cover. (See also Education Visits Policy)

### **Legionella Management**

The morning custodian carries out and maintains the records for the management of legionella in accordance with the approved code of practice. The “Legionella Management & Control Log Book” is kept in the school office.

### **Lettings**

The School is responsible for the administration of lettings. The Headteacher will

inform the leaders of groups who hire the School premises of the emergency exits to be used in the event of fire or similar emergency.

Lessees will be given a copy of the Governors' Health and Safety policy to ensure they are aware of the agreed information and procedures. Lessees will also be encouraged to report to the Headteacher any deficiencies discovered which may endanger themselves or the premises.

### **Lone Working**

Staff working in school on their own should make arrangements to inform a designated person so they are aware of their whereabouts and arrangements are made for telephone contact.

### **Machinery and Plant**

The Head teacher is responsible for arrangements to deal with the Cleaner's machinery.

### **Medicines**

The administration of medicines to pupils is recognised as the responsibility of parents. Parents will be asked to come to the school office at the appropriate time to administer the medicine to their child. Where there is real difficulty, the Headteacher will make arrangements for the administration of medicines which have been prescribed by a doctor. Parents should deliver medicines to reception in the morning. The medicine must be accompanied by a form available from the Office, completed and signed by the parent.

All medicines and tablets are kept in the school office except those specifically requiring refrigeration. Certain medications, such as Ritalin, are kept in locked containers and require two signatures when given.

A first aider will administer and record the medication given.

All medicines administered in school will be recorded in a Managing Medicines in School Folder, together with the name of the child, date, time and the medication given. Medicines will be kept in the "medicine cupboard" in the office.

A list of children with specific medical needs is displayed in the Staff Room. Inhalers belonging to asthma sufferers should be **named and in school every day**. The children from KS1 can give their inhalers to the class teacher, and ask for it if needed, and be aware of where it is kept. Older children should take responsibility for their own inhalers, keeping them in their pockets, or somewhere close at hand. It is very important that inhalers are readily available during P.E. and swimming lessons. **A spare inhaler is kept available for all asthma sufferers in the first aid cupboard.**

On educational visits prescription medicines are administered by the member of staff responsible for first aid.

Children with long term or complex medical needs have a care plan written by the

school nurse in consultation with parents. Staff are regularly trained in order to meet the medical needs of certain pupils e.g. epi-pen training. **(See Managing Medical Conditions in School Policy.)**

Emergency procedures: In the event of a medical emergency the first aider called will inform staff on duty in the office to call for an ambulance and to advise the head teacher/deputy head.

### **Monitoring Health and Safety**

An annual review of the School's Health and Safety procedures and practice will be conducted by the Headteacher and Governing Body.

### **PE Equipment**

All staff planning to use PE equipment must test and inspect it before it is used by children. Gym equipment in the hall will be inspected annually by appropriately qualified persons. Any faults identified by any person must be reported to a senior manager as soon as possible. Children must not have access to defective equipment.

A PE risk assessment is in place in the RA file in the Head teacher's room. Staff have been made aware of the risks and controls in this area.

### **Playground Safety and Supervision**

The School playgrounds are checked by the Custodian each morning. All staff are responsible for reporting any damage or potential dangers (e.g. splinters on benches, uneven slabs, damage to the play equipment) to the Headteacher or Deputy Head teacher.

A member of staff is on duty in the playground from 8.45am and they are joined by a member of teaching staff at 8.55am.

At morning break and for KS1 playtime in the afternoon, one member of teaching staff and one teaching assistant are on duty.

**There are two supervisors on the playground and two members of staff in the hall at** lunchtime both to supervise in the dining hall and outside. The Headteacher or Deputy Headteacher are available throughout the lunchtime in case of an emergency.

### **Portable Electrical Appliances**

Visual inspection should be carried out by everyone using the equipment. Annual testing of the electrical appliances is conducted by electricians.

A five year wiring check is also carried out.

### **Protective Clothing**

Protective clothing for use by the Cleaners, Lunchtime Staff, teachers and pupils will be provided when required.

Safety goggles must be worn by children and staff whenever there is a risk of potentially harmful material entering the eye.

Disposable gloves are available in the staff room.

Rubber gloves and/or industrial gloves are available for use for handling hazardous substances. These are kept in the cleaners' store.

### **Public Performances**

- 1) Always ensure that all safety devices are operational before admitting the public.
- 2) Check that the fire alarm system functions correctly.
- 3) Check that fire fighting appliances are in order.
- 4) Check that the emergency lighting is functioning; that all 'Exit' notices are illuminated and general lighting is functioning correctly.
- 5) Check that all exit doors are clear of obstructions and that doors open easily and will not be obstructed externally by parked cars or other objects.
- 6) Ensure that access to all electrical supplies is kept clear of obstructions.
- 7) Ensure that safety chains are fitted on all stage lighting fittings and scenery etc.
- 8) Do not make temporary wiring connections for stage wiring or use domestic flex. Use only fire resistant approved flexible cable which should be kept as short as possible.
- 9) Disconnect dis-used wiring and apparatus not in use during a stage production run.
- 10) Do not connect temporary stage wiring to the emergency lighting system.
- 11) Open type slider dimmers must not be used.
- 12) Always ensure that a competent person is in charge of all electrical appliances.
- 13) These safety notes do not supersede any conditions required by a Public Music and Dancing or Theatres Act Licence

### **Stage Lighting**

- 1) Stage lighting equipment should be under the control of a single, specified person (referred to hereafter as the "person in charge"). This will be checked by a qualified electrician.
- 2) No lighting equipment or wiring (fixed or moveable) should be modified in any way, (changing of plugs, leads etc.) except with the agreement and under the direct supervision of the person in charge.
- 3) The use and/or modification of any equipment must be recorded in a log-book held by the person in charge. (The numbering or other coding of individual pieces of equipment (including leads and brackets) will facilitate the keeping of records.)

- 4) Any lighting set-up should be inspected by the person in charge of lighting before being connected to the mains. This inspection should be recorded in the log book.
- 5) The stage and surrounding areas should be cleared of all temporary (moveable) cables and lights etc. as part of the dismantling of the sets so that the areas are not obstructed and there is less opportunity for damage to be done to equipment.
- 6) Lighting equipment should be returned to the person in charge for inspection before storage and/or maintenance. The return of the equipment and its inspection should be recorded in the log book. Any faulty equipment should be taken out of use until it has been repaired. Repairs should be noted in the log book.
- 7) Any equipment brought in or hired for use in the school must be of sound construction, properly inspected before use and suitable for the use to which it is to be put.

### **Record Keeping**

Record keeping for accidents has already been detailed in this policy. Records of fire alarm tests, fire drills and appliance testing and boiler repairs and maintenance are kept in the school office.

### **Reporting**

The Head teacher will report health and safety matters to the Governors.. The report will include any reported accidents, the annual review dangerous occurrences, near misses, premises deficiencies, risk assessments and the Health and Safety Audits.

Health and Safety is an agenda item at each meeting of the full Governing Body.

### **Risk Assessments**

Co-ordinators are to ensure that staff are aware of any risks involved in their subject area e.g. DT,PE etc

Risk assessments are kept in the Headteacher's office and reviewed regularly.

### **Safety Inspections**

The Headteacher with the co-operation of the cleaner in charge, custodian and others if requested (e.g. member of the Governing body) will conduct regular "Safety Audits" when required. The findings will be reported to the Governors.

Any Trade Union appointed Safety Representatives may also inspect the school buildings and grounds.

### **Security**

All visitors should report to the Reception Desk and sign in. Identification passes will

be given to individuals, unless recognised passes are already worn e.g. police, council officers.

Any voluntary helpers should complete a DBS.

The side gate will be unlocked at 8.45am for pupils to enter the premises and locked during the school day. After school the external doors will be locked, except for access to pupils taking part in extra-curricular activities.

All staff should be aware of the potential for intruders.

Intruders should be reported to the Head teacher or Deputy Head teacher who will take appropriate action to safeguard the children and staff.

If unauthorised persons enter the premises and seem aggressive or angry the Head teacher or other senior staff must be alerted and if necessary need to be prepared to call the Police.

An intruder alarm will be used in extreme circumstances and lock down procedures followed.

All staff and pupils to staff in their classes until informed that it is safe to leave by a member of senior staff.

### **Smoking**

No smoking is permitted on school premises. (see BAET policy)

### **Staff**

1. Staff working in school on their own should make arrangements to inform a designated person and to have agreed phone contact (see Lone Working Policy in the Health and Safety folder kept in the Head's Office) to ensure their safety.
2. If staff are subjected to any physical aggression, verbal aggression, intimidation, harassment or bullying on school premises they must inform the Head teacher immediately.
3. If the Head teacher is subjected to any physical aggression, verbal aggression, intimidation, harassment or bullying on school premises they must inform the Chair of Governors immediately.
4. Written accounts must be kept of such episodes.
5. Appropriate steps will be taken by the Head teacher and or Governors to deal with such situations.
6. The Governors and the LA will be informed and involved.

### **Stress**

All staff are encouraged to ensure they maintain a work/life balance. Teaching staff have weekly designated PPA time. All staff are encouraged to discuss any issues that may contribute to stress and a referral to occupational health is available.

### **Training**

Health and Safety Training is provided and will be attended by the appropriate personnel.

In-school health and safety awareness briefings for new members of staff will be given by the Head teacher. Staff are requested to sign to say they have read the Health & Safety Policy.

## **Vehicles**

A bus box is clearly marked in the school car park for use by coaches only. Children are supervised by staff when boarding and alighting from coaches. Parents are reminded frequently to use car parking spaces provided and not to drive behind the buses. Pupils are not allowed to go through the school gate into the car park without adult supervision. Parents are to be responsible for their children crossing the car park when arriving and leaving the school premises..

## **Whiteboards**

See appendix. Teachers will follow guidelines for the safe use of Interactive Whiteboards at Burley Gate Primary School.

## **Wi-Fi**

Burley Gate Primary School will take advice from the Health Protection Agency as appropriate.

## **Work Experience**

Students and other persons visiting school on work experience must not be allowed to work alone with pupils unless qualified to do so.

Teachers who are responsible for the supervision of students or work experience students should brief the students regarding health and safety procedures and draw their attention to the policies/documents on the Health and Safety. Copies of documents are issued and signed to show they have been received.

## **Working at Height**

When carrying out display work etc. staff must use the provided steps to stand on and must not work at a higher level.

Signed and approved by:

\_\_\_\_\_ (Governor)

\_\_\_\_\_ (Headteacher)