



Health & Safety Policy



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Health & Safety Policy

Introduction

This document sets out the School's Policy for Health and Safety as required by the Health and Safety at Work etc. Act 1974 and the ISI Regulatory Requirements. It defines Blackheath Prep's health & safety organisation, its arrangements and emergency procedures that are currently in operation.

The document directs health & safety within the school by setting out a framework to enable the School to manage activities that will deliver and maintain optimum standards of health and safety.

Monitoring and review

This document is to be reviewed annually by the Health & Safety Officer to ensure that it remains current and to assess how effective the school has been in controlling risks. These reviews will be so arranged to coincide with the 'Common Commencement Dates' for health & safety legislation, namely 6th April each year. The policy will be monitored on an ongoing basis and amended whenever any significant changes to the organisation or its activities occur.

Policy sections

This Health and Safety Policy can be separated into sections as follows:

1) Statement of intent

The Statement of Intent sets out the school's general aims with regards to its pupils' and staff health, safety and welfare.

2) School health and safety organisation

This section assigns duties and responsibilities to key personnel in order to fully implement the policy. Overall responsibility ultimately rests with the highest management level. However, individuals have to accept varying degrees of responsibility, dependent on position or function, for carrying out the policy.

3) Risk assessments

This section outlines the method for conducting risk assessments in order to fully implement the policies.

4) Health and safety arrangements

This section includes the systems and procedures in place, generally covering the main aspects of the school's health and safety.

Subjects within this section provide guidance and information on current legislation and general advice from which safe working procedures can be drafted.

Communication with staff

The school has a duty to ensure that all relevant information contained within this policy is issued to all staff via the Health and Safety Guidance for Staff document.

1) Statement of intent

This Health and Safety Policy is written in accordance with the Health and Safety at Work etc Act 1974 and other relevant legislation, including the Management of Health and Safety at Work Regulations 1999 and the ISI Regulatory Requirements for Welfare, Health and Safety of Pupils.

It is the policy of Blackheath Prep to ensure, as far as is reasonably practicable, the health, safety and welfare of all of its pupils, staff and all other persons who may be affected by its acts or omissions. (e.g. members of the public, contractors etc.)

This includes:

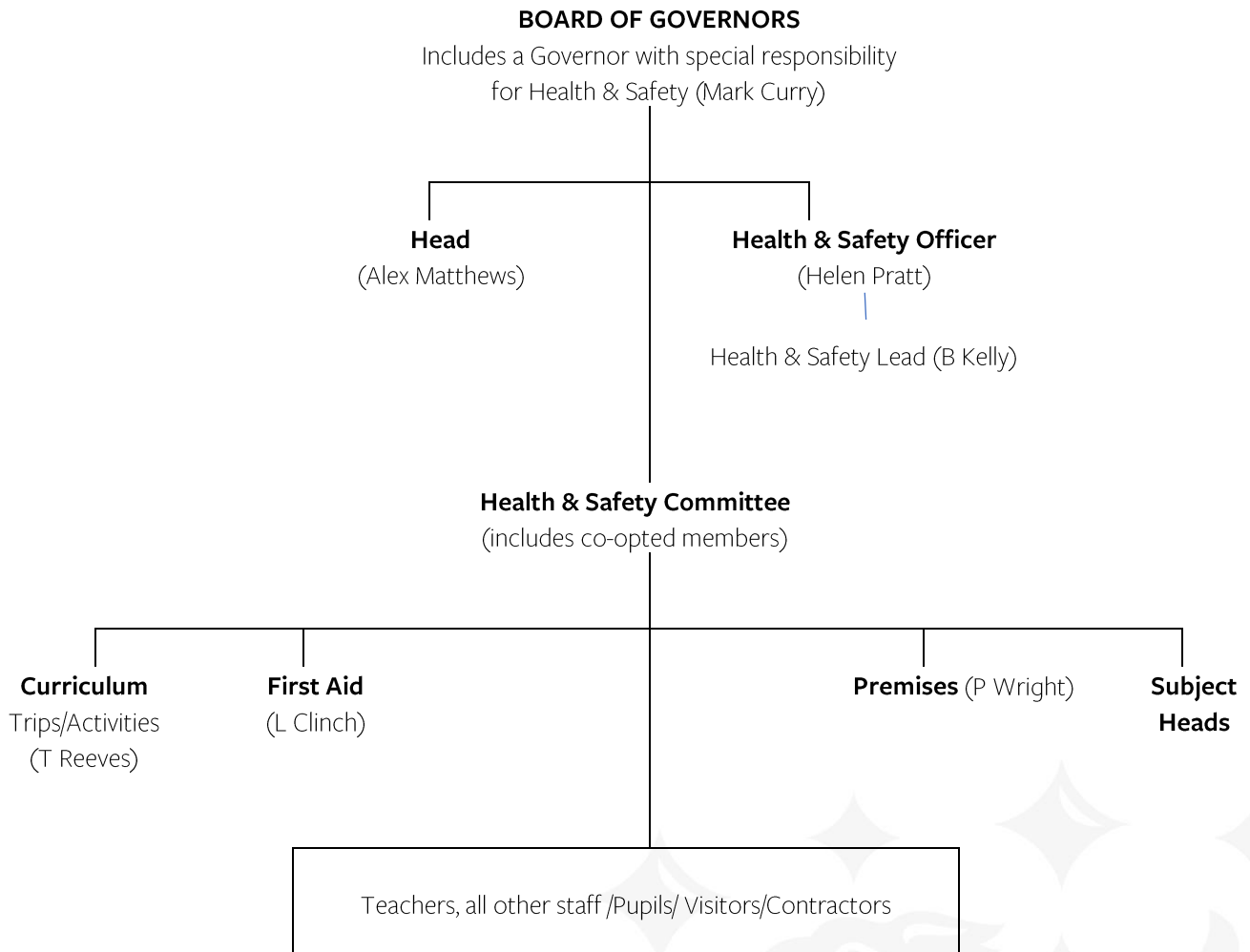
- Placing health, safety and welfare in the highest category of management's responsibility
- Promoting safety awareness among all staff through ongoing training
- Encouraging all staff to involve themselves with the school's health and safety culture
- Providing effective control, monitoring systems and review of the measures arranged for the policies and procedures adopted by the school.

The School undertakes to:

- Provide a safe environment for its pupils, staff and other persons on the school premises
- Provide safe access and egress from its premises
- Provide suitable and adequate information, instruction, supervision and training
- Provide safe systems of working
- Ensure the safe use, handling, transportation and storage of substances

2) Health and safety organisation

Arrangements for health & safety reporting



Organisation

- i The Board of Governors of Eltham College have the ultimate responsibility under the ISI Regulatory Requirements and the Health & Safety at Work Act. However, the Head, together with the Health and Safety Officer and their staff, has the responsibility for the day-to-day running of the school and as part of her responsibility issues this document as practical guidance. In the absence of the Health and Safety Officer, the Head will take on the role.
- ii It is the policy of the school that, so far as is reasonably practicable, every step will be taken to ensure the health, safety and welfare of pupils, employees and others who may be affected by its activities.
- iii A Health & Safety Committee implements the school's Health and Safety Policy. This sub-committee of the Board of Governors recognises that health and safety is their responsibility and that it is their duty to do everything reasonably practicable to provide and maintain equipment, systems of work and a working environment for children and adults which are safe and without risk to health. They have a similar responsibility for the use, storage and transportation of articles and substances and for maintaining a safe means of access and egress.
- iv We recognise that, as an educational establishment, the school has specific responsibilities to pupils, and accepts the responsibility of ensuring that employees and pupils receive all information, instruction, training and supervision necessary to ensure health and safety whilst engaged in School activities.
- v All members of the school, staff and pupils, are expected to take reasonable care for the health and safety of themselves and other persons, to co-operate in the fulfilment of statutory duties or requirements and not intentionally or recklessly interfere with, or misuse, any item provided in the interest of health and safety. In addition to recognised Codes of Practice the School continually reviews relevant guidance notes, instructions and procedures with which members of the school are required to comply.

Responsibilities

Blackheath Prep recognises that the efficient and effective control of risk requires the coordination of the activities of staff to ensure that everyone understands what they are expected to achieve.

The responsibilities allocated within this policy are intended to provide direction to staff to enable them to assume responsibility for the school environment and minimise risks to pupils and others affected by the school's activities.

Many of the health and safety functions are not exclusive to specific post holders and overlapping of responsibilities may occur. However, to aid effectiveness, clear boundaries of direction have been assigned.

The following personnel have been allocated key health and safety responsibilities to promote a positive health and safety culture within Blackheath Prep:

- The Board of Governors
- The Head
- Bursar
- Health and Safety Officer
- The Maintenance Supervisor
- The Catering Manager
- Teaching staff

Board of Governors

The School's Board of Governors is responsible for ensuring full compliance with ISI Regulatory Requirements resulting in the maintenance of a safe environment for all the school's pupils.

It is also the duty of the Board of Governors as an employer, to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all its employees.

Without prejudice to the generality of an employer's duty under the preceding subsection, the matters to which that duty extends include in particular:-

- (a) the provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health
- (b) arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- (c) the provision of such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of his employees:
- (d) so far as is reasonably practicable as regards any place of work under the employer's control, the maintenance of it in a condition that is safe and without risks to health and the provision and maintenance of means of access to and egress from it that are safe and without such risks:

(e) the provision and maintenance of a working environment for his employees that is, so far as is reasonably practicable, safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work.

Employees

Employees have a duty under the Health and Safety at Work etc Act 1974. Sections 7 and 8 of the Act in particular apply: -

Section 7

It should be the duty of every employee while at work:

- i to take reasonable care for the health and safety of her/himself and of other persons who may be affected by her/his acts or omissions at work;
- ii as regards any duty or requirement imposed upon her/his employer or any other person by or under any of the relevant statutory requirement, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.

Section 8

No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

All members of staff must exercise responsibility for personal belongings as the school cannot be held responsible.

Health & safety committee

The Committee is responsible for the provision of advice to the Board of Governors on all matters concerning health and safety within the School. They play the key role in monitoring the implementation of the School Health and Safety Policy and keeping the policy under regular review. It is their responsibility to conduct regular safety audits and to carry out these safety surveys and inspections in conjunction with other staff as they deem appropriate. They will be responsible for the maintenance of an incident-reporting procedure.

The Committee will also play an active role in the design of general and specialist training programmes for staff where necessary, and the supervision of external safety courses where appropriate. They should provide the link between pupils and staff of the School and the Board of Governors and they are responsible for bringing to the attention of the Board of Governors deficiencies of procedure, of apparatus or equipment necessary for the effective implementation of the safety policy. It is their responsibility to ensure that the fire alarms are tested once a week during working hours and that a full fire drill is implemented at least once each academic term – details of fire drills are to be entered in the log which is to be found in the School Office.

The Head

The Head is responsible for the closure of the school in the event of an emergency. The Head will actively promote the health and safety education of pupils.

The health and safety officer

The Health and Safety Officer is responsible for implementing the overall school Health and Safety Policy. They are responsible for:

- implementing a full fire drill at least once each academic term.

- ensuring that adequate resources, staff and materials are included in annual estimates to meet the Health and Safety Requirements
- ensuring that regular safety audits are carried out in order that the effectiveness of the policy is reviewed
- the maintenance of up-to-date knowledge of legislation, Codes of Practice and other relevant publications of guidance material relating to school activities
- the health and safety of all staff
- the organisation of general training and instruction for all employees in health and safety matters. This includes the induction training of new staff
- the relevant COSHH assessments and precautions for all areas of the school
- ensuring the safety of all members of the school community, including visitors
- inspections of all sections of the school premises at regular intervals, but in any case, no less than monthly and reporting to the Head, Health and Safety Committee and Board of Governors
- to report any significant problems to the Head and if necessary, the Board of Governors
- ensuring all fire systems are maintained by external contractors in line with relevant Codes of Practice and legal requirements
- Reporting of accidents including those reportable under RIDDOR 2013 in accordance with the school's First Aid Policy

Maintenance supervisor responsibilities

- notifying contractors operating on the school site of any potential hazards on site
- ensuring that all items of electrical and firefighting equipment are tested on a regular basis
- ensuring that the fire alarms are tested once a week. Details of fire alarms testing are to be entered in the log which is found in the Maintenance Supervisor's office
- implementing inspections of the School. The School grounds are inspected daily, and any defects are dealt with immediately. A report detailing any significant problems addressed will be reported to the Health and Safety Officer. Any significant failings are to be reported to the Head and Board of Governors
- ensuring that all external doors are securely shut and locked after school and intruder alarms are set

Teaching staff (Teachers, Teaching Assistants and Nursery Nurses)

All teaching staff must:

- ensure that **equipment that is inappropriate for pupils' use is safely stored away** at the end of each lesson
- **discuss the procedure of fire drills with pupils** pointing out exits etc. Pupils should be made aware of the hazards existing in certain areas e.g. Art Room, Gym, DT Room
- **regularly inspect their classrooms** and ensure that any faults or deficiencies noted as a result are immediately reported to the Health and Safety Officer or Maintenance Supervisor
- **exercise extra caution** regarding the safety of pupils when **contractors** are working on site.

All teaching staff are responsible for completing risk assessments in accordance with the School's Risk Assessment Policy.

All teaching staff in charge of Early Years pupils at the end of the day are responsible for ensuring all children are handed to the approved adult, be it parent, carer or club organiser. Any child not collected is to be taken to the School Office. Further details are available in the **Supervision of Children Policy**.

All teaching staff have a responsibility to ensure that the following areas are **out of bounds** to children unless supervised: behind the trees forming the perimeter of the playing field; all gardens and rockery areas; Science laboratory; Kitchen areas; back of the Prep Block and wildlife pond.

Playground duties

All staff on duty must be vigilant and ensure the children are always watched. It is the staff's responsibility to ensure that their duties are covered if they are unable to carry them out. In the case of unexpected absences, the Deputy Head is responsible for arranging duty cover. The playground/field must never be left unattended during breaks. It is the responsibility of all teaching staff whilst on playground duty to immediately report any potential hazards to the Maintenance Supervisor or other member of the maintenance team.

Supervision of children must be performed in accordance with the school's **Supervision of Children Policy**.

Certain activities that take place in School require the teaching staff to take additional responsibilities as follows:

Head of Science

The Head of Science is responsible for the education and maintenance of the health and safety of pupils in the Science laboratory. They are also responsible for the inspection of materials within the laboratory.

The Head of Science is responsible for the COSHH (Control of Substances Hazardous Health Regulations) assessments and precautions within the laboratories. They must provide the Health and Safety Officer with a full inventory of all science equipment and chemicals on site. All containers must be clearly labelled with contents and expiry date and stored in a locked metal cupboard in the store room.

The laboratory must be locked when not in use, with entry via keypad.

Head of DT

The Head of DT is responsible for the education and maintenance of the health & safety of pupils in the DT room. They are also responsible for the inspection of materials within the room.

The Head of DT is responsible for the COSHH (Control of Substances Hazardous Health Regulations) assessments and precautions within the DT room. The Head of DT must provide the Health and Safety Officer with a full inventory of all DT equipment and substances on site to allow the Health and Safety Officer to maintain a full COSHH register. All containers must be clearly labelled with contents and expiry date and stored in a locked metal cupboard.

The DT room must be locked when not in use, with entry via keypad.

Head of Art

The Head of Art is responsible for the education and maintenance of the health & safety of pupils in the Art room. They are also responsible for the inspection of materials within the room.

The Head of Art is responsible for the COSHH (Control of Substances Hazardous Health Regulations) assessments and precautions within the Art room. The Head of Art must provide the Health and Safety Officer with a full inventory of all Art equipment and substances on site to allow the Health and Safety Officer to maintain a full COSHH register. All containers must be clearly labelled with contents and expiry date and stored in a locked metal cupboard.

The Art room must be locked when not in use, with entry via keypad.

Director of Sport The Director of Sport is responsible for inspecting the sports grounds, gym & equipment prior to each use. All members of the PE Department must undertake First Aid training. Risk assessments must be completed for all PE and sports activities. All members of staff should adhere to the PE protocols set out in this policy.

Catering Manager

The Catering Manager from the contracted company is responsible for the implementation of school and Holroyd Howe policies so far as all members of the Kitchen and Dining Hall staff are concerned. It is their responsibility to provide specific information, training and supervision on health, safety and welfare and other matters specifically relating to the work of the kitchen and dining hall. They are also responsible for COSHH assessments and precautions within the kitchens.

All employees

1. Security - staff & visitors

All staff are required to tap their pass card upon entry and exit of the premises. All staff are required to always wear a lanyard with their pass on the school grounds. This is to ensure their safety during an emergency. Visitors are requested to sign in and out in the Reception Office and wear a visible badge whilst they are on site and be always accompanied by a member of staff.

Parents are to access the school via the driveway gate at drop off and collection times (if required) and exit via the side gate. Individual families to be issued with a card to allow access in the evening to collect pupils from Late Stay

All members of staff must be vigilant in ensuring all exits from the school site are always kept closed.

2. Training

Training is provided for employees in the following areas as appropriate to their role:

- Food Hygiene
- First Aid
- Manual Handling
- Fire Safety
- Display Screen
- Roof Safety
- Working at Height
- Personal Protective Equipment
- Risk Assessments
- Hand tools

3. Induction of new staff

The school provides health and safety training to all new staff as an essential part of their induction training.

Induction training commences on the first day of employment so that staff are familiar with basic procedures once they are on the school site. When this is not possible, induction training will take place as soon as possible after the member of staff has started work.

Induction training will contain the following:

- School Health and Safety Policy - the contents of the school policy will be covered in detail, including the responsibilities of the members of staff set out in the policy. This will enable the employee to become acquainted with the organisational arrangements and requirements. The staff will be told how to report any health and safety issues. All new staff are issued with a copy of the Health and Safety Policy and must confirm in writing that they have read and understood its requirements.
- First Aid Policy - Accident reporting procedures - this will cover the action to take when an accident has occurred, the person to be informed and where to go for first-aid treatment. This section will also cover school procedure as to the investigation of accidents: the reporting procedure will be explained so that the employee is aware as to what will happen when an accident occurs.
- Fire procedures – including action to be taken when the fire alarm sounds and will include:
 - Locations of the fire exits
 - Assembly point
 - Use of fire extinguishers

4. Lone working

The school will ensure that the need for staff to work alone will be avoided wherever reasonably practicable. Where staff do work alone, personal safety must be a priority at all times. This includes ensuring that there is regular communication with a responsible person before, during and upon completion of the work.

Lone workers must take the necessary steps to ensure that they do not put themselves at significant risk during the work activity, when using work equipment or because of the work environment.

5. Trips and outdoor working

Where staff are required to work outdoors or at locations away from their normal base, the school will ensure that, so far as is reasonably practicable, all steps are taken to ensure their safety and health.

It will be the duty of the employee to carry out the activities in the way which the risk assessment has shown to be best, to control the risk and to comply with any safe systems of work and standard operating procedures.

6. Emergency closure due to very bad weather conditions or other emergency

The decision as to whether to close the school will be taken by the Head and the Senior Leadership Team. The safety of pupils and staff will be the major priority.

When the School must be closed for severe weather, a message will be put on the school office voicemail and parents will be contacted by text or e-mail. Messages will also be placed on the school's website (www.blackheathprep).

In the event of a school closure, children who do arrive on site should report to the School Office. Staff will supervise them until they can return home safely.

The aim is always to keep to the normal routine of the day with lessons continuing unless otherwise notified.

3) Risk assessments

Risk Assessments are central to the school's Health & Safety management and wherever there may be perceived risk, a suitable and sufficient risk assessment will be carried out by a suitably qualified person.

The Assessment will be conveyed to those perceived to be at risk

The school will carry out a risk assessment to identify foreseeable incidents for which emergency procedures would be required.

(a) Planning

Prior to commencement of any activity outside the school, the location will be visited and inspected to identify any particular hazards to which the pupils or staff may be exposed and a suitable risk assessment completed.

Where the location is under the control of a third party, this party's relevant risk assessments will be reviewed and incorporated into the school's own risk assessment of the venue.

(b) Assessment

All risks associated will be assessed, appropriate control measures will be developed and safe systems will be prepared.

(c) Training

Any staff required to work away from the school's premises will be instructed in the appropriate safe systems of work and risk assessments associated with the activity.

(d) Control

On arrival at location under the control of a third party, the member of staff must report to a responsible person, e.g. safety advisor, to ensure familiarisation with safety precautions relating to that location and the activities being carried on there e.g. location of fire exits and assembly points.

For activities on the school site the school will also:-

- Establish procedures to be followed by staff in the event of an emergency situation, e.g. raising the alarm; marking means of escape; knowledge of the assembly points the evacuation of disabled persons.
- At regular intervals stage evacuation drills, test and check emergency equipment and inspect the means of escape.
- Ensure that the plans cover weekend working and working outside term time.
- Ensure there is an up to date contact list for key personnel and that this is readily accessible.
- Appoint persons to be responsible for specific procedures in the event of an emergency situation (plus deputies for those listed to cover holiday or sick leave).
- Clearly label on a site plan all important items such as shut-off valves, electrical isolators and fire points or equipment.
- Keep all access routes for emergency services and all escape routes clear at all times.
- Assist the emergency services by clearly marking the premises and by drawing up a simple plan of the premises (e.g. showing the location of hazardous substances).
- Reassess the emergency plan at regular intervals and following any major change in process plant and personnel, and update or alter it as necessary.

- Provide training in emergency procedures for all staff, plus specialist training for those with specific responsibilities.
- Maintain a basic stock of equipment for use in an emergency.
- Ensure that any deaf persons on the premises are aware of the activation of the fire alarm and those disabled persons are given assistance to evacuate the building.

The school accepts that some of its activities may, unless properly controlled, create risks to pupils, members of staff and others and will take all reasonably practicable measures to reduce these risks to an acceptable level.

Risk Assessment involves identifying the hazards present in the school or arising out of any activity and evaluating the extent of the risks involved to pupils, staff, and others, considering existing precautions and their effectiveness.

A **Hazard** is something with a potential to cause harm and can include articles, substances, plant or machines, methods of work and the work environment.

Risk is the likelihood of harm from that hazard being realised. Risk increases with the number of people exposed to the hazard and with the potential severity of the harm i.e., the resultant injury or ill health effect. If there are no hazards, there are no risks.

The regulations require that risk assessments are **‘suitable and sufficient’** in that they should identify all the significant hazards present within the business and its activities and that they should be proportionate to the risk. The assessment should cover all risks that are reasonably foreseeable.

The risk assessment must identify all those people who may be affected by the hazard, whether they are pupils, staff or others, such as members of the public.

Health and safety law does not demand absolute safety when considering what safety controls are required but measures taken should go as far as is **‘reasonably practicable’**; a balance between risk and costs. The greater the risk, the greater the need to commit resources in terms of time and money to remove or control the risk.

It is a legal requirement that the significant findings of our risk assessments are brought to the attention of staff.

Carrying out risk assessments

Those who are involved in risk assessments should:

- be competent. This means that the person must have the necessary skills and knowledge gained through experience and training and may have qualifications that enable them to make sound judgments.
- have knowledge and experience of educational activities and working procedures in practice, potential dangers and strengths and weaknesses of existing precautions
- have knowledge and experience of how to solve problems identified by the assessment
- be in a position to give the commitment, co-operation and resources required to implement the assessment results.

Further information on Risk Assessments is included in the school’s **Risk Assessment Policy**

4) Arrangements

It is the intention of the school to ensure that any risks arising from work activities are eliminated or reduced to a minimum. However, the school acknowledges that despite these measures it cannot be assumed that a major incident will never occur.

Although such an incident is unlikely if all risks are controlled, the consequences could be severe and so the school will plan certain emergency procedures to ensure injury and damage limitation in the event of such an incident.

The school will also provide information and training as often as is necessary to all staff (and other persons, such as contractors) to enable a better understanding of these matters.

I) Fire

Fire and emergency procedures

It is the intention of the school to ensure that any risks arising from the activities of the School are eliminated or reduced to a minimum. However, the School acknowledges that despite these measures it cannot be assumed that a major incident will never occur.

Although such an incident is unlikely if all risks are adequately controlled, the consequences could be severe and so the school will plan certain emergency procedures to ensure injury and damage limitation in the event of such an incident.

The school will also provide information and training as often as is necessary to all staff (and other persons, such as contractors) to enable a better understanding of these matters.

It is the responsibility of all members of staff to familiarise themselves with the escape and emergency procedures for all sections of the school. Staff should note that although they may have a regular teaching room they can be called upon to cover for absent colleagues in any of the school buildings, and therefore a thorough familiarity is required.

For further information see the School's **Fire Policy**.

II) First Aid

Purpose

To provide assiduous medical attention to all pupils, employees and visitors to Blackheath Preparatory School. Should a child be taken ill or have an accident during the course of the day, they will normally be taken to either the School Office between 8.30am and 10.15am or between 10.15am and 4.30pm the Medical Room. Here, a member of staff, who has had training in first aid, will make an assessment of the situation. If necessary, the school will contact the parents and ask them to collect the child. In the unlikely event of an emergency, should immediate hospital treatment be necessary, the school will contact the parents as soon as possible.

Objective

The arrangements for first aid provision will be adequate and appropriate to cope with all reasonably foreseeable minor and major accidents.

In accordance with Health and Safety legislation (Health and Safety (First Aid) Regulations 1981 (as amended) it is the responsibility of the Board of Governors to always ensure adequate and appropriate First Aid provision when there are people on the school premises and for staff and pupils during off-site visits and activities.

To ensure adequate First Aid provision it is the school's policy that:

- There will be sufficient numbers of trained personnel together with appropriate equipment available to ensure someone competent in basic first aid techniques can rapidly attend an incident at all times when the school is occupied.
- A qualified First Aider is always available when pupils are on site (normally 7.45am – 5pm).
- Appropriate First Aid arrangements are made whenever staff and pupils are engaged in off-site activities and visits.
- Appropriate out of school hours arrangements are made e.g., hire of premises, parents evenings

Responsibilities

The School Nurse is responsible for ensuring:

- First Aid needs are assessed and addressed.
 - Sufficient numbers of suitably qualified First Aiders are available at school when pupils are on site
- Identifying First Aid training needs and arranging attendance on appropriate training courses
- Maintaining a record of all First Aid training undertaken by school staff
- Reporting to the Health and Safety Committee on First Aid issues
- Organising provision and regular replenishment of First Aid equipment
- Maintaining records of accident reports and reporting to the Board and other relevant bodies e.g. HSE

Qualified first aiders are responsible for:

- Responding promptly to calls for assistance
- Providing first aid support within their level of competence
- Summoning medical help as necessary
- Recording details of treatment given in the Accident Book

Teachers of PE are responsible for:

- Ensuring appropriate first aid cover is available at all sports activities.
- Ensuring first aid kits are taken to all practice sessions and matches
- Ensuring all appropriate medical equipment is taken to away fixtures

All staff are responsible for:

- Acting in the capacity of responsible adult in the event of an emergency
- Accurately recording all accidents in the Accident Book
- Familiarising themselves with risk assessments for activities on the School site
- Carrying out risk assessments for any off-site trips and ensuring adequate first aid provisions are taken. (First Aid kits are available from the School Office.) A qualified first aider must accompany all school trips.

For further information see the School's **First Aid Policy**.

III) Vulnerable people

Disabled people Staff

The school aims to provide full and fair opportunity for employment for disabled applicants and to ensure, through training and practical assistance when required, their continued employment and promotion. Staff who become disabled will be accorded every possible opportunity for maintaining their position or for re-training if appropriate. The school's Health and Safety Policy has been prepared to ensure a safe and healthy environment for all staff. It recognises that those staff who require extra equipment, facilities or assistance, both routinely and in an emergency, will have such needs met.

The school will keep a record of all personnel who, by reason of disability, are thought to have particular requirements relating to the school health and safety practices.

The record will be regularly reviewed in terms of:

- The nature of the disability and any limitations it places on either an individual's physical and/or intellectual function
- The extent to which the individual requires changes (if at all) in the work environment or workplace practices
- The nature of any routine practical assistance or supervision required of other people arising from the disability
- Any implications that would arise in an emergency, either as a consequence of the disability (such as an epileptic fit) or in the workplace (such as emergency evacuation of the premises)
- What action has been taken on the basis of the above factors

Information and training

Newly appointed disabled staff and staff who become disabled will receive specific information and training on all relevant matters of health and safety. The school will ensure that such information is presented and be readily understood by each individual.

School health and safety information will also be issued in such a way that disabled staff can readily access and understand this.

If the School requires the services (supervisory or otherwise) of other staff to assist a disabled person in the course either of their work or to expedite health and safety procedures, these staff will be suitably trained and will receive specific notice of the duties required of them, and the disabled employee will be advised of the arrangements.

As a matter of good practice, the school will ensure that staff are advised of any relevant health and safety issue that affects an individual disabled employee.

Expectant mothers

The school, in recognising the obligations placed upon it by the various statutory instruments in respect of hours of work will take such steps as it considers necessary to meet those obligations.

Upon notification, the school will arrange for a pregnancy risk assessment to be carried out and any measures required will be implemented.

Young persons

The school is aware of the additional risks that may follow as a consequence of the employment of young persons and will take all measures necessary to minimise those risks so far as is reasonably practicable. This may include GAP students or young persons on work experience.

The school will assess and document the additional risks and measures provided to ensure the health and safety of young persons.

The school is also aware of the statutory restrictions imposed upon work undertaken by young persons and will comply with these restrictions. Young persons will be given the raised level of information, instruction, training and supervision required to enable them to work safely.

Training and supervision

The school recognises that training, coupled with proper supervision, is particularly important for young persons because of their unfamiliarity with the working environment.

The school will ensure that an assessment is made of the individual's ability prior to training and that training is provided to bring that individual up to an appropriate level of competence.

Temporary and casual staff

The school will take the necessary measures to ensure the health and safety of any temporary and casual staff in its employment.

The school has a duty to conduct its business to ensure, so far as is reasonably practicable, that temporary or casual staff are not exposed to risks to their health and safety.

The duties here are to provide instructions and information relating to any risks to a person's health and safety which arise out of the school's undertaking.

The information required to be provided to any person whom the school has employed under a fixed-term contract must include the following:-

- The qualifications and skills required to do the work safely
- The risks to health and safety identified by workplace assessments
- Any preventive measures to be taken
- Safe working procedures
- The identity of the competent person taking charge during an emergency
- Any risks notified to school arising from a shared workplace.
- Evidence of an up to date DBS check

Temporary or casual staff will be unaware of school procedures. There will be a need for them to undergo a certain amount of induction training, though not as extensively as for permanent staff. They should be made aware of the existing emergency procedures and the action to be taken should an emergency situation arise.

Safety training will cover topics similar to those included on the induction course.

Visitors

Visitors must sign in at the School Office and visibly wear their pass at all times, signing out and returning the pass on leaving the school.

IV) Alcohol, Drugs, Smoking and Stress

Alcohol and Drugs

The school is committed to providing a safe and healthy working environment. It recognises that this can be put at risk by those who misuse alcohol or drugs to such an extent that it may affect their health, performance, conduct and relationships at work. The school's policy is to forbid the consumption of alcohol on the school's premises whilst the school is in session.

If a member of staff is found consuming alcohol on school premises or found to be intoxicated at work, they are likely to face disciplinary action as outlined in the school's disciplinary procedure.

The possession, use or distribution of drugs for non-medical purposes on school premises is strictly forbidden.

If a member of staff is prescribed drugs by a doctor which may affect the ability to perform his/her work, he/she should discuss this with the Head.

This policy, which applies to all staff, aims to:

- Promote the health and well-being of staff and to minimise problems at work arising from the effects of alcohol or drugs;
- Identify staff with possible problems relating to the effects of alcohol or drugs at an early stage
- Offer staff, known to have alcohol or drug-related problems affecting their work, referral to an appropriate source for diagnosis and treatment if necessary.
- The school will, in consultation with staff and their representatives, provide sufficient information, instruction and training as is necessary for any member of staff who thinks they may have problem with alcohol or drugs

Smoking

The school operates a No-smoking policy in accordance with current legislation.

Smoking and the use of E-cigarettes will not be permitted anywhere on site. This restriction applies at all times, including outside normal working hours.

All visitors, temporary staff, contractors and clients will be expected to abide by the terms of the no-smoking policy.

Appropriate signs will be displayed at all entrances to the premises and staff should remind visitors of the policy, as legally required.

Stress

The school recognises that excessive levels of stress, especially if, endured for long periods can lead to ill health. Harmful levels of stress can arise as a result of factors both in the workplace and from staff's personal lives. While it has no control over external factors, the school's objectives are to:

- Identify sources of harmful levels of stress and prevent, as far as is reasonable and practicable, staff being exposed to harmful levels of stress at work.
- Enable individual staff to recognise, at an early stage, problems which might be related to harmful levels of stress.

- Provide support for those who are suffering ill health due to work related stress and provide assistance to enable staff to recover their full potential as soon as possible.

In the first instance a member of staff who feels they may be suffering from stress should speak to the Head or their GP.

Whenever necessary the school will hold an informal meeting with the member of staff to try to identify what is causing their stress. If it is clear that the cause of stress is work related the school will consult with the member of staff on ways of trying to reduce the cause – for example, a particularly heavy workload, problems with the workplace, bullying. The Head may suggest that the member of staff should seek advice from a Counselling Service or their GP on how to reduce levels of stress.

Complete confidentiality will be maintained at all times.

V) Environment

Asbestos

In accordance with the **Control of Asbestos Regulations 2012**, the school has commissioned a full site survey by Oracle Solutions (UK) Ltd and all residual asbestos has been removed.

Electricity at work

In accordance with the requirements of the **Electricity at Work Regulations 1989** and other legislation, all reasonable steps will be taken to secure the health and safety of staff who use, operate or maintain electrical equipment. The school acknowledges that work on electrical equipment can be hazardous and it is therefore the School's intention to reduce the risks as far as is possible.

When a problem arises related to electricity at work, staff must inform the Health and Safety Officer or Maintenance Supervisor immediately and the school will then take all necessary measures to investigate and remedy the situation.

Arrangements for securing the health and safety of Pupils, Staff, Contractors and Visitors

The school will :-

- Ensure that electrical installations and equipment are installed in accordance with the IEE (Institute of Electrical Engineers) Wiring Regulations.
- Maintain the fixed installation in a safe condition by carrying out routine safety testing.
- Inspect and test portable equipment every 18 months.
- Promote and implement a safe system of work for maintenance, inspection or testing.
- Ensure that staff who carry out electrical work are competent to do so.

Information and training

The school will provide information, instruction and training for all staff to enable them to carry out their duties without putting their own or the pupils' health and safety at risk.

Electrical work should only be carried out by competent persons. If in-house technical staff carry out such work, they will be adequately trained to the level required.

Hazardous substances

In accordance with the **Control of Substances Hazardous to Health Regulations 2002 (as amended)**. (COSHH) the school has carried out assessments and a record of its findings has been made available.

The school acknowledges that no substance can be considered completely safe. All reasonable steps will be taken to ensure that all exposure of pupils and staff to substances hazardous to health is prevented or at least controlled to within statutory limits and in order to effectively carry this out no hazardous materials or substances are to be brought into the school premises without a suitable COSHH Assessment.

All staff will be provided with comprehensible information and instruction on the nature and likelihood of their exposure to substances hazardous to health.

The school will :-

- Identify substances that may be harmful.
- Ensure that no new substances are introduced into the School without prior assessment.
- Provide an inventory of all substances hazardous to health. Those kept on site will be maintained, with appropriate hazard information, suitably labelled and stored in a way that makes them inaccessible to pupils.
- Appoint a competent persons to carry out risk assessments of the exposure to substances hazardous to health and advise on their control.
- Assess all operations which involve, or may involve, exposure to substances hazardous to health. Appropriate control measures will be taken when elimination or substitution of the hazardous substance is not possible.
- Review each assessment at least annually and all operations using hazardous substances will be reassessed every three years.
- All changes to control measures and changes of Personal Protective Equipment will be properly assessed and no new substances will be introduced into the workplace without prior assessment.
- Provide all staff with understandable information and appropriate training on the nature of the hazardous substances they work with.
- Ensure that control measures identified by the COSHH risk assessments are implemented.

When a member of staff raises a point related to the use of substances hazardous to health the school will:

- Ensure that the hazard associated with the substance has been correctly identified
- Ensure that the assessment of the use of the substance is correct and up to date
- Ensure that the controls in place are adequate
- Correct any observed deficiencies in the control of the hazards
- Inform the member of staff of the results of the investigation and actions taken.
- Give sufficient information and training to ensure full understanding of the hazards to health posed by substances on the school site and the importance of the control measures provided.
- Ensure information is given to others who may be affected, such as contractors, temporary staff and visitors.

Lighting

The school regards the provision of a safe and well-lit working environment as fundamental to the health, safety and well-being of its pupils and staff.

All reasonable steps will be taken to ensure that lighting is adequate for the task at all times.

When a problem arises relating to lighting at work, staff must inform a responsible person immediately and the school will take the necessary measures to investigate and remedy the situation.

On-site vehicle movements

The school aims to keep vehicle movements on-site to a minimum when children are on site, however certain movement is necessary:

Vehicle movements in the front drive

- Children may not be dropped off in the school driveway except for breakfast club. A member of staff is on duty at this time to supervise the children to safety.
- When entering and leaving the school during the school day, children must always be accompanied by an adult
- Children entering or leaving the school premises should use the pathway not the drive

Vehicle movements in the side drive

- All vehicle movements in the drive must be supervised by a member of the Maintenance Team
- When supervising the member of staff must always walk in front of the moving vehicle (to the rear of the vehicle if it is reversing)

Vehicle movements on the school field

- All vehicle movements on the school field must be supervised by a member of the Maintenance Team

Safety and security

Blackheath Prep is committed to providing a safe environment for all its pupils and staff and a safe means of access and egress within all parts of the school. Safe access and egress includes movement in and out of the School, and safe access within the School such as:

- Routes through working/teaching areas
- Accessibility of storage areas
- Emergency exit routes
- Limitation of access to hazardous areas (e.g. roofs, pond)
- External pathways and roadways around the workplace
- Common parts of the building, e.g. reception, staircases, etc.
- For trained personnel only- use of access equipment, such as ladders and scissor lifts

The school will ensure that;

- Articles or substances do not impede safe access and egress on the school site and that objects which may restrict safe movement within the School are removed immediately;
 - Any access restrictions are adhered to so that suitable and safe arrangements for work in confined spaces and other areas of high risk are managed safely
 - Formalised systems of work are designed and implemented in all areas of significant risk, enlisting professional assistance where required
 - Staff are encouraged to report any situation where safe access and egress is obstructed
- Access equipment is regularly inspected to ensure that it is maintained in a safe condition.

Temperature

The school acknowledges that problems can arise within both natural and artificially created environments.

It is our policy to ensure that pupils and staff are provided with a comfortable environment suited to the type of work being undertaken.

Where air conditioning systems are installed, these will be maintained regularly and staff will be advised on how best to use them in order to ensure effectiveness. Areas that do not have air conditioning systems will be subject to temperature variations throughout the day. The school will endeavour to keep these within a comfortable range and in accordance with statutory requirements.

Any employee who has reason to believe that temperatures in a school building are too high or too low should raise the matter with the Health and Safety Officer or Maintenance Supervisor immediately.

The school will:-

- Ensure that any air conditioning systems are adequately maintained and are functioning correctly
- Where air vents are used ensure that they are positioned a reasonable distance from areas where pupils or staff are working. These areas should be located out of direct line of airflow.

Ventilation

It is the school's policy to provide adequate ventilation in all parts of the School. Where necessary, ventilation and other systems will be installed to provide sufficient quantity and quality of air.

Maintenance and inspection

Ventilation systems will be regularly checked and maintained to ensure that required standards are achieved. Where defects are identified these will be repaired as soon as possible by a competent person.

Washroom and toilet facilities

It is the policy of the school to ensure the health, safety and welfare of all pupils, staff and visitors so far as is reasonably practicable. The school recognises the need to provide a safe environment and that this includes the provision of sufficient washing and sanitary conveniences.

Provision of facilities

Appropriate sanitary conveniences will be provided throughout the school. Sufficient numbers of conveniences will be available for girls and boys and men and women.

Appropriate facilities for disabled staff and pupils are provided throughout the school.

Maintenance of facilities

Arrangements are in place to regularly inspect, clean and maintain sanitary and washing conveniences and any reported defects in facilities will be remedied as soon as is reasonably practicable.

When facilities are temporarily unavailable, such as during maintenance and repair work suitable alternative arrangements will be put in place.

Regular testing and examination of ventilation and water systems will be undertaken to ensure that the required standards of health and safety are maintained. Water temperatures will be controlled and tested to ensure the ongoing health and safety of users. When adequate temperatures are not maintained a responsible person must be notified immediately.

Use of facilities by contractors and visitors

Visitors and contractors must ensure that facilities are clean and tidy.

Reporting problems

Any defects in washing and sanitary facilities must be reported immediately to the Maintenance Supervisor

Waste disposal

The school is committed to ensuring the health, safety and welfare of its staff and of others who may be affected by the waste materials which result from the school's activities. The school's policy is to arrange for the disposal of all waste products regularly, safely and in accordance with statutory requirements.

The waste disposal arrangements will be regularly reviewed. Recycling initiatives will be taken where reasonably practicable in order to help protect the environment and make better use of resources.

Waste disposal containers

Suitable receptacles for the collection of waste are provided in strategic positions throughout the school. Each container clearly displays the type of waste that it is designed to hold. Waste products must only be placed into those receptacles that have been allocated for that purpose.

Containers must be adequate to prevent the escape of waste. Waste containers are to be emptied regularly.

Disposal of hazardous waste

Suitable arrangements will be made for the disposal of hazardous waste.

The removal of special waste, e.g. liquids, asbestos and other hazardous substances, must be performed by an authorised and competent person. Liquid waste, other than normal effluent, must not be poured into the sewers. Only appropriately trained Maintenance staff should dispose of hazardous waste using personal protective equipment necessary for the safe handling of waste materials.

Water safety

In accordance with general health and safety law and **A.C.O.P (L8)** all reasonable steps will be taken to identify potential legionellosis hazards in the school and to prevent or minimise the risk of exposure to such hazards.

A full water safety audit has been carried out by Rentokil Hygiene Limited.

When staff are concerned about the risk of an outbreak of legionellosis, they should report their concerns to a responsible person so that the school can take the appropriate measures to eliminate or reduce the risks.

Control of exposure

Where potential exposure to infection cannot be prevented, there is a written control scheme to minimise exposure.

VI) Activities

Display Screen Equipment (DSE)

In accordance with the **Health and Safety (Display Screen Equipment) Regulations 1992** the school has undertaken Workstation Risk assessments and training has been given to users.

All reasonable steps will be taken by the school to ensure the health and safety of staff who work with display screen equipment (DSE).

The school acknowledges that health and safety hazards may arise from the use of this equipment and it is our intention to ensure that any risks are reduced to a minimum, and will undertake to :-

- Arrange for the provision of eye and eyesight tests at regular intervals and where a visual problem is experienced;
- Give sufficient information, instruction and training as is necessary to ensure the health and safety of workers who use DSE.

Rest breaks

The purpose of a break from DSE work is to prevent the onset of fatigue. To achieve this objective, the School will seek to incorporate changes of activity into the working day.

There is no prescribed frequency or duration of breaks from DSE work. Where possible, users will be given discretion to decide the timing and extent of off-screen tasks themselves.

Any member of staff who believes that his or her DSE workload does not permit adequate breaks should bring this to the attention of the Health and Safety Officer.

Users of DSE are encouraged, and will be expected, to take the opportunities for breaks.

Personal Protective Equipment (PPE)

In accordance with the **Personal Protective Equipment (PPE) Directive 89/686/EEC** where the need for PPE has been identified by the risk assessment for the activities being carried out or can be reasonably foreseen, this will be provided. When there is a requirement for specialised equipment related to a third party's activities, this should be identified at the planning stage and be supplied by the party in control of the site.

The school will provide personal protective equipment when the risk presented by an activity cannot be adequately controlled by other means. Any failure to comply with these rules, which are designed to protect pupil and staff health and safety will be treated as a serious act of misconduct. All reasonable steps will be taken by the School to secure the health and safety of those who work with PPE.

Arrangements for securing the health and safety of Workers

The school will :-

- Carry out an assessment of proposed PPE to determine whether it is suitable.
- Take any necessary measures to remedy any risks found as a result of the assessment.
- Ensure that where two (or more) items of PPE are used simultaneously, these are compatible and are as effective used together as they are separately.
- Arrange for adequate accommodation for correct storage of the PPE.
- Implement steps for the maintenance, cleaning and repair of PPE.
- Train staff in the safe use of PPE for all reasonably foreseeable risks within the organisation.

- Replace PPE, which has been provided to meet a statutory obligation as necessary and at no cost to the employee.
- Inform every employee of the risks which exist.

Information and training

The school will give sufficient information, instruction and training to ensure the health and safety of workers using PPE.

Window cleaning

All reasonable steps will be taken by the school to ensure the safety of staff engaged in window cleaning operations as well as any contractors or self-employed persons engaged in these activities.

When staff are undertaking these operations the work activity will be subject to risk assessment and any control measures found necessary as a result of the assessment will be introduced. When contractors or self-employed persons are engaged, they will be competent and their risk assessment of the work activity will be scrutinised, particularly the part of the assessment which relates to the safety of other persons.

Working at height

In accordance with the **Work at Height Regulations 2005** the school, has carried out a suitable assessment.

The school will take all reasonable steps to secure the health and safety of those involved in working at height.

The school acknowledges the safety hazards inherent in working at height and intends to ensure that any risks are reduced to a minimum.

By carrying out risk assessments and providing safe systems, working at height can be carried out with minimal risk. The School will undertake to give information and training to enable its staff to carry out their work safely.

Any problems experienced in working at height should be reported immediately to the Health and Safety Officer or Maintenance Supervisor so that action can be taken to eliminate the problem.

Staff responsible for roof work will be given appropriate training.

VII) Contractors

Notes for contractors working on site

The following are guidance notes and are to be adhered to when working on the school site. Failure to comply could result in work being delayed or stopped altogether. They are not exhaustive and should be regarded as additions to normal standards of work and competences expected of contractors.

Security – contractors must :-

- in accordance with the school's **Child Protection, Safeguarding and Prevent Policy**, contractors working on the School site while children are present must be accompanied by a member of the School's staff at all times
- park considerably on arrival in a designated place will sign in and out at the School Office and visibly wear their pass at all times

- ensure that the School Office contacts the Maintenance Supervisor to confirm their arrival.
- will await escort to that place of work
- will not to leave any tools, plant, equipment or materials unaccompanied, especially sharp tools e.g. knives or craft tools

Health and Safety – contractors:-

- shall provide the school with a copy of their current Health and Safety Policy and evidence of Third Party insurance
- shall comply with all relevant Health and Safety requirements relevant to their work
- shall carry out and provide a Risk Assessment if necessary or required to do so by the Maintenance Supervisor
- not do anything to compromise the safety and security of pupils, staff or visitors.
- shall observe no smoking anywhere on the site
- shall comply with fire evacuation instructions if required to do so.
- shall ensure that proposed hot works are notified to the Maintenance Supervisor and a Hot Work Permit obtained
- shall ensure that proposed Working at Height is carried out in conjunction with current Work at Height Regulations.

Generally – contractors:-

- will note that radios or other form of music is not allowed to be played by contractors in the school without the express permission of the Maintenance Supervisor
- will be considerate when going about the premises and comply with any reasonable instruction given by staff

I have read and understood the Guidance Notes

Name

Company

Date

Signature

Permits To work

As part of the duties under s.2 of the Health and Safety at Work, etc Act 1974 the school mandates permits to work for the following work activities:

1. Hot work
2. Electrical work
3. Roof work.

The permit to work system applies to all work carried out on site and staff, contractors and all visitors are expected to comply with the requirements of any permits that are in force.

Information and training

The school will provide the necessary information and appropriate training to ensure that appropriate staff, supervisors, contractors and visitors are fully aware of the permits in use and are competent to undertake the tasks and tests prescribed in the permits.

Statutory inspections

In order to safeguard staff using certain types of equipment in the course of their duties, the school will arrange for regular examinations and tests to be carried out on such equipment at least as frequently as stipulated in the relevant statutory requirement.

The school will also ensure that these inspections are carried out by a competent person who is experienced in the use and examination of such equipment.

The school will provide any information and training needed to ensure that examinations present no risk to the safety of the examiner, staff or other persons.

The school will:-

- Ensure that tests and examinations of all listed equipment are undertaken before the equipment is taken into use (this should be carried out by the manufacturer or installer who should issue a test report)
- List all items of equipment requiring a statutory inspection with details of inspection intervals
- Nominate a competent person to be responsible for arranging the inspection and keeping the records of inspection
- Take steps to ensure that the equipment is in a safe condition to be inspected
- Liaise with the competent person, whose examination will involve:
- Test of normal operating conditions to identify any failings in operation.
- Keep records of inspections and enter details in the general register.

PE department

The need for safe practice is essential in Physical Education. The nature of the activities encompassed by the subject means that the potential for accident and injury is ever present and it is therefore extremely important to anticipate hazards, minimise risks and create the safest possible environment.

The purpose of this document is to outline the policies on safe practice that are followed by the PE Department at Blackheath Prep.

It should be remembered that, whilst it is vital that regulations and controls are understood and enforced, the most important elements in the safe, successful teaching of physical education are discipline, organisation and appropriate supervision.

General statement

1. It is the responsibility of the Heads of Boys and Girls Games to ensure that all staff are aware of, and comply with, the relevant safety procedures as set down by National Governing Bodies and that the areas in which PE takes place are appropriately inspected and maintained.

2. All staff are responsible for implementing the safety policy by:
 - a) being fully aware of the regulations governing the activity – see entry for individual sporting activities
 - b) preparing the lessons so as to be aware of and to minimise risks
 - c) explaining fully to the pupils the necessary care to be taken and reminding them regularly
 - d) being aware of the procedures to be followed in the case of any accidents – see Action to be Taken in the Event of an Accident
 - e) reporting anything that may lead to a breach of the safety rules or constitute a hazard
 - f) setting a good example to the pupils
 - g) ensuring pupils are sufficiently competent and well informed to take part at that level of the chosen activity
 - h)
 - i) being aware of the safety requirements of the National Governing Bodies and the information in ‘Safe Practice in Physical Education’ (Association for Physical Education 2016 edition)

Guidelines

1. Classes must be supervised by a qualified member of staff throughout the lesson.
2. Pupils must not take part in an activity without being properly equipped eg wearing appropriate footwear. Hair must be tied back, and all jewellery removed. Earrings that cannot be removed must be tapped.
3. Pupils must always be warmed up thoroughly and appropriately for the intended activity.
4. All staff must be familiar with pupils who have specific difficulties and medical requirements and take full account of these when planning activities.
5. All equipment must be properly stored and secured, in accordance with manufacturer’s instructions.
6. All rules concerning safety in specialist areas must be clearly displayed and brought to the attention of all participants at regular intervals.

NB All staff must be aware of all safety regulations pertaining to their specific activities. The risk of accidents is further lessened if pupils are taught to exercise a high degree of self discipline and responsibility.

Teaching qualifications

Everyone teaching potentially hazardous sports must be qualified by training and experience to minimise risk and deal with all possible dangers.

Qualifications must be revalidated periodically and kept up to date and staff should be encouraged to maintain an active knowledge where appropriate. In order to do this teachers (part-time as well as full-time members of the department) are encouraged to attend training courses in order to keep abreast of all current changes and innovations in educational and safety areas. An up-to-date record of this information is to be kept in the PE Department.

All teachers of PE must be fully conversant with the current Health and Safety policies of the PE Department and the special requirements for any aspect of the subject that they may teach as outlined both in the Association for Physical Education’s “Safe Practice in Physical Education” and by the governing bodies of the relevant sport(s).

Pupil safety

The essential elements of safety for the pupils are:

1. the need to physically prepare for activity and recover from it
2. the awareness of the needs of others when working in the same space, when sharing apparatus in a gym or working in a group
3. learning to lift, carry and place apparatus or equipment safely, both alone and in co-operation with others
4. to be aware of the hazards in activities involving bats, sticks, rackets and balls etc.
5. to understand why particular clothing and/or protection is worn for different activities
6. to understand the dangers of wearing long hair not tied back, inappropriate dress and jewellery
7. to be aware of the effects of temperature and different weather conditions on physical activity
8. to be aware of and respond to the particular hazards associated with water
9. the ability to react appropriately when loss of balance occurs, intentionally or otherwise

Outdoor games

1. All pupils must be appropriately attired and supplied with suitable equipment. If pupils bring their own equipment into school, this must be approved for use by a qualified member of the PE Department.
2. Due consideration must be made by staff to the area in which the activity takes place. Surface and weather conditions in the wrong combination could be potentially hazardous.
3. Staff must inspect all areas prior to an activity taking place. Any concerns must be reported to the Maintenance Team/Bursar immediately and the activity postponed until the matter has been resolved.
4. Any chemical treatment of the outdoor surfaces must be arranged at a time which allows a safety margin before use and staff must be alerted to this by the Maintenance Team.
5. Any electrical equipment used in outdoor areas must be checked regularly by a qualified person and only staff are allowed to connect/disconnect power supplies. Pupils must be instructed and regularly reminded of the safety requirements when machines are in use. No pupil may use this equipment without close supervision.

Cricket

All cricketers (batters and wicket keepers) facing a hard ball **MUST** wear a protective helmet. This applies to all matches and practices when a hard ball is being used.

Football

All players in a match must wear shin pads – this is also strongly recommended for all practice sessions too.

Hockey

All players must wear shin guards and gum shields for both practice sessions and matches.

Eurohoc

No shin guards and gum shields are required but are strongly recommended.

Netball

All players should ensure that they are wearing no jewellery whatsoever. In the case of a medical bracelet or recently pierced ears they should be taped up so as to cause no danger to either the player themselves or to an opponent.

PE staff must ensure that pupils without appropriate protective equipment do not participate in the activity.

Gymnastics

1. Pupils may not enter the Gym without permission from a member of the PE staff
2. No gymnastic equipment of any description may be used or moved until a qualified member of staff is present
3. In so far as is possible all equipment should be kept in the storage areas when not in use. The storage areas must be locked. If for any reason equipment is set up and left out, the Gym must be locked
4. Pupils must be taught about the lifting, moving and securing of apparatus and should not be allowed to do this without close supervision
5. Staff must check securing of apparatus before it is used. When large apparatus is to be used staff must ensure that mats are appropriately positioned (ie. on areas when landing from any height and where the risk of overbalance or falling may occur)
6. All gymnastic equipment must be inspected by an approved contractor at least annually or sooner if found to be defective in any way. Any equipment found to be faulty must be reported immediately to the Bursar/Maintenance Team and taken out of use until repaired
7. Any apparatus used must- be compliant with B.A.G.A. guidelines
8. All users of the Gym must be made aware of the safety regulations
9. No glass or materials which may splinter if broken should be brought into the Gym
10. Appropriate clothing must be worn by all pupils taking part in gymnastics

Athletics

1. Pupils must wear appropriate clothing. In particular:
 - suitable footwear
 - hair secured
2. The area in which an event is to be taught must be clearly designated and known to all users of the field. No pupil may enter the athletics area when in use unless closely supervised by a qualified member of staff.
3. Markings and surfaces must be maintained to a high level at all times and any chemical treatment of these areas must be made known to all relevant parties.
4. Equipment should be checked regularly by staff to ensure it is safe to be used.
5. The movement of equipment by pupils must be closely supervised by staff
6. No equipment is to be left out when a member of staff is not present.

Track events

1. Staff must ensure that events are appropriate to the age, fitness and ability of the pupils involved and to the current ground conditions
2. In the case of hurdles it must be ensured they are set out at the recommended distances, facing the correct direction and at the proper height. **No one may hurdle in the wrong direction.**

Swimming pool

1. Staff must be aware of the emergency procedures of the swimming pool (i.e. silence on the whistle; the location of emergency aids, first aid/resuscitation equipment, telephone and emergency exits). In an emergency, staff should follow the instructions of swimming pool staff.
2. No swimming pool may be used unless the group is supervised by a suitably qualified member of staff. (This person should be a qualified life saver).
3. All pool users must be instructed and reminded about the depths of water in the pool.
4. Pupils are not allowed onto the pool side without the permission of a member of staff. When on the pool side, outdoor shoes should be removed.
5. Pupils may not enter the water without direct instructions to do so from a member of staff.
6. The attention of pupils should be drawn to the depth marks. Diving may only take place in areas prescribed by

staff and by pupils who are considered competent.

7. Any pupils with particular medical conditions e.g. epilepsy, severe asthma, must be easily identified by the staff and carefully observed at all times.
8. Staff/pupil ratio must be so that the teacher can be easily aware of the whereabouts of all members of their group and pupils should be counted in and out of the pool area. A maximum of 1:20 should be observed for teaching purposes but with a higher ratio of staff when there is “free time”.
9. The School must be assured that all conditions of the state of the pool (chlorine levels, temperature etc.) are monitored to meet the regulations. Concerns regarding these or defects in surrounds and surfaces should be reported to the relevant authorities.
10. In the swimming pool pupils must not run, jump or dive into crowded areas, “duck” other pupils or push anyone into the water.

No glass, or any material which may splinter if broken should be brought into the pool or changing areas. Any breakages must be reported and dealt with thoroughly before further use.

Action to be taken in the event of an accident

1. Teacher present and in charge of the activity must assess the situation and act calmly. If required, the School Nurse should be contacted.
2. Carry out necessary and suitable first aid within the limits of the teacher’s knowledge and experience.
3. If adult assistance is required a responsible pupil should be sent to the School Office.
4. Procedure will be followed as outlined in the First Aid Policy.
5. If the accident has resulted in an area or item of equipment being made unsafe, action should be taken to ensure that the site or equipment is no longer able to be used until repairs etc. are undertaken. The Bursar must be informed immediately.

In the event of a serious accident the Head should also be informed immediately

1. An accident report form **must be completed** by the member of staff supervising the activity when the accident occurred and procedures followed as detailed in the First Aid Policy.
2. The School’s Health and Safety Officer, will investigate the accident and ensure that any action required is taken to minimise the risk of a similar accident happening again
3. Accidents will be reported in accordance with RIDDOR and the Board of Governors will be informed

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Document version	Main Changes	Date	Who
Baseline		March 2022	H&S Officer
2022.1	Location of chemicals in the science lab	September 2022	H&S Officer/Head of Science
2023.1	Reviewed	June 2023	H&S Officer
2023.2	Including Eltham College Governor details	September 2023	H&S Officer
2024.1	Reviewed. Role clarity for Director of Sport. Asbestos section refined due to all asbestos having been removed from the school.	May 2024	H&S Officer / COO
Distribution list	BP_Resources: Policies & Teacher_Resources		

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