

HEALTH AND SAFETY POLICY

ALEXANDER HOSEA

PRIMARY SCHOOL

Policy reviewed: ...Oct 2018.....

Policy ratified:Oct 2018.....



ALEXANDER HOSEA PRIMARY SCHOOL

'Roots to grow, wings to fly'

HEALTH AND SAFETY POLICY

CONTENTS

Part A General Statement: Indicates the schools commitment to Health and Safety.

Part B Organisation: Summarises health and safety responsibilities.

Governors
Head teacher
School Business Manager
Employees (All)
Site Staff & Cleaners
Volunteer Helpers
Pupils
School Structure & Lines of Communication

Part C Arrangements: Provides detail on how school will ensure safety.

General Arrangements

- 1 Accident/Incident recording/reporting
- 2 Asbestos
- 3 Computers
- 4 Consultation with employees
- 5 Contractor management
- 6 Emergencies
- 7 e-Safety
- 8 Fire Safety
- 9 Hazardous substances
- 10 Lone working
- 11 Manual handling
- 12 Medical needs and first-aid
- 13 Noise
- 14 Plant and equipment
- 15 Risk assessment
- 16 Safeguarding
- 17 School trips and off-site visits
- 18 Security
- 19 Slips and trips
- 20 Training of staff in health and safety
- 21 Transporting pupils
- 22 Vehicle movement on-site
- 23 Violence to staff
- 24 Wellbeing
- 25 Work at height
- 26 Workplace safety

C2 - Specific Arrangements

- 27 Art
- 28 Food Activities
- 29 Play Equipment
- 30 Pottery
- 31 Science
- 32 Sport/PE
- 33 Swimming Arrangements
- 34 Technology

PART A - GENERAL STATEMENT

This policy is produced in respect of **Alexander Hosea Primary School** only and is supplemental to the Local Authority Health and Safety Policy Statement.

STATEMENT OF POLICY

The school considers the health, safety and welfare of staff and pupils to be important, and achieving a safe and healthy working environment essential to the school's goal to promote excellence in teaching and learning.

It is the policy of Alexander Hosea Primary School to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees whilst they are at work, as well as others who may be affected by the school's undertakings, including pupils, and to comply with the Health and Safety at Work etc. Act 1974 and other relevant legislation.

The school recognises its responsibility to promote a culture where health and safety issues are discussed in an open and positive way to achieve improved standards and safe methods of work.

People with specific responsibilities for health and safety are identified in Part 2 of this policy and the arrangements implemented to meet the above requirements are as detailed in Part 3 of this policy.

Signed:		Signed:	
Chair of Governors	Date:	Headteacher:	Date:

REVIEW

This Policy is reviewed and updated annually.

Date of review	Summary of changes made
Jan 2017	Moved 2 responsibilities from the H&S co-ordinator to the SBM (being the contact for info/advice and advising the Head teacher on action required to comply with legislation)
	1.3 changed H&S co-ordinator to School Business Manager
	3.1 added in iPads and LearnPads
	3.2 changed H&S co-ordinator to School Business Manager
	5.1 changed "will provide copies of their safe practice" to "need to sign a Building/Maintenance Check-In Record form"
	7.1 Added "Acceptable Use" to name of e-safety policy
	9.2 added "or the School Business Manager"
	19.2 removed "All identified hazards will be resolved promptly by the School Business Manager / Caretaker" and replaced it with the standard wording from the Integra policy
	23.1 Added in an extra line as included in the updated Integra model policy: "It will be clear what line managers must do in instances where they or the staff they manage have been threatened with, or experience, violent assault or intimidating behaviour in the course of, as or as consequence of, their duties."
	24.3 changed "Traded Services agreement with SGC" to "agreement with Integra"
	30.1 Added "Key staff receive appropriate training" to section on the Kiln.

Date of review	Summary of changes made
Mar 2017	Part B – organisation – deleted “real” from the first bullet point under the Headteacher section
	6.1 – add that they should also be kept by the Chair of Governors and SLT
	11.2 changed “will make every effort to provide” to “will so far as is reasonably practicable provide”
	12.1 – amended to reflect the fact that there is no first aid risk assessment (and one will not be prepared as it is not felt it is necessary) – added reference to accidental injury policy
	13.1 added “Control of”
	15 – made the title plural
	21.1 – changed “Business Class” to “Business Use”
Date of review	Summary of changes made
Oct 2018	Replaced all references to “RM SecureNet” with “S.O.F.I.E.” (the new secure email system)
	Amended “Part B” Organisation to reflect current set up
	Amended “school structure and lines of communication” diagram on page 5
	16.1 added in “Child Protection” to name the policy
	20.1 changed “one of the INSET days” to “staff meetings”

PART B - ORGANISATION

GOVERNORS

The School governors will:

- Promote a sensible approach to health and safety and ensure competent health and safety advice is obtained;
- Ensure a health and safety policy is in place and regularly reviewed.
- Take reasonable steps to ensure that the school is following the employer's policy and procedures e.g. through regular discussions at governance meetings;
- Ensure staff receive adequate training to enable them to carry out their responsibilities;
- Work in close partnership with the head teacher and senior management team to support sensible health and safety management and to challenge as appropriate;
- Ensure risk assessments of work activities are undertaken and recorded;
- Provide sufficient funding for health and safety;
- Ensure regular safety inspections, at least three a year, are undertaken and that findings are recorded and progressed;
- Establish and maintain a positive health and safety culture.

HEAD TEACHER

The Head teacher will:

- Ensure that the school is following the employer's and Alexander Hosea Primary School's health and safety policy and has effective arrangements for managing the health and safety risks at school;
- Maintain effective communications with employers, governors, and the school workforce, and give clear information to pupils and visitors, including contractors, regarding the significant risks on site;
- Make sure that staff have the appropriate training and competencies to deal with risks in their areas of responsibility;
- Consult and work with recognised trade union safety representatives/ employee representatives and safety committees;
- Make sure that staff understand their responsibilities and know how to access support and advice to help them manage risks responsibly;
- Obtain competent health and safety advice to properly assist the school management to comply with its health and safety obligations;
- Ensure risk assessments of work activities are undertaken, recorded and regularly reviewed;
- Ensure regular safety inspections, at least three per year, are undertaken and that issues identified are actioned or programmed as necessary;
- If he/she delegates H&S duties to an individual, referred to as the H&S Coordinator, he/she ensures that the duties are clearly defined, the person is competent to carry them out and that sufficient resources are allocated to enable them to be carried out.

SCHOOL BUSINESS MANAGER

The School Business Manager will:

- Be the contact for H&S advice/information provided to the school and will liaise with Head teacher or relevant employees to ensure advice is acted upon or information disseminated as necessary;
- Advise the Head teacher and Governors on action required to comply with relevant H&S Legislation;

- In consultation with Head teacher/Governors, set timescales/ensure work is carried out to meet the requirements of H&S Legislation;
- Receive all accident / incident reports, investigate where necessary and report significant accidents to the Schools H&S Unit via S.O.F.I.E. so that RIDDOR reportability can be considered. If the accident is required to be reported to HSE under RIDDOR, this will be done by the Schools H&S Unit.

EMPLOYEES (ALL)

All employees, contractors and volunteer helpers must:

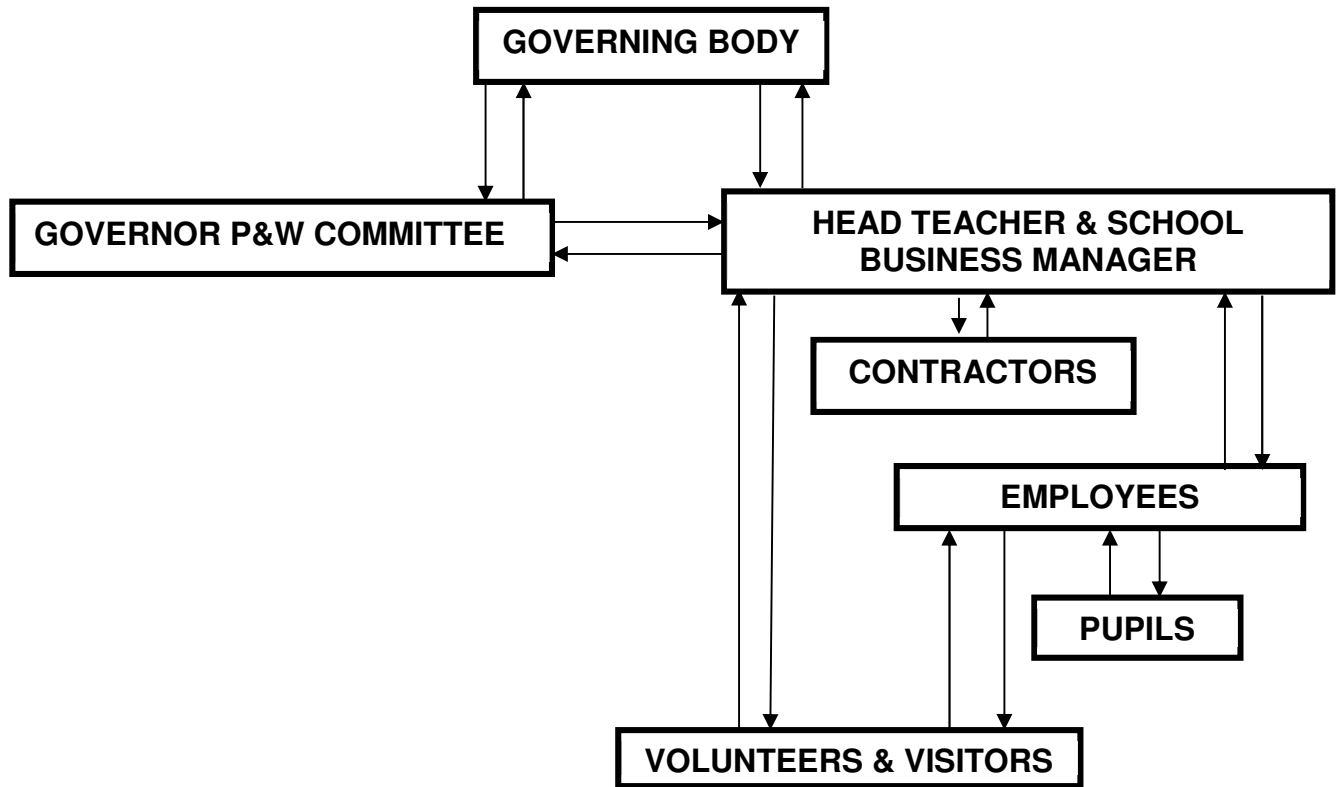
- Take reasonable care for their health and safety at work and that of other people who might be affected by their acts or omissions at work;
- Report immediately, or as soon as practicable, any defects noted with plant, equipment, machinery or the workplace generally to their line manager, the caretaker or School Business Manager;
- Not misuse anything provided for health and safety purposes;
- Report any accident, near miss incident, dangerous occurrence or case of ill health arising out of work and cooperate with management in investigating such accidents or incidents;
- Co-operate with management in respect of complying with H&S requirements.
- Ensure that their own vehicle insurance covers them for any use of the vehicle for work purposes. **A record is kept by the School Business Manager of all staff with business insurance. The Council does not hold insurance to cover use of private vehicles.**

PUPILS

Pupils are expected to:

- Comply with school rules relating to general behaviour;
- Comply with information and instruction provided for safety reasons;
- In cases of emergency to remain quiet, listen and obey instructions given by employees;
- Not to misuse anything provided for H&S reasons.

SCHOOL STRUCTURE AND LINES OF COMMUNICATION



PART C – ARRANGEMENTS

The following arrangements have either been established through risk assessment at school level or are national standards. This section of the policy is split into two parts, part one is the school wide procedures, **general arrangements**, and part two is the activity-based **specific arrangements**.

C1 GENERAL ARRANGEMENTS

1. Accidents and incidents

1.1 All accidents in school, or related to school activities, will be recorded, and, where appropriate investigated. If the accident is significant or potentially “reportable” to the Health and Safety Executive (HSE) under RIDDOR (Reporting of Injuries Diseases Dangerous Occurrences Regulations) see section 1.2, a S.O.F.I.E. accident report form will be completed electronically and sent to the Schools Health and Safety mailbox. The Schools H&S Unit will review the accident and investigation and report to the HSE on the school’s behalf if appropriate. The school will follow HSE guidance for incident reporting in schools.

1.2 RIDDOR – Certain work-related injuries to a member of staff or a child must, by law, be recorded and reported. The employer is responsible for this, but staff may be asked to prepare the report. Employers must report accidents which result in:

- Deaths;
- Specified injuries;
- Over 7-day injuries (where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days);
- Where there is an accident connected to the work activity which causes injury to pupils, members of the public or other people not at work and they are taken from the scene of an accident to hospital for treatment to that injury (examinations and diagnostic tests do not constitute ‘treatment’ in such circumstances); and
- Specified dangerous occurrences – where something happens that does not result in an injury, but could have done.

1.3 Near Miss Incidents - For any near miss incident, which is an incident with the potential to have caused injury to a person or damage to property, a record is to be completed and sent to the SBM who will then decide if it needs to be forwarded to the Schools H&S Unit. This will be the case for any major structural collapse, any explosion or any fire which causes the closure of a room or more of the building.

1.4 Violent Incidents - For any violent incident involving staff, violence being non-consensual physical violence, i.e. does not include physical interaction during sporting activity, then a school record will be completed and reviewed by the head teacher, and input to the S.O.F.I.E. reporting system if appropriate. Risk assessments relating to that work activity will be reviewed in the light of the incident to ensure that suitable control measures are in place.

2 Asbestos

No asbestos containing materials were used in the construction of the building and no asbestos containing equipment has been brought in.

3 Computers

3.1 All computers in use within school, whether PC's, Laptops, Netbooks or iPads / LearnPads, together with associated equipment such as projectors, are purchased from reputable suppliers and installed in line with relevant guidance.

3.2 Computer workstation assessments – To comply with the Display Screen Equipment Regulations any employee who is a 'regular computer user' will complete a self-assessment for their workstation, the completed self-assessment will be reviewed by the School Business Manager. Such employees are also entitled to a free eye test, claim forms available from the School Business Manager, and payment for a basic set of glasses where they are required mainly for use with DSE.

3.3 Laptop computers – The school recognises that laptop computers and similar devices such as "tablets" are not designed to be used for extended periods. If staff are likely to spend extended time working on the laptop then the school will consider measures to reduce the possibility of 'repetitive strain' type injuries. Specifically use of a separate keyboard, setting the laptop up on a surface so the top of the screen is at eye level and sitting in a supportive seat are recommended.

4 Consultation with employees

4.1 The school fulfils its legal duty to consult with employees on matters of health and safety by:

- Having H&S as a standard item on the agenda of all staff meetings;
- Where appointed, to consult with trade union accredited Safety Representatives in good time on all health and safety issues. Accredited Safety Representatives or recognised employee H&S representatives will be invited to become a member of the school's Health, Safety and Welfare Committee.

5 Contractor management

5.1 The school will ensure that any contractors on site are competent and will be approved to work on site before being allowed to commence work. They will be provided with information relating to hazards that may affect them e.g. if appropriate, they will be made aware that the school has underfloor heating, and of the relevant control measures in place within the school. Any contractors working on site will need to sign a Building/Maintenance Check-In Record form and co-operate with the emergency procedures in place for the school.

6 Emergencies

6.1 The school will put in place arrangements for crisis and emergency management to reduce the consequences of major hazards and risks and to action a recovery plan in the event of a serious incident or accident. School emergency response procedures/plan, including contact details, will be accessible off-site and out of hours and are kept in the school office and off-site by the Headteacher, SLT members, School Business Manager and Chair of Governors.

7 Online Safety

7.1 The school has a separate policy for e-Safety / Acceptable Use which outlines the permitted activities in relation to ICT, and required controls, security and assurance. A copy is available on the school's website.

8 Fire safety

8.1 A fire risk assessment has been completed to comply with the requirements of the Regulatory Reform (Fire Safety) Order and this has identified the physical fire precautions in place, the measures to prevent fires starting, and the measures to ensure everyone can escape from the building in the event of a fire. The fire risk assessment is reviewed annually. Fire orders based on the outcomes have been produced and these are displayed.

8.2 Fire drills – Fire drills are required in order to familiarise persons with the systems in place. Fire drills are carried out a minimum of four times a year, twice in terms 1 and 2, once in terms 3 and 4 and once in terms 5 and 6. An evacuation caused by the accidental or malicious sounding of the fire alarms will count as one of the required fire drills.

8.3 Fire alarms – The school has a fire alarm system incorporating detection and break points. The fire alarm is sounded each week to ensure that it is working and can be heard throughout the school.

8.4 Fire extinguishers – Fire extinguishers are subject to an annual check by competent contractors and on a weekly basis the extinguishers are visually checked by the caretaker to ensure that they are in position and that the pins are in place. All staff are aware that in the event of a fire, the priority is to raise the alarm and evacuate the building. Fire extinguishers are provided to aid escape if required, but are not otherwise intended to be used.

9 Hazardous substances

9.1 The school recognises the requirement to assess hazardous substances, either in use or created by school activities is a requirement of the Control of Substances Hazardous to Health (COSHH) Regulations. Hazardous substances are those identified as corrosive, irritant, toxic, harmful and any with a Workplace Exposure Limit (WEL), which will include dusts, e.g. pottery, wood etc., and biological hazards.

9.2 The school COSHH assessment is kept in the Health and Safety filing cabinet in the School Business Manager's office and summary information is kept where substances are stored/used. If employees have any questions on hazardous substances they should initially speak to their line managers or the School Business Manager.

10 Lone working

10.1 The school will identify lone working activities and lone workers. The risks to lone workers will be assessed and steps taken to avoid or control the risks where necessary. Lone workers will be fully involved in the risk assessment process. The school will take steps to ensure risks are removed where possible or put in place control measures.

11 Manual handling

11.1 All manual handling activities in the school will be identified and risk assessed in accordance with the Manual Handling Operations Regulations. The risk assessment will be recorded and reviewed regularly. Measures will be taken to avoid the need for employees to undertake those manual handling activities which involve a risk of being injured.

Risk assessments will be made for all pupils who may need to be lifted or supported.

11.2 Where manual handling cannot be avoided the school will so far as is reasonably practicable provide appropriate mechanical assistance to make handling the load less likely to cause injury, and that where aids are supplied, employees will be trained in their use.

12 Medical needs and first-aid

12.1 First-aid – control measures are in place including first aid equipment, trained first aiders, and information for employees on first-aid arrangements. The school also has an accidental injury policy.

12.2 Supporting pupils with medical needs

12.2.1 Pupils with medical conditions will be properly supported so that wherever possible they have full access to education, including school trips and physical education.

12.2.2 The governing body will ensure that school leaders consult health and social care professionals, pupils and parents, to make sure that the needs of pupils with medical conditions are effectively supported.

12.3 Infectious diseases

The school follows the national guidance produced by Public Health England (PHE) 'Guidance on infection Control in Schools and other Child Care Settings'. This is displayed in the School office.

13 Noise

13.1 The Control of Noise at Work Regulations identify noise levels at which specified action is required and also a general duty to reduce noise levels. The school has undertaken an informal noise review and has not identified any areas or activities as likely to exceed the action levels. If employees have any questions on noise levels they should initially speak to their line manager.

14 Plant and equipment

14.1 The school will identify the maintenance, examination and testing requirements for all items of plant and equipment, LEV, pressure systems, gas appliances, lifting equipment and glazing safety on site and ensure the requirements are met to maintain a safe working environment. Faulty items will be taken out of use until they are repaired or replaced.

15 Risk assessments

15.1 The school recognises the need to complete, record and implement risk assessments for any significant risks arising from school activities. The school will ensure that the risk assessments are effectively communicated to those undertaking or affected by the activities, and that identified control measures are put in place. The school will ensure employees completing the risk assessments are competent to do so.

15.2 The school has a Health and Safety Risk Profile which identifies compliance issues and priorities for action.

16 Safeguarding

16.1 The school has a separate Child Protection policy dealing with the safeguarding of children and young people and a designated officer has been appointed. This is the Headteacher and in her absence, the Deputy Headteacher. All employees are made aware of the policy, a copy of which is kept in the School Business Manager's office, the 'J' drive and on the school's website.

17 School trips and off site visits

17.1 The school undertakes a variety of off-site visits and management arrangements are described in the school's Educational Visits Policy. The school recognises that duties under the Health and Safety at Work etc. Act 1974 apply to the risk management of school trips, and that the employer has the overall legal responsibility and accountability for the health, safety and welfare for the school staff, and for the health and safety of pupils, visitors and volunteers. The school has appointed a competent Educational Visits Coordinator (EVC) to oversee the safety management of off-site visits.

17.2 Where the off-site visit involves an "adventure activity" (climbing, trekking, caving, water sports) in the UK, the school will ensure that the provider is licensed by the Adventure Activities Licensing Authority (AALA). The school will also, where appropriate, use providers with the Council for Learning Outside the Classroom (LoTC) Quality Badge, which recognises providers who offer good quality learning outside the classroom and manage risk effectively.

18 Security

18.1 There is a security risk assessment for the school site which is regularly reviewed and updated, particularly following any security incidents. The control measures identified on the security risk assessment will be implemented and checked for effectiveness. Management of school security is overseen by the Caretaker in liaison with the School Business Manager.

19 Slips and trips

19.1 The school recognises that slips, trips and falls are a significant cause of accidents. All school staff have a responsibility to ensure they are vigilant and report or remove possible slip and trip hazards.

19.2 The school will ensure that there is an effective reporting procedure in place so that identified hazards are resolved promptly.

20 Training of staff in health and safety

20.1 Competency - The school will ensure that all employees are competent to perform their roles. Competence is the combination of training, skills, experience and knowledge that a person has and their ability to perform a task safely. If competence falls short of requirements identified in a role profile, then the employee will be provided with appropriate information, instruction, training and supervision to enable them to achieve the required level of competency. All staff receive basic health and safety training annually during staff meetings.

20.2 Induction - All new staff will be provided with information on health and safety and be given health and safety induction training by their line manager, including access to this policy. A record of induction training will be kept.

20.3 Risk assessment - All staff with H&S risk assessment responsibilities will be suitably trained in how to complete, implement and review H&S risk assessments.

21 Transporting pupils

21.1 Use of Employees' vehicles – Employees can transport students / equipment in their own cars or drive to other venues during the working day. Employees who use their own cars must confirm that their insurance policy covers them for this purpose and must hold Business Use insurance for the vehicle they use.

21.2 Use of School Minibus – The school does not have a minibus.

21.3 Use of Professional Transport - The school will check that transport and driver are hired from a reputable source before employing their services for school trips etc. Risk assessments are requested from these providers.

21.4 Parents' Transport – If needing to use this option, the parent(s)/guardian(s) of the pupils are advised of the venue, time of activity and expected time of arrival and collection. A form needs to be completed giving details of car registration number etc.

21.5 Insurance – The school will ensure that appropriate insurance arrangements are in place for transporting students where this has been organised by the school.

22 Vehicle movement on-site

22.1 The school will identify and risk assess on-site vehicle movements and put in place a traffic management plan to manage the risks in line with current workplace transport guidance e.g. segregation, marking and lighting. The plan will consider all aspects of on-site vehicle movements which may affect the safety of staff, pupils and visitors. Any arrangements in place will be effectively communicated and clear signage put in place where required. The school will consider, as part of the risk assessment, vehicle movements occurring immediately outside the school premises which may be associated with school activities, such as staff arriving and leaving work, school buses arriving / departing for educational visits and delivery vehicles. The implementation of identified control measures will be overseen by the caretaker/School Business Manager.

23 Violence to staff

23.1 There are procedures in place to inform staff about how to minimise risk from assault. It will be clear what line managers must do in instances where they or the staff they manage have been threatened with, or experience, violent assault or intimidating behaviour in the course of, as or as consequence of, their duties.

The procedures will include:

- How to identify threats to employees at an early stage;
- The process for effective risk assessment of violence and aggression;
- The implementation of required control measures;
- Training and support considerations.

The Headteacher (or Deputy Headteacher in her absence) must be informed if staff have been threatened with, or experience, violent assault or intimidating behaviour in the course of, or as a consequence of, their duties. Any incidents will be recorded and followed up.

24 Wellbeing - occupational health services and managing stress

24.1 The wellbeing of employees is seen as an integral part of the school's health and safety responsibilities. The Governing Body and Headteacher have statutory obligations under a duty of care but also wish to promote an ethos of mutual respect and support across the workforce.

24.2 All employees have the right to a reasonable work life balance and to expect appropriate support or intervention when they experience health or personal difficulties. Employees are encouraged to raise any concerns with the Headteacher or their line manager but also have access to a confidential counselling service. Sickness absence or health concerns will be dealt with under the school's Absence Policy.

24.3 Occupational health services are available through our agreement with Integra.

25 Work at height

25.1 The school recognises the hazardous nature of work at height activities and the requirement of the Work at Height Regulations to identify and risk assess school work at height activities. The risk assessment will be recorded and identified control measures put in place. Work at height legislation identifies work at height as any work where someone or something can fall a distance likely to cause injury. This will include putting up displays if not able to stand on the ground to do so, accessing high level storage and any work where access equipment is needed, e.g. step ladder, ladders, scaffolds. Most employees will therefore undertake an element of work at height and any frequent operations and any involving use of equipment must be covered by a written work at height assessment. Work at height training is provided annually for all staff. Within school the following written assessments are in place:

25.2 Regular operations – A summary of the regular operations undertaken has been produced which indicates what the work at height is, the frequency with which it is carried out and whether assessed as a high, medium or low risk. All employees must make themselves aware of this list and follow the procedures indicated.

25.3 Specialist operations – These are where specific high level access equipment is to be used and where additional information will be required. This will include use of access scaffolding and any specialist ladders.

26 Workplace safety

26.1 The school is committed to achieving and maintaining the highest possible standards of health, safety and welfare for all employees, pupils and young people, their families and other persons affected by our activities. A key part of this is the provision of a safe workplace – the school will ensure that workplace standards are safe and compliant, including a workplace inspection programme and prompt resolution of reported safety issues and defects.

26.2 A **water safety** monitoring and management programme is in place. An assessment has been completed on the hot and cold water systems and measures have been introduced to manage the risk of legionnaire's disease.

26.3 The school's **fixed electrical installation** is inspected and certified by a competent contractor every 5 years in accordance with industry best practice.

26.4 **Portable electrical equipment** is to be visually checked by staff before use, i.e. check equipment and plug undamaged and that wire is not worn or loose entering equipment or plug and if any defects are noted the item is to be put out of use. In addition portable electrical equipment will be tested by a competent person periodically as risk assessed in line with HSE guidelines.

C2 SPECIFIC ARRANGEMENTS

27 Art

27.1 The main hazards for art activities involve the substances used, and the school will include them in the school's hazardous substances risk assessment where appropriate. Substances selected, particularly solvents and adhesives, will be suitable for intended use and age of pupils, particular attention will be given to the type of adhesives and solvents used. Pupils will be provided with protective aprons etc. to prevent damage to clothing where necessary. The guidance available from CLEAPSS will be followed.

28 Food Activities

28.1 The school has risk assessed the hazards associated with food activities including use of hot items, electrical appliances, cleanliness, food contamination/allergies, use of sharp objects, and emergency arrangements for fire and first aid. The school will ensure that identified control measures are in place, and follow the guidance available from the Association for Science Education (ASE) as described in their "Be Safe" publications.

29 Play equipment

29.1 All play equipment provided by the school is subject to an ongoing inspection and maintenance programme to ensure that it is fit for purpose. The fixed playground equipment is subject to a termly review of its condition and an annual check is carried out by an external contractor. If condition checks indicate defects then the equipment may be taken out of use while repaired or, if beyond economic repair, removed. Accidents and incidents relating to play equipment will be monitored and, if the use of a particular item of play equipment is linked to repeated accidents then its suitability will be reviewed.

30 Pottery

30.1 The school has risk assessed the hazards associated with pottery activities including creation of dust, surface cross contamination and use of the kiln. The school will ensure that identified control measures are in place and follow the guidance available from CLEAPSS. The kiln is inspected annually by Celtic Kiln Craft to ensure safe operation. Key staff receive appropriate training.

31 Science

31.1 The school does not currently have a *formal* science risk assessment. However, the school has informally risk assessed the hazards associated with science activities using the guidance from CLEAPSS and ASE as described in the publication "Be Safe". The school will ensure that identified control measures are in place.

32 Sport and PE

32.1 The school does not currently have a *formal* sport and PE risk assessment. However the school has informally risk assessed the hazards associated with sport and PE activities and follows the guidance contained in "Safe Practice in Physical Education" produced by the Association for Physical Education (AfPE). Sports/PE equipment is subject to a regular visual inspection carried out by staff prior to use and is inspected and maintained annually by Sportfix, a competent contractor. In either case, where equipment is found to be faulty, the equipment is put out of use.

33 Swimming

33.1 The school has risk assessed the hazards associated with swimming and follows the guidance contained in “Safe Practice in Physical Education” produced by the Association for Physical Education (AfPE). The school will ensure that identified control measures are in place. The school does not have a swimming pool.

34 Technology

34.1 The school follows the guidance for safe practice in technology available via CLEAPSS.

Equalities Impact Assessment (EIA)

This policy has been screened to ensure that we give ‘due consideration’ to equality of opportunity and has been agreed and formally approved by the appropriate reviewing and ratification Committee.

Original Author	DW / AH (from S Glos guidelines)	Date Reviewed	Oct 2018
Position	Headteacher / SBM	Date Ratified	Oct 2018
Document Status	Ratified	Next Review Date	Oct 2019
Final Version (from 2017)	1	Reviewing Committee	Welfare and Premises