Great Wilbraham CofE Primary School

Policy title:	Health and Safety		
Date created:	January 2018	Review Date:	January 2019
Date ratified:		Signed:	

1. Introduction

1.1. Statement of General Policy on Health, Safety and Welfare

Great Wilbraham C of E Primary School believes that health and safety is paramount in all areas of its business activities. The School is committed to providing its employees with safe places of work that do not impact negatively on their health and well-being. Great Wilbraham C of E Primary School is also committed to conducting its undertakings in such a way as to not adversely affect the health and safety of its pupils, parents staff, contractors, visitors or anyone else that could be negatively impacted by its school activities.

The school aims to achieve this commitment by adopting the following principles:

- Putting policies, arrangements and procedures in place to promote effective health and safety management;
- Taking a risk-based approach to school activities to identify sensible, realistic and effective control measures which facilitate the safe delivery of the curriculum and its objectives;
- Providing resources, including time, finance and competent advice, to facilitate the delivery of the school's health and safety aims and objectives;
- Involving employees from all levels of the organisation in the delivery of health and safety aims and objectives;
- Providing information, instruction, training and supervision so that all personnel are aware of their health and safety responsibilities and the hazards and risks posed by their work and working environment;
- Setting targets and objectives to encourage continuous organisational health and safety improvement;
- Regularly reviewing and auditing performance to maintain desired standards, to identify any potential areas of weakness and to promote continuous health and safety improvement throughout the organisation.

The senior management team (Headteacher, Senior Teacher and School Business Manager) are accountable for the management of health and safety and for the implementation of the school's health and safety policy in their areas of control.
Employees have a duty to protect themselves and others by working safely, co-operating with the senior management team, observing all relevant information and instructions and reporting any health and safety matters to their line managers.

1.2. Communication

This policy has been created through consultation with staff before being taken to the Full Governing Body for ratification.

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2. Leadership and management

2.1. Roles and responsibilities

In order to ensure that health and safety issues are dealt with in accordance with our establishments' safety policy, the following organisational structure has been approved by the Governing Body.

1. Governing Body

The Governing Body will comply with any directions issued by the Children and Young People Learning Directorate concerning the health and safety of persons on school premises or taking part in school activities elsewhere. The Governing Body is responsible for health and safety matters at a local level. Where the spending decisions are controlled by the Governing Body, they accept a share of the responsibility for the way in which health and safety issues are addressed. However, the Children and Young People Learning Directorate will be informed of any issue which has significant health and safety implications and which cannot be resolved satisfactorily without their involvement.

The Governors appreciate that they can only work within their allocation of the total education budget determined by County Council members and that they will only be accountable for deciding how the budget within their control is to be spent. The Governing Body has established arrangements for ensuring the requirements of this policy are properly implemented and that the policy remains effective and appropriate.

2. Headteacher

Overall responsibility for the day-to-day management of health and safety in the school rests with the Headteacher. As manager of the establishment and of all the activities carried on within it, the Head will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds. Matters requiring particular consideration by the Headteacher will include:-

2.1 Ensuring that there is an adequate system in place for the undertaking of risk assessment in compliance with the requirements of the Management Regulations 1999,
2.2 Ensuring that there is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy
2.3 Adequate staffing levels for safe supervision;
2.4 The delegated responsibility for maintenance of the premises;
2.5 The purchase of equipment to meet appropriate safety standards;
2.6 The repair, maintenance and testing of school equipment;
2.7 The provision of appropriate protective clothing where necessary;
2.8 The purchase and maintenance of first aid materials and firefighting appliances;
2.9 The funding of necessary safety training for staff;
2.10 The arrangements for securing health and safety assistance from a competent source;
2.11 The appointment of a premises manager;
2.12 The provision of appropriate health and safety information to governors.
2.13 Ensure that risks assessments are undertaken throughout the establishment and that control measures are implemented, and that assessments are monitored and reviewed.
2.14 Periodically review this policy document, amend as necessary and circulate any changes to appropriate staff;
2.15 Ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents on the premises;
2.16 Formulate and review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;
2.17 Arrange for termly evacuation and lockdown drills and weekly fire alarm tests etc.
2.18 Advise Property Manager of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, record in local asset management plan and take whatever local action is necessary to minimise the risk until repairs can be arranged;

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2.19 Arrange for the repair, replacement or removal of any item of furniture or equipment, which has been identified as unsafe;
2.20 Co-ordinate the annual health and safety checklist, ensuring all areas of the establishment and all activities are covered;
2.21 Liaise with and monitor as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum;
2.22 Oversee all arrangements for educational visits and school journeys.
2.23 Ensure that appropriate safe working rules and procedures exist within the school and that these are brought to the attention of everyone concerned;
2.24 Ensure that all accidents (including near misses) occurring within their classroom are promptly reported and recorded using the appropriate forms etc;
2.25 Ensure that all accidents are investigated with a view to preventing a recurrence.
2.26 Ensure that all staff within the department are aware of their specific roles in case of fire and/or emergency.
2.27 Remove from use any equipment/appliance which has been identified as being unsafe and which is in need of repair.
2.28 Ensure that adequate levels of class supervision are available at all times.
2.29 Maintain or have access to an up to date library of relevant published health and safety guidance from sources including the Children and Young People Learning Directorate , CLEAPSS, DfES, AfPE etc., and ensure that all subordinate staff are aware of and make use of such guidance including that available in electronic format.
2.30 Identify specific staff health and safety training needs.
2.31 Consult with all staff on any matters which may affect their health or safety whilst at work.
2.32 Carry out induction training including any specific information and training that may be necessary because of activities which are peculiar to the Key Stage.
2.33 Ensure that levels of first aid provision remain adequate for the activities being undertaken.
2.34 Resolve health and safety problems referred by members of staff within their department.
2.35 Ensure that all pupils are given the necessary health and safety information and instruction prior to commencing practical activities which may involve some risk.
2.36 Ensure that good standards of housekeeping are maintained.
2.37 Consult the Authority's Health and Safety Adviser or other appropriate officer when additional assistance becomes necessary.

The Headteacher may choose to delegate to other members of staff any of the duties associated with the above matters. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day-to-day responsibilities for health and safety within the establishment.

3. Teaching Staff [Including supply]

Teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised activities both on site e.g. classrooms etc., and off site e.g. school trips. Class teachers shall:

3.1 Ensure effective supervision by only permitting practical work to be carried out by pupils after carrying out a risk assessment. The class size, the abilities of the pupils involved, the activities to be undertaken etc. will all need to be considered;
3.2 Be aware of the schools health and safety policy and any local rules and arrangements which may apply specifically to the department concerned;
3.3 Ensure that safety instruction is given to all pupils prior to commencing practical sessions;
3.4 Know the location of the nearest fire fighting equipment and first aid box, and know the emergency procedures in respect of fire/first aid/bomb scare etc.
3.5 Ensure that pupils follow school safety rules and that protective equipment is worn where appropriate;

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3.6 Ensure that all personal protective equipment is suitable and in good condition prior to issue;
3.7 Report any defective equipment to the School Business Manager / Headteacher;
3.8 Investigate all accidents which occur through activities.
3.9 Propose for consideration by their Headteacher any improvements, which they consider, would improve health or safety standards within the school.;
3.10 Ensure that an agreed adequate level of supervision is available and that appropriate health and safety arrangements exist prior to taking school parties off site on educational visits. Please refer to the Risk Assessment.

4. School Business Manager

The School Business Manager's role is primarily that of facilitator. The School Business Manager may take on certain functions but the overall responsibility rests with the Headteacher. The core duty is to ensure that there is a management system established for the management of health and safety. The duties include:

4.1 Review this policy statement as necessary and ensure that the appropriate amendments are made as and when circumstances change;
4.2 Ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents on the premises;
4.3 Review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;
4.4 Arrange for termly evacuation drills and weekly fire alarm tests etc.
4.5 Liaise with the Property Manager (Strictly Education);
4.6 Arrange for the repair, replacement or removal of any item of furniture or equipment, which has been identified as unsafe;
4.7 Co-ordinate the annual health and safety checklist, ensuring all areas of the establishment and all activities are covered;
4.8 Report to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;
4.9 Liaise with and monitor as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum;
4.10 Ensure that all Headteacher is kept informed of the names and details of those persons appointed to provide competent health and safety assistance.

5. All Employees (including temporary & volunteers)

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.
Employees must also co-operate with the governing body and Headteacher of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises. All employees are required:

5.1 To participate in the risk assessment process and comply with findings;
5.2 To report all defects in the condition of the premises or equipment to which they become aware;
5.3 To report all accidents according to the procedures included in Part 3 of this document;
5.4 Be familiar with the procedure to be followed in the event of a fire or other serious emergency (see Part 3);
5.5 To make use of all necessary personal protective equipment provided for safety or health reasons;
5.6 To, where necessary, make use of all control measures made available to them, e.g. fire extinguishers etc.;

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5.7 Follow all relevant codes of safe working practice and local rules;

5.8 Report any unsafe working practices to the Headteacher.

6. **Pupils**

All pupils must be encouraged to follow all safe working practices and observe all school safety rules. All pupils will:

6.1 Follow all instructions issued by any member of staff in the case of an emergency;

6.2 Ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.

6.3 Inform any member of staff of any situation, which may affect their safety.

7. **Health and Safety Committee** (Part of Finance and Resources)

The school has established a Health and Safety Committee, which meets termly. The main purpose of the Committee is to develop and implement measures to ensure the health and safety of all employees, pupils and others who may be affected by the schools activities. Membership of the Committee comprises of: Health and Safety advisor, the Headteacher and the School Business Manager. They will conduct a termly review of the school and report to the Finance Committee – Appendix F.

The finance committee will report to the Governing Body.

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Arrangements & Procedures for Health, Safety and Welfare

Policy Statement

Responsibility for the day to day implementation and monitoring of this Health and Safety Policy rests with the Headteacher who will work in collaboration with her staff and the recognised appointed safety representatives to ensure compliance. The Governors will, guided by advice from the school's Health and Safety Committee, update and revise this Policy as is considered necessary.

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

1. Accident Reporting, Recording & Investigation

Employees must report all accidents, incidents, dangerous occurrences, violence incidents, verbal abuse and near misses in accordance with the County Accident Reporting Procedure.

- All accidents, dangerous occurrences, and near misses must be reported on the standard County Council Incident Reporting Form online. Violent incidents and verbal abuse must be reported on the standard County Council Incident Report Online Form.
- "Near Misses" must also be reported. These are incidents that occur but where no injury or damage is sustained but could, potentially, have been serious incidents. Remedial action taken promptly after a near miss can prevent a serious accident occurring later.
- The Headteacher or School Business Manager must ensure that they have seen each Incident Report Form before they are submitted to Shire Hall. A copy should be kept at the school and either centrally filed or held on the personal file of a staff member or pupil/child. NB Faulty systems of work, plant, equipment, fittings etc, must be reported and attended to as soon as possible.
- The Headteacher must investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment etc. must be taken out of use when necessary and will be clearly labelled.
- All deaths and major injuries must be reported immediately to the Health and Safety Team by telephone on 01223 699123.
- The Incident Report Form must be completed and sent to the Health & Safety Team for absences through accident for periods of 3 days or more (including W/E's and holidays) or when a non-employee attends hospital following an accident whilst at work. Please refer to the CCC guidance for full details of reportable incidents. Full guidance and copies of the form are located on the Education Portal.

2. Fire Precautions & Procedures [and other emergencies incl. bomb threats]
LOCATION OF EMERGENCY PROCEDURE DOCUMENTS

Written emergency procedures exist covering a range of hazardous situations e.g. fire, bomb alerts, severe weather, electrical faults etc. These documents are located in the Critical Incident Policy and plan, kept in Headteacher's office.

- In the event of a fire alert all staff will evacuate pupils and others to the school field through the nearest exit.
- The Headteacher or School Business Manager will summon the emergency services as necessary;
- The safe evacuation of persons is an absolute priority.
- Whilst evacuating premises staff should ensure that the premises and equipment are safeguarded as far as this is possible by closing doors, and windows;
- Fire drills will be undertaken termly, fire alarm tests weekly and a record kept in the Fire Risk Logbook;
- Regular inspections of the premises and grounds should be undertaken each term or more frequently if possible by the Health & Safety Governors.
- Details of service isolation points (gas, water, electricity) are located in: Boiler Room/Electrical Room
- Emergency procedures for incidents outside normal working hours are held by:
  The Headteacher / The Chair of Governors / School Business Manager
- These procedures will be reviewed at least annually.

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Evacuation Procedure *- On hearing the evacuation signal*

DO:

(a) **Evacuate** the buildings quickly by the nearest safe exit.

(b) The **School Business Manager** will take the red laminated registers of children present & visitors book to assembly point.

(c) **Ensure** that all staff, children and other visitors are safely at the assembly point.

(d) **Take** a first aid kit with you if at all possible (Teaching Assistants).

IF POSSIBLE:

(a) Switch of all electrical appliances and lights, close windows and doors.

(b) Attack the fire, but without taking personal risks.

DO NOT:

(a) Delay to pick up personal belongings:

(b) Re-enter building until instructed by Headteacher, School Business Manager or the Fire Services;

(c) Move cars from their parked positions.

Test Ringing of Bell Alarms

Once each term the bell alarms are tested. This procedure is carried out to check that the bells are functioning properly and requires evacuation of the premises to establish that everyone understands and is able to adhere to the correct procedure. Details of each fire practice are recorded in the fire practice book held in the school office.

See also – policy on evacuation and lockdown procedures

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Great Wilbraham C of E Primary School Lockdown Procedures – Appendix 7.1
LOCKDOWN SIGNAL
Invacuation will be signalled by a continuous blast of a whistle or being quietly informed by the Headteacher / Senior Teacher or member of the Senior Leadership Team. The all clear signal will be sounded out by designated leader shouting 'All Clear' throughout the school.
LOCKDOWN LOCATION
Children and classteachers - usually be in the classrooms unless directed to the hall by a member of SLT. Office staff, kitchen staff and visitors lockdown – in the headteacher's office or the school office.
STAFF ACTION

Classteachers in control of a class will ensure that they:

- Secure external doors, fire doors, internal windows, all windows
- Draw curtains / blinds and turn off lights
- Ask children to either sit on the floor, under tables or against a wall but keep out of sight and away from windows and doors
- Block access points (e.g. move furniture to obstruct doorways)
- Carry out the roll call procedure, as per evacuation procedures, if practical
- Pupils who are outside of the school buildings are brought inside as quickly as possible, unless this endangers them and others. If children remain outside they will hide.
- Encourage the pupils to keep calm
- Ensure children remain at the chosen location
- Ensure that all are aware of an exit point if necessary
- Await further instruction from: the Headteacher/Senior Teacher/SLT, or self-evacuate.
- Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.

Senior leaders (Headteacher/Senior Teacher/SLT) will:

- Notify the emergency services, dialling once for each emergency service that is required
- If practical, be notified of any persons unaccounted for
- As appropriate, the school office will establish communication with the Emergency Services and notify Central Cambridgeshire Council via the 'School Emergency' phone number
- Parents will be notified as soon as it is practicable to do so via text messaging
- Pupils will not be released to parents during a lockdown
- If it is necessary to evacuate the building, the fire alarm will be sounded and a verbal message to evacuate will be sent via mobile phones.
- **If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site.**

All other staff and visitors will:

- Proceed to the chosen location detailed above
- Notify the Headteacher/Senior Teacher/SLT of any persons unaccounted for
- Await further instruction unless the situation necessitates immediate action.

On hearing the invacuation signal and **only if practical:**

- The school registers and staff register will be collected by the office staff
- The school Visitors Book and First Aid bag and Emergency Blankets will be collected by the office staff
- Class first aid bags and medication will be taken by each teaching assistant
- Mobile phones and/or walkie talkies to be distributed

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3. First Aid

Staff must ensure that they are familiar with fire/emergency evacuation procedures, warning systems (red card system) and the location of first aid equipment/advice, detailed at each fire point. If in doubt, staff should consult the Headteacher. Staff must ensure all injuries are referred to a trained First Aider, a list of whom are in the staff room (and at various other locations). All injuries and treatment must be recorded in the First Aid book. Head injuries are reported to parents via a 'bumped head' letter and through Accident Report Book – kept in the staffroom.

THE FOLLOWING STAFF HAVE BEEN TRAINED TO EMERGENCY AID LEVEL:

Mrs Raw	Teaching Assistant (also paediatric first aid)
Mrs Poulter	Lunchtime Supervisor
Mrs Lockwood	Admin Assistant (also paediatric first aid)
Mrs Rodbard	Teaching Assistant
Mr Haynes	Teaching Assistant
Mr Smith	Teaching Assistant (also paediatric first aid)

The Headteacher should ensure that First Aiders have a current certificate.

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

Staff Room
In all Cloakrooms

Mrs Raw is responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check should be made at least once termly.

The First Aid Record Book for recording details of all first aid administered Is kept in the Staff Room
Details of contact numbers of hospital accident and emergency departments, NHS Direct and other medical services are displayed in the School Office. This is reviewed annually by Mrs Raw.

4. Supporting children with medical needs Policy

According to guidelines set in the DfE Supporting pupils at school with medical conditions document, 'where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours'. Named staff (Sue Lockwood) will only administer medicine to children if 'it would be detrimental to a child's health or school attendance not to do so' and parents or carers are unable to come into school to administer medicine during school hours (most medicines doses can be adjusted so that it is not necessary to administer during this period). A parent may give written permission for a child to self-administer their own medicine or for an agreed member of staff to administer. In either case, the medicines will be handed in at the office by the parent, in person, who will give clear written and oral instructions on the correct dose and dosage rates. The use of inhalers for asthmatic conditions is included in this policy as Appendix B. Sunscreen Policy is attached as Appendix C.

5. Hazardous Substances and Fumes

Some substances are in use in classrooms and offices which are either toxic or highly flammable or both. Such substances included correcting fluids, thinners and cleaning liquids. These are in common use by office staff in particular, and may present a hazard to health and safety.
It is essential to ensure that the manufacturer's instructions are closely followed at all times and that any reserve stocks are stored in a safe manner and in the proper place. Report any additional substances, which could be hazardous to health, to the Headteacher to ensure a COSHH (Control of Substances Hazardous to Health Regulations 1994) assessment has been made to cover it.
Report the presence of unusual or excessive fumes issuing from any process involving chemicals or the like, boiler rooms, motor vehicles adjacent to offices etc.

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6. Potential Hazards

Contractors

Through Strictly Education Property Management Service

Electrical Equipment [fixed & portable]

Prior to using any electrical equipment, check that the unit carries a test label and is within 12 months of the date of last test under the **Electricity at Work Regulations 1989.** Check as far as you are able that plugs, flex and sockets appear to be in good order, that the socket is not overloaded by the use of adapters and that plugs and flex are properly connected, e.g. that the cable insulation is correctly positioned and secured within the plug. If in any doubt staff must consult the Headteacher.

Appliances should be switched off, together with the power source, if there are signs of overloading/overheating or any other fault. Such appliances should not be re-used until any faults have been inspected and repaired. Do not use any equipment having a **red** "**Do not use**" label attached. Report any faults to the Headteacher/Administrator.

Office/Classroom Furniture

Protectors are in place where required. Do not leave drawers open, which could cause persons to trip or fall. To prevent a four-drawer filing cabinet tipping forward, not more than one drawer should be opened at any one time. Check for any defaults e.g. insecure legs on tables and chairs.

Wall Furniture

Ensure that such furniture is safely positioned and securely fixed.

Wires

Ensure that there are no trailing wires e.g. from telephones, electrical equipment etc, which could cause persons to trip or fall and that rubber walkover cable protectors are in place where required.

Kitchen

Only authorised personnel who are concerned with the delivery, preparation, and serving of food are allowed in the kitchen. All other persons entering the kitchen may do so only at the request of, or with the permission of the Kitchen Supervisor, or in the event of an emergency. All visitors will sign the kitchen visitor's book.

Kitchen staff will take normal measures with regard to kitchen hygiene, and will ensure that all cleaning liquids are locked in a secure storage cupboard when not in use and are prepared and used in accordance with the manufacturers instructions. This may involve the use of protective glasses and gloves. All equipment used for applying the cleaning materials will be washed out thoroughly before storing.

Kitchen staff must take great care when hot liquids are in use. Great care is necessary when hot surfaces are in use, and heat resistant gloves must be worn at all times that hot items are handled.

Passageways, Stairs, Doors, Floors etc

Ensure that passageways, stairs etc. are kept free of obstruction at all times.

Crush and dispose of empty boxes and other wastes as soon as possible. Do not store any equipment, paperwork, files etc. on the floor other than in the designated storage areas.

Report broken guard-rails, lights, dangerous floor surfaces etc., and any other hazard, or potential hazard, of a structural nature to the Head Teacher.

Moving around school

Running is not allowed inside the buildings at any time.

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7. Health and Safety Advice
Health & Safety Adviser, Stuart Wood 01223 699122.

8. Housekeeping, cleaning & waste disposal
All cleaning liquids must be locked in a secure storage cupboard when not in use, and must be prepared and used in accordance with the manufacturers instructions. This may require the use of protective glasses and gloves. All equipment used for applying the cleaning materials will be washed out thoroughly before storing. Great care must be taken at all times when cleaning, and cleaning solutions will not be used in the presence of children.

9. Handling & Lifting
See Risk Assessment in folder in Headteacher's office

10. Jewellery
Children are not allowed to wear jewellery except for watches and studs for pierced ears. Studs must be removed during sports lessons and PE. All children must change into separate PE kit during PE lessons – this consists of T-shirt and shorts plus jogging bottoms and sweatshirt for outside use during cold weather. Children are not allowed to wear high-heeled shoes, and must use sports shoes for sports lessons.

11. Lettings/shared use of premises
See Lettings agreement

12. Lone Working
Working alone will normally be restricted to working immediately before and after school, and at the weekends. While working alone all doors must be kept locked, and windows secured in order to prevent unauthorised access, whilst still allowing ease of exit in the event of fire or other emergency. At all times, a third party must be aware of the fact that working alone is taking place and must be aware of the expected return home time. In the event of a belated return home then the third party should investigate the situation first by telephoning the school, and if this is not successful, by visiting the school to establish the reason for the absence. Cars should be parked prominently in the main car park whilst working alone on the premises. The outside lighting is timer controlled and activated during hours of darkness.

13. Maintenance / Inspection of Equipment
Through Strictly Education Property Management Service

14. Monitoring the Policy
Health and Safety Committee carries out Health and Safety checks, other checks or workplace inspections to monitor implementation of policy by staff, monitoring accident reports/trends, complaints and issues pertaining to the site.

15. Reporting Defects
All Staff to report defects and hazards to Headteacher or School Business Manager, interim measures to be taken pending rectification, who arranges remedial works.

16. Risk Assessments (RA)
Headteacher is responsible for ensuring RA's are undertaken, arrangements for undertaking special RA's (such as for staff who are pregnant or who have health problems), arrangements for periodic review of RA's. Teachers are responsible for RA's re School trips and should use Evolve to upload their documents and the Headteacher must have signed and approved the RA at least the day before the trip goes ahead.

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17. Curriculum Safety [including out of school learning activity/study support]
Requirements for teaching staff to undertake suitable (written) risk assessments prior to commencing activities, ensure that health & safety is written into the lesson scheme of work, staff must be familiar with e.g. "Safety in PE"

18. Glass & Glazing
See Risk assessment

19. School Transport – Using Coaches
See Risk assessment and School Visits Policy

20. School Trips/ Off-Site Activities
See School Visits Policy for requirements when planning school trips, who to obtain approval from, when to notify Education Visit Adviser, emergency arrangements, parental authorisation, supervision requirements, first aid provision, name of school visits co-ordinator:
Richard Brown, Sue Lockwood, Kim Crisp

21. Smoking
No smoking on site

22. Staff Consultation
Every Thursday lunchtime during term time but staff can raise issues of concern and make suggestions for health and safety improvements and enter into the Health and Safety log in the School Office.

23. Staff Well-being / Stress
A drinking water supply, refrigerator, coffee machine, toaster, microwave, and dishwasher are provided in the staff room for the use of staff only. There is a separate Well-being statement to support staff.

24. Supervision [including out of school learning activity/study support]
Supervision requirements for pupils during curriculum time (e.g. pupils must not be left unattended) and all other times when in care of school, agreed ratios for school trips, requirements for criminal conviction clearance.

25. Use of VDU's / Display Screens
At all times brightness, contrast and screen angle will be adjusted to ensure a comfortable working situation.
Long uninterrupted periods in front of the screen should be avoided. It is recommended that there will be breaks from VDU work for 10 minutes every hour in the event of long projects.
Workloads should vary between VDU and non-VDU work to allow a rest period from screen-based work.
Ensure that glasses and contact lenses are clean where worn.
See Appendix A – VDU Usage Guidance

26. Vehicles on Site
The car park is only for staff and other contractors/visitors and must not be used by parents. The gate should be kept closed between 8.40am and 3.30pm.

27. Violence to Staff / School Security
The County Council has a duty to lawful visitors to have care for their safety under the Occupiers Liability Act 1974. This places a duty on the County Council to safeguard people not employed by them from harm by any type of work carried out by the County Council. Violence and aggression are not tolerated in any way and, if appropriate, further action can be taken by contacting the relevant body.

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All visitors must be made aware of evacuation procedures in the event of fire and of any hazards, which may exist at the time of the visit.
Access to the School is via the front door only. The front door has a bell entry system and the door must only be opened by a member of staff. Children should not open the door to any visitor, even if they are known to them.
All visitors excluding parents or children will sign a Visitors Book if they are to remain on site for in excess of 15 minutes. On leaving the site they will sign the Visitors Book again to record that their visit is complete. A separate book is available for any contractors who are on site. In addition, contractors should be made aware of the hazard file.
All incidents involving physical restraint, threats or verbal abuse must be reported immediately to the Headteacher. The Headteacher will make the Chair of the Governors aware of the details of any such incident and it will be logged into the Blue Book which is kept securely in the Headteacher's office.

28. Working at Height

Stepladders

Ensure that such equipment is correctly positioned prior to use. If necessary, obtain assistance from a second person to steady such equipment.

Manual Handling

Staff must ensure that they do not attempt to lift objects of excessive weight or awkward shape. Correct lifting techniques are as follows:

(i) **Correct foot position**, ensures proper balance, thrust and control and allows bent knees.
(ii) **Proper hold**, diagonally opposite palm grip for security and comfort. Do not use fingertips.
(iii) **Head erect and chin in;** this brings shoulders, chest and back into the correct position.
(iv) **Arms in,** this reduces strain on arms, shoulders and back.

Use body weight, this requires less brute force and counterbalances the load.

29. Work Experience and Volunteers

Discussion with Headteacher. Leaflet talked through and induction list completed and filed in the safeguarding file.

30. Continuing Professional Development

Training will be provided for the individual needs of pupils in school. Staff will take part in annual online training for anaphylaxis and asthma. If further needs arise – diabetes, epilepsy etc. then this will be added to the list of training.
First aid training is regularly updated and monitored.
Paediatric first aid is also updated and is a requirement for EYFS.
The Headteacher will brief all new starters and volunteers about basic Health & Safety requirements / procedures.

Links to other policies

Supporting children with medical needs
Staff wellbeing
VDU guidance (Appendix A)
Asthma and allergens (Appendix B)
Smoke free (Appendix C)
Fixed outdoor play equipment (Appendix D)

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APPENDIX A

VDU Usage Guidance

Creating a comfortable work environment

Lighting, furniture, posture, and other work conditions may affect the way you feel and how effectively you work. By arranging these elements to meet your needs, you may be able to minimise fatigue and discomfort. Take time to evaluate your work environment before starting work.
This section offers tips on the following topics:

- Placement of the mouse and other input devices
- Viewing angle of the display
- Furniture and posture
- Lighting
- Vision Care
- Work Habits

CAUTION: It is in your best interest to maintain a comfortable and healthy workstation. Misuse of your computer or failure to maintain a safe and comfortable workstation could result in discomfort or injury.

Placement of the input devices

Input devices, such as a mouse, or numeric keypad should be positioned so that your arms and hands are in a relaxed, comfortable, and natural position.
Position the computer keyboard directly in front of you. This makes it possible to type with your shoulders relaxed and your upper arms hanging freely at your sides.
Adjust the height of your chair so your forearms form approximately a right angle with your upper arms and the angle between your forearms and upper body is 70^{O} to 135^{O}. Minimise bending your wrist and keep your elbows near your body.
If you are using a mouse or external keypad, be sure to allow enough room for free, unhindered movement.

Viewing angle of the display

If you place the display in the proper position and at the correct angle, you will reduce eyestrain, as well as muscle fatigue in your neck and shoulders. Consider the suggestions listed below when determining how to position the display:
Place the display directly in front of you at a comfortable viewing distance.
While seated at the workstation, make sure that the top of the display is no higher than eye level.
Position the display to avoid sources of glare or any bright reflections.
Use the tilting feature of your display to find the best position. You may want to tilt the display back slightly so that the screen meets your gaze.
Use the display's brightness and contrast controls to improve character and image quality.

Furniture and posture

A properly adjusted chair can add to your comfort by supporting good posture. Remember the following when you arrange your chair:
Make sure that your chair is the proper height. You should be able to maintain your proper arm position and place your feet on the floor. Your knees should be at the same level as your hips or slightly higher. Use a footrest if your chair is too high for your feet to rest firmly on the floor.
When seated, avoid pressure along the underside of the thigh (near the knee) and the back of the lower leg. Your knees should be slightly higher than your hips.
Position the backrest so that your lower back is supported while you sit at the workstation.
Adopt a relaxed, upright working posture and let the chair support you. Avoid slouching forward or leaning backward too far. Place your work materials within easy reach.

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Lighting

Correct lighting adds to your work effectiveness and comfort. Lighting should be arranged to support the type of work you do most often. For example, if most of your work is done sitting in front of the computer, then you should consider the following factors when arranging your lighting:

- If possible, position the equipment or sources of light so that glare or bright reflections on the display are minimised.
- If your office has windows, use blinds, shades, or drapes to control the amount of daylight in the room. Try locating the computer so that the side of the display faces the windows. This may help to minimise glare on the screen.
- Combine the general and task lighting for your lighting needs, but avoid bright light sources in your field of vision.
- Use direct lighting to avoid bright spots on the display.

Vision care

When working at your computer for long periods of time, your eyes may become irritated and fatigued. Special attention should be given to vision care.

- Take frequent breaks and rest your eyes.
- Keep your glasses, contact lenses, and the display screen clean.
- If you use a glare filter, clean it according to the instructions.

Work habits

The placement of furniture, office equipment, and lighting are not the only factors that determine how you feel at the end of a work day. Your work habits are also very important. Remember to do the following:
Work in a relaxed, natural position. Avoid any awkward postures that may lead to muscular discomfort. Vary your tasks during the day so that you don't sit in one position for several hours. Alter your sitting posture frequently to reduce muscle fatigue. Avoid prolonged periods of forceful typing.

Take periodic breaks when you work at your computer for prolonged periods. You may find that frequent, short breaks are of greater benefit than fewer, longer breaks.
Stand up and take a few minutes to stretch and exercise several times a day.

Many factors in our work environment determine whether we work efficiently and in a manner that promotes good health and safety. By occasionally evaluating the types of elements described in this section, it is possible to create a comfortable, healthy and efficient environment.

NOTE: The suggestions included in this section are designed to help you find ways to work more comfortably and effectively. However, only you can determine the best working environment and workstation arrangement for your work.

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APPENDIX B

Asthma/Allergy Policy

1. Great Wilbraham Primary School recognises that asthma is an important condition affecting many school children and staff.

2. Great Wilbraham Primary School encourages children with asthma to achieve their potential in all aspects of school life by having a clear policy that is understood by all. Supply Teachers and new staff are also made aware of the policy.

3. **Medication**

All relievers, Epi-pens, Jex-pens, care plans and children's photos are kept together on a shelf in the Staff room.

The reliever inhalers of all children with asthma are kept in the Staff room in a named box. Parents of these children are asked to ensure that the school is provided with reliever inhaler. All inhalers must be labelled with the child's name by the parent and must be in date. School staff are not required to administer medication to children except in an emergency. School staff who agree to administer medication are insured when acting in accordance with this policy. **All school staff let children take their own medication when they need to but** staff should always accompany children to the Staff Room for their medication and note this in the medication records**.**

A generic relief inhaler is also kept in the Staff Room. This may be given to children as and when it may be thought necessary but must be given via a spacer. The emergency inhaler may be used repeatedly if the casing is washed thoroughly after use but the spacer must be replaced each time it is used.

Parents of children with Asthma must tell the School if they do **not** wish their child to the emergency inhaler.

The boxes containing the relief inhalers should be kept with PE Staff for the duration of the lesson if being held outdoors. The boxes containing the relief inhalers should be taken and held with a nominated member of Staff on all trips.

4. **Record Keeping**

At the beginning of each school year, or when a child joins the school, parents are asked if their child has asthma. All parents of children with asthma are given a National Asthma campaign school card to give to their child's GP or asthma nurse to complete and return to school. From this information the school keeps its asthma register, which is available for all school staff. Cards are then sent to parents on an annual basis to update. If medication changes in between times, parents are asked to inform the school.

5. **PE**

Taking part in sports is an essential part of school life. All teachers are aware of which children have asthma. Children with asthma participate fully in PE. Teachers will remind children whose asthma is triggered by exercise to take their reliever inhaler before the lesson and complete a warm up before the lesson. Each child's inhalers will be labelled and kept in an accessible place. If the child needs to use their inhaler during the lesson they will be encouraged to do so and inhalers from children will be brought outside if the individual circumstances is necessary.

6. **The School environment**

Great Wilbraham Primary School does all it can to ensure the environment is favourable to children with asthma. As far as possible the school does not use chemicals in science and art lessons that are potential triggers for children with asthma.

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7. When a child is falling behind in lessons

If a child is missing a lot of time from school because of asthma, the teacher will initially talk to parents. If appropriate the teacher will talk to the school nurse and SENCO about the situation. The school recognises that it is possible for children with asthma to have special needs.

8. Asthma attacks

All staff will know what to do in the event of an asthma attack.

a. Ensure that reliever inhaler is taken immediately
b. Stay calm and reassure the child
c. Help the child to breathe by loosening clothing

Minor attacks should not interrupt a child's involvement in school. When they feel better they can resume school activities. The child's parents must be informed and the incident logged in the first aid book.

Emergency Procedure

Phone 999 and parents from the school office if:

- The reliever has no effect after 10 minutes
- The child is either distressed or unable to talk
- The child is getting exhausted
- You have doubts about the child's condition

If the doctor is unobtainable call an ambulance

Out of date inhalers should be returned to a GP's surgery

9. Training

All staff who work on the premises have asthma training on an annual basis and from October 2017 it will be done using an online learning platform.

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APPENDIX C

Sunscreen policy

At Great Wilbraham Primary School we want all staff and pupils to enjoy the sun safely. We will work with staff, pupils and parents to achieve this through:

Curriculum

- Sun protection is incorporated into the curriculum for all ages-PSHE staying healthy.
- We will talk about how to be sensible in the sun in assemblies at the start of the summer term.
- Parents and guardians will be informed of school policy regarding drinking and sun protection at the beginning of the summer term.

Protection

- Willow tunnel and covered area provides shady places to play for children in Squirrel class.
- A large wooden gazebo is used for class sessions and play times in the summer.
- Children have the option to be supervised inside on very hot days.

Timetabling

- Our sports day takes place in the morning before the sun is too hot.

Clothing

- We encourage all children to wear sun hats.

Sunscreen

- Children may bring their own labelled sunscreen for self-application.
- Parents are encouraged to apply sunscreen before school in summer months.
- Sunscreen use is encouraged on school trips and staff will be provided with extra sunscreen in case of emergency.

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APPENDIX D

Smoke Free Policy

Introduction

Great Wilbraham Primary School committed to achieving the five outcomes for children as stated in Every Child Matters. When considering the use of tobacco and e-cigarettes on our premises the 'Be Healthy' outcome is paramount. In our community drug policy, we state a commitment to developing an effective 'Smoke Free' policy.

Our Smoke Free policy directly relates to the school drug and Health and Safety policies.

Aims of the Policy

The policy seeks to:

- To comply with Health & Safety Legislation and Employment Law.
- To protect the pupils, staff and members of the community from exposure to second hand smoke
- Raise awareness of the dangers associated with exposure to tobacco smoke and promote the benefit of a smoke free lifestyle to our pupils.
- Take account of the needs of those who smoke and to support those who wish to stop.

Restrictions on Smoking

Smoking tobacco or e-cigarettes is not permitted in any part of the premises, entrances or grounds at any time, by any person regardless of their status or business with the school.

Because of our commitment to the well-being of children and the wider health of the community, this smoke free policy extends to the use of our building outside school hours. This will be agreed beforehand with those who hire our premises.

Visitors

All visitors, contractors and deliverers are required to abide by the smoke free policy. Staff members are expected to remind parents and visitors of the no-smoking policy. However, they are not expected to enter into any confrontation which may put their personal safety at risk.

Vehicles

Smoking is not permitted in vehicles being used on school business, including taxis and school buses. This is outlined further in 'Supporting the Cambridgeshire Community Drug Policy' B9 'Considering Drug Issues and Home School Transport'.

Disciplinary Action

Staff who disregard the policy will be disciplined according to usual disciplinary procedures.

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APPENDIX E

Fixed Outdoor Play Equipment Policy

Children learn a great deal through play. Outdoor play equipment can present a suitably challenging experience which naturally extends not only physical growth but also fosters opportunities for creative and social development. How, and in what circumstances, children play has a lasting effect on them.

To ensure that fixed outdoor play equipment presents minimum risk to the health and safety of users the following policy guidelines have been produced.
Supervision and control

The safe usage of equipment provided for the physical development of pupils relies on adequate arrangements for supervision and control being established and followed within the school.

• Pupils must only be allowed to use the equipment when playground supervision is provided in the area in which the equipment is located. One member of staff must supervise play equipment at all times during playtimes and lunchtimes, a brief visual check should be made before use.
• Supervisory staff must be familiar with:
  a) The equipment and methods of use
  b) The abilities of the pupils
  c) The capacity of the equipment
  d) Any special provisions necessary for the safe use of the equipment
• Pupils using the equipment must wear suitable clothing and footwear that will provide secure traction between them and the equipment.
• Equipment should not be used during wet or icy conditions, this can make equipment dangerous as ice or mud can reduce traction and cause hands and feet to slip
. • Children from all year groups are able to use play equipment at any time during playtimes and lunchtimes. Older children must be prevented from interfering with or endangering younger ones. There may be times when it is necessary for separate times to be set aside for different age groups.
• Pupils will be shown the correct usage of the equipment and advised to be aware of others using the equipment

Supervising staff should ensure that the numbers of children using any piece of equipment and the activities on it are controlled at all times. Supervising staff must be familiar with the equipment, the rules for its use and the levels of response which may reasonably be expected from children in its use. Ancillary staff are employed for this they will be fully insured, paid employees of the County Council. If volunteer helpers are used to assist they may not be allowed sole charge of any group. In either case the head teacher or other manager must ensure that they are given adequate instructions and clearly understand their duties.

Arrangements must be in place to ensure that all new and temporary staff are sufficiently informed of the procedures for outdoor play activities and their supervisory responsibilities before being required to undertake such tasks.

Inspection of equipment

To satisfy appropriate DfES guidelines and the recommendations detailed in EN.1176 fixed equipment should be inspected on a routine basis.
Annual contractors report - Contract Specification

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The procedures established in the school for arranging these inspections should form part of the school's local health and safety policy and all records should be filed to facilitate routine monitoring.

New Provision

To ensure that any new equipment provided is appropriate for use within a school and the Responsibilities of the school's Governing Body and Management are not compromised, the Following procedures should be followed.

- New play equipment must be designed and installed in accordance with EN.1176.
- Any equipment being upgraded must also meet the required standards on completion.
- The current procedures for "School Managed Projects" should be followed prior to the commencement of the work or purchase of any fixed outdoor play equipment.
- Before establishing a new play area the following areas should be addressed at the outset:
    a) Access (including that required for construction and maintenance)
    b) Choice of site
    c) Type and suitability of the equipment
    d) Drainage
    e) services (gas, water, electricity, etc)
    f) Shelter and visual screening
- General guidance for information purposes is detailed in Appendix G

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APPENDIX F

DATE INSPECTED…… INSPECTED BY……..

FIRE	Y	N	N/A	COMMENTS / ACTIONS NEEDED
EVACUATION NOTICES POSTED IN EACH CLASSROOM AND FIRE ACTION NOTICES ADJACENT TO CALL POINTS?				
FIRE DRILLS CONDUCTED TERMLY AND RECORDED?				DATE OF LAST DRILL
FIRE EXTINGUISHERS SUITABLE, IN PLACE AND TESTED ANNUALLY? (DATE WILL BE IDENTIFIED ON FIRE EXTINGUISHERS.)				
EMERGENCY EXITS / ROUTES CLEARLY SIGNED AND UNOBSTRUCTED?				
FIRST AID / MEDICATION	**Y**	**N**	**N/A**	**COMMENTS / ACTIONS NEEDED**
FIRST AID BOXES IN APPROPRIATE PLACES AND MAINTAINED, NO UNAPPROVED CONTENT (MEDICINES ETC.)?				
HOUSEKEEPING	**Y**	**N**	**N/A**	**COMMENTS / ACTIONS NEEDED**
ARE WORK AREAS & WALKWAYS FREE FROM RUBBISH AND OBSTRUCTIONS?				
IS FLOORING IN GOOD CONDITION AND FREE OF SLIP / TRIP HAZARDS (EG NO RIPPED CARPETS, BROKEN TILES)?				
IS THERE A REGULAR CLEANING SCHEDULE (INCLUDING THE CLEANING OF WINDOWS, EMPTYING OF WASTE BINS ETC)?				
ARE ITEMS THAT ARE STORED AT HEIGHT (EG FILES/FOLDERS ON SHELVES) ACCESSIBLE, SECURE AND SAFE?				
ARE WALLS / WALL COVERINGS CLEAN AND IN GOOD CONDITION (EG PAINT NOT FLAKING, NO DAMP ETC.)?				
ARE THE BOILER ROOM AND ELECTRICITY CUPBOARD AREAS KEPT FREE OF COMBUSTIBLE MATERIALS?				

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ELECTRICAL	Y	N	N/A	COMMENTS / ACTIONS NEEDED
ARE PORTABLE APPLIANCES (ITEMS WITH A PLUG) TESTED BY A QUALIFIED PERSON / HAVE A STICKER TO IDENTIFY THEY HAVE BEEN TESTED?				
ARE PLUGS, SOCKETS, SWITCHES ETC IN GOOD CONDITION (NOT BROKEN, CRACK ED OR LOOSE ETC/) AND CHECKED PRE-USE BY STAFF?				
THE USE OF EXTENSION LEADS IS KEPT TO A MINIMUM, NOT OVERLOADED AND NOT 'DAISY CHAINED'. (*NOTE: ONLY DOUBLE INSULATED/FUSED EXTENSION LEADS SHOULD BE USED*)				
HAZARDOUS SUBSTANCES	**Y**	**N**	**N/A**	**COMMENTS / ACTIONS NEEDED**
ARE HAZARDOUS SUBSTANCES STORED IN A LOCKED ROOM / CUPBOARDS?				
WELFARE	**Y**	**N**	**N/A**	**COMMENTS / ACTIONS NEEDED**
CLEAN DRINKING WATER AVAILABLE AND LABELLED AS SUCH?				
SELDOM USED WATER OUTLETS IDENTIFIED AND FLUSHED WEEKLY OR DECOMMISSIONED? *(SHOWER?)*				
FINGER GUARDS IN PLACE ON VULNERABLE DOORS I.E. CLASSROOMS IN NURSERY & KS1.				
IS THERE A SUITABLE AREA FOR STAFF MEMBERS TO REST AND EAT? (CLEAN, WITH SEATING)				
SUFFICIENT TOILET FACILITIES?				
ARE TOILETS CLEAN WITH WASHING FACILITIES? (INC SOAP, HOT WATER AND DRYING FACILITIES)?				

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GENERAL WORK ENVIRONMENT	Y	N	N/A	COMMENTS / ACTIONS NEEDED
ALL DSE (COMPUTER) USERS IDENTIFIED AND WORKSTATIONS ASSESSED?				
HAVE THERE BEEN COMPLAINTS BY STAFF MEMBERS REGARDING LIGHTING, HEATING AND VENTILATION WITHIN THE SCHOOL?				
HAVE THERE BEEN ANY COMPLAINTS BY STAFF OF A LACK OF SPACE TO CARRY OUT WORK SAFELY?				
IS THERE SUFFICIENT EQUIPMENT TO ASSIST WITH MANUAL HANDLING TASKS? (EG TROLLEYS, SACK TRUCKS, HOISTS)				
GLAZING FILMED / SAFETY GLAZING TO BS 6206 IN VULNERABLE AREAS?(E.G. PANES >250MM WIDE IN OR ADJACENT TO DOORS, AREAS WHERE PE IS CONDUCTED ETC)				
NO SMOKING SIGNAGE IN PLACE AT ENTRANCES?				
OUTDOOR AREAS	**Y**	**N**	**N/A**	**COMMENTS / ACTIONS NEEDED**
ARE PATHWAYS / WALKWAYS STABLE UNDERFOOT AND WITHOUT SIGNIFICANT TRIP HAZARDS? (EG NO POTHOLES, NO RAISED /SUNKEN SLABS)				
IS OUTDOOR PLAY EQUIPMENT INSPECTED ANNUALLY BY INDEPENDENT PERSONS?				
IS OUTDOOR PLAY EQUIPMENT INSPECTED DAILY TO ENSURE SAFETY AND CLEANLINESS BEFORE IT IS USED?				
EXTERNAL LIGHTING ADEQUATE?				
GATES AND FENCING ADEQUATELY MAINTAINED?				
FRAGILE ROOF SURFACES IDENTIFIED BY SIGNAGE ON SITE?				
SCHOOL RECEPTION CLEARLY SIGNED?				

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OTHER ITEMS	Y	N	N/A	COMMENTS / ACTIONS NEEDED

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APPENDIX G

GENERAL GUIDANCE

APPARATUS
Climbing Frames and Agility Items

a) Equipment must have a maximum fall height of 2.5m and an impact absorbing surface beneath;
b) Apparatus of less than 600mm fall height will not require impact absorbing surface if erected on grass;
c) A resilient safety area of 1.75m is recommended around each piece of static equipment. Moving equipment needs 1.8m all round and swings have specific complex standards;
d) Where slides are to be provided the equipment must be set into an embankment.

GUARD RAILS, HANDRAILS, IMPACT ABSORBING SURFACES AND ACCESS WAYS
Guard Rails and Handrails
Suitable and sufficient guard rails and handrails need to be provided to prevent falls.
Impact Absorbing Surfaces
Impact absorbing surfaces cannot prevent accidents. They may, if correctly installed, reduce the seriousness of injury.

a) The thickness of synthetic surfaces, etc. can vary according to the height of the apparatus and the nature of the impact absorbing surface concerned. The advice of the manufacturer and the County Council must be followed.
b) Bark should be in a bed not less than 300mm deep.
c) Pea shingle should be in a bed not less than 300mm deep.
d) Sand, (not builders sand) should be in a bed not less than 300mm deep.

It has been found that loose fill materials are not very workable because of problems they may cause with maintenance and replacement; to this end they are not recommended.

Programmed Maintenance:
Loose and impact absorbing surfaces must be cleaned and raked over/swept and/or replaced at regular intervals. Artificial surfaces need regular inspection and should be replaced when worn or damaged.

Access Ways

a) Surfaces of steps, ramps etc. should be non-slip.
b) Maximum ramp angle should be 38 degrees.
c) Footholds must be provided on ramps which are angled over 15 degrees.

General Points (All Equipment)

a) Uprights must be embedded in concrete and to depth recommended by supplier.
b) All play equipment must be bolted securely.
c) All threaded nuts must be counter sunk.
d) There must be a minimum distance of 300mm between climbing timbers to prevent children getting their heads and bodies trapped. It is also important to prevent traps for fingers, hands and limbs.
e) Swing parts, galvanised swing hangers, eye bolts, chain swivel and shackles, chain and steel quick link fittings should be purchased from a reputable firm and comply to the EN.1176.

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Height of swing seat surface from ground:
i) open seat 455mm - 636mm;
ii) cradle seat 455mm - 525mm
(swing seats should be made of an impact absorbent material).

f) All surfaces for the feet of free-standing equipment must be level.
g) All nuts, bolts and screws must be secured against loosening.
h) All paint must be to British Standard BS5665.

INSPECTIONS
Daily - visual, by supervising staff
Termly - formal, by school - see Appendix (i)
N.B. It is necessary for all schools to formally inspect their outdoor play equipment and surfaces each term for superficial defects and faults. The County Council does not expect Headteachers to be experts on such matters but these checks will help the Governors and the County Council to fulfil their responsibilities in monitoring safety.
Annually - by the approved contractor.

MONITORING
The termly records must be available for checking on the school site by authorised officers at any time, they should also be made available to the Governing Body.