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**Author:** Mrs Westgate/Mrs Carling

## **HUDSON ROAD PRIMARY SCHOOL**

### **POLICY FOR HEALTH AND SAFETY**

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## **Aim**

The aim of our school is to create an atmosphere of carefulness both in and out of school, this is for all users of the school, children, school staff, parents and the community.

This carefulness includes:

- The ability of each individual to protect him/her self
- Concern and consideration for the safety of others
- Knowledge of what to do in certain situations
- Alertness and control
- Cultivation of good habits

For children, good safety habits are taught as part of the whole curriculum. This may be through topics ( for instance, choosing a safe place to play which could be included in science, English or design technology) or with the involvement of outside agencies (such as the police, fire brigade, road safety officer etc.)

It might also be through the P.S.H.E. curriculum.

At Hudson Road Primary School children are encouraged to develop healthy habits through good health and hygiene routines, for example regular exercise or care of themselves, personal hygiene etc.

We believe that children learn best through practical experiences and active involvement in all areas of the curriculum. Children are taught to have care and consideration for themselves and others:

- In the classroom
- When using equipment eg scissors, tools, PE apparatus
- When moving around school
- When carrying out investigations eg a pond, pollution, soil studies
- When on educational visits
- For any physical activity, children change into appropriate PE kit. They are expected to be bare footed for indoor activities as bare feet grip better, and to wear pumps or trainers for outside activities. It is part of our school policy that, for safety reasons, children do not wear any form of jewellery during PE.

We have a limited number of school rules around safety such as walking round school, always playing in designated outdoor areas, care of property etc.

In accordance with LA safety regulations and our school Educational Visits Policy, educational visits are carefully planned in advance, with staff visits made if possible first. Details are sent to parents along with requests for appropriate clothing for the activity planned. The correct adult /child ratio is always followed, and a first aid kit and list of emergency phone numbers taken. All details are recorded on the Visit Risk assessment which then must be agreed with the Educational Visits Co-ordinator, Mrs Maria McGrory and the Headteacher.

Hudson Road Primary School has set procedures in case of an emergency in school, such as a fire or bomb alert when the building needs to be evacuated. These drills are carried out at least once a term. All staff and children are familiar with these procedures, and know their own exit route, place of assembly and roll call procedure. Visitors are briefed on safety procedures as appropriate.

All children are taught to take care of themselves and each other, but in a school environment, accidents do occur. Most accidents in school are minor and can be dealt with by the school's first aiders, or by one of the teaching assistants or dinner supervisory staff who have received first aid training. A daily log records minor accidents and first aid given. Parents/carers are always informed by letter or phone of any injury requiring further monitoring. A fully equipped first aid box is kept in the Deputy Headteacher's office with smaller sets of basic supplies available to first aiders in each bay.

If the accident is more serious, the aim of the school is to get the child qualified medical attention as quickly as possible. Parents are informed straight away, and if necessary, an ambulance sent for.

Accident forms are filled in for any accident requiring professional medical attention, or caused by any defect in the school or its equipment.

The site manager, Mr Brian Porter, is responsible for ensuring that the building provides a safe and healthy environment for the children, working under the direction of the Headteacher and School Business Manager. The site supervisor and cleaners maintain a clean and tidy building and grounds. Any minor repairs or maintenance are completed by the site supervisor, or through the use of authorised contractors. Any equipment or hazardous substance is kept locked away from the children. All equipment is to British Standards and is maintained regularly.

The person responsible for the day to day management of health and safety within the school is the Headteacher, Mrs C. Westgate.

## **WHEN DOES THE POLICY APPLY?**

- The policy applies to all adults and children working in Hudson Road Primary School or whilst off site e.g. on a school visit, or on a residential.

## **WHO IS RESPONSIBLE?**

All members of the school community are responsible for ensuring that this policy is implemented:

- Children, staff, governors, parents and carers.
- The Headteacher is ultimately responsible for ensuring that this policy is implemented effectively.

## **HOW IS IT IMPLEMENTED?**

We adhere closely to the City of Sunderland ‘Corporate Health and Safety Policy’. This document is referenced throughout our Health and Safety Policy.

Under Sections 4 and 7 of the Health and Safety at Work etc. Act 1974 the Governing Body and the Headteacher recognise and accept their respective responsibilities.

### **The Role of the Governing Body**

- To liaise with the LA to ensure that their Health and Safety Policy is regularly updated.
- To ensure that a complimentary school policy is produced, which builds on the standards and commitments set out in the LA’s policy.
- To ensure that staff at all levels are aware of their duties with regard to Health and Safety, and that these are written into individual job descriptions.
- To ensure that the Headteacher makes staff fully aware of what is expected of them.
- To ensure that the Headteacher provides health and safety training for staff where appropriate.
- To ensure that a health and safety committee is established.
- To ensure that the Headteacher understands the role of specialists (e.g. Education Advisers, Safety Officers, Fire Prevention Officers, Building and Engineering Department Staff) and the means of liaising effectively with them.

## **The Role of the Headteacher**

- To ensure that procedures are established and maintained for the following:
  - ✓ Accident reporting
  - ✓ First Aid provision
  - ✓ Administration of prescribed medicines
  - ✓ Provision of protective clothing and equipment
  - ✓ General fire safety and evacuation
  - ✓ Waste disposal (e.g. broken glass, clinical waste)
  - ✓ Safety committee
  - ✓ Safety training
  - ✓ Student placements and Work Experience placements
  - ✓ Playground safety
  - ✓ School trips
  - ✓ Safety on school transport
  - ✓ Dealing with violence and aggression
  - ✓ All risk assessments

## **The Role of the School Business Manager**

- ✓ Maintenance both planned and emergency
- ✓ Maintenance, cleanliness and tidiness of all premises
- ✓ Contractors in schools
- ✓ Obtaining professional health and safety advice and service
- ✓ Dealing with asbestos sealing and removal
- ✓ Vehicle movement within school premises
- ✓ Letting school premises to outside hirers

## **Security of the Premises**

The Headteacher, Deputy Headteacher, site manager and cover site supervisor are the designated key holders and are responsible for the security of the building.

### **Class teacher**

It is the responsibility of the class teacher to make sure that their classroom is secure, windows closed and equipment switched off before leaving the premises.

### **Site Manager**

It is the responsibility of the site supervisor to check daily that:

- All locks and catches are in working order
- The security system is working properly
- Carryout daily reviewed risk assessments

Before leaving the premises, to check:

- The premises are completely vacated
- All the windows are closed
- The doors are locked and secure
- The security alarm is set
- All gates are locked

### **Headteacher/ Deputy Headteacher**

It is the responsibility of the Headteacher or Deputy Headteacher to perform the above functions in the absence of the site supervisor or the cover site supervisor.

In addition, the Headteacher is responsible for the security of the premises during the school day.

## **Induction of New Staff**

All new staff or volunteers at our school are given appropriate information on our arrangements for fire and emergency evacuation, accident / violence at work reporting and first aid arrangements. They should also be advised of how they can gain access to Health and Safety Policies.

## **General Security**

All visitors are required to report to the main entrance where they will be admitted by the school office staff or another appropriate member of staff.

Visitors will sign in on the electronic the visitors system and given a photo badge to wear while on site. Identification will be sought from any personnel working with children/staff/on site.

School Governors also sign in and have their own badges.

Parents in school briefly to collect children, drop things off and so on are usually directly supervised in reception so do not need to be badged. All children collected during the school day must be signed out by an appropriate adult.

Children and parents coming in and out of school at normal times should use the side gate or main school gate.

All gates, except the main gate, are shut during school hours. Classroom fire doors are kept locked during school working hours. Access to school at these times is by means of the main entrance. We have eight CCTV cameras around the sited around the school. These are serviced on an annual basis.

These points must be adhered to, but in no way detract from the open door policy of the school.

## **Accident Reporting**

All notifiable accidents should be recorded on online form IR1, whether it concerns a child, member of staff or any other person on the premises. The online form should be completed. The Headteacher should print and retain a copy of the online completed document.

For more serious incidents, the Headteacher must telephone the Health and Safety Executive at Newcastle immediately on 0191 2026200. Immediately after telephoning the HSE the Headteacher should telephone the LA's Health and Safety Co-ordinator.

Parents /carers are always informed as soon as possible.

## **First Aid Provision**

The named first aiders in school are:

Caroline Brown, Hannah Jeynes and Roma Begum.

They all have the full 'First Aid at Work' qualification.

All support staff have at least emergency first aid certificates and appropriate members of staff have paediatric first aid certificates.

Records are kept of any accidents or incidents which occur in school and the appropriate procedures are in place to inform parents/carers.  
First aid equipment is kept in a central area where the appropriate personnel can access it easily.

### **Administration of Prescribed Medicines**

Mrs Caroline Brown and Mrs Jean Lee are both qualified to administer medication and have completed the 'Managing Medication in Schools' course.

Prescribed medication is brought into school and collected by an adult. It must be clearly labelled with the child's name, date of birth, date of prescription and the appropriate dosage.

Medication is kept securely locked in a medical cabinet or in the medical fridge – the keys being held only by relevant personnel. When administering medication to a child it is recorded, dated, signed and witnessed by a second party.

Care plans are in place for some children and the appropriate adults have access to the details.

Children with inhalers can access them freely and they are kept centrally. They are supervised at all times, a record made of the date and time used, and any observations are noted.

See also **Policy for Administering Medicines**

### **General Fire Safety and Evacuation**

A Fire Risk Assessment is carried out regularly in school, and a copy of the assessment kept in the Health and Safety file. These assessments cover subjects such as signage, adequate means of escape, fire alarms, fire fighting equipment etc.

All fire doors are kept closed and clear of clutter. They are labelled appropriately.

All classroom doors are kept closed when the classroom is unoccupied.

All tests carried out on fire alarm systems are recorded in the fire precautions logbook. An approved fire engineer undertakes an annual inspection and test.

Fire instructions are given to all new members of staff on induction, and displayed in all classrooms and public areas. Fire drills are held once a term. Assembly points for classes are on the playgrounds. During a fire drill one fire escape may be obstructed without prior warning to staff in order to make the fire drill more realistic.

In the event of a fire the school Admin staff (or in their absence the Headteacher or Deputy) ensure that all registers and ipad or printout used for inventory system are taken out of the building.

### **Fire procedures**

As soon as the fire alarm sounds all children and adults must stop what they are doing and walk out of the building through the nearest exit. Fire Horns should be



used if children/staff/visitors are outside the building as they may be unable to hear fire alarm.

The class registers will be brought to each teacher.

Mrs Caroline Brown is also responsible for bringing class registers and the printout from inventory system which records both staff and visitors and completing the checks that everyone is present.

Take your register, and check that all the children are present, then give it back to the school office staff or headteacher.

Nobody is to go back into school. If anyone is missing it must be reported immediately to the Headteacher or Deputy or teacher in charge.

When all the registers have been received and checked the 'all clear' may be given if it is a drill and the children may return to the school building.

Please make sure your children walk in and out of school sensibly, and line up quietly.

If your normal exit is blocked for any reason then use the nearest available exit

### **Lunchtime Fire Procedure**

- All supervisory staff on duty in the playground shall on hearing the fire alarm sound the whistle (repeated short blasts) and take children to the lining up area and ensure no child re-enters the building.
- Kitchen staff, teaching assistants and supervisory staff on duty in the dining area shall evacuate all children from the building.
- Teachers in classrooms shall evacuate all children under their responsibility from the building.
- The fire wardens will ensure, as far as it is reasonably practicable, that the rest of the building is vacated

### **Fire and Bomb Alerts**

In the event of a fire or bomb alert the Headteacher or person designated must:

- Sound the fire alarm to activate the evacuation of the premises of all adults and children. (See fire drill procedure)
- Phone 999 for the fire brigade and police as needed.
- Check that the evacuation procedure has been followed
- Remain at the front of the school to meet the fire brigade/police and direct them to the incident

- All children and adults must remain outside
- Only when the all clear has been given will children and adults be able to re-enter the premises

### **Contractors in Schools**

All maintenance and construction work is potentially high risk work. Contractors on the school site must follow agreed procedures and liaise closely with the relevant staff supervising the activity. E.g. site supervisor, School Business manager

### **Contractors on Site**

- Contractors are encouraged to telephone and make appropriate arrangements prior to visiting the school. They must either contact the school office to make an appointment for a site visit or to carry out agreed work.
- All contractors must report to the main reception and be signed in by a member of the school office staff and they will be made aware of the Asbestos Record. The site supervisor will then be informed of their arrival as appropriate
- Contractors will work under close supervision of the site supervisor or other nominated person so as not to endanger the health and safety of children or adults in school
- Any equipment that contractors bring into school must be stored in a safe place away from corridors, classrooms, or any areas used by adults or children
- No repairs or maintenance can be carried out in areas which children or adults are occupying, this includes toilet areas, unless safe to do so. Contractors will need school staff supervision unless appropriate safeguarding children checks can be confirmed or the activity takes place in an area not accessible to children
- If contractors are working near the children's outdoor play areas, then all equipment and machinery must be cleared away during this time, and the contractors must leave the area

All work will be monitored by the site supervisor and/or school office staff and any concerns reported to the Headteacher, the contractor concerned and the appropriate department at the LA.

### **Guidance for Contractors on Site**

We ask the contractors **do not**:

- Smoke in the building or in the grounds.
- Talk to the children. (Our children are asked not to talk to strangers)
- Move vehicles when children are outside.
- Work on or near the playgrounds when the children are at play

- Leave equipment in areas accessible to pupils.

### **Dealing With Asbestos**

**Currently there is no record of asbestos located around the school building.**

Our school has been issued with a Premises Asbestos Register.

Any work undertaken that may involve the disturbance or damage to asbestos must be notified and supervised by the LA's Asbestos Officer (Caroline Bage in Property Services 5532712). Our site manager, Mr Brian Porter, is our Site Asbestos Monitoring Officer (SAMO), and he will undertake periodic condition inspections. A Periodic Asbestos Condition Form is then completed.

The Premises Asbestos Register is located at Reception. Anyone carrying out work in school is made aware of the need to check and sign this register.

If any materials containing asbestos are disturbed, it must be reported to the LEA's Asbestos Officer.

### **Playground Safety**

During playtimes there are always at least four members of staff out on duty. No hot drinks should be taken outside at any time. Adults on duty ensure that all play is appropriate, and in safe areas. They also ensure that children line up in an appropriate manner. Other class teachers should be ready to receive their children as soon as the bell has gone.

If the weather is inappropriate e.g. rain, ice etc. the children remain indoors. When the weather has been particularly dry, children are allowed to play on the school field. At no time during sunny weather should children be allowed to remove their school tops.

If a child has an accident during play time, they should be referred to a designated First Aider.

### **Policy on Children Moving Equipment**

In the normal day to day running of the school, there are certain situations where children will need to move equipment or items of furniture. For example:

- Chairs and/or tables
- Sports equipment
- Small items of equipment

Children must *always* be supervised when moving any equipment or item of furniture. Some items they will need to move may be heavy or awkward to handle. Children need to be shown how to lift and carry safely. This needs reinforcing on regular occasions.

## **PE and Sports Equipment**

When using large apparatus, children must be trained in how to move, lift and set out each piece of apparatus. This includes how to lift correctly, and how many children are needed for moving each piece of equipment (this should include how to bend).

## **Furniture**

Chairs should be moved one at a time, and children must be shown how to carry them correctly. They may carry single chairs on their own.

Tables need one child at each end, a child must not attempt to lift a table on his or her own.

Small items of equipment include laptops, CD players, PE baskets etc. These can be moved freely by the children.

Always make sure when any item of equipment or furniture is being moved from one room to another, that there is another child available to open and close doors.

## **School Visits**

Procedures for educational visits are outlined in the school Educational Visits Policy. Whenever children take part in an off-site activity, we ensure that there is an appropriate ratio of adults to children. The Team Leader will ensure that the school mobile phone is taken, in case of emergency and carried by all group leaders. They will also ensure that they have some basic first aid equipment, and provision is made for any children who may require inhalers, or other medication during the day.

Prior to the activity the Team leader for the visit concerned will carry out a Risk Assessment, which will be passed to the Headteacher and Educational Visits Coordinator, Mrs Maria McGrory for approval. A copy of the form is kept in the school office for reference during the visit.

All children will have returned a parental permission slip prior to the activity taking place. It is the responsibility of the parents to ensure that their child is suitably dressed for the activity concerned. Children should not bring any drinks in glass bottles, as part of their packed lunch.

See also **Policy for Educational Visits**

## **School Transport**

At Hudson Road Primary School we only use licensed operators with their own vehicle and driver.

## **Vehicle Movement on School Premises**

Drivers parking cars at the school, nearby or dropping or collecting children at the school should at all times have consideration for the safety of pedestrians, other road users and the immediate community. In particular, the road markings near the school crossing should be observed at all times.

Children are prohibited from access to the car park areas. These areas are especially dangerous as vehicles have to back in and visibility is very restricted.

Visitors parking at the school should leave a note of their car registration number at school reception in case the car has to be moved etc.

## **Safeguarding Children**

Please see separate Safeguarding Children Policy for detailed information on safer recruitment and child protection procedures.

## **Student Placements and Work Experience Placements**

All students, and adults taking part in work experience placements at our school, are given appropriate induction information on our arrangements for fire and emergency evacuation, accident / violence at work reporting and first aid arrangements. They are also advised how they can gain access to Health and Safety Policies. Checks on volunteers are carried out before placement by the Volunteer Coordinator attached to the Children's centre who also completes introductory training. Work experience and students on placement are cleared by their school or college and details verified by the school placement co-ordinator, Mrs Leyna Weir.

## **Letting School Premises to Outside Hirers**

See **Policy for School Lettings** which follows agreed LA procedures.

## **Dealing With Violence and Aggression**

The definition of violence at work is "Any incident in which a person is abused, threatened or assaulted in circumstances relating to their work". This includes verbal abuse. Members of staff should not accept verbal abuse as being 'just part of the job'.

All incidents, covered by the definition of violence, are reported on the official IR1 report form which is completed online.

The Headteacher is responsible for discussing the incident and agreeing any follow up or support which is required.

The Health and Safety Unit has a range of courses of action. Ultimately the incident will be recorded for statistical purposes. The LA may send a warning letter to the offender. They may then suspend the person from school premises for a given period of time.

### **Risk Assessments**

Risk assessment is about common sense awareness and good management practice. We make written records of any assessments carried out.

At Hudson Road we use the LA risk assessment proforma. This identifies many common risks in schools, and how the school plans to deal with them. The Risk Assessments are reviewed annually and revised as necessary. See also separate risk assessment policy.

If a member of staff is taking children off site on an educational visit, then a risk assessment proforma is completed and submitted to the Headteacher and Educational Visits Co-ordinator for approval, prior to the visit taking place.

### **Workplace Requirements**

We adopt all advice set out in the LA 'Corporate Health and Safety Policy' with regard to the following:

- Ventilation
- Temperature
- Lighting
- Cleanliness and waste materials
- Room dimensions and space
- Workstations and seating
- Slips, trips and falls
- Safety glazing
- Toilets and washing
- Drinking water
- Accommodation for clothing
- Rest facilities
- Filing, storage and access to height

### **Hygiene and Infectious Diseases**

We currently enter a Service Level Agreement with City Contracting Services. This means that our cleaning staff are supervised by their own employers. The Client Officer visits regularly to check standards on behalf of the LA and school.

We adopt all advice set out in the LA 'Corporate Health and Safety Policy' with regard to the following:

- Hygiene precautions (Soap, warm water and a means of drying hands must be available to children at all times and children should be encouraged to use them.)

- HIV
- Infectious diseases
  - Measles
  - Mumps
  - Chicken pox
  - Shingles
  - German Measles
  - Whooping Cough
  - Food Poisoning / Dysentery
  - Hepatitis A
  - Hepatitis B
  - Meningitis

For further advice contact our School Nurse or the LA's Occupational Health Unit on 5612970.

### **Control of Hazardous Substances**

The Headteacher has a responsibility to avoid, or reduce to the lowest level reasonably practicable, the exposure of adults or children to hazardous substances. In our school this includes cleaning materials, varnishes, adhesives, paint etc. which are stored in locked cupboards.

### **Prevention and Control of Legionella**

Our school pays for a Service Level Agreement, which ensures that delegated LA Assessment Officers assess the risks and implement precautions to prevent or control legionellosis. The legionella manager for the LA is Andrew Elsdon who can be contacted on 07812361808.

### **Maintenance of Electrical Systems and Portable Electrical Equipment**

Our school pays for a Service Level Agreement, which ensures that appropriate services provide personnel to manage and control all work associated with fixed mains electrical systems.

An inventory of all portable electrical equipment is maintained. The Headteacher is responsible for maintaining the PAT register. A formal inspection involving examination, testing and labelling is carried out on an annual basis. This includes any equipment, which plugs into the mains. New equipment may be used without testing. Staff must not use electrical equipment at work, which has been brought in from home, unless it has been examined and tested for electrical safety.

### **Boiler and Electrical Room Safety and Maintenance**

These areas are kept locked at all times. Access is restricted to the site supervisor, Headteacher, Maintenance Personnel or LA Officer. They must not be used as storage areas.

In addition to the above, we adopt all advice set out in the LA 'Corporate Health and Safety Policy' with regard to the above.

## **Gym Equipment**

There are annual inspections of all gym equipment completed by an approved contractor. Staff also complete a brief visual inspection before use.

## **Safety Signage**

Safety signage is reviewed regularly by the Site Manager to check for damage or the need for replacement.

## **Use of Display Screen Equipment**

The DSE administrator for the school is Mrs Angela Carling, School Business Manager. All staff identified as users carry out an online DSE assessment. The Headteacher is responsible for carrying out any actions identified as a result of the assessment.

## **Visits to Farms**

We adopt all advice set out in the LA 'Corporate Health and Safety Policy' with regard to the above.

## **Outdoor Education Guidelines**

Children from our school regularly visit Derwent Hill Outdoor Centre, where they stay for up to 5 days. The children work with professional instructors who provide expert advice. As the Centre is owned by Sunderland LA, the staff there also work within the LA 'Corporate Health and Safety Policy'.

It is the responsibility of any teachers taking our children to Derwent Hill to ensure that they have read the above section of the LA 'Corporate Health and Safety Policy' prior to the visit and also completed the educational visits risk assessment for travel and supervision arrangements.

We only use accredited outdoor providers (including residential) providers. All providers must provide an updated risk assessment for each visit.

## **Review**

The health and safety policy is reviewed annually by the Governors' Health and Safety Committee.

Headteacher  
Mrs C Westgate

Chair of Governors  
Mrs Lindsay Briggs

Signed  
Date

Signed  
Date